

## **Educational Support Personnel**

### **Employment Termination and Suspensions**

#### **Resignation and Retirement**

An employee is requested to provide two (2) weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two (2) months before the retirement date.

#### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any reason, subject to State and federal law. The Superintendent or supervisor may recommend an employee's discharge subject to the School Board's approval.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

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

#### **Reduction in Force and Recall**

Please refer to the Contract between the Pekin Community High School District No. 303 Board of Education and recognized bargaining units.

For employees not covered by any agreement: The District may terminate an at-will employee at any time. The Superintendent or supervisor may recommend an employee's discharge subject to the School Board's approval.

#### **Final Paycheck**

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit or vacation time taken that was not earned. 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 will be with pay: (1) when the employee is exempt from the overtime provisions, except in circumstances where the wage and hour laws and/or regulations permit suspensions without pay without violation of the employee's exempt status 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 to the District all compensation and the value of all 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 5/10-22.34c and 5/10-23.5.  
                          820 ILCS 105/4a.

CROSS REF.:           5.240 (Professional Personnel – Suspension), 5.270 (Educational Support Personnel – Employment At-Will, Compensation, and Assignment)

Adopted:           November 19, 1996  
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