

Personnel

General Personnel - Expenses

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Superintendent or designee an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board of Education in its regular bill process.

Traveling Employees

Please refer to the following collective bargaining agreements:

"Contractual agreement between the Board of Education of Valley View Community Unit School District 365U and the Valley View Council of Local 604 American Federation of Teachers, AFL-CIO";

"Agreement between the Board of Education of the Valley View School District 365U and Local 3057 Region 2 Council 31, American Federation of State, County and Municipal Employees, AFL-CIO";

"Agreement between Valley View Office Personnel Council Aft-Local 604, IFT/AFT, AFL-CIO and the Board of Education of School District #365U."

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: September 8, 1997

AMENDED: May 18, 2009