



# Educational Support Personnel

## Policy Manual

Revised by Board Action June 9, 2011

Effective July 1, 2011

**This handbook is meant to show the policies and procedures currently employed by the Board of Education of Geneseo CUSD #228 and individual educational support employees. It is subject to change by the Board of Education of CUSD #228 unilaterally and at any time.**

**Geneseo CUSD #228 does not intend that this handbook, whether provided to the employee before the commencement of employment or after commencement of employment, constitute part of any offer of employment or be interpreted expressly or by implication to constitute a contract for employment or to evidence the existence of a contract of employment between Geneseo CUSD #228 and any employee.**

**The Board of Education maintains the right to terminate the employment relationship at any time. No District Employee or Supervisor has the authority to alter, orally or in writing, the terminable at-will status of any employee.**

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## ***Equal Employment Opportunity***

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories.

## **Employment Qualifications**

Educational support personnel shall be selected on the basis of their training, experience, qualifications, personality and general competence.

The recruitment and selection of educational support personnel will be done by the Superintendent or his designee, in collaboration with the supervisor of the vacant position.

Recommendation for employment shall be made to the Board of Education.

## **Personnel Data**

### Personnel Data Required

- A. Application (to be obtained online)
- B. Criminal Background Investigation Form (includes state required fingerprinting)
- C. Federal and State Employees Withholding Exemption Certificate
- D. Medical Examination (Physical), Including TB Test (at employee's cost, form is obtained at Unit Office)
- E. Insurance Enrollment Cards, if applicable
- F. Abused and Neglected Child Reporting Act Compliance Form
- G. Other Compliance Forms as Required

- H. Receipt of ESP Handbook and Job Description
- I. Acceptable Use Form for Network Authorization
- J. Employment Eligibility Verification Form (2 forms of identification are required)

## **Employee Status Definitions**

### Educational Support Personnel

Normally includes personnel whose job descriptions and/or employment do not require certification granted by the Illinois State Teacher Certification Board.

### Full-Time Employees (12 Months)

Includes all of those educational support personnel who have been hired for an indefinite period of time, and who are normally scheduled to work 35 hours or more per week for twelve (12) months. Employees in this category are eligible for certain specified benefits.

### Full-Time Employees (Less than 12 Months)

Includes all of those educational support personnel who have been hired for an indefinite period of time, and who are normally scheduled to work 35 hours or more per week for less than twelve (12) months. Employees in this category are eligible for certain specified benefits.

### Part-Time Employees

Includes all educational support personnel who have been hired for an indefinite period of time, and are normally scheduled to work less than 35 hours per week. Employees in this category are eligible for certain specified benefits.

### Temporary/Seasonal Employees

Includes those who are hired with the understanding that they will be terminated after a given period of time. Such employees are not eligible for most district benefits and acquire no seniority. If temporary employees are later hired for regular positions, the employment date as a regular employee will be used for purposes of seniority and as the starting date for their probationary period.

### Probationary Employees

Includes all of those full-time and part-time classified employees who have not completed their probationary periods.

### Probationary Period

Educational support personnel shall be considered probationary employees for the first one hundred, twenty (120) work days of their employment. During this time, they shall be closely monitored by the person to whom they are immediately responsible.

Prior to the end of the probationary period, the principal or supervisor shall indicate, on

the evaluation form for probationary employees, their evaluation of the employee. A copy of the evaluation form shall be forwarded to the Superintendent's Office to become part of the employee's personal file. The Superintendent or his designee in consultation with the immediate supervisor shall determine the individual's future employment status in the school district.

During the probationary period, employees shall be entitled to only designated fringe benefits. The District health plan is open to employees on the first day of the month following employment, subject to restrictions in the health plan description. Employees working 600 or more hours per year will be enrolled in the Illinois Municipal Retirement Fund (IMRF). A probationary employee may be released at any time during the terms of their probation without cause.

#### Personnel Files

Unit office personnel of Geneseo Unit School District #228 will establish and maintain a personnel folder for every employee. This folder will contain documents required by law as well as other pertinent records and materials pertaining to the individual employee.

District #228, as a matter of policy, will make every reasonable effort to protect the legitimate privacy interests of every employee, and disclosure of personnel file information will only be made according to state and federal law.

