

Personnel

Employment Termination and Suspensions

Resignation

Employees should provide 2 weeks' termination notice except when the best interests of the District require otherwise. In most cases, resigning employees should be permitted to work to their effective resignation date. A resignation notice cannot be revoked once accepted or otherwise acted upon (such as, a new employee was hired)

Retirement

Please refer to the following collective bargaining agreements:

“Agreement Between The Rockford Board of Education School District 205 and Local 692 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO”;

“Agreement Between The Rockford Board of Education School District 205 and Educational Office Personnel Association”;

“Agreement Between The Rockford Board of Education School District 205 and Rockford Building Maintenance Association.”

For employees not covered by these agreements:

The employee planning to retire should notify his or her supervisor at least 2 months before the retirement date. A copy of the notification should be given to the Superintendent.

Non-RIF Dismissal

Please refer to the following collective bargaining agreements:

“Agreement Between The Rockford Board of Education School District 205 and Local 692 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO”;

“Agreement Between The Rockford Board of Education School District 205 and Educational Office Personnel Association”;

“Agreement Between The Rockford Board of Education School District 205 and Rockford Building Maintenance Association”;

“Agreement Between The Rockford Board of Education School District 205 and Local 1275 of Council 31 of The American Federation of State, County, Municipal Employees, AFL-CIO.”

For employees not covered by these agreements:

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law. The Superintendent or supervisor may recommend an employee's discharge subject to the Board of Education's approval.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

Please refer to the following collective bargaining agreements:

“Agreement Between The Rockford Board of Education School District 205 and Educational Office Personnel Association”;

“Agreement Between The Rockford Board of Education School District 205 and Rockford Building Maintenance Association.”

For employees not covered by these agreements:

The Board of Education shall use a seniority list to determine the order of dismissal if it reduces educational support personnel or discontinues some type of educational support service. The seniority list, categorized by positions, shall show the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term shall be offered to the employees so removed or dismissed from that category of position provided they are qualified to hold such positions.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay the District all compensation and the value of the benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et. seq.
 105 ILCS 5/10-23.5 and 5/10-22.34c
 820 ILCS 105/4a.

CROSS REF.: 5.240

Adopted: July 8, 1997

Revised: July 10, 2001
 May 8, 2012