Community High School District 155

Support Staff Handbook

D155

INSPIRE. EMPOWER. NURTURE.

Enter with promise. Leave with purpose.

2019-2020

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District 155 New Staff Member,

Welcome to a great team! Regardless of the building, office, or area you serve, you have now become an important part of accomplishing our mission**: "INSPIRE. EMPOWER. NURTURE. Enter with promise. Leave with purpose."** We are doing tremendous things with our students in D155, and every staff member is a part of that journey. We believe that all of our staff members are leaders and ambassadors for our district, helping us move forward with our vision and strategic plan.

This New Support Staff Handbook serves as a resource for all of our support staff as they enter into our district. It will help you get started as a new district employee and serve as a "go to" manual as you begin your time with us. Please remember that the district website, https://www.d155.org/ serves as a comprehensive resource for information concerning Board Policies, the Negotiated Contract, Benefits, and other employee reference information. If questions arise that are not answered in the New Support Staff Handbook or on the website, please feel free to contact your direct supervisor, your C.H.E.S.S representative, a building administrator, or district office support staff personnel.

Have an outstanding school year, and thank you in advance for serving D155 students as part of one of the best staffs anywhere.

Cordially,

Steve Olson   Jay Sargeant
Superintendent   Assistant Superintendent of
                                                              Human Resources

Section 1: Mission and Strategic Plan

With the Board of Education's support, District 155 developed a strategic plan with the input of students, staff, parents, community members, and district leaders in the fall of 2018. Throughout the process, the district solicited feedback to guide the strategic plan. We believe this process allowed the district to redefine ready and support our graduates to insure they're capable of demonstrating readiness to employers and colleges. The strategic plan is a shared vision for all district stakeholders and will guide the district's mission, vision, and values. This process will help the district develop goals and action plans to achieve those goals.

Community High School District 155
STRATEGIC PLAN
2019-2024

D155
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VISION

Community High School District 155 is committed to being an innovative, relevant and vital part of our community that focuses on:

SOCIAL-EMOTIONAL WELL-BEING	Integrate social-emotional learning with academics to enable students to become confident, resilient, passionate collaborators, and engaged citizens.
PERSONALIZED LEARNING	Know each student, both inside and outside the classroom, and give each student opportunities to own their learning and pursue their interests and aspirations.
REAL-WORLD RELEVANCE	Use real-world, interdisciplinary learning experiences, problem-based investigations to enable students to develop and apply deep content knowledge and complex skills.
LIFE, CAREER, & POST-SECONDARY	Redefine student success and ready students to have the skills and knowledge they need to thrive in college, career, and life.
PARTNERSHIPS WITH THE COMMUNITY	Establish powerful partnerships—with community and cultural institutions, business and industry, higher education, nonprofit organizations, and health and service providers— that provide students with support, work experiences and service learning opportunities.
EQUITABLE & EFFECTIVE USE OF RESOURCES	Provide students with nontraditional and flexible uses of time, technology, space, setting, financial resources, and roles to increase the effectiveness of teaching and learning.
ENGAGED CITIZENSHIP	Engage and encourage students to be masters of all fundamental literacies: compelling writers, critical readers, numeric thinkers, technology savvy, data and visual thinkers, ready for thriving in their future as contributing citizens.

CORE VALUES

CULTURE
We provide a safe, nurturing, learning, and work environment that values trust, integrity, respect, and a focus on learning.

LEARNING
We take responsibility for our progress through transparent evaluation of student and staff success.

CHANGE
We encourage flexibility, agility, innovation, and opportunities to take risks as we grow and improve.

PERSEVERANCE
We encourage mistakes, grit, growth, and patience in growing as problem solvers, critical thinkers, collaborators, and team members able to encounter and overcome challenges.

RELATIONSHIPS
We support relationships among students, staff, families, and the community that ensure effective communication, collaboration, voice, and choice to further our mission, vision, core values, and goals.

DIVERSITY
We value inclusion and acceptance of all students, staff, and families in our diverse, inclusive school community.

GOALS

GOAL 1: STUDENT SUCCESS	STRATEGY
Provide a comprehensive, innovative education for each student to promote life, career, and postsecondary success.	Ready each student with the academic knowledge and competencies for life, career, and postsecondary success. Define student success and develop a pathway and portfolio for each student to pursue their interests and set goals, monitor, and report progress. Engage students through blended learning and problem-based learning opportunities that extend beyond the classroom.
GOAL 2: STUDENT WELL-BEING	**STRATEGY**
Establish a safe, positive, and engaging learning environment to meet the academic and social and emotional needs of each student.	Close achievement gaps by improving student subgroups' growth and performance. Meet the social-emotional and physical needs of each learner.
GOAL 3: WORKFORCE EXCELLENCE	**STRATEGY**
Select, develop, and retain a high-quality workforce to ensure each student is surrounded with excellent educators.	Provide meaningful staff professional development and support to expect excellence in teaching and learning. Enhance collaboration and communication with district staff, elementary feeder districts, and local colleges.
GOAL 4: COLLABORATIVE PARTNERSHIPS	**STRATEGY**
Cultivate partnerships with families and the community to support and expand learning opportunities for each student.	Partner with families to enhance their ability to assist their student to make good choices and decisions as they fulfill graduation expectations and preparation for postsecondary success. Partner with the community to ensure an exchange of resources to enable students to have life, career, and postsecondary experiences.
GOAL 5: RESOURCE STEWARDSHIP	**STRATEGY**
Make effective and efficient use of our resources to maximize educational success for each student, every school, and the district.	Maximize use of time, space, facilities, and other resources to improve both learning and teaching.

Section 2: Board of Education

The board of education is a seven-member, elected body tasked with formulating general district policies, employing and advising the superintendent, employing personnel, making specific school decisions, and orienting new members. The board convenes every month in open, public meetings to discuss school and district business and hear citizens' concerns. A schedule of these meetings is posted publicly in advance of these meetings. Along with the agendas and minutes, this schedule is available on the district's website. Each board member is elected to a four-year term, for which he/she is not compensated. Board members must reside in Community High School District 155's boundaries.