## **Hours of Work**

The purpose of this article is to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of the work schedule and assignment of work shall be made by the District and may be changed from time to time to meet changing needs.

#### Work Week

The normal work week for regular, full-time employees shall be thirty-five (35) to forty (40) hours work, excluding lunch periods, from Monday through Sunday. The normal work week for regular, part-time employees shall be less than thirty-five (35) hours, excluding lunch, depending upon assignments.

#### Work Schedule

All employees shall be assigned a schedule, which shall have a regular starting and ending time. Work schedules showing the employees work days and hours shall be determined by the employee's immediate supervisor and filed yearly with the Superintendent. Summer schedules may change from school year hours according to the requirements of the supervisor.

#### Lunch Period

Employees working five (5) or more hours per day shall be provided a thirty (30) minute duty-free lunch period without pay. However, it is understood, should emergency

situations develop, regularly scheduled lunch periods may be temporarily changed. All employees who work more than five (5) hours per day must take an unpaid lunch period.

## Work Year, Holidays, and Vacations

### Work Year

The work year for educational support personnel will be specified in individual job descriptions furnished to each employee.

### Holidays

Paid holidays for employees are designated on the official school calendar. The list of employees eligible for paid holidays is located in the Paid Holiday Chart in this section. Holidays, which fall on weekends, are not paid holidays, unless specifically designated as such. Employees are paid only for those holidays, which fall in their normal work year.

The work day prior to and immediately following a holiday must be worked in order to qualify for holiday pay except in cases of illness, emergency, or approved vacation days. Employees must be prepared to present a written explanation from a doctor in case of illness. Temporary employees are not eligible for paid holidays.

Holiday	12-Month Full-time (35-40 Hrs/Wk)	Less than 12-Month Full-time (35-40 Hrs/Wk)	12-Month Part-time (30-34.9 Hrs/Wk)
Labor Day	PAID	PAID	
*Columbus Day	*PAID	*PAID	
*Veterans' Day	*PAID	*PAID	
Thanksgiving Day	PAID	PAID	PAID
Day Before Christmas	PAID		
Christmas Day	PAID	PAID	PAID
New Years Day	PAID	PAID	PAID
*Martin Luther King, Jr. Day	*PAID		
*Presidents' Day	*PAID		
Good Friday	PAID	PAID	
Memorial Day	PAID	PAID	
Independence Day	PAID		PAID
The administration will establish the number of these days as holidays before July 1 <sup>st</sup> of each year for each classification.	Four PAID days from the following: Columbus Day Veterans' Day Martin Luther King, Jr. Day President's Day	Two PAID days from the following: Columbus Day Veterans' Day Martin Luther King, Jr. Day President's Day	



A holiday occurring within a scheduled vacation period shall not count as a day of vacation, nor shall a holiday occurring while an employee is on leave of absence for illness or injury count against the employee's sick leave.

## **Vacations**

Only full-time, 12-month employees accrue paid vacations.

A summer vacation schedule will be established prior to the final day of school.

Employees receiving two (2) weeks vacation must take vacation during the summer months or during Christmas or Spring break. Any exception must be cleared with the Superintendent or his designee.

Employees receiving three (3) weeks vacation are asked to take one (1) week at Christmas or Spring break.

All requests for vacation time must be approved by the building principal after consulting with the employee's direct supervisor and then the Superintendent or designee.

Regular full-time, 12-month employees, who have completed the required period of fulltime service on or before June 30, shall be granted the following paid vacations.

- a. Less than 12 months fulltime as of June 30, vacation will be a prorated portion of one (1) week based on the time worked from the first day of service to June 30.
- b. More than 12 months fulltime, but less than two (2) years fulltime service - one (1) week vacation.
- c. At least two (2) years fulltime service, but less than eight (8) years fulltime service - two (2) weeks vacation.
- d. Eight (8) years or more service of fulltime service - three (3) weeks vacation.

Vacations for the year must be used by August 15. No accumulation or carryover of vacation is allowed without the express written permission of the Superintendent or his designee, and in no case shall vacation be carried over in excess of one (1) year. Employees may, however, make written requests to the Superintendent or his designee to withhold vacation days for use during Thanksgiving or the Christmas Holidays.

Vacations may be split, when doing so does not interfere with the operation of the school or department, and with the approval of the Supervisor and the Superintendent or his designee.

