

Township High School District No. 113

2019-2021

Administrative Assistant Handbook



**1040 Park Avenue West
Highland Park, IL**

District 113 strongly encourages you to read the Board of Education policies pertaining to support staff. You will find them on the District website at <https://www.dist113.org/domain/40>

Table of Contents

| | |
|--|----|
| Table of Contents | 1 |
| 1. Absence/Tardy Procedure | 3 |
| 2. Additional Work | 3 |
| 3. Admission to District Programs..... | 3 |
| 4. Child Care, District 113 | 3 |
| 5. Compensatory Time..... | 3 |
| 6. Comprehensive Liability..... | 3 |
| 7. Computer, Acceptable Use Policy | 3 |
| 8. Defibrillator Procedures/Locations | 3 |
| 9. Desk Instructions/Office Procedures | 4 |
| 10. Direct Deposit Payroll..... | 4 |
| 11. Drug-Free Schools and Communities Act | 4 |
| 12. Emergency Closing of Schools | 4 |
| 13. Employee and Family Assistance Program (EFAP)..... | 4 |
| 14. Family and Medical Leave..... | 5 |
| 15. Flex Hours..... | 6 |
| 16. Flexible Spending Accounts (IRS Section 125 Plan) | 7 |
| 17. Funeral Leave – Immediate Family | 7 |
| 18. Funeral Leave - Other Than Immediate Family | 7 |
| 19. Grandparent Leave..... | 8 |
| 20. Grievance Procedures | 8 |
| 21. Handbook | 8 |
| 22. Health/Dental/Vision Insurance..... | 8 |
| 23. Holidays | 8 |
| 24. IMRF..... | 9 |
| 25. Insurance Supplement for Retirees Hired before January 1, 2012 | 9 |
| 26. Job Vacancies..... | 10 |
| 27. Jury Duty..... | 10 |
| 28. Life Insurance | 10 |
| 29. Lunch and Breaks | 10 |
| 30. Medical Appointments..... | 10 |
| 31. Notary Services..... | 10 |
| 32. Over-time | 11 |
| 33. Performance Evaluations | 11 |
| 34. Personal Leave Days..... | 11 |
| 35. Physicals/Wellness Health Screening | 11 |
| 36. Policy References..... | 11 |
| 37. Consumers Credit Union..... | 12 |
| 38. Probationary Review for New Employees..... | 12 |
| 39. Reclassification Committee | 12 |
| 40. Religious Holiday(s)..... | 12 |
| 41. Remediation Process..... | 12 |
| 42. Retirement Stipend..... | 13 |
| 43. Right of Assignment | 13 |
| 44. Salary Committee..... | 13 |
| 45. Administrative Assistant Liaison | 13 |

| | | |
|-----|--|----|
| 46. | Sexual Harassment..... | 14 |
| 47. | Sick Leave – Temporary Illness or Incapacity | 14 |
| 48. | Staff Development/Professional Growth/Tuition Reimbursement..... | 14 |
| 49. | Substitutes..... | 14 |
| 50. | Superintendent’s Recognition..... | 14 |
| 51. | Tax Sheltered Annuities..... | 14 |
| 52. | Use of Facilities and/or Equipment..... | 15 |
| 53. | Vacations..... | 15 |
| 54. | Voice Mail | 15 |
| 55. | Wages/Salary | 15 |
| 56. | Annual Wage Increases..... | 16 |
| 57. | Work Schedule..... | 16 |
| 58. | Workers' Compensation..... | 16 |
| 59. | Working at School Events | 16 |
| 60. | Grievance Procedure..... | 16 |

FORMS and COMMITTEES:

| | |
|--|----|
| Performance Evaluation Form | 21 |
| Job Classification and Reclassification Committee..... | 28 |
| Salary Committee Guidelines | 35 |

Township High School District No. 113

Administrative Assistant Handbook

1. Absence/Tardy Procedure

An employee who is unable to report to work or anticipates being late/tardy shall notify their immediate supervisor and the Office Manager the night before or as soon as possible. A pattern of frequent absences and/or tardiness may subject the employee to disciplinary action which may include loss of pay and/or termination.

2. Additional Work

Work done for a supervisor/teacher who is receiving a stipend for a project falls under the Administrative Assistant job description of other duties as assigned.

At times when an employee is overburdened with projects, requests for assistance should be conveyed to the Office Manager.

3. Admission to District Programs

The Board of Education shall provide free of charge summer school courses for dependents.

4. Child Care, District 113

District employees may enroll their children, ages two through five, in Deer Park Teaching and Learning Center (DPTLC) which is housed at Deerfield High School. The DPTLC Parent Board and Director are responsible for the daily operations of the program, and operating costs are paid for by the parents of children enrolled. The program operates 7:00 a.m. – 5:00 p.m., and essentially follows the District 113 calendar. For further information contact the Director, at 224-632-3380.

District employees may enroll their children, ages two through five, in the Highland Park Community Nursery School & Day Care Center which is housed at Highland Park High School. For further information contact the Executive Director, at 224-765-2800.

5. Compensatory Time

The use of compensatory time is strongly discouraged and rarely permitted, but when deemed necessary and prudent, comp time may be used subject to **pre-approval** by the supervisor and the Office Manager.

6. Comprehensive Liability

The Board of Education shall provide liability insurance to protect its employees from tort suits. ([Reference Board Policy 5-186](#))

7. Computer, Acceptable Use Policy

All employees who have computer login access are required to sign the Teacher and Non-Student Authorization for Computer Network Access form. ([Reference Board Policy 6-220](#))

8. Defibrillator Procedures/Locations

([Reference Board Policy 4-230](#))

[Back to Table of Contents](#)

9. Desk Instructions/Office Procedures

Administrative Assistants are expected to keep their office procedures/desk instructions current and submit an updated version to the Office Manager by October 15 of each year.

10. Direct Deposit Payroll

Employee paychecks are directly deposited to their personal bank. The Direct Deposit form should be filled out and submitted to the Payroll Office with the required documentation. Please contact the Payroll Department.

11. Drug-Free Schools and Communities Act

[\(Reference Board Policy 5-50\)](#)

12. Emergency Closing of Schools

Administrative Assistants will be notified of school emergency closings, late starts, and other special announcements through the school and District 113 websites, text messaging (short code through Blackboard) at the number provided, email, and the District social media sites such as Facebook & Twitter.

The school's main phone numbers will also have updated recordings in case of school closings:

| | |
|----------------------------|--------------|
| District Office: | 224-765-1000 |
| Deerfield High School: | 224-632-3000 |
| Highland Park High School: | 224-765-2000 |

Employees should arrive no later than 30 minutes before the student day begins on emergency late start days.

When school is closed due to an emergency (weather related or other circumstances) and the day is not required to be made up at a later date, then all employees (10 and 12-month) will not be required to report to work during the school closure and will be paid for such days.

If an emergency day is required to be made up at a later date, then 12-month employees are required to report to work during the emergency day unless otherwise notified by the District. If a 12-month employee chooses not to report to work on such a day, he/she will be permitted to use a personal day, vacation day, work an extra Friday in the summer or arrange to make up the missed hours with the supervisor.

If an emergency day is required to be made up at a later date, then 10-month employees will be paid for the emergency day but must work the make-up day without extra pay.

13. Employee and Family Assistance Program (EFAP)

All of us experience various kinds of stress and strain in our daily living. Most of the time, we are able to deal with our problems and continue with little disruption to our usual routine. Occasionally, we are less able to cope with these pressures and they begin to affect our lives at home or at work. Some problems simply don't take care of themselves. For these reasons, District #113 has developed an Employee and Family Assistance Program as a benefit for you.

[Back to Table of Contents](#)

EFAP provides professional assistance for all employees and their immediate family members for almost any kind of human problem. Employees are assured that neither their jobs, their future with District 113, nor their reputations will be jeopardized by participation in the Employee and Family Assistance Program. No information gathered by the EFAP consultant will be given to school officials or to any other agencies without approval of the employee.