Jason Blake -President
As president of the board education, Jason Blake serves an oversight role on all board committees. He was elected in April 2017 and his term expires in 2021
Email: *jblake@d155.org*

Adam Guss — Vice President
Adam Guss serves on the Board Policies; Budget, Planning, and Finance; Community Relations/Inter-Governmental Affairs; and Strategic Planning committees. He was first elected in April 2015 and his term expires in 2023.
Email: aguss@d155.org

Amy Blazier
Amy Blazier serves on the Board Policies, Boundary and Enrollment; Community Relations/Inter-Governmental Affairs; Curriculum, Staff Development, and Student Services; and Strategic Planning committees. She was first elected April 2015 and her term expires in 2023.
Email: ablazier@d155.org

Ron Ludwig
Ron Ludwig sits on committees for Boundary and Enrollment; Operations; and Strategic Planning. Mr. Ludwig was elected in April 2017 and his term expires in 2021.
Email: ronludwig@d155.org

Nicole Pavoris
Nicole Pavoris sits on the board's Community Relations/Inter-Governmental Affairs; Curriculum, Staff Development, and Student Services; Strategic Planning; and Workforce Development committees. Nicole Pavoris was elected in April 2017 and her term expires in 2021
Email: npavoris@d155.org

Dave Secrest
Dave Secrest sits on the Board Policies; Boundaries and Enrollment; Curriculum, Staff Development, and Student Services; Strategic Planning; Operations; and Transportation Joint Agreement committees. Mr. Secrest was first elected in April 2001 and his term expires in 2021.
Email: ***dsecrest@d155.org***

Tom Vaclavek
Tom Vaclavek sits on committees for Budget, Planning, Finance, and Audit; and Strategic Planning. Mr. Vaclavek was elected in April 2019 and his term expires in 2023.
Email: tvaclavek@d155.org

Section 3: General Information

District Information

Community High School District 155 includes four comprehensive high schools and one alternate education campus. Serving grades 9-12, each institution has full State of Illinois recognition and accreditation. Enrollment includes 6,113 students from Bull Valley, Burton's Bridge, Cary, Crystal Lake, Fox River Grove, Lake in the Hills, Lakewood, Oakwood Hills, Prairie Grove, and Ridgefield. The district covers 67.75 square miles and is located approximately 45 miles northwest of Chicago in McHenry and Lake Counties.
https://www.d155.org/about/district-boundary-map

Beginning in 1884, a single public school, Union School, taught all Crystal Lake elementary and high school students. In 1907, the high school moved into its own building on the Union School grounds. Twelve years later, Community High School District 155 was established by a ballot measure in December of 1919. H.A. Dean served as the district's first superintendent. Crystal Lake Community High School opened at the current site of Crystal Lake Central High School on May 12, 1924. The school served students from Crystal Lake, Cary, Fox River Grove, and the surrounding areas, all of whom attended Crystal Lake Community High School until 1961, when Cary-Grove High School was opened. Crystal Lake South High School opened in 1978. At that time, Crystal Lake Community High School became Crystal Lake Central. A fourth high school, Prairie Ridge, opened in 1997. The district opened an alternative education campus, Haber Oaks Campus, in 2008.

All District 155 juniors take the SAT, which measures academic progress of current juniors and assesses college readiness. Previously, all juniors took the American College Test (ACT). The composite score for Community High School District 155 seniors graduating in 2018 was 540.1 in the English Language Arts portion and an average of 549.9 in the Math portion compared to a state average of 505.7 in ELA and 504.1 in Math. In other testing, the district is one of only 433 districts in the U.S. and Canada named to the 8th AP Honor Roll by the College Board for increasing AP® participation while maintaining student success rates. Only 22 Illinois school districts were recognized. During the 2017-18 school year, 3,503 Advanced Placement® exams were taken and 76% of students earned honor scores. Further, 90% of the students in the class of 2018 continued their education beyond high school at 2- or 4-year colleges/universities or technical/vocational schools.

In 2017, The Washington Post honored District 155 for maintaining a high level of rigor in its schools. Cary-Grove (1,149), Crystal Lake South (1,345), and Prairie Ridge (1,254) all ranked among the top nationally. The Washington Post's national list includes about 22,000 with three District 155 schools ranking in the top 2,000. Further, Newsweek lists Cary-Grove and Crystal Lake Central in the top 3% of all U.S. public high schools.

The district employs nearly 741 people including teachers, building administrators, and a full complement of district administrators, school counselors, social workers, school psychologists, school nurses, support staff, and special education services personnel. In the core subjects, all

of the district's teachers are teaching in their academic major. In fact, approximately 86% hold master's degrees or higher.

District 155 is one of Illinois' most financially healthy school districts, having received the highest financial rating from the Illinois State Board of Education for each of the last fifteen fiscal years. The Financial Recognition rating is based on fund balance to revenue ratio, expenditures to revenue ratio, days cash on hand, short-term borrowing, and long-term debt. Community High School District 155 received a Certificate of Excellence in Financial Reporting from Association of School Business Officials (ASBO) International. The district was recognized for its Comprehensive Annual Financial Report for the 2017 Fiscal Year.

Steve Olson serves as Superintendent, and was appointed in August 2017.

D155 DISTRICT ADMINISTRATION

Steve Olson, Superintendent

Jay Sargeant, Assistant Superintendent of Human Resources

Jeremy Davis, Assistant Superintendent of Finance, Operations & Technology

Scott Shepard, Assistant Superintendent of Educational Services

Erica Bruso, Director of Fiscal Services

Kimberly Dahlem, Director of Student Services

George DiVenere, Director of Technology

Matt Timmermann, Director of Curriculum & Assessment

Shannon Podzimek, Director of Communications

DISTRICT OFFICE DEPARTMENTS

Superintendent's Office

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https://www.d155.org/departments/superintendents-office

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Educational Services

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https://www.d155.org/departments/special-education
https://www.d155.org/departments/student-services

Operations

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https://www.d155.org/departments/communications

COMMUNITY HIGH SCHOOL DISTRICT 155

COMMUNITY H.S. DISTRICT 155 OFFICE
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Superintendent – Steve Olson

CARY-GROVE HIGH SCHOOL
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Cary, Illinois 60013
847-639-3825 fax 847-639-3873
Principal – Neil Lesinski

CRYSTAL LAKE CENTRAL HIGH SCHOOL
45 West Franklin Avenue
Crystal Lake, Illinois 60014
815-459-2505 fax 815-459-2536
Principal – Dr. Eric Ernd

CRYSTAL LAKE SOUTH HIGH SCHOOL
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Crystal Lake, Illinois 60014
815-455-3860 fax 815-477-6907
Principal – Joshua Nobilio

PRAIRIE RIDGE HIGH SCHOOL
6000 Dvorak Drive
Crystal Lake, Illinois 60012
815-479-0404 fax 815-459-8993
Principal – Dr. Steven Koch

HABER OAKS CAMPUS
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Crystal Lake, Illinois 60014
815-893-5300   fax 815-893-5310
Coordinator – Julie Duncan

Section 4: Operational & Emergency Procedures

Community High School District 155
2019-2020 School Calendar

Mon. – Tues.	August 12-13	Institute Days – No Classes
		First Official Day of 2019-2020 School Year
Wednesday	August 14	First Day of School – ALL STUDENTS
Monday	September 2	Labor Day – No School
Monday	October 14	Columbus Day – No School
Wednesday	October 16	State Testing – *no seniors in attendance*
		Parents' Night/Open House – Early Release
Wed. – Fri.	Nov. 27-29	Thanksgiving Holiday – No School
Tues.-Thurs.	*Dec. 17- Dec. 19*	*First Semester Final Exams* **
Thursday	December 19	Last Day of School in 2019 – End of First Semester
Friday	December 20	Institute Day – No Classes
Mon. – Fri.	Dec. 23 – Jan. 3	Winter Break – No School
Monday	January 6	First Day of Second Semester
Friday	January 17	Institute Day – No Classes
Monday	January 20	Martin Luther King Day – No School
Monday	February 17	Presidents Day – No School
Mon. – Fri.	Mar. 23 – Mar. 27	Spring Break – No School
Monday	March 30	Classes Resume
Friday	April 10	Day of Non-Attendance
Tuesday	April 14	State Testing – modified schedule, no seniors in attendance
Friday	April 24	School Improvement Day – Early Release
Saturday	May 16	Graduation – All Schools – 10:00 am
Wednesday	May 20	Last Day of Exams (if <u>no</u> Emergency Days are used)
Thursday	May 28	Last Day of School (if <u>all</u> Emergency Days are used)

Every Monday that school is in session will be a "Late Start Monday", with classes beginning at 8:10 am.
Monday, May 18, 2020 will **NOT** be a "Late Start Monday" due to finals.
**If a snow day occurs on a first semester final examination day (December 17, 18 or 19), the exam make-up will be Friday, Dec. 20, 2019 and the Institute Day will move to Monday, Jan. 6, 2020.