## Leaves

### Sick Leave

Each full-time educational support employee (12-month and less than 12-month) shall be entitled to eighteen (18) sick leave days per school year without loss of pay. Such leave may accumulate to an unlimited number. Any full-time employee hired after July 1, shall receive sick leave days prorated from the date of hiring to the end of the work year. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household. The immediate family, for purposes of this section, shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis of pay, after an absence of three (3) days personal illness or as it may deem necessary in other cases.

Part-time educational support personnel employees who are eligible for IMRF are entitled to ten (10) sick leave days per year. These days may be accumulated and used in the same manner as for full-time employees.

Employees who have worked for the District fifteen (15) or more years at retirement are eligible to be paid \$10.00 per day for unused sick leave. Or, the days may be credited to IMRF to increase the retirement benefit, subject to IMRF rules and regulations.

### Personal Leave

Each full-time educational support employee (12-month and less than 12-month) shall be entitled to two (2) days of personal business leave per school year without loss of pay. Such leave shall be non-cumulative. Written application, with a reason for such leave, shall be made to the Superintendent or his designee at least two (2) employment days prior to the desired onset of such leave, in accordance with the application for Personal Leave, provided that in an emergency, such application may be made at a later time with an explanation of such emergency. Unused Personal Leave will convert to sick leave.

### Bereavement Leave

Two (2) days of Bereavement Leave per employee (full-time and part-time), deductible from sick leave, will be granted per school year for deaths outside the employee's immediate family (as defined in 24.6 of the School Code). No more than two (2) ESP employees per day district-wide will be granted bereavement leave on the same day. Verbal requests for Bereavement Leave must be submitted to the appropriate building principal at least 48 hours in advance of the date for which the leave is requested. Written requests will be submitted prior to the commencement of the bereavement leave, except in cases of emergency. In an emergency situation, written requests shall be submitted the first school day following the employee's return from the leave. In case of extenuating circumstances and as determined by the Superintendent, the above restrictions may be waived.

### Discretionary Leave

An employee may be granted leave without pay at the discretion of the Superintendent or his designee. Such requests shall be made in writing to the Superintendent and shall contain the reason for the leave. If the nature of the leave involves an emergency, the Employee may be granted a temporary unpaid leave upon request. Misuse of this application may be grounds for disciplinary measures.

### Jury and Witness Duty

Any employee required to perform jury duty or to appear and testify in any judicial proceeding (including proceedings where an employee's attendance is required by the employer) during an employee's working time shall be granted leave for such purpose. The employee will continue to receive regular District compensation and days are not subtracted from vacation, sick leave, or personal days. The check/payment received for performing jury duty must be given to the School District. The employee may keep payment for mileage.

## **Worker's Compensation**

Absence due to injury or illness incurred in the course of the employee's employment shall not be charged against the employee's sick leave days.

## **Wages and Job Descriptions**

The hourly rate of pay for each employee is set yearly by the Board of Education. The salary rates will be set at a regular Board of Education meeting and will be conveyed to the employee in a timely manner.

### Payroll

All educational support personnel are paid on a twice-per-month basis according to the schedule published yearly by the Business Office. Pay day is normally scheduled on the 15th and the last day of the month, or the work day nearest to those dates. Payroll is completed by direct deposit. Any errors or questions should immediately be reported to the payroll accountant.

### Overtime Compensation

Overtime shall include only work performed by the employee at the direction of the building principal or unit supervisor. Prior approval of the additional hours is required. Overtime shall be computed on an actual time basis, exclusive of the lunch hour, leaves, disciplinary suspensions, and vacations, for hours worked beyond forty (40) hours per week. Overtime shall be paid at the rate of time and one-half of the employee's time sheets as per established business office procedure.

Overtime compensation will be paid exclusively for work hours accrued beyond 40 hours in the standard work week.

To clarify, you must **work** the actual 40 hours prior to any overtime earnings. For example, you cannot take paid vacation time on a Monday and Tuesday (16 hours), then work 9 hours per day on Wednesday, Thursday and Friday (27 hours) and be compensated at an overtime rate for 3 hours (43 hours total). In this example, you would be paid 43 hours at your regular rate of pay.

**No paid time-off** can be considered eligible for accumulating overtime compensation. This would include personal leave, vacation leave, paid holiday, or sick leave.