To obtain additional information or to confidentially use the District #113 Employee and Family Assistance Program, contact Workplace Solutions at (877) 215-6614 or go to their website at www.wseap.com.

14. Family and Medical Leave ([Reference Board Policy 5-185](#)) and ([Board Policy 5-255](#)) Eligible employees shall be granted up to 12 weeks of unpaid leave per school year:

1. for the birth of a child and to care for such child;
2. for the placement of child for adoption or foster care;
3. to care for an eligible employee's seriously ill spouse, child, or parent; and/or
4. because of a serious health condition that makes an eligible employee unable to perform his or her job functions.

The term "eligible employee" is defined as an employee who has worked for District 113 for at least one year during the year preceding the leave and at least 1250 hours.

A. Use of Vacation or Personal Days

The eligible employee may elect to substitute paid vacation or personal leave for any unpaid family and medical leave qualifying purpose for all or part of the period of leave. Sick leave is not considered paid leave for this purpose.

B. Continuation of Health Insurance

The Board shall maintain health care coverage for the duration of the 12-week family and medical leave period at the same level and under the same conditions that existed at the time of the commencement of this leave. Thereafter, health care coverage may be continued at the expense of the eligible employee for the remaining unpaid leave.

C. Accrued Benefits

No eligible employee taking family and medical leave shall experience the loss of benefits, such as group life insurance, disability insurance, or pension benefits accrued before the date such leave commences.

D. Notification

An eligible employee shall provide the administration at least 30 calendar days advance notice before the date the leave is to begin of the employee's intention to take the leave if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the eligible employee or of a member of his or her immediate family.

An eligible employee shall make every reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider.

If 30 calendar days advance notice is not practical due to a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or medical emergency, notice of the eligible employee's intention to take leave must be given to the Office Manager as soon as practical after the need for leave becomes known to the employee.

E. Medical Certification

Should an eligible employee request family and medical leave to care for a seriously ill member of his or her immediate family or for the employee's own serious health condition, the employee shall, concurrently with the required notification, provide written certification from the health care provider of the reasons for the employee's request for family and medical leave.

The Board may, at its expense, require the opinion of a second health care provider to confirm or challenge the certification from the employee's health care provider. In the case of conflicting opinions, the Board, at its expense, may require a third, binding opinion from a jointly selected health care provider.

During the period of an eligible employee's family and medical leave to care for a seriously-ill member of the employee's immediate family or for the employee's own serious health condition, the Board may require at reasonable intervals periodic recertification from the health care provider of the employee or the employee's ill family member.

Prior to returning to work from leave due to an eligible employee's serious health condition, the employee shall provide to the Board a certification from the health care provider rendering an opinion as to the employee's fitness to return to work.

F. Restoration to Employment Upon Return from Leave

An eligible employee returning from family and medical leave shall be restored to an equivalent position with equivalent benefits, pay, and other conditions of employment.

15. Flex Hours

Summer

12-Month Administrative Assistant staff will be allowed to adjust their hours to accommodate a summer flex schedule. The Administrative Assistant work week consists of 38.75 hours. Therefore, the flex hours worked must total 38.75 hours when using vacation, personal time, and sick time. Office Managers will notify staff of the flex options. Office Managers will try to accommodate all requests. Adequate coverage in the buildings must be provided at all times. Lunch and breaks are to be taken during the assigned time and may not be rearranged.

With respect to 12-month administrative assistants, an employee will be paid for any unused summer hours if the employee separates from employment. The preferred method of payment will be to calculate the number of days the employee has accumulated, and then adjust that employee's last day of work in order to effectuate the payment. For example, an employee leaving on the 15th of the month who has accumulated four days of unused summer hours will be permitted to stop reporting to work four days prior to the 15th, and will be paid through the 15th as if the employee has worked those days.

[Back to Table of Contents](#)

10-month Employees

Each school building will receive summer hours to be divided among the departments with the greatest need for hours. The number of hours shall be determined annually at the discretion of the District administration and the Executive Council. The Office Manager and the Principal (or designee) at each building shall collaborate on how the hours are to be divided and will communicate their decision to the affected administrative assistants.

10-month administrative assistants have the option of when they would like to use their three days prior to Prep Week (for example, two days at the end of the school year and one at the beginning, or vice versa, or any combination of the three days), as long as the days are all used during the same fiscal year and as long as there is a legitimate student-based reason for doing so. These days must be approved in advance by the administrative assistant's immediate supervisor and the Office Manager.

The Office Manager will send out requests for summer hours to Department Chairs in April.

Winter Break and Spring Break (High Schools Only)

Administrative Assistant staff scheduled to work will have the option of working flex hours during winter and spring break by coming in early. Each workday will consist of 7.75 hours. Lunch and breaks are to be taken during the assigned time and may not be rearranged to accommodate personal appointments. Reasonable requests will be reviewed on a case-by-case basis by the immediate supervisor and Office Manager.

16. Flexible Spending Accounts (IRS Section 125 Plan)

Medical/dental insurance premiums are automatically deducted from the gross pay and not subject to taxes. Out-of-pocket costs for medical/dental expenses and dependent care may also be tax sheltered by establishing flexible spending accounts. Additional information is available on the District portal or contact Sonia Ayala at (224) 765-1012.

17. Funeral Leave – Immediate Family

The Board of Education shall grant an employee bereavement leave for the death of a person in the immediate family. ([Reference Board Policy 5-256](#)) According to the [Illinois School Code](#), “immediate family” includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

18. Funeral Leave - Other Than Immediate Family

Requests for paid funeral leave for other than immediate family may be submitted to the Office Manager. The designated administrator and the Office Manager will review each request and will approve reasonable requests on a case-by-case basis.

[Back to Table of Contents](#)

19. Grandparent Leave

Paid leave taken for the birth or adoption of an employee's grandchild shall be limited to two (2) days per occurrence. The intent of the leave is to allow the grandparent the opportunity to be present for the birth/adoption or to provide support for the family members. The approved days off are to be used within 30 days of the birth/adoption.

20. Grievance Procedures

See attached Grievance Procedures on page 18.

21. Handbook

This Administrative Assistant handbook applies to all full-time (12-month and 10-month) Administrative Assistants and will be posted on the District 113 website.

Employees can propose revisions, other than policy, to this handbook by submitting written recommendations to Human Resources. The Salary Committee/Human Resources will consider the recommendations on an annual basis. Revisions will occur as needed to keep in accordance with Board of Education policies and procedures and will be the responsibility of the Human Resources Administrator.

22. Health/Dental/Vision Insurance

All employees who are employed on a .5 FTE basis or higher are eligible to participate in the District's insurance plan at the contribution rates set forth immediately below. Eligible employees may elect to participate in either the PPO self-insurance program or the HMO program. The type of plan desired may be selected or changed once per year during the open enrollment period identified by the district. An administrative assistant's insurance coverage typically shall run from July 1st through June 30th provided they remain employed for the full work year.

HMO/PPO/Dental/Vision Contribution

Single: The Board will pay 100% of the single premium for eligible employees

Family: The Board will pay 76% of the family premium for eligible employees.

Upon separation from the District (i.e. retirement, resignation, termination, etc.), only the District HMO insurance plan will be available to the employee if continuing insurance coverage.

23. Holidays

The Board of Education shall grant the following paid holidays:

| | |
|-------------------------------|------------------------|
| Independence Day | Martin Luther King Day |
| Labor Day | Casimir Pulaski Day |
| Yom Kippur* | Christmas Day |
| Rosh Hashanah* | New Year's Day |
| Columbus Day | Presidents' Day |
| Veterans Day** | Good Friday |
| Thanksgiving Day | Memorial Day |
| Friday after Thanksgiving Day | |

*When the holiday falls during the work week.