ROE approved 06/20/2019

The School Day

School begins each day at 7:25 a.m.; however, on Mondays, District 155 operates on a late-start schedule, with classes beginning at 8:10 a.m. (see the District's website for more details). www.d155.org. Only students enrolled in zero hour begin at 6:30 a.m. The last class ends each day at 2:50 p.m., except on the scheduled early release days indicated on the school calendar. On a regular school day, each of the nine periods is 45 minutes long. There is a 5 minute interval for passing between each period.

Daily Schedule			
Monday (Late Arrival)		Tuesday-Friday	
Period	Time	Period	Time
0*	6:30-7:10	0*	6:30-7:15
1	8:10-8:50	1	7:25-8:10
2	8:55-9:35	2	8:15-9:00
3	9:40-10:20	3	9:05-9:50
4	10:25-11:05	4	9:55-10:40
5	11:10-11:50	5	10:45-11:30
6	11:55-12:35	6	11:35-12:20
7	12:40-1:20	7	12:25-1:10
8	1:25-2:05	8	1:15-2:00
9	2:10-2:50	9	2:05-2:50

Early Dismissal Schedule	
Period	Time
0	6:30-7:15
1	7:25-7:57
2	8:02-8:34
3	8:39-9:11
4	9:16-9:48
5	9:53-10:25
6	10:30-11:02
7	11:07-11:39
8	11:44-12:16
9	12:21-12:53

Final Exam Schedule	Day 1	Day 2	Day 3
9:25 – 10:35 a.m.	7th Period	1st Period	3rd Period
10:45 – 11:55 a.m.	8th Period	2nd Period	4th Period
12:05 – 1:15 p.m.	9th Period	5th Period	6th Period

Staff I.D. Cards

All staff members will be issued a picture I.D. card to be worn while in the building, which also contains a swipe fob for building entry. ID's are issued/activated after your onboarding process at district office. Access into each building is limited, so please check with your building Vice-Principal concerning access hours. Lost or stolen ID's should be reported immediately to the Vice-Principal's office.

Employee Parking

All staff members who drive to school are required to obtain a parking hang tag from the Principal's office in order to park in the authorized areas on any D155 campus. Parking on school grounds is not pre-assigned, but rather on a first-come first-served basis. The parking credential alerts security that the vehicle has permission to be in staff parking and/or assists with owner identification in the event of an emergency.

Email

Each staff member will be issued a Gmail account through D155. This email will be your primary tool for external and internal communication while employed at D155**. Please check your email often and carefully read the *Community High School District #155 Acceptable Use Policy* on the following pages**. Please remember this –   ". . . it is a wise practice to not to record or otherwise communicate anything in these systems that would not be acceptable for the whole world to know. Additionally, the contents of any communication on a District device or account may be subject to the Freedom of Information Act."

Community High School District #155
Acceptable Use Policy for Staff 2019-2020

By using the District's technological resources,

you are agreeing to adhere to these acceptable use guidelines.

Technology Use Guidelines for School Board Members, Staff and Volunteers

District 155 has made a significant commitment to technology and provides these resources to its students, staff, School Board members and volunteers for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 155 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 155 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 155's investment in technology. Since access to the technology resources of School District 155 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of their responsibilities.

Definition of District Technology Resources:

The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks. The systems and networks include all of the computer hardware and peripheral equipment, system software, application software, stored text, and data files (whether stored on-premise or off-site). This includes electronic mail and messaging, local and externally accessed databases, Internet-based resources, removable media, digital images, digitized information, communications technologies, audio and video captures, and new technologies as they become available. The District reserves the right to monitor all technology resource activity, this includes any personal equipment you bring in to the district that accesses the District's technology resources.

Authorized Use:

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- By using the District's technological resources, you are agreeing to adhere to these acceptable use guidelines.

- The District's Technology Resources are a part of the District 155 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in school board policy, District or school handbooks and all applicable local, state, federal and international laws.

No Expectation of Privacy:

All technological resources, along with associated network and management devices, are owned in their entirety by Community High School District 155. All information, correspondence and communication contained in the files that reside on District 155's technological resources are owned by District 155. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure of them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, Assistant Superintendents, Principals and Assistant Principals. Technical Support Personnel will have access to files while performing their roles.
- The District may monitor and inspect any activity or use of technology associated with its technology resources (even if accessed or generated via a user's personal device), and it may do so without notice.

Staff, School Board & Volunteer Responsibilities:

- Each building is responsible for explaining and providing instruction on Internet safety and guidelines for technology and Internet use to student and is also responsible for monitoring student access to these resources. Teachers shall evaluate the appropriateness and safety of Internet sites before using them with students.
- Individual users are responsible for their use of the network and are expected to use professional discretion when using the District's technological resources.
- Passwords are to be used exclusively by the authorized owner of the password and should never be shared with others. Any access under an individual's password will make that individual responsible for any transmission using the password.
- Access to certain information and files may be restricted. Users who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to such information and files. Such user must make all attempts to maintain the confidentiality of such information.
- Users shall not modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users shall not represent themselves as someone else while on the network.
- Users shall not make any attempt to bypass or otherwise manipulate security or system access controls. This includes attempts to bypass internet content filters.
- Users shall not make any attempt to impede the use of the District's technology resources by themselves or others.