Special consideration will be given to those circumstances that require overtime hours for certain events where a private individual or organization rents a district facility. In those cases, the Superintendent or Director of Operations has discretion to determine whether or not overtime compensation may be paid if an individual used Paid Time-Off during that week.

Employees, with the approval of their supervisor, may elect to take overtime in two ways:

- a. In dollars, at one and one-half (1-1/2) times their regular hourly rate, or
- b. In compensatory time at the rate of one and one-half (1-1/2) hours off for each hour worked over 40 hours. Compensatory time must be taken at times which will not interfere with the operation of the school and only with the prior approval of the immediate supervisor. Compensatory time must be recorded on the employee's time sheet as per established business office procedure and used within the next pay period without exception, unless approved by the Director of Operations or designee.

## **Life Insurance**

The amount of term life insurance and accidental death and dismemberment insurance will be determined annually by the Board of Education and will be provided for all full-time employees (12-month and less than 12-month). The School Board will pay the full cost of such employee coverage.

## **Major Medical Insurance**

Full-time employees are eligible for participation in the Group Medical and Prescription Drug Program. Details of this coverage are available in the Business Office. Employees working less than 35 hours per week and temporary employees are not eligible for this insurance coverage. Enrollment dates for new eligible employees are according to the

Medical Plan regulations (see Health Care Plan Appendix).

The Board of Education will pay 100% of the employee's health insurance and 75% of the difference between single coverage and dependent coverage. This amount is subject to change and will be the same as that paid for certified employees.

Those employees who are on an extended unpaid leave, such as disability, shall be responsible for the cost of insurance premiums. Premiums are paid in advance, so when paid leave is exhausted, the employee must make plans for premium payments prior to the first day of the next month they wish to secure insurance coverage.

## **Illinois Municipal Retirement Fund**

Contributions to IMRF by the employee and the School Board shall begin on the first day of employment. Educational support personnel are covered under the provisions of the IMRF as provided by statute. Specific questions regarding this coverage should be directed to the Business Office.

Employees must work in a position requiring 600 or more hours of work per year to qualify for IMRF coverage.

## **Seniority**

Seniority shall begin with the date of original full-time employment and shall include only time for which pay has been received except that total seniority shall not be diminished by temporary layoffs due to lack of work or lack of funds. (A temporary layoff shall be interpreted to mean less than twelve (12) months.)

Whenever it becomes necessary to lay off employees due to shortage of work or lack of funds, full-time employees shall be laid off in inverse order to their length of service. Part-time employees do not have seniority. Layoffs will be within specific categories of employment as determined by the Board of Education.

All employees are expected to give at least two (2) weeks notice of their intention to discontinue service with the Board of Education.

## **General**

### Absence/Tardiness

Every employee of Geneseo School District #228 has an important job to do. When someone is absent or tardy, extra burdens of work are placed on fellow employees. It is everyone's obligation to recognize that work schedules and activities are based upon

people being present and on time. Absences and tardiness, therefore, must be kept to the minimum so that the best possible service is maintained. Excessive absence or tardiness will result in disciplinary action up to and including dismissal.

#### Illness or Emergency Absence

It is the responsibility of each employee to notify his/her supervisor daily in cases of absence due to illness or emergency. This notice should be given as much in advance as possible so that necessary work adjustments can be made to cover the absence. If supervisors are not informed, as above, the employee is subject to loss of pay for the day or days. Chronic failure to notify supervisors will be grounds for disciplinary action up to and including dismissal. An employee who is absent from work for three or more consecutive working days without notifying his/her supervisor will be subject to termination of employment at Geneseo School District #228.

#### Injury Report

It is the responsibility of each employee to report as soon as practical, all injuries which occur during working hours. All such injuries must be reported to the school nurse, to the employee's supervisor and the Business Office. Employees who are injured while on the job will be subject to the Illinois Worker's Compensation Act. Failure to report an injury at the workplace may be considered a violation of work rules.

#### Leaving School During Working Hours

Advance notice must be given to the supervisor before leaving the building during work hours.