[Back to Table of Contents](#)

**Floating Holiday when Veteran’s Day falls on the weekend. (Date needs approval by the supervisor.)

Pulaski Day

In the event the District opts to not observe Pulaski Day as a designated holiday, administrative assistants will receive a floating holiday. This holiday must be preapproved by the direct supervisor, and it will be subject to the same rules that apply to personal days. The floating holiday must be used in the current school year and may not be carried over to the following school year.

Winter Break paid days for 12-month secretarial staff:

| <u>2019-2020</u> | <u>2020-2021</u> |
|------------------|------------------|
| Tuesday, 12/24 | Thursday, 12/24 |
| Wednesday, 12/25 | Friday, 12/25 |
| Tuesday, 12/31 | Thursday, 12/31 |
| Wednesday, 1/1 | Friday, 1/1 |

Winter Break paid days for 10-month secretarial staff:

| <u>2019-2020</u> | <u>2020-2021</u> |
|------------------|------------------|
| Tuesday, 12/24 | Thursday, 12/24 |
| Wednesday, 12/25 | Friday, 12/25 |
| Wednesday, 1/1 | Friday, 1/1 |

10-month employees will be given the day before Thanksgiving off, with pay, if the teaching staff is not scheduled to work.

24. IMRF

The Board of Education shall submit the employee and the district required contributions to the Illinois Municipal Retirement Fund for all employees who work at least 600 hours per year. Deductions will also be made for Social Security (FICA). IMRF benefits information, including an optional voluntary contribution of up to 10% of one’s salary can be found here [\(Reference Board Policy 5-385\)](#)

Administrative Assistants working less than 600 hours per year will have deductions for Social Security (FICA) only.

25. Insurance Supplement for Retirees Hired before January 1, 2012

Full-time employees who are eligible for the retirement stipend set forth in [Board Policy 5-295](#) are also eligible for an insurance supplement for five years or until age 65, whichever comes first. The supplement amount is up to \$200/month (\$2,400/year).

The insurance supplement will be provided by the Board, toward the cost of insurance coverage. The insurance supplement can be used to pay for the District provided HMO plan or third-party insurance and can be used for obtaining either single or family insurance coverage. Invoices will be reimbursed up to the allowable maximum amount on a quarterly basis.

26. Job Vacancies

District Administrative Assistant vacancies are posted on the District website. An employee of the District has the right to apply. If an employee chooses to apply for a lower classification and is hired, salary will be reduced. If an employee chooses to apply for a higher classification and is hired, salary will be adjusted per the rates listed in Section 56 of this Handbook.

27. Jury Duty

Employees who serve on a jury shall sustain no loss in salary because of jury duty ([Reference Board Policy 5-80](#)). They will receive their full salary while absent for that purpose with the option of one of the following:

-Turn over to the school district the per diem amount received for serving on a jury, less non-reimbursed expenses incurred while performing jury duty.

-Keep the per diem check and request the District to deduct the amount from the next salary check (to avoid double taxation). This option must be requested in writing.

28. Life Insurance

The Board of Education shall provide death, accidental death and dismemberment insurance in the amount equal to the employee's salary rounded to the nearest \$1,000 up to a maximum of \$50,000.

29. Lunch and Breaks

10-month employees working 7.5 and 12-month employees working 7.75 continuous hours shall receive an unpaid 45-minute lunch break and two 20-minute paid breaks. Lunch and breaks are to be taken during the assigned time and may be rearranged to accommodate personal appointments with prior approval on a case by case basis by the immediate supervisor and Office Manager.

30. Medical Appointments

Employees shall make every reasonable effort to schedule non-emergency medical treatment so as not to disrupt unduly the operations of the District. Employees are to notify their immediate supervisor and the Office Manager of scheduled medical appointments.

In the event that a medical appointment causes an employee to be absent from work for one hour or less, the employee will not be required to use his or her sick leave days for such absences. If the medical appointment causes the employee to be absent from work for more than one hour, but no more than one half of the workday, the employee will be required to use one half of a sick leave day. All absences in excess of one half of the workday shall require the employee to use a sick leave day for each such absence.

31. Notary Services

Notary services are provided free of charge to all staff. Please contact any of the following notaries on staff:

| | | |
|-----------|--------------|--------------|
| Ad. Bldg. | Ramina Isaac | 224-765-1002 |
| Ad. Bldg. | Luda Koch | 224-765-1004 |
| HPHS | Jodi Mordini | 224-765-2010 |

[Back to Table of Contents](#)

32. Overtime

Employees who are required and authorized to work beyond the regular number of hours within the five-day work week will be paid at the rate of time and one-half for hours worked in excess of 40 hours in a week.

- Overtime should be requested in advance, when possible, to the immediate supervisor and the Office Manager.
- Overtime applies to time worked in excess of 40 hours in a work week. Time worked between 37.5 hours and 40 hours will be compensated at the employee's regular hourly rate.
- Overtime shall be earned in one-half hour (minimum) increments.

33. Performance Evaluations

A performance evaluation form, completed by the immediate supervisor, is required for each Administrative Assistant employee on an annual basis. The employee and the supervisor will meet to review the evaluation, sign and forward the form to the Office Manager. The Office Manager will sign and make copies for the employee, the supervisor, the employee file and will forward the original to the Human Resources Administrator. Attached is a copy of the performance evaluation.

34. Personal Leave Days

For 10-month employees, two (2) days non-cumulative, personal business leave during each school year will be permitted without loss of pay with prior approval by the supervisor. 10-month employees with full extracurricular assignment are entitled to a third day of personal leave. Previously earned and unused personal leave days may be carried over into the next work year. However, an employee may only accumulate up to three personal leave days per work year.

For 12-month employees, three (3) days non-cumulative, personal business leave during each school year will be permitted without loss of pay with prior approval by the supervisor. Previously earned and unused personal leave days may be carried over into the next work year. However, an employee may only accumulate up to three personal leave days per work year.

Requests for such leave should be directed to the Office Manager and supervisor at least 48 hours in advance.

Every unused personal day may be rolled over to the following work year as two (2) sick leave days subject to IMRF approval provided the employee notifies the building Office Manager and the Human Resources department in writing by **July 1st**.

35. Physicals/Wellness Health Screening

Initial employee physicals are required and shall be reimbursed up to \$500 per employee. Any follow-up physicals required by the Board will be reimbursed up to \$500 each. Both periodic physical exams and health screenings will be required on a scheduled basis to be determined by the Board. The basic health screen panel will be paid for by the Board.

36. Policy References

Several Board of Education policies are referenced in this handbook. The complete Board of Education policies are available for reference and review on the District 113 website link: [Policy Manual](#). Educational support policies are in Section 5.

[Back to Table of Contents](#)

37. Consumers Credit Union

District employees are eligible for membership in the Consumers Credit Union. This organization provides savings opportunities through payroll deduction. The Credit Union is also a source of installment credit for a variety of purposes. Loan repayments can be made via payroll deduction. For more information contact the District Payroll Department or the Consumers Credit Union at (877) 275-2228.

38. Probationary Review for New Employees

New employees to the District shall be on a probationary period for one calendar year. The purpose of the probationary status is to enable District 113 to determine that the employee has the desired work habits, skills, knowledge, attitude and performance to warrant continued employment.

The Office Manager will schedule probationary review meetings with the immediate supervisor to discuss and review the probationary employee's performance. The meetings will be held at one month, three months and six months during the first year of employment.

39. Reclassification Committee

A joint reclassification committee will meet annually or as needed, but no more than two (2) times per school year (Nov 1st) and (March 1st) to review pending applications for reclassification. The monetary impact of approved applications will take effect on July 1 following the reclassification meeting. The reclassification process may be found on page 28.

40. Religious Holiday(s)

Additional time off without pay for religious holidays not reflected on the district calendar may be granted. Requests shall be submitted for approval to the Office Manager and Principal or Assistant Principal **one week in advance**. Use of vacation and/or personal days may be used if available.