- Users shall not make any attempt to use the District's technology resources for illegal activities or activities that reflect negatively on the District (e.g., drugs, gambling, pornography, grooming, hacking).
- E-mail and other accounts are provided to each staff member of School District 155. When you are no longer employed by District 155, your accounts may be deactivated or deleted. All systems that enable communication and collaboration are not to be considered private or personal. Therefore, it is a wise practice to not to record or otherwise communicate anything in these systems that would not be acceptable for the whole world to know. Additionally, the contents of any communication on a District device or account may be subject to the Freedom of Information Act. Furthermore, the District will abide and cooperate with any legal requests for access to information by the proper authorities.
- Requests for personal information on students from anyone other than the legal guardian should not be honored via email.
- Requests for personal information on staff members should not be honored via email.
- Since e-mail access is provided for school business related use, the forwarding of messages that have no educational value or professional purpose, is discouraged.
- Subscriptions to Internet-based groups and listservs must be limited to professional activities.
- Attachments to e-mail messages should include data files only. At no time should program files (typically labeled ".exe" files) be attached or saved due to software licensing requirements.
- No resources or access provided by the District may be used for commercial gain.
- Users are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving the use of hardware or access.
- At times, in order to return a computer to working order, it may be necessary to reformat the computer's hard drive. This would cause all data to be lost. Therefore, users should make every effort to store information on the district's cloud-based resources (such as Google Drive) as opposed to on a local computer drive (such as a "C" drive or computer desktop).
- Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Mandated Reporting:

- Any employee who discovers child pornography on electronic and information technology equipment shall immediately report it to the school resource officer, a building administrator, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com.

Software & Hardware Use & Installation:

- Only authorized Technical Support Personnel and their designees are permitted to install software and/or hardware on District technological resources.
- Users may not connect their own personal property to the District's resources without prior approval of Technical Support Personnel.

- Users may not install their own personal software on the District's resources.
- Users must not download or use any software from the Internet for which a fee or license agreement is required without the approval of the Technical Support Personnel.
- Only the Technical Support Personnel, or their designees, are responsible for installing District purchased and approved software. It is the policy of District 155 to abide by all software licensing agreements. As such,
- Any data destruction by users must be done in compliance with federal and state laws.
- Access to student data is tied to a user's role and system account(s). Users must comply with FERPA and other requirements and have the responsibility to protect student information from unauthorized access.
- Access to personal employee information is tied to a user's role and system account(s). Users must comply with HIPAA and other requirements (to the extent applicable) and have the responsibility to protect employee information from unauthorized access.

Copyright Issues:

- Users must abide by all copyright laws and respect the rights of copyright owners. Copyright infringement occurs, for example, when a user inappropriately reproduces, performs or displays a work that is protected by a copyright. Note this is not an exhaustive list.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet. (Refer to: https://www.copyright.gov/fair-use/more-info.html for Fair Use Guidelines.)
- Users shall not plagiarize. This also applies to works that are found on the internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Publishing on the Web:

- Staff members publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, when publishing information on the Internet using the District's technology resources, users must: maintain a professional presence; ensure that the posting does not violate copyright or trademark protections or other laws; and adhere to the District's branding standards. The District reserves the right to remove any Internet posting made using its technology resources.

Electronic Communications with Students:

- When communicating electronically with students, users are expected to maintain professional boundaries at all times and in all situations. In order to protect users and students, electronic communication with students must only occur through the use of approved communication platforms and district-provided user accounts. These platforms include: Skyward; Google Mail; Google Drive; Google Hangouts, Google Classroom; Canvas; and Remind.

- Users will refrain from "friending", "linking", or otherwise connecting with students on social media platforms.
- Users will refrain from contacting students directly via phone call, text, messaging "apps", or other communication platforms that are not listed above.
- It is recognized that situations sometimes occur in which urgent electronic communications must be made for the sake of student safety, and users may be forced to use a communication platform or method not listed above (such as texting). When these infrequent situations occur, users may use a non-approved platform; however, in each such instance, a building or district administrator must be included (or cc'd) in the communication. It is important to note that such communications should be one-way (from user to student). They should be limited to critical educational or safety information that is to be conveyed and should not constitute a running dialogue of any sort. Users making such communication should not do so unless the communication could be displayed or otherwise accessed in public.

District Responsibility

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this, the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.

I hereby acknowledge that I have read and agree to adhere to these acceptable use guidelines. I further understand that, should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken against me.

Signature: _____   Date: _____

The Acceptable Use Policy is also available online at https://www.d155.org/staff/aup

Telephone Extension

If you have been assigned a building/office telephone extension, your messages will populate your email when a voicemail message has been left at your extension. Please set up your voicemail as soon as possible.

To Set Up Your
Voicemail

1. Find your extension on the most current extension list.
2. Call the voicemail system
    • From within the school, dial *98
    • From outside of the school, dial 815-893-5249
3. You will hear "Comedian Mail" (The voicemail system name)
4. Enter your extension Number and the # key.
5. Enter your default password (this is always 100) and the # key
6. Once inside your voicemail box, press 0 for mailbox options
    • Within mailbox options:
            • Press 1 and follow the prompts to set your unavailable voicemail greeting.
            • Press 3 and follow the prompts to record your name
            • Press 5 to set your password *

* Note: Changing your password from the default is extremely important, as everyone shares the same default password, and leaving your password as the default makes your mailbox subject to tampering and review by students or others both inside and outside of the building.

Helpdesk Ticket

D155's Helpdesk system was created to support all staff with technology issues, from accessing the network to software questions/challenges, along with any questions concerning phones and voicemail. If you have an issue, please complete a Helpdesk ticket following the instructions below, with a brief description of your problem or question. This will be routed to the person who can best help you and expedite a response.
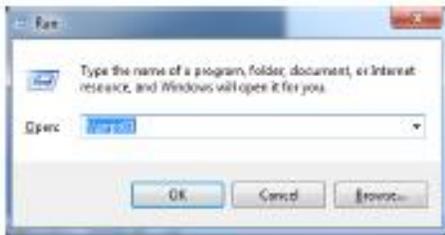
Adding a Printer

Each building in D155 has a network of printers/copiers that can be accessed through our district computers. Please follow the directions below to add access to an individual printer to your computer.

Open a run command window by pressing the windows key + R

Enter the name of the building print server in the open dialog box proceeded by \\ and click OK.
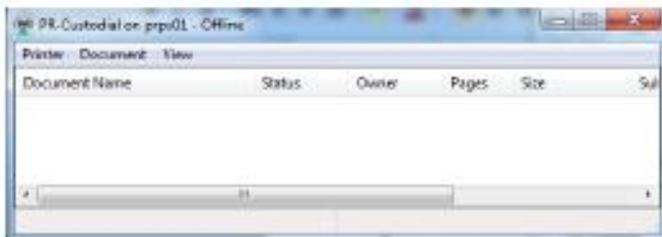

Cary-Grove - \\cgps01
Crystal Lake Central - \\clcps01
Crystal Lake South - \\clsps01
Prairie Ridge - \\prps01
District Center - \\dcps01

Find the printer you wish to install and double click.

Once the Print Queue box appears the printer has been successfully installed.

<u>New Staff Registration with Schooldude (MySchoolBuilding)</u>

SchoolDude is a suite of software services for educational institutions used by D155 to submit, implement, and resolve requested work orders in each of the D155 buildings. This system is used for any task that would be requested of/assigned to our maintenance or custodial staff. It is typically used for classroom repairs, cleanliness issues, special requests, or event set-up.

As a new user, please create a new account using the instructions below or follow video instructions: http://ww3.d155.org/operations/Documents/576878452.mp4

Community High School District 155

New Staff Registration with MySchoolBuilding:

Click the link below:

https://login.myschoolbuilding.com/msb?acctNum=415363676&productID=MD

Use the arrow to toggle down on the Register form. Fill out all information and click Register.