#### Management

The employer shall have the right to direct the work of its employees; hire, promote, demote, transfer, assign, and retain employees; maintain the efficiency of its operation; determine and implement methods, means, assignments and personnel by which its operations are to be conducted; take such actions as may be necessary to carry out its mission; initiate, prepare, certify, and administer its budget; and exercise all powers and duties granted to the employer by law.

#### Outside Employment

Employees shall devote full time and attention during working hours to their school duties. Employees shall not accept outside employment that is detrimental to their school duties.

#### Personal Conduct

All employees are expected to carry out such duties as are assigned to them in an effective, courteous and business like manner. Each employee must recognize that they are serving the public and that their conduct should be such that it will reflect positively upon themselves, their fellow employees and the school.

Inappropriate behavior, promiscuous discussion or disclosure of confidential school matters or records, malicious criticism of school personnel, policies, or practices, can

seriously damage effective working relationships within the school and between the school and the community.

#### Smoke-Free/Drug-Free Workplace

As a condition of employment, it is unlawful to use, manufacture, distribute or have in your possession a controlled substance. Smoking is not allowed on school premises at anytime, or in any district vehicle.

#### Solicitation

Unauthorized sales and solicitation of orders for various types of commercial products or services to anyone on school property is prohibited. Solicitation of employees of the school by other employees and the distribution of literature between employees during work time is prohibited unless specifically authorized by school officials. This rule does not apply to break periods, meal times, or other specified periods during the work day when employees are properly not engaged in performing their work tasks.

#### Tardiness

Tardiness to work or in returning from lunch or breaks is detrimental to the efficient operation of the school.

#### Unsafe or Hazardous Conditions

It is the responsibility of each employee to notify his/her supervisor of any instances of unsafe or hazardous working conditions immediately. Failure to report unsafe or hazardous conditions may be considered a violation of work rules.

#### Workshops

If a building administrator requests that an ESP attend training or a workshop that will extend beyond the employee's normal workday, that employee shall be paid for no more than eight (8) hours of the training and appropriate travel time to and from the workshop/training.

Any additional time shall not be paid work time nor create any overtime situation.

## **Employee Discipline and Termination Procedures**

#### At-Will Status

Educational Support Personnel of the district are employees-at-will subject to termination by the Board of Education at any time without notice, compensations or reason.

The following may lead to discipline and/or termination:

- a. A statement by a prospective employee of his/her qualifications for the position for which he/she has applied is a material representation upon which the school relies in determining whether or not to offer the applicant employment. Discharge from employment may result in the event that the applicant has misrepresented his/her

qualifications.

- b. Falsification of records or application forms is grounds for immediate dismissal.
- c. Possession, use or distribution of an illegal or controlled substance or look-alike drug.
- d. Possession, use or distribution of any alcoholic beverage or intoxication while on duty.
- e.. Theft of District or personal property while on district premises.
- f. Assault and/or battery while on duty.
- g. Possession of a weapon on School District property.
- h. Insubordination involving a willful refusal to satisfactorily perform an employee's duties.

Probation

A newly hired Employee shall be considered to be a probationary Employee for the first one hundred, twenty (120) work days of employment.



# **Geneseo Educational Support Personnel Evaluation Process**

## **Full-time and Part-time Employees**

- A. Employees will be evaluated at least once during their probationary period, and may be evaluated additionally during the first year of employment. After the first year of employment, employees are to be evaluated at least once every two (2) years.
- B. The evaluation should reflect the employee's general work and is not to be a critique of one day. It represents an accumulation of observations during the evaluation period.
- C. Because of the dual supervisors in many Educational Support Personnel jobs, supervisors may confer on the final rating and both may participate in the evaluation conference.
- D. As a result of the evaluation, the employee may be given recommendations for improvement to be made in those areas which are expected levels.
- E. A copy of the final evaluation is to be signed by the employee, the supervisor(s) and the building administrator. The employee will be given a copy and one will be placed in his/her permanent file. A signature does not necessarily indicate agreement, but that the appraisal has been read and discussed with the evaluator. The employee may submit a rebuttal in writing, which will be attached to the evaluation, which is placed in the personnel file.
- F. For any area rated "Needs Improvement" or below the employee and the evaluator will discuss minimum expectations and specific changes will be identified. These areas will then be re-evaluated within sixty (60) work days.