41. Remediation Process

If an employee's performance is judged unsatisfactory or does not meet District expectations, evidence will appear in both formative and summative documents written by supervisor(s). The supervisor(s), liaison, and Office Manager will provide the Administrative Assistant with written specific points for improvement, suggestions for making the improvements, the outcome that will indicate the improvement has been made, and a time for completion. This process hopes to develop the Administrative Assistant's performance to an acceptable level. Through cooperative efforts on the part of everyone involved, it is hoped that the Administrative Assistant's performance will improve, and the Administrative Assistant will return to the annual performance review. Should the specifications for improvement not be met, the supervisor(s), Office Manager, and liaison may recommend termination.

Everyone involved in the remediation works to bring the Administrative Assistant's performance to a level that meets District expectations. If the process does not affect an improvement in performance, a recommendation for dismissal will be sent to the Board of Education.

At this time, the Administrative Assistant has a right, upon request through the Superintendent, for a hearing with the Board of Education.

[Back to Table of Contents](#)

42. Retirement Stipend

Administrative Assistants hired prior to January 1, 2012, are eligible for a retirement stipend ([Reference Board Policy 5-295](#)). To be eligible, one must have:

1. begun their employment with the District prior to January 1, 2012, and must have remained continuously employed with the District thereafter until his/her retirement date; and
2. at least ten (10) years of continuous service with the District at the time of retirement and must qualify for retirement under the IMRF at the time of retirement; and
3. provided the Superintendent with irrevocable written notice of retirement at least six (6) months prior to the date of retirement.

An eligible employee shall receive a total retirement stipend calculated as follows in equal installments in their final four (4) months' paychecks:

\$4,500 for 10-14 continuous years in District 113
\$5,500 for 15-19 continuous years in District 113
\$6,500 for 20 or more continuous years in District 113

Also, eligible employees may have their earned, unused vacation days paid at their current per diem rate in equal installments in their final four (4) months' paychecks.

Full-time employees who are eligible for the retirement stipend set forth in [Board Policy 5-295](#) are also eligible for an insurance supplement for 5 years or until age 65, whichever comes first. The supplement amount is \$200/month (\$2,400/year).

43. Right of Assignment

Administration has the right to change job descriptions without changing job classifications depending on the needs of the building. It is understood that an administrative reassignment of duties can change classification but not reduce salary.

The employee has the right to apply for reclassification if it is believed that the assignment is not within the scope of the position.

44. Salary Committee

The Salary Committee will consist of two elected representatives from each high school. The Salary Committee Guidelines and Procedures can be found on page 37.

45. Administrative Assistant Liaison

The Administrative Assistant Liaison Committee at each building will consist of the Salary Committee representatives, assigned Liaison Administrator, and/or Office Manager as determined. Meetings with the Administrator Liaison and/or Office Manager will be set to:

- discuss Administrative Assistants' concerns
- set up staff development training/dates for Late Starts/collaboration for the Administrative Assistants
- be consulted in initial discussions regarding reassignment of duties the Administration is considering pursuant to No. 43: Right of Assignment.

[Back to Table of Contents](#)

46. Sexual Harassment

To access the policy, procedures, or form click on this link [Policy 5-25](#)

47. Sick Leave – Temporary Illness or Incapacity

The Board of Education shall award 15 sick days per year for 10-month employees and 18 days per year for 12-month employees. These days accumulate each year if not used to a maximum of 280 days. If an employee has accumulated the maximum carryover days, the new year allotment will be added to the available total for that year. For example, if the employee has accumulated the 280 unused days allowed, and is a 12-month employee, the coming year's allotment of 18 days would be added to the maximum allowed to be carried over for a total of 298 days available for that year (*i.e.*, $280 + 18 = 298$ available for use).

The administration will work with the Board of Education to develop an attendance policy to monitor and control excessive use of sick days. The employee may utilize his/her accumulated sick leave for personal illness or for serious illness in the immediate family. The definition of immediate family can be found in the school code.

48. Staff Development/Professional Growth/Tuition Reimbursement

Staff development will be provided as needed at the building level at the discretion of the Office Manager in consultation with administration. Consideration will be given to requests for training workshops outside of the District on an individual basis. Requests must pertain to current assignment and will be reviewed by the Office Manager and administration.

Up to \$500 of the three-year allotment of \$1,500 available for tuition reimbursement may be used to attend workshops, seminars, webinars, and conferences subject to prior approval by the supervisor and the HR department.

49. Substitutes

The need (*i.e.*, *long-term illness, family emergencies, emergency situations that are out of the control of the staff member*) for a substitute will be reviewed on an individual basis depending on the length of absence and the position needed to be covered. The hiring of a substitute will be at the discretion of the Office Manager in consultation with the immediate supervisor and Human Resources.

50. Superintendent's Recognition

Superintendent's Recognition is one method for employees to recommend colleagues for special acknowledgment. This recognition may be awarded to any employee who demonstrates meritorious professional performance. Meritorious performance is defined as contributions extending beyond the person's normal job expectations. If the Superintendent supports the nomination, the nominee will be recognized through a letter of commendation and a personal gift. Nomination forms can be obtained by contacting the Superintendent's office at 224-765-1002. Please note the deadline on the form.

51. Tax Sheltered Annuities

Employees may participate in tax sheltered annuity programs with companies on the district approved list. The District requires that annuity contracts be filed with the Business Office and that annuitants complete a District #113 Payroll Reduction Agreement. For a list of filing procedures, participating companies, and further details please contact the District's business department.

52. Use of Facilities and/or Equipment

Employees may utilize school facilities and/or equipment if authorized by the appropriate supervisor in charge. Approval must be given in advance. ([Reference Board Policy 4-155](#))

53. Vacations

12-month employees shall be granted vacation days in the following amounts:

| | |
|------------------|----|
| First 12 months: | 0 |
| After Year 1: | 10 |
| After Year 2: | 11 |
| After Year 3: | 12 |
| After Year 4: | 13 |
| After Year 5: | 14 |
| After Year 6: | 15 |
| After Year 7: | 16 |
| After Year 8: | 17 |
| After Year 9: | 18 |
| After Year 10: | 19 |
| After Year 11+: | 20 |

Previously earned and unused vacation days, to a maximum of one-half of annual earned days, may be “carried over” into the next work year. Carry-over days must be used no later than December 1.

Unused vacation days may be converted to sick days at 2 sick days for each unused vacation day subject to IMRF approval. If you intend to convert unused vacation days into sick days, you must declare with Human Resources department in writing by **July 1st**. 10-month employees are not eligible for vacation.

54. Voice Mail

Voice Mail allows callers to leave a message when employees are not available. Each staff member receives a voice mailbox number that can be accessed from any phone, on or off campus. Voice mailboxes should be checked for messages frequently. The voice mail greeting should be changed to indicate when you are out of the office.

Questions relating to voicemail should be directly emailed to the helpdesk@dist113.org.

55. Wages/Salary

Starting Salary Rates

There are four (4) levels of administrative assistants with the following starting hourly wages for the duration of this Agreement:

| 2019-2020 | | 2020-2021 | |
|-----------|---------|-----------|--------|
| Level A | \$17.40 | Level A | \$ TBD |
| Level B | \$17.66 | Level B | \$ TBD |
| Level C | \$17.93 | Level C | \$ TBD |
| Level D | \$18.98 | Level D | \$ TBD |

[Back to Table of Contents](#)

If a current employee moves to a higher Level, the wage adjustment shall be as follows:

- A to B: \$0.50
- A to C: \$1.00
- A to D: \$2.50
- B to C: \$0.50
- B to D: \$2.00
- C to D: \$1.50

56. Annual Wage Increases

Please see page 2 of the Administrative Assistants' Salary and Benefits agreement posted on the HR Portal of the District 113 website.

57. Work Schedule

Full-time twelve-month Administrative Assistants work 7.75 hours/day (Monday through Friday) during the school year and 7.75 hours/day (Monday through Thursday) for 9 weeks during the summer for a total of 1950 hours a year.

Full-time ten-month Administrative Assistants work daily 7.5 hours/day (Monday through Friday) for a total of 1537.5 hours per year. The work week consists of 37.5 hours during the school year.