Never Submitted a Request? Register Here! ︿

Account Number
| 415363676 |

First Name | Last Name
| Jane | | Doe |

Phone Number
| 999-999-9999 |

Email
| jdoe@d155.org |

New Password
| ••••••• |

Passwords are case sensitive and must be at least six characters long.

Confirm Password
| ••••••• |

[Register]

NOTE: Registration will be complete after you submit your first request. New users are not saved until their first request has been submitted.

Once you have the work order form pulled up, fill out all information. In Step 5, use the submittal password of **password** to submit your request.

School Resource Officers
Each District 155 school has a school resource officer (SRO), a police officer who has undertaken training specific to working in a school setting. For our schools, the SROs are full-time members of the Crystal Lake or Cary Police Department. These police officers are present to secure our buildings, investigate incidents at the school, and maintain order.

Classroom Emergencies
In the case of a classroom emergency (sick or disruptive student or other emergency event), use the emergency call button in your classroom and someone will respond. There is a full-time nurse on duty at each school. If a student should require medical attention, send them with another person (student) to the nurse's office if it is not an emergency. No medications (including aspirin) may be handed out to students. If a student goes to the nurse's office, please record their name, the time they leave and the time (if any), they return.

Annual Safety Drills
District 155 and its schools complete a variety of safety drills each year. These efforts exceed the minimum state requirements in order to best prepare our students for a variety of emergency situations. Each school and building completes at least the following each year:

- Three Fire Drill Evacuations
- One Tornado Drill (shelter in place)
- One Emergency Lockdown Drill
- One Bus Evacuation Drill
- One Security Audit with Local First Responders

The district's goal is to ensure that our students and employees have significant training beyond what is necessary to respond should an emergency situation arise. District 155 partners with local first-responders to ensure that the latest techniques and best-practice procedures are followed during safety drills.

Additionally, many district employees have received supplemental training in first aid, AED use, CPR, and other important emergency response techniques.

DISASTER AND CRISIS INTERVENTION INFORMATION

Our Disaster/Crisis Intervention Plan is intended to serve as a resource for the personnel of District 155 during a time of trauma affecting the District's students, parents and/or employees. District 155 recognizes that its responsibility for the safety of students extends to potential natural and man-made disasters, and that such emergencies are best met by planning and preparedness.

This plan ensures that:
1. the health and safety of students and staff are safeguarded,
2. the time necessary for instructional purposes is not unduly diverted,
3. minimal distraction to the educational program occurs, and
4. staff and students are prepared to respond sensibly to emergency situations.

Implementation of this plan should maximize the district's ability to return to an educational focus.

A disaster/crisis is defined as any situation, which warrants extraordinary change in the routine of the school. Each attendance center has a designated crisis team that will be activated, if necessary, in the event of a disaster/crisis

During the day, a Crisis Center will be set up for students. You will be notified where it is located. It affords the students a safe place to be with others and is supervised by a knowledgeable adult. Written materials and support are available; students can make posters, write letters, etc. to cope with the loss/crisis. There are also refreshments available for the students.

A Faculty/Staff Drop In Center will also be available. You will have to check to see where it will be located. All staff are encouraged to use this resource if they feel it would be helpful.

At the end of the day, there may be a debriefing for the faculty, staff and any volunteers involved. Observations, information and your feelings are an important part of the day.

EMERGENCY RESPONSE PROCEDURES

Hard Lockdown Protocol

Hard Lockdown - when imminent danger/threat is present INSIDE the building. Classroom doors are locked, shades are drawn and lights are turned off. Teaching and activities cease; students and staff stay in classrooms until further notice.

- An announcement will indicate that a Hard Lockdown is in force.
- ALL FACULTY, STAFF, AND STUDENTS REMAIN CONTAINED UNTIL   CLEARANCE IS GIVEN.
- Listen for specific instructions
- Classroom doors must be locked immediately. DO NOT OPEN THE LOCKED DOOR FOR ANYONE.
- Turn off classroom lights. Cover glass on classroom door. Move students away from doors and windows.
- Close window blinds and block doorway with furniture as you are able.
- Take accurate attendance.
- Place a green paper (no injured students) or a red piece of paper (injured students) on your outside window.
- Email simple message (*Ex: Room S231/26 OK/4INJ*) to (cg,clc,cls, or pr) lockdown@d155.org with the subject line "LOCKDOWN".
- Maintain silence in the classroom. NO CELL PHONE USE BY STUDENTS.
- Ignore all hallway noises and bells.
- No one is allowed to leave the classroom during a Hard Lockdown. Do not allow those who leave the classroom to reenter.
- Refer to the instructions in your room's emergency bucket for information about medical emergencies.
- Emergency personnel will have keys to unlock your door and will have clearly marked uniforms indicating their roles (*Ex: "Police" or "Sheriff"*).
- The end of the lockdown will be communicated to each room by emergency personnel.

REMAIN PATIENT AND CALM - A HARD LOCKDOWN MAY LAST SEVERAL HOURS

Soft Lockdown Protocol

Soft Lockdown - when potential danger/threat is present OUTSIDE the building - no imminent threat. All interior doors are locked so no one can enter or exit the building. All student activities outside of the building are suspended. Teaching and activities are carried out as usual and students/staff are free to move about the building, when indicated by administration.

- An announcement will indicate that a Soft Lockdown is in force. Listen for specific instructions.
- Classroom doors must be locked. Allow students to enter your classroom after the Soft Lockdown has begun.
- Do not allow students to leave your classroom while the Soft Lockdown is in progress.
- During a Soft Lockdown, all teachers should conduct class as usual.
- Take accurate attendance.

- All teachers and students are to remain in their classrooms until an "All Clear" has been given by administration or there is an announcement allowing movement to the next class.
- Building administration will give clear directions if the Soft Lockdown has to continue past the end of the actual school day.
- During a Soft Lockdown, students will not be permitted to leave without a parent or guardian coming to the school to pick them up.

Should we experience an emergency or go on lockdown, you will hear an announcement stating Hard or Soft lockdown. Refer to the yellow and red cards in your ID badge carrier for instructions. **Remember to stay calm**.

Evacuation and Shelter in Place (Tornado) Alarms/Drills

Familiarize yourself with the Evacuation and Shelter in Place (tornado) routes In your classroom(s). In the event of a fire alarm/drill or tornado alarm, please follow the procedures on the posted map located in the classroom. This map will give further information on designated safe areas. Listen for announcements and an "All Clear" from the P.A. system.

Weather Cancelations

If weather conditions warrant the closing of school, it will be posted on the district/school websites. To receive text message notifications in the event of any school cancelation or other emergency event, you must **text the word Alert to 22300** or visit **www.OneCallNow.com/TextAlerts**.

 You will receive a text response from One Call Now to let you know you have opted-in. One Call Now is the district's mass messaging service. Please be sure that your cell phone is listed with HR.

