## IASB POLICY REFERENCE MANUAL TABLE OF CONTENTS SECTION 5 - PERSONNEL

## General Personnel

eneral Pe	ersonnel				
5:10	Equal Employment Opportunity and Minority Recruitment				
	5:10-AP	Administrative Procedure - Workplace Accommodations for Nursing Mothers			
5:20	Workp	place Harassment Prohibited			
	5:20-AP	Administrative Resource - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation			
5:30	Hiring Process and Criteria				
	5:30-AP1	Administrative Procedure - Interview Questions			
	5:30-AP2	Administrative Procedure - Investigations			
5:35	Compliance with the Fair Labor Standards Act				
	5:35-AP1	Administrative Procedure - Fair Labor Standards Act Exemptions			
	5:35-AP2	Administrative Procedure - Employee Records Required by the Fair Labor Standards Act			
	5:35-AP3	Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA			
	5:35-AP4	Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist			
	5:35-E	Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee			
5:40	Communicable and Chronic Infectious Disease				
	5:40-AP	Administrative Procedure - Communicable and Chronic Infectious Disease			
5:50	Drug- and Alcohol-Free Workplace; Tobacco Prohibition				
5:60	Expens	ses			
	5:60-E1	Exhibit - Employee Expense Reimbursement Form			
	5:60-E2	Exhibit - Employee Estimated Expense Approval Form			
5:70	Religious Holidays				
5:80	Court Duty				
5:90	Abused and Neglected Child Reporting				
5:100	Staff Development Program				
	5:100-AP	Administrative Procedure - Staff Development Program			
5:110	Recognition for Service				
5:120	Ethics	and Conduct			
	5:120-AP1	Administrative Procedure - Statement of Economic Interests for Employees			

	5:120-AP2	Administrative Procedure - Employee Conduct Standards		
	5:120-E	Exhibit - Code of Ethics for Illinois Educators		
5:125	al Technology and Social Media; Usage and Conduct			
	5:125-E	Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media		
5:130	Responsibilities Concerning Internal Information			
	5:130-AP	Administrative Procedure - Email Retention		
5:140	Solicita	Solicitations By or From Staff		
5:150	Personnel Records			
	5:150-AP	Administrative Procedure - Personnel Records		
5:160	OPEN			
5:170	5:170 Copyright			
	5:170-AP1	Administrative Procedure - Copyright Compliance		
	5:170-AP2	Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works		
	5:170-AP3	Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment		
	5:170-AP4	Administrative Procedure - Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process		
	5:170-E1	Exhibit - Request to Reprint or Adapt Material		
5:180	Temporary Illness or Temporary Incapacity			
5:185 Family and Medical Leave		and Medical Leave		
	5:185-AP	Administrative Procedure - Resource Guide for Family and Medical Leave		
Professional Personnel				
5:190	Teacher Qualifications			
	5:190-E1	Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications		
	5:190-E2	Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements		
	5:190-E3	Exhibit - Letter to Teacher WhoDoes Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment		
5:200	Terms and Conditions of Employment and Dismissal			
5:210	Resignations			
5:220	Substitute Teachers			
	5:220-AP	Administrative Procedure - Substitute Teachers		

	5:220-E	Exhibit - Unsatisfactory Performance Report for Substitute Teachers		
5:230	Mainta	Maintaining Student Discipline		
5:240	Susper	Suspension		
	5:240-AP	Administrative Procedure - Suspensions		
5:250	Leaves of Absence			
	5:250-AP	Administrative Procedure - School Visitation Leave		
5:260	Studen	Student Teachers		
Educational Support Personnel				
5:270	Employment At-Will, Compensation, and Assignment			
	5:270-E	Exhibit - Notice of Employment		
5:280	Duties	Duties and Qualifications		
5:285	Drug a	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers		
	5:285-AP	Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers		
5:290	Emplo	Employment Termination and Suspensions		
5:300	Schedu	Schedules and Employment Year		
5:310	Compe	Compensatory Time-Off		
	5:310 <b>-</b> E	Exhibit - Agreement to Receive Compensatory Time-Off		
5:320	Evalua	Evaluation		
5:330	Sick D	Sick Days, Vacation, Holidays, and Leaves		