58. Workers' Compensation

The Board of Education shall provide a comprehensive workers' compensation policy to protect its employees from injury on the job. ([Reference Board Policy 5-186](#))

59. Working at School Events

Staff members are hired by the school to work in various capacities at events such as home athletic contests, SAT and ACT testing. Watch for announcements requesting this type of help throughout the year. Information regarding remuneration is generally included in the announcement. All additional pay is subject to payroll deduction laws.

60. Grievance Procedure

TOWNSHIP HIGH SCHOOL DISTRICT NUMBER 113

ADMINISTRATIVE ASSISTANT

GRIEVANCE PROCEDURE



From time to time employee problems arise which cannot be resolved through the traditional methods of discussion with supervisors. The purpose of the following grievance procedure is to establish a step-by-step method that may be used in an attempt to resolve a problem or complaint to the satisfaction of all parties concerned.

This procedure is available to any Administrative Assistant employee of the district as herein defined. No employee is required to use this procedure. The availability of this procedure does not preclude any Administrative Assistant member from discussing any matter with their supervisor or from requesting, through the Superintendent, a meeting with the Board of Education.

[Back to Table of Contents](#)

1. Definitions

- (a) **Administrative Assistant Employee.** For the purpose of this procedure, an Administrative Assistant employee is any Administrative Assistant employee of the district.
- (b) **Grievance Committee.** The Grievance Committee in the district shall be composed of Administrative Assistant members selected by Administrative Assistant employees from DHS and HPHS buildings for this purpose. The Grievance Committee shall select one of its members as Chairman. The committee, unless otherwise specified by Administrative Assistant employees, shall be the salary committee.
- (c) **Grievance.** A grievance is any claim by an Administrative Assistant employee or group of Administrative Assistant employees that any policy of the Board of Education, or any administrative regulation, applicable to or affecting the grievance, or grievant in his/her capacity as an employee of the district is arbitrary, has been discriminatorily applied, or has not been applied in accordance with its terms. A grievance may relate only to an actual or imminent application of a policy or rule.

2. Information Procedure (Level I)

A grievant must in the first instance make a sincere effort to resolve any difference in a personal interview with his/her immediate supervisor. In the event the problem is not thereby satisfactorily resolved it must be discussed with the Office Manager with the object of concluding the matter informally. If the problem is still not resolved, the Office Manager will meet with the liaison and the grievant.

3. Submission to Grievance Committee (Level II)

- (a) If the problem is not resolved through the Informal Procedures, the grievant may request initiation of formal procedures by submitting a written grievance to be made available by the Grievance Committee, and submitting the grievance to a member of the Grievance Committee within five (5) school days from the date of the informal discussion of the problem with the Office Manager and the liaison.
- (b) The submitted grievance will be reviewed by the Grievance Committee, and within five (5) school days from submission, the Grievance Committee shall determine whether the grievance is meritorious. In making this determination, where there is any reasonable doubt the Grievance Committee will decide in favor of the grievant.
- (c) If the Grievance Committee shall determine that the grievance is without merit, then no further action shall be taken under this procedure. The grievant shall be given written notification of the reasons for the decision by the Grievance Committee.

4. Submission to Principal

- (a) If the Grievance Committee shall determine that the grievance is meritorious, then it shall, within ten (10) school days from submission of the grievance, prepare and submit to the Principal a copy of the written grievance and a statement of the position of the Grievance Committee.

- (b) Within five (5) school days after submission of the written grievance, a conference shall be held with the Principal, any other building supervisory or administrative personnel selected by him/her, the Grievance Committee or its designated subcommittee, and the grievant (or a reasonable number of grievants in a class action grievance) if the Grievance Committee so requests.
- (c) Within five (5) school days after the conference, the Principal shall communicate his/her decision and reasons in support, in writing, to the Chairman of the Grievance Committee and the grievant.

5. Appeal to Human Resources Administrator (Level IV)

- (a) If the decision of the Principal is not satisfactory to the Grievance Committee, then it may appeal his/her decision to the Human Resources Administrator within five (5) school days following receipt of the decision. The appeal shall be in writing and shall set forth the basis for the grievance and the grounds on which the appeal is based. A copy of the grievance and decision of the Principal shall be submitted by the Grievance Committee with the appeal.
- (b) Within ten (10) working days after submission of the appeal, a conference shall be held on the appeal among the Human Resources Administrator, the Grievance Committee or its designated subcommittee, and the grievant (or a reasonable number of grievants in a class action grievance) if the Grievance Committee so requests.
- (c) Within five (5) working days after the appeal conference, the Human Resources Administrator shall communicate the decision and reasons in support, in writing, to the Chairman of the Grievance Committee and the grievant.

6. Appeal to Superintendent (Level V)

- (a) If the decision of the Human Resources Administrator is not satisfactory to the Grievance Committee, then it may appeal the decision to the Superintendent within five (5) days following receipt of the decision. The appeal shall be in writing and shall be accompanied by a copy of all prior written material submitted to the Principal and Human Resources Administrator and copies of the decisions of the Principal and Human Resources Administrator. The appeal shall be submitted by filing with the Superintendent.
- (b) The Superintendent may conduct such investigation as he considers appropriate, including a meeting with the Grievance Committee alone or with the grievant. If the Grievance Committee should desire to meet with the Superintendent, it shall so request through the Superintendent's Office.
- (c) Within fifteen (15) working days following submission of the appeal to it, the Superintendent shall communicate his decision in writing to the chairman of the Grievance Committee and the grievant.

[Back to Table of Contents](#)

7. Appeal to Board of Education (Level VI)

- (a) If the decision of the Superintendent is not satisfactory to the Grievance Committee, then the committee may appeal the decision to the Board of Education within five (5) days following receipt of the decision. The appeal shall be in writing and shall be accompanied by a copy of all prior written material submitted to the Principal, Human Resources Administrator, and Superintendent and copies of the decisions of the Principal, Human Resources Administrator, and Superintendent. The appeal shall be submitted by filing with the Secretary of the Board.
- (b) The Board may conduct such investigation as it considers appropriate, including a meeting with the Grievance Committee alone or with the grievant. If the Grievance Committee should desire to meet with the Board, it shall so request through the Secretary of the Board.
- (c) Within fifteen (15) working days following submission of the appeal, the Board shall communicate its decision in writing to the chairman of the Grievance Committee and the grievant.

8. Fact-Finding Panel (Level VII)

- (a) If the decision of the Board is not satisfactory to the Grievance Committee, then the committee may refer the grievance to a fact-finding panel by notice to the Superintendent within ten (10) school days following receipt of the Board's decision.
- (b) If fact-finding is invoked, then the Board of Education and Grievance Committee shall each designate within five (5) working days following receipt of the fact-finding request by the Superintendent, one of its members as a member of the fact-finding panel. The two so designated shall select a third person from among a list of five potential neutral panel members to be selected from time to time by the Board of Education and the Grievance Committee. The neutral so selected shall be the Chairman of the fact-finding panel.
- (c) The fact-finding panel shall conduct such investigation as it considers appropriate to render a report on the grievance submitted to it. The panel shall limit its investigation to issues and positions considered in prior stages of the grievance procedure.
- (d) The panel shall conduct its investigation and submit its report to the Board of Education and Grievance Committee as expeditiously as possible. Any cost resulting from this procedure shall be shared equally by the Board of Education and the Grievance Committee on behalf of the Administrative Assistant employee or employees.
- (e) It being recognized that the responsibility and authority for the operation of the district is vested by law in the Board of Education, the report of the fact-finding panel shall be advisory to the Board. The Board shall, however, give due consideration to the report of the panel should the report indicate that the Board policy or administrative regulation alleged in the grievance was arbitrary, or discriminatorily applied, or not applied in accordance with its terms.