If you opt-in to text message alerts, you will **not** receive an automated phone call.

12-month employees – A weather school cancellation is considered a regular workday for 12-month employees and employees are expected to report to work when conditions are safe. If you choose not to come into work, you can choose to register it as a Sick Day, Vacation Day, Personal Day, of Floating Holiday.

10 & 9 Month Employees – You will not report to work during a weather cancellation. This workday will be made up when this day is added back into the regular school schedule, usually at the end of the school year.

<u>Section 5: General Personnel Information</u>

Negotiated Contract

The Negotiated Agreement for Support Staff can be accessed through the district website at: https://resources.finalsite.net/images/v1560960072/d155org/azhis01d2rrwafmqgvsf/CHESSAgreement20192023.pdf

Staff Work Days

The following is the general workday parameters for D155 Support Staff as per the negotiated contract:

		Lunch	Paid Break(s)
9 month	7 hour work day	45 minutes	None
9 month	8 hour work day	One Hour	(2) 15- minute
10 month	8 hour work day	One Hour	(2) 15-minute
12 month	8 hour work day	One Hour	(2) 15-minute
12 month	Custodial / Maintenance 8 hour work day	30 minutes	(2) 15-minute
Food Service	8 hour work day	30 minutes	(1) 15-minute
Food service	5, 6 or 7 hour work day	None	(1) 15-minute
Food service	3 or 4 hour work day	None	(1) 15-minute

Food service managers may work with food service employees to schedule breaks and lunch during the work day.

Support Staff Work Calendars

9 month Employees

Below is your link to the 9-month employee work calendar. 9-month employees will work a 180 day scheduled, working on the days when students are present in school. They will also work 5 Flex day, which are traditionally the 3 Distribution Days in each building, and the 2 district Institute Days, both which are in August prior to the first day with students. The full year schedule is located on the district website under Departments/Human Resources/Employee Calendars.

https://resources.finalsite.net/images/v1560868483/d155org/zhyu8zmcjlkmrr3l1rzw/9-monsupport19-20180days.pdf

10 Month Employees

Below is your link to the 10-month employee work calendar. 10-month employees will work a 200 day schedule, working on the days the students are present in school, along with 5 days after the last day of school, and 5 days prior to the first Institute Day at the beginning of the year. The full year schedule is located on the district website under Departments/Human Resources/Employee Calendars.

https://resources.finalsite.net/images/v1560868483/d155org/hmdjqndb9n6xggezmjw3/10-monsupport19-20200days.pdf

12 Month Classified Employees

Below is your link to the 12-month employee work calendar. 12-month employees will work a 249 day schedule, working 2 flex days over Winter Break and/or Spring Break at the discretion of the building administrator. The full year schedule is located on the district website under Departments/Human Resources/Employee Calendars.

https://resources.finalsite.net/images/v1560868483/d155org/xur9su1csywtctkas8sj/12-monthClassified19-20.pdf

Custodians

Below is your link to the Custodial employee work calendar. Please observe the dates that are marked as holidays and Non- workdays. These are the days that you will not be expected to work. The full year schedule is located on the district website under Departments/Human Resources/Employee Calendars.

https://resources.finalsite.net/images/v1560868483/d155org/awacqaalwdkefsced4u4/Custodian.pdf

iVisions

iVisions is the Employee Portal used by D155. Through iVisions you can access your attendance records, compensation information, tax forms, your personal profile, and general district business resources. The link to the most current business office forms and handbook can also be found on the iVisions main screen. These forms include payment authorizations, mileage reimbursements, timesheets, and field trip request forms.
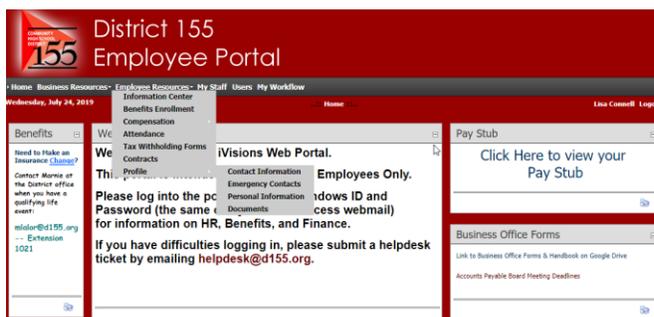
Absences

The iVisions Portal will also be used to request time off for district-approved absences. Choose the"Employee Resources" tab and choose "Attendance" in the drop down menu and complete the information.

Sick Days –

- When using a sick day, you must also notify the appropriate personnel in your building or department (principal's secretary, BOS, or district personnel) ½ hour before your shift begins. Failure to notify the appropriate personnel of your absence prior to the ½ hour will result in loss of pay for that day.
- If three (3) or more consecutive workdays are used for illness or injury, the employee may not return to work without a doctor's note authorizing that the employee can return to work without restrictions or limitations.
- Non-emergency appointments should be scheduled during non-work hours.

Personal Days –

- Personal leave will not be granted the day immediately preceding or following a holiday or vacation. The immediate supervisor or principal reserve the right to limit the number of applicants released at any one time.
- The Administration will not grant personal leave if there is not an employee in the building satisfactory to the supervisor to assume the duties of the employee on leave.

Vacation Days/Floating Holidays –

- The vacation policy for D155 provides paid vacation for full-time 12-month employees. Vacation days must be used between July 1st and June 30th of the work year in which they are granted to the employee. Any vacation days unused by June 30th shall be lost. There will be no cash reimbursement for any unused vacation days.
- Vacation schedules do need to be adjusted to make sure areas are covered at all times. Employees must arrange vacation times with their supervisor in order to meet department or office needs. An employee denied vacation has the right to discuss the denial with his/her immediate supervisor and /or the building principal.
- Floating Holidays follow the same parameters as Vacation Days.

FMLA –

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Please see your Negotiated Contract for FMLA guidelines.

Important Information –

An employee who does not report to work after exhaustion of all paid leave shall be docked pay for any such absences. If such absence is not part of an FMLA or other approved leave of absence, in addition to docking the employees pay, the District shall also proceed with progressive discipline as outline in Article 11.1 of the Negotiated Agreement for non-probationary employees and may proceed immediately to dismissal for probationary employees.

Position Vacancies

The Board will provide notice of all vacancies occurring within the District to CHESS. The Human Resources administrative assistant will send an all non-certified staff email announcing vacancies. A vacancy is defined as any position within the bargaining contract which is unfilled for any reason. A job description may be obtained from the building principal's secretary or the District office. Decisions of whether and with whom to fill a vacancy shall be solely at the discretion of the Board.

Employees interested in a transfer may apply in writing to the Superintendent of designee within the posting period. If no vacancy exists but an employee seeks a future voluntary transfer, the employee may submit a written request to the Superintendent or designee at any time which requests a transfer to a position for which the employee is qualified.

Salary/Payroll

Teachers and paraprofessionals can elect to receive their annual salary over 10 months (September through June) or 12 months (September through August). Paychecks are issued on the 15th and the last day of the month. If a normal check date falls on a weekend, holiday, or on winter/spring break, checks will be issued on the last business day prior to that date. The amount of wages paid is spread evenly across all pay periods.

Employees are encouraged to review their paystubs on the iVisions portal (under links for staff on the District website). After logging in, the employee can click on "Click Here to view your Pay Stub" to find the most recent pay stub as well as a historical listing of previous pay stubs.

Company Nurse Injury Hotline

Company Nurse is your first line of defense against work's little (and not so little) mishaps. D155 wants to insure that injured employees get the care they need, without delay, with one call. If any injury occurs, do the following as soon as possible:

- Injured worker notifies supervisor.
- Supervisor/Injured worker immediately calls injury hotline available 24/7:
  1-855-921-9518

- Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

Employer Name: **Community High School District #155**
Search Code: **CLIC**

Failure to timely report the injury may result in the denial of workers' compensation benefits and in progressive discipline. The employee reporting the injury to a supervisor may do so either orally or in writing. This does not preclude the requirement to report to the Company Nurse hotline.

1.800MD Telemedicine

1-800MD provides groups and individuals with fast and convenient access to quality medical care 24 hours a day, 7 days a week and 365 days a year throughout the United States. 1-800MD is a cost-effective alternative to non-emergent Emergency Room visits, Urgent Care Clinic visits or the inconvenience of traveling to a scheduled appointment with your Primary Care Physician (PCP), during and after normal business hours, from home, office or during travels.

1-800MD is available to you during and after normal business hours. With 1-800MD you don't wait days or weeks for a doctor's appointment, you don't spend time traveling to and from your doctor's office, and you don't have to spend hours in the waiting room at the Hospital Emergency Room or Urgent Care Clinic. 1-800MD is the perfect solution for all of your minor medical needs.

1-800MD saves you valuable time and money. Medical consultations are conducted by board certified, fully credentialed and licensed physicians that diagnose illnesses, recommend treatment and prescribe medications to its' members over the telephone, through secure email and bi-directional video.

Benefits

In order to review your benefits package or review the details of your D155 benefits, please refer to your Negotiated Contract and/or the district benefits page and call Human Resources
Contract - https://resources.finalsite.net/images/v1560960072/d155org/azhis01d2rrwafmqgvsf/CHESSAgreement20192023.pdf

Benefits - http://district155.touchpointsonline.com/

PublicSchoolWORKS

PublicSchoolWORKS is an online safety and regulatory compliance program for K-12 schools. Three times each year (fall, winter, spring) you will be assigned modules that you will need to complete to remain in compliance with state regulations concerning understanding students' special needs and general school and student safety. Each module will involve an instructional

video followed by a 10-question quiz. You will need to complete each group of modules by the deadline dates provided.

Abused & Neglected Child Reporting Obligations

All school personnel are mandated to **immediately** report to the DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS), **HOTLINE DIRECT AT 1-800-25-ABUSE (1-800-252-2873)** when they have reasonable cause to suspect that a child who is under the age of eighteen (18) and known to them in their professional capacity has been abused or neglected or is in danger of being abused or neglected - physically, sexually, or through neglect - and that a caregiver or person in a position of trust and authority over them, committed the harm or should have taken steps to protect the child from harm.

Please work with Student Services in your building with any reporting questions and/or when preparing for your report and the information that DCFS will request.

C.H.E.S.S

C.H.E.S.S is an association that represents the support staff for District #155. They are here to support and be your voice in the district. You will be receiving a Welcome Packet that will include a membership application, information about the association and the benefits of joining, contact information for district/building representatives, and information concerning IMRF (see below).

IMRF

The Illinois Municipal Retirement Fund (or IMRF) is a defined benefit retirement plan that provides retirement, survivor, disability, and death benefits to municipal government employees in Illinois (see Appendix A). It is governed by Article 7 of the Illinois Pension Code. Eligible employees are automatically enrolled in IMRF when employment begins.

You will receive instructions in your C.H.E.S.S Welcome Packet to register online to gain access to your IMRF account. You can use Member Access to:

- View your service information
- Check your benefits
- Update your account
- Create a pension estimate
- View your Member Statement
- Register for an IMRF workshop

General Evaluation Information

- All employees shall have an annual evaluation. The evaluation will include at least one meeting where the evaluation as well as methods to improve performance are discussed.
- By October 1, an employee may request an orientation meeting with his/her supervisor to review the job description and expectations for the upcoming work year.
- An unsatisfactory or progressing summative evaluation will result in a loss of advancement of the step increase. A proficient or commendable summative evaluation will result in step advancement. The evaluations will be carried out by an employee's immediate supervisor and reviewed for approval by building and/or district administration.

Attendance/Evaluation/Discipline

- If a non-probationary employee uses in excess of their accumulated sick leave days during the work year and such excess absences do not qualify for FMLA leave or are not otherwise pre-approved by the employee's supervisor, the employee shall not receive an evaluation rating higher than proficient and will be placed on probationary status for sixty (60) work days.

General Discipline

The Board shall have the authority to discharge or otherwise discipline employees. With respect to offenses that the Board has determined are less serious than those warranting immediate discharge, the Board agrees with the tenets of progressive and corrective discipline, will provide due process to the employee, and expects to apply the following progressive discipline in those cases:

    A. First Offense – oral warning that is documented in writing;
    B. Second Offense – written warning; and
    C. Third Offense – discharge

If the Board determines that an employee is not meeting the Board's working standards, the employee is not entitled to progressive discipline, but rather the Board shall allow the employee up to 30 days to improve performance. If the employee fails to improve performance by meeting the Board working standards within the 30 days, the Board shall have the authority to terminate the employee's employment.

C.H.E.S.S. Representation

When an employee becomes aware of possible disciplinary action being taken against the employee, the employee may request representation by C.H.E.S.S , who works for the Board, and the Board shall afford the employee an opportunity to secure such representation.

FERPA/ HIPAA

All district employees should all have a clear understanding of both FERPA and HIPAA guidelines as they must follow these articulated guidelines as part of their professional responsibilities.

FERPA (The Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. *FERPA* gives parents certain rights with respect to their children's education records. For further information, reference the website below:

https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

HIPAA (Health Insurance Portability and Accountability Act)

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. For further information, reference the website below:

https://www.hhs.gov/hipaa/for-professionals/privacy/index.html

Appendix A

01/2019

RETIREMENT CHECKLIST
IMRF

IMRF has identified critical junctures when you should take action to make sure that everything is in order when you retire. Resources that can help you as you make your way through these steps include www.imrf.org and IMRF Member Access. If you have additional questions, contact us at 1-800-ASK-IMRF (275-4673).

PRE-RETIREMENT BENCHMARKS

ANY AGE → **2 YEARS PRIOR** → **1 YEAR PRIOR** → **3 MONTHS PRIOR** → **1 MONTH PRIOR** → **BEGIN RECEIVING YOUR PENSION** →

Follow these simple steps for a smooth transition into retirement.