9. Time Limits

Failure at any step of the grievance procedure to communicate a decision within the specified time limits shall permit the lodging of an appeal at the next step of the procedure within the designated

time as though a decision was given on the last day provided. Failure to appeal a decision with the specified time limit shall be deemed an acceptance of the last prior decision. Any time limit specified may be extended by mutual agreement of the Chairman of the Grievance Committee or his designate and the Superintendent or his designate, but such extension shall not establish a precedent for future grievances.

10. Procedure for Revision

The District 113 Grievance Procedure can be revised with the mutual consent of the Grievance Committee acting on behalf of the Administrative Assistant employees, the administration, and the Board of Education.

Revised: September 6, 2019

[Back to Table of Contents](#)

Performance Evaluation Form



SUPPORT STAFF PERFORMANCE EVALUATION FORM

Name: Click here to enter text.

Department: Click here to enter text.

Job Title: Click here to enter text.

Date of Final Evaluation Meeting: Click here to enter text.

Evaluation Period: Click here to enter text. **To:** Click here to enter text.

Purpose:

The purpose of this performance evaluation is to provide recognition and growth-enhancing feedback for the employee being evaluated relative to his/her performance.

Guidelines:

- At the end of the evaluation period, the supervisor will measure the employee's performance. Supervisors will review key job responsibilities and assign one of the ratings below to each:
 - 5. Clearly Outstanding**
Results produced in all areas of the job far exceed expectations.
 - 4. Consistently Exceeds Expectations**
Performance consistently exceeds expectations in many job areas.
 - 3. Consistently Meets Expectations**
Results produced in all job areas consistently meet expectations. This rating applies to a solid performer making a tangible contribution.
 - 2. Somewhat Less Than Satisfactory**
Results fall short of meeting expectations.
 - 1. Unacceptable**
Results fall seriously short of consistently meeting expectations in some job areas.

[Back to Table of Contents](#)

- The supervisor, after reviewing ratings selected for performance qualities, will assign an overall rating. Using the scale above, this rating will reflect the definition that best describes the employee's overall performance during the evaluation period.
- If the employee receives any ratings of 2 or 1, the supervisor and employee will formulate a development plan that addresses areas in which present performance needs to be improved.
- At the end of the annual evaluation discussion, the form will be signed and dated by the employee and the supervisor and forwarded to the office of Human Resources.

I. Performance Qualities - At the end of the evaluation period, assess the employee's performance for each applicable quality and then indicate which rating and description is the best fit. Check the appropriate box, comments are optional.

- 1. Knowledge/Skills** - Understanding and knowledge of policies, procedures and facts relevant to job. Demonstration of technical expertise and skill required (e.g. computer skill, numbers skill, etc.)

| | |
|-----------------------|---|
| <input type="radio"/> | 5. Far exceeds knowledge required for job and is always thoroughly informed. Demonstrates excellent technical skill. Expertise is widely acknowledged and sought after. Instructs peers in area of expertise. |
| <input type="radio"/> | 4. Exceeds required level of knowledge in many instances. Demonstrates skill that is often above what is expected in job. |
| <input type="radio"/> | 3 Has a fully satisfactory understanding of the job and the knowledge needed. Fully demonstrates skill required. |
| <input type="radio"/> | 2. Fair knowledge of job duties and procedures. Requires some improvement in skill level. Regularly requires assistance and instruction. (Possibly new to job and in learning stage.) |
| <input type="radio"/> | 1. Lacks knowledge of job. Does not meet skill requirements. |

Comment (optional)

Click here to enter text.

[Back to Table of Contents](#)

2. Problem Solving/Decision Making - Ability to resolve work problems and make appropriate decisions. Application of prior experience to new situations.

| | |
|-----------------------|---|
| <input type="radio"/> | 5. Exceptional ability to anticipate and solve problems. Often helps others in resolving problems. Makes innovative, highly effective decisions. |
| <input type="radio"/> | 4. Often anticipates problems and is able to resolve them independently. Makes highly effective, often innovative decisions or suggestions. |
| <input type="radio"/> | 3. Successfully identifies and resolves problems independently. Decisions are based upon a thorough analysis of the problem. Makes good, effective decisions. |
| <input type="radio"/> | 2. Usually able to resolve problems. Needs some assistance in analyzing situations to make effective decisions. |
| <input type="radio"/> | 1. Unable to resolve problems. Makes ineffective decisions. |

Comment (optional)

| |
|---------------------------|
| Click here to enter text. |
|---------------------------|

3. Communication - Degree to which one communicates all matters of importance. Skill in transmitting and receiving information orally and in writing with individuals or groups.

| | |
|-----------------------|---|
| <input type="radio"/> | 5. Exceptional skill in communicating with others. Far exceeds requirements of job in every aspect of communication. Always communicates appropriate information in a timely manner to the right people. Always checks for comprehension. |
| <input type="radio"/> | 4. Exceeds communication requirements of job in many instances. Prepares thoughts that are well prepared, precise and thorough in both oral and written form. |
| <input type="radio"/> | 3. Shares information and knowledge appropriately. Is fully effective in communicating with others, and meeting communication requirements. Seeks additional information/explanation for clarification. |
| <input type="radio"/> | 2. Usually shares appropriate information and knowledge. Requires some improvement in ability to give and receive information effectively. |
| <input type="radio"/> | 1. Ineffective in communicating with others. Does not meet communication requirements of job. Does not share information in a timely way or to appropriate individuals. |

Comment (optional)

Click here to enter text.

- 4. Internal Relations** - Degree to which one works effectively and cooperatively with other workers and other departments in achieving organization needs. Degree of responsiveness to organization needs. Demonstration of teamwork in the facilitation of workflow.

| | |
|-----------------------|--|
| <input type="radio"/> | 5. Shows exceptional level of cooperation in working with others. Takes initiative in responding to organization needs and providing high level of teamwork. |
| <input type="radio"/> | 4. Often takes initiative in responding to organization needs and offering high level of cooperation. Shows high level of teamwork. Anticipates and confronts obstacles. |
| <input type="radio"/> | 3. Cooperates fully with others and is responsive to organization needs. Provides appropriate level of teamwork. |
| <input type="radio"/> | 2. Needs some improvement in level of cooperation and responsiveness. Takes little initiative in providing teamwork. Is late in responding to requests. |
| <input type="radio"/> | 1. Shows little cooperation or teamwork. Not responsive to organization needs. |

Comment (optional)

Click here to enter text.

- 5. Self-Management** - Degree to which one plans and organizes own work, uses time effectively and sets appropriate priorities. Amount of supervision required.

| | |
|-----------------------|---|
| <input type="radio"/> | 5. Highly skilled in independently planning and organizing work to meet job requirements. Requires little supervision. |
| <input type="radio"/> | 4. Usually able to independently plan and organize work. Makes good use of time. Requires minimal supervision. |
| <input type="radio"/> | 3. Requires minimal assistance in planning and organizing work and setting appropriate priorities. Needs reasonable amount of supervision. Very reliable. |

| | |
|-----------------------|---|
| <input type="radio"/> | 2. Requires assistance in establishing priorities, organizing work and making best use of time. Needs some improvement. |
| <input type="radio"/> | 1. Unable to organize own work or use time effectively. Requires excessive supervision. |

Comment (optional)

Click here to enter text.

6. Quality of Work - Degree of accuracy, neatness, thoroughness, and/or cost effectiveness in work produced.

| | |
|-----------------------|---|
| <input type="radio"/> | 5. Does work of highest level. Work is very complete and almost errorless. |
| <input type="radio"/> | 4. Work exceeds department standards with minimum errors. Usually able to independently plan and organize work. Makes good use of time. Requires minimal supervision. |
| <input type="radio"/> | 3. Fully meets department's quality standards with reasonable errors. |
| <input type="radio"/> | 2. Occasionally work does not meet standards, some rework is required. Rate of errors needs some improvement. |
| <input type="radio"/> | 1. Work does not meet department standards. Error rate is unacceptable. |

Comment (optional)

Click here to enter text.