ANY AGE

ANYTIME IN YOUR CAREER

☐ **Make sure you know when you will be eligible for a retirement benefit.**
Refer to the IMRF Benefit Booklet corresponding to your Tier. You can also discuss your situation with an IMRF Member Services Representative by calling 1-800-ASK-IMRF (275-4673), 7:30 AM to 5:30 PM, Monday through Friday.

☐ **Make sure you understand the tax implications on your pension if you will be under age 59-1/2 when your pension begins.**
If you will be under age 59-1/2 when you retire and you will continue to work for your IMRF employer in a position that does not qualify for IMRF or in an elected position, your pension payments will be subject to an additional 10% tax. Contact IMRF for more information.

☐ **Check your service credit totals against your IMRF records.**
Carefully review your annual IMRF Personal Statement of Benefits to make sure IMRF records match your own. You can review your Personal Statement of Benefits by signing into your Member Access account at **www.imrf.org**. You can also review your service credit on a regular basis by signing into Member Access.

☐ **Review the IMRF Benefits Booklet for your Tier to learn what benefits are available to you and the requirements for those benefits.**

☐ **Attend an IMRF "Retirement Planning" Workshop about five years before you plan to retire.**
A schedule is available on the IMRF website or in the *Fundamentals* newsletter.

ANY AGE

ANYTIME IN YOUR CAREER *continued*

☐ **Get information from IMRF about purchasing any service (reinstated, omitted, military, etc.) you are eligible to buy.**
Find out if you are eligible to purchase past service credit by reviewing the "Purchasing Past Service Credit from IMRF" booklet, available online or by contacting an IMRF Member Services Representative at 1-800-ASK-IMRF (275-4673).

2 YEARS PRIOR

12 TO 24 MONTHS BEFORE YOU PLAN TO RETIRE

☐ **Obtain a formal pension estimate for your first anticipated retirement date by contacting IMRF.**
You may call IMRF at 1-800-ASK-IMRF (275-4673) to request one; or mail Form BF-20, "Pension Estimate Request" to IMRF. A pension estimate will be sent to you within 10 business days. You should always request a formal, written pension estimate from IMRF before making decisions about retirement. Through your IMRF Member Access account you may create an informal pension estimate at any time.

☐ **Obtain a Social Security pension estimate and determine at what age you want to begin receiving your Social Security benefit.**

1 YEAR PRIOR

1 YEAR BEFORE YOU PLAN TO RETIRE

☐ **Meet with your employer's human resources department, personnel staff, or the employee responsible for IMRF and payroll.**

☐ Review potential retirement dates.

☐ Discuss pay out for unpaid vacation and sick time.

☐ Ask if any early retirement incentives through IMRF are planned or under discussion.

☐ **Research and consider your options:**

☐ Health insurance.

☐ Any employer-sponsored deferred compensation plan or tax-deferred annuity.

☐ If you are entitled to a refund of IMRF surviving spouse contributions at retirement, you will have the option of receiving a lump sum or monthly payments.

3 MONTHS BEFORE YOU PLAN TO RETIRE

3 MONTHS PRIOR

☐ **Apply for Social Security benefits if eligible (age 62 or older, or age 60 or older and widowed).**
Call Social Security's toll free number, 1-800-772-1213, 7:30 AM to 5:30 PM, Monday through Friday.

☐ **Confirm with Social Security that, as a member of IMRF, you contributed to Social Security and that there will be no reduction in your Social Security benefits.**

☐ **Meet with your tax advisor to determine your tax withholding status. Be sure to take your:**

☐ IMRF pension estimate

☐ Social Security estimate

☐ Deferred compensation estimate (from your employer-sponsored tax-deferred plan)

☐ Figures for any other income you and/or your spouse will have (such as income from an IRA or other investments)

☐ **Meet with your employer's human resources department, personnel staff, or the employee responsible for IMRF and payroll.**
This is especially important if you didn't do this six months prior to retirement.

☐ **Obtain application for retirement (IMRF Form 5.20 or apply online via Member Access).**

☐ Make decisions regarding health insurance.

☐ Make sure you understand restrictions on your IMRF pension and Social Security and working after retirement.

☐ **Speak with the administrator of your employer-sponsored deferred compensation plan or tax-deferred annuity.**
Make decisions regarding pay out (typically lump sum or monthly annuity).

☐ **Obtain applications from other Illinois pension systems under the Reciprocal Act (if applicable).**
Submit applications to the other systems when you submit your IMRF application for retirement benefits.

1 MONTH BEFORE YOU PLAN TO RETIRE

1 MONTH PRIOR

☐ **Submit retirement application (IMRF Form 5.20 or apply for your pension online via Member Access) to IMRF with copies of required documents.**

Your monthly pension payment will be directly deposited into your checking, savings, or brokerage account. Members can generally expect to receive their first payment by the middle of the month following their last day of work.

YOUR RETIREMENT IS PROCESSED

You will receive an estimated pension based on IMRF's Standard Pension Calculation.

Your IMRF employer should submit a termination of your IMRF participation and report your unused and unpaid sick days to IMRF. You may be able to convert your unused, unpaid sick days to service credit if you are leaving employment for retirement, and the effective date of your pension is within 60 days of your termination. (Note: Limitations apply, contact IMRF for more information.)

After your employer reports your final earnings to IMRF (about one month after your retirement date), IMRF will calculate the actual amount of your pension.

After you submit your retirement application, you will receive a retirement packet which will contain a copy of "Insights for Retiring Members," as well as the following:

- IMRF Form 6.11A, "Designation of Beneficiary for Annuitants"
- Form W-4P, "Withholding Certificate for Pension or Annuity Payments"
- A copy of "Are You Planning to Continue Your Employer's Health Insurance?" this is a booklet about continuing your health care benefits through your former employer after retirement.
- A copy of "Are you Looking for Information About IMRF-endorsed Health Insurance Programs?," which contains information on choosing a health care plan endorsed by the IMRF Board of Trustees.
- A copy of the "How Returning to Work Can Affect Your IMRF Pension" brochure.

☐ **Complete and return IMRF Form 6.11A,
"Designation of Beneficiary for Annuitants"**
The designation takes effect when the form is on file in IMRF's offices.
You can submit your designation of beneficiary online via your
Member Access account or mail it back to IMRF.

☐ **Complete and return Form W-4P,
"Withholding Certificate for Pension or Annuity Payments"**
You can submit your withholding instructions online via your Member Access account or mail it back to IMRF.

CERTIFICATE OF BENEFITS

You will receive this blue and gold document in the mail about 6-8 weeks after retirement. the Certificate of Benefits includes the amount of your monthly pension, the effective date of your pension , and the annual increase you can expect to receive next January and every January thereafter. Keep this document in a safe place for future reference.

RETURNING TO WORK AFTER RETIREMENT?

Returning to work may affect your IMRF pension. **Before you accept a position of employment or compensated elected office with a unit of government that participates in IMRF, you must contact IMRF at 1-800-ASK-IMRF (275-4673)** to discuss the impact on your IMRF pension. Many factors determine how a return to work may affect your pension and **accepting employment with an IMRF employer can have serious financial consequences for you.**