7. Quantity of Work – Degree to which one produces the required amount of work within the required time frame.

| | |
|-----------------------|---|
| <input type="radio"/> | 5. A top producer. Far exceeds required level of output. Finishes far ahead of deadlines. |
|-----------------------|---|

| | |
|-----------------------|--|
| <input type="radio"/> | 4. Exceeds required level of output and finishes ahead of deadlines. Often does more than own share. |
| <input type="radio"/> | 3. Fully meets required level of output within deadlines. |
| <input type="radio"/> | 2. Usually produces required amount of work. Meets most deadlines. Some improvement is needed. |
| <input type="radio"/> | 1. Insufficient output. Usually does not meet deadlines. |

Comment (optional)

Click here to enter text.

8. Attendance/Punctuality – Punctuality with regard to absence or tardiness.

| | |
|-----------------------|--|
| <input type="radio"/> | 5. Never late or absent, unexcused. |
| <input type="radio"/> | 4. Rarely late or absent. |
| <input type="radio"/> | 3. Attendance/punctuality record good. |
| <input type="radio"/> | 2. Has received a written warning within the last 12 months. |
| <input type="radio"/> | 1. Has been placed on formal probation for attendance punctuality within the last 12 months. |

Comment (optional)

Click here to enter text.

II. Overall Rating – Considering all factors, check the definition which best describes this employee’s overall performance during the past period.

[Back to Table of Contents](#)

| | |
|-----------------------|--------------------------------------|
| <input type="radio"/> | 5. Clearly Outstanding |
| <input type="radio"/> | 4. Consistently Exceeds Expectations |
| <input type="radio"/> | 3. Consistently Meets Expectations |
| <input type="radio"/> | 2. Somewhat Less Than Satisfactory |
| <input type="radio"/> | 1. Unacceptable |

Comment (optional)

Click here to enter text.

III. Development Plans - For ratings of 2 or 1, list mutually agreed upon steps for areas needing improvement.

Click here to enter text.

IV. Comments (Supervisor and/or employee may attach comments)

Comment (optional)

Click here to enter text.

V. Signatures

| | |
|--|---------------|
| _____ Employee Signature (Acknowledging Receipt) | _____ Date |
| _____ Supervisor Signature | _____ Date |
| _____ Office Manager Signature | _____ Date |

Note: Employee must be given a copy of this evaluation. Final copy with original signatures should be sent to Human Resources by May 1st.

Job Classification and Reclassification Committee

JOB CLASSIFICATION SYSTEM GUIDELINES AND PROCESS

COMMITTEE MEMBERSHIP AND SCOPE:

1. The Committee shall consist of:

The Office Managers at the high school buildings (2)
A Principal designee from each campus (2)
Two Salary Committee Representatives from each building (4)
The Assistant Superintendent for Finance (1)
The Human Resources Administrator (1)

2. The Committee should address the appropriate classification of:
 - New jobs, and
 - Jobs with changing duties and responsibilities
 - Proposed revisions to the Administrative Assistant Handbook

PRE-COMMITTEE MEETING ACTIONS:

1. All requests for classification action should be initially made by and through the head of key organizational units (e.g., the Assistant Principal). For example, if an employee or supervisor is concerned relative to a classification assignment, he/she should direct the concern to his/her Assistant Principal --as opposed to Committee members.
2. The Administrative Assistant employee affected should present a written request for a classification review and submit it to the Assistant Principal.
3. The Assistant Principal or similar position forwards to the Human Resources Administrator, at least one month prior to the next regularly scheduled committee meeting, copies of:
 - The Administrative Assistant employee's written request for a classification review
 - The current or proposed job description, desk instructions, and
 - Supporting documentation -- if any.
4. Reclassification requests must be submitted by the end of the first quarter to be considered for the fall meeting and by the end of the third quarter to be considered for the spring meeting.
5. The Human Resources Administrator should independently review the merits of each classification request. As part of this review, he/she may ask others to conduct an independent investigation (i.e., to confirm job responsibilities and other related aspects of the job).

[Back to Table of Contents](#)

6. The Human Resources Administrator should forward to each Committee member, at least one week prior to the Committee meeting, the following information relative to each classification request:
 - The Administrative Assistant employee's written request for a classification review
 - The current or proposed job description and desk instructions
 - Support documentation -- if any from the Requester

COMMITTEE MEETING OPERATION:

1. The Committee should meet initially on an annual basis to discuss classification requests.
2. The Committee will be chaired by the Human Resources Administrator.
3. The Human Resources Administrator should serve as a voting Secretary to the Committee, with responsibility for:
 - Distributing preparatory materials, including agendas, and
 - Taking and distributing minutes.
4. The Committee should develop and follow appropriate guidelines pertaining to participants' conduct during meetings.
5. With regard to each classification request, a representative from the initiating organization unit should make a presentation which includes highlights of the preparatory material and other pertinent information. He/she may ask job incumbents (i.e., those affected by the classification decision) to participate during the presentation and respond to Committee members' questions. However, once the presentation is complete, only Committee members and the Human Resources Administrator should participate in further deliberations.
6. Following completion of presentations by the organization unit representative and the Human Resources Administrator, the Committee should discuss and vote on the level assignment.
7. Consideration should be given not only to the match between a job's duties and responsibilities with the level and attribute definitions, but also to relativity (i.e., the responses assigned to other jobs within District).
8. If, as a result of comparisons with similar jobs, there is concern that an adjustment should be made to another job, no action should be taken on such job until a subsequent meeting (i.e., all the pre-committee meeting procedures should be followed).
9. Votes by the Committee can result in either upward or downward movement in the classification of jobs.
10. Although the Committee should strive for consensus in decision-making, a majority vote should constitute a recommendation. Proxy votes from absent members will not be allowed.

11. All recommendations should be forwarded to the Superintendent or his/her designee for approval.
12. All recommendations should be viewed as both preliminary and highly confidential. There should be no discussion of the process or specific decisions outside of the room where the classifications are conducted.

POST COMMITTEE ACTION:

1. Upon receipt of recommendations by the Committee, the Superintendent or his/her designee may accept or reject the Committee's recommendations.
2. Regardless of the action taken, the Human Resources Administrator should be responsible for communications to organization units and affected employees.
3. If recommendations are accepted, the Human Resources Administrator should adjust related classification records and documents. He/she should also process any adjustments to base salary levels if dictated by salary administration policies and procedures. Approved requests take effect July 1 following the review process.
4. If recommendations are rejected, the employee impacted by this decision may re-initiate a classification review by resubmitting a written request. The request will be considered at the next Committee meeting.

[Back to Table of Contents](#)

CLASSIFICATION LEVEL DEFINITIONS

| ATTRIBUTE CATEGORIES | LEVEL A ATTRIBUTES |
|-----------------------------------|---|
| ORGANIZATIONAL KNOWLEDGE | Requires understanding the policies, work procedures, programs, plans, and organizational relationships of the entire department. |
| DECISION-MAKING | Requires minimal exercise of independent action within defined policy parameters in the area of specialty. |
| COMMUNICATION SKILLS | Demonstrate effective, clear, and concise communication skills – both written and oral. |
| COMPUTER AND/OR TECHNOLOGY SKILLS | Knowledge of district specific software/minimal technological aptitude. |
| COMPLEXITY OF ANALYSIS | Some interpretation of information is required. |
| INDEPENDENCE OF ACTION | Requires work under the type of supervision where standard practice requires checks on performance. |
| DEADLINES | Deadlines can change and there are continual interruptions of work. |
| OVERALL IMPACT | The individual is the clerical support for the office or department. The overall representation to external constituencies has an impact on the district. Errors typically have some internal and/or external implications. |
| CONFIDENTIAL DATA | The job involves contact with confidential data, where disclosure would have adverse internal or external effects. |

The current positions classified as Level A are: None at present

[Back to Table of Contents](#)

CLASSIFICATION LEVEL DEFINITIONS

| ATTRIBUTE CATEGORIES | LEVEL B ATTRIBUTES |
|-----------------------------------|--|
| ORGANIZATIONAL KNOWLEDGE | Requires understanding the policies, work procedures, programs, plans, and organizational relationships of the entire department and a general understanding of outside organizations. |
| DECISION-MAKING | Requires some exercise of independent action within defined policy parameters in the area of specialty. |
| COMMUNICATION SKILLS | Demonstrate effective, clear, and concise communication skills both written and oral. |
| COMPUTER AND/OR TECHNOLOGY SKILLS | Knowledge of district specific software and the ability to use this software to create reports. Technological aptitude demonstrated. |
| COMPLEXITY OF ANALYSIS | Requires some analysis, gathering of facts, and preliminary study of information. Some interpretation of information is required. |
| INDEPENDENCE OF ACTION | Requires work under the type of supervision where standard practice occasionally requires checks on performance. |
| DEADLINES | Deadlines change occasionally and there are continual interruptions of work. |
| OVERALL IMPACT | The individual provides support for the office/or department. The overall representation to external constituencies has an impact on the district. Errors typically have some internal and/or external implications. |
| CONFIDENTIAL DATA | The job involves frequent contact with confidential data, where disclosure would have adverse internal or external effects. |

The current positions classified as Level B are:

DHS/HPHS Attendance

HPHS/Receptionist Counseling

[Back to Table of Contents](#)

CLASSIFICATION LEVEL DEFINITIONS

| ATTRIBUTE CATEGORIES | LEVEL C ATTRIBUTES |
|-----------------------------------|---|
| ORGANIZATIONAL KNOWLEDGE | Requires understanding the policies, work procedures, programs, plans, and organizational relationships of the entire department and a general understanding of outside organizations. |
| DECISION-MAKING | Requires the regular exercise of independent action within defined policy parameters in the area of specialty. |
| COMMUNICATION SKILLS | Demonstrate effective, clear, and concise communication skills – both written and oral. Ability to proofread for spelling, punctuation, and able to compose written forms of communication. |
| COMPUTER AND/OR TECHNOLOGY SKILLS | Knowledge of district specific software. Knowledge and ability to create and maintain budget documents and/or reports. Technological aptitude demonstrated. |
| COMPLEXITY OF ANALYSIS | Requires frequent analysis and the integration and coordination of various elements in assigned areas. Interpretation of, and generalization from, information is required. |
| INDEPENDENCE OF ACTION | Requires work under the type of supervision where standard practice seldom requires checks on performance. |
| DEADLINES | Deadlines are changed frequently and there are continual interruptions of work. |
| OVERALL IMPACT | The individual is the primary support for the office, department, and department chair/supervisor. The overall representation to external constituencies is critical and has a major impact on the district. Serious errors have some internal and/or external implications. Some level of monetary impact is influenced/controlled by this position. |
| CONFIDENTIAL DATA | The job involves frequent contact with confidential data, where disclosure would have adverse internal or external effects. |

The current positions classified as Level C are:

- DHS/HPHS Applied Arts, Counseling, Deans, English, Fine Arts, Health Services, Mathematics, Science, Social Studies, Special Ed, World Languages
- DHS/HPHS Assistant Bookstore Manager
- DHS Athletics
- DHS College Career Resource Center
- DHS Counseling Receptionist/504 Support
- HPHS Instructional Tech/Building & Grounds
- DHS Library/Tech
- HPHS/Library Media Center
- DHS PE-Traffic Safety
- HPHS Student Activities
- DHS Sub Coordinator

[Back to Table of Contents](#)

CLASSIFICATION LEVEL DEFINITIONS

| ATTRIBUTE CATEGORIES | LEVEL D ATTRIBUTES |
|-----------------------------------|--|
| ORGANIZATIONAL KNOWLEDGE | Requires understanding the policies, procedures, programs, plans, and organizational relationships of numerous departments and a very specific understanding of outside organizations. |
| DECISION-MAKING | Requires independent action within defined policy parameters in the area of specialty. Decisions typically impact entire units or departments. |
| COMMUNICATION SKILLS | Demonstrate effective, clear, and concise communication skills – both written and oral. Ability to proofread for spelling and punctuation. Ability to compose thoughtful communication via e-mail and memos within District 113 as well as to external constituencies. Also, able to help develop or present formal reports and printed documents. |
| COMPUTER AND/OR TECHNOLOGY SKILLS | Knowledge of district specific software. Knowledge and ability to create and maintain budget documents and/or reports. Bookkeeping. Advanced technological aptitude demonstrated. |
| COMPLEXITY OF ANALYSIS | Requires continual analysis and the integration and coordination of various elements in assigned areas. Interpretation of information is required and has great impact on task outcome and success. |
| INDEPENDENCE OF ACTION | Requires work under minimal supervision where broad work instructions are provided, and only unusual cases are referred to higher supervision. |
| DEADLINES | Deadlines are changed frequently and there are continual interruptions of work. |
| OVERALL IMPACT | The individual is the primary support for the administrator or department. The overall representation to external constituencies is critical and has a major impact on the district. Serious errors have significant internal and/or external implications. A high level of monetary impact is influenced/controlled by this position. |
| CONFIDENTIAL DATA | The job involves broad access to confidential data, where disclosure would have significant internal or external implications. |

The current positions classified as Level D are:

- DHS/HPHS Assistant Principal, Registrar, Scheduler
- HPHS Athletics, PE-Traffic/Safety, Facilities
- AD BLDG Special Ed Records
- DHS Student Activities/Facilities

[Back to Table of Contents](#)

Salary Committee Guidelines

SALARY COMMITTEE GUIDELINES AND PROCESS

COMMITTEE MEMBERSHIP AND SCOPE:

1. Election of Salary Committee Representatives:

The Office Manager will send a request for nominations in September of a negotiation year, and any other time a vacancy occurs to ensure representation of the Administrative Assistants throughout the year. The Administrative Assistants will then vote, and the results will be tabulated by the Office Manager, Assistant Principal, and one existing member of the Salary Committee. The Office Manager will then inform Administrative Assistant staff from both buildings and Administration the names of the committee members. Only by election can an Administrative Assistant become a member of the Salary Committee.

Once negotiations have begun, no additional committee members can be added should a member decide to step down.

2. Salary Committee: Other Committees and Representations

Two Salary Committee members of each building will represent the Salary Committee at Job Classification Committee Meetings, those representatives to be decided upon by each respective building's committee. The reclassification process may be found on page 40 of the handbook.

Two Salary Committee members and one elected Administrative Assistant will represent each building for the Administrative Assistant Liaison Committee.

ADMINISTRATIVE ASSISTANTS' SALARY NEGOTIATIONS COMMITTEE:

1. The Committee shall consist of:

The Director of Human Resources
The Assistant Superintendent of Finance
The Human Resources Specialist
Two elected Administrative Assistants from each building

2. The Director of Human Resources will invite the Salary Committees to begin meeting in February before the current contract expires.

3. All members of the committee are expected to uphold confidentiality of all materials and discussions shared between the Administration and Salary Committee members.

[Back to Table of Contents](#)

NEGOTIATION PROTOCOL

1. All policy discussions, unless otherwise specified by the Salary Committee members, will take place with the full committee in attendance.
2. Each committee will elect a representative from their respective building that the administration can follow up with via email for clarification of points pertaining to the proposal. Both representatives will be emailed and they in turn will collectively determine the committee's response to the administration.
3. To ensure all Administrative Assistants are receiving the same communication at the same time, the Salary Committee members will draft all communications to be sent out both DHS and HPHS Administrative Assistants. The agreed upon communication will be sent out by one predetermined representative to both DHS and HPHS Administrative Assistants.

FINALIZATION OF CONTRACT

1. Once the salary and items of the proposal have been agreed upon, the committee will review all points of the agreed upon proposal before the administration presents same to the Board.
2. The Salary Committee and Administration will meet to sign the Agreement once it has been approved by the Board.

[Back to Table of Contents](#)