# **EDUCATIONAL SUPPORT PERSONNEL**

## **EVALUATION FORMS**

Geneseo Community Unit School District #228  
AIDE / SUPERVISOR EVALUATION REPORT

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Report Date \_\_\_\_\_

Regular Employee \_\_\_\_\_ Probationary Employee \_\_\_\_\_

**General Performance Areas**

1.	Adherence to school/department rules/policies	1	2	3	4	NA
2.	Knowledge of job content	1	2	3	4	NA
3.	Job productivity	1	2	3	4	NA
4.	Maintains appropriate language and behavior in the presence of students and parents	1	2	3	4	NA
5.	Works effectively with other employees	1	2	3	4	NA
6.	Interacts appropriately with the public	1	2	3	4	NA
7.	Ability to accept constructive criticism	1	2	3	4	NA
8.	Judgment and discretion	1	2	3	4	NA
9.	Ability to follow instructions	1	2	3	4	NA
10.	Organizational ability and initiative	1	2	3	4	NA
11.	Maintains appropriate personal appearance	1	2	3	4	NA
12.	Punctuality and attendance	1	2	3	4	NA
13.	Improvement of job competencies	1	2	3	4	NA
14.	Takes reasonable and necessary precautions to protect equipment, materials, and facilities	1	2	3	4	NA

**Rating Scale Explanation**

- 1. Outstanding performance
- 2. Fully satisfies expected performance standards
- 3. Needs improvement
- 4. Unsatisfactory
- NA Not applicable or not observed

**Recommendations, commendations, and/or comments by the Supervisor:**

**Summative Rating:** \_\_\_\_\_ **Outstanding performance**  
\_\_\_\_\_ **Fully satisfies expected performance standards**  
\_\_\_\_\_ **Needs improvement**  
\_\_\_\_\_ **Unsatisfactory**

\_\_\_\_\_ **I recommend continued employment.**

\_\_\_\_\_ **I do not recommend continued employment.**

**Building Administrator's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

**Conference date:** \_\_\_\_\_

**The signature of the employee verifies receipt of a copy of this evaluation.**

**Employee's evaluation:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Employee Comments (Optional):**

**Geneseo Community Unit School District #228**  
**CAFETERIA EMPLOYEE EVALUATION REPORT**

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Report Date \_\_\_\_\_

Regular Employee \_\_\_\_\_ Probationary Employee \_\_\_\_\_

**Skill Areas**

1.	Maintains clean setting in cafeteria and kitchen	1	2	3	4	NA
2.	Takes reasonable and necessary precautions to protect equipment, materials, and facilities	1	2	3	4	NA
3.	Maintains necessary cafeteria inventory	1	2	3	4	NA
4.	Communicates effectively	1	2	3	4	NA
5.	Other _____	1	2	3	4	NA

**General Performance Areas**

1.	Adherence to school/department rules/policies	1	2	3	4	NA
2.	Knowledge of job content	1	2	3	4	NA
3.	Maintains appropriate language and behavior in the presence of students and parents	1	2	3	4	NA
4.	Works effectively with other employees	1	2	3	4	NA
5.	Interacts appropriately with the public	1	2	3	4	NA
6.	Ability to accept constructive criticism	1	2	3	4	NA
7.	Judgment and discretion	1	2	3	4	NA
8.	Ability to follow instructions	1	2	3	4	NA
9.	Organizational ability and initiative	1	2	3	4	NA
10.	Maintains appropriate personal appearance	1	2	3	4	NA
11.	Punctuality and Attendance	1	2	3	4	NA
12.	Improvement of job competencies	1	2	3	4	NA

**Rating Scale Explanation**

- 1. **Outstanding performance**
- 2. **Fully satisfies expected performance standards**
- 3. **Needs improvement**
- 4. **Unsatisfactory**
- NA **Not applicable or not observed**

**Recommendations, commendations, and/or comments by the Supervisor:**

**Summative Rating:**                    \_\_\_\_\_                    **Outstanding performance**

   \_\_\_\_\_                    **Fully satisfies expected performance standards**

   \_\_\_\_\_                    **Needs improvement**

   \_\_\_\_\_                    **Unsatisfactory**

\_\_\_\_\_                    **I recommend continued employment.**

\_\_\_\_\_                    **I do not recommend continued employment.**

**Building Administrator’s signature:**\_\_\_\_\_

**Supervisor’s signature:**\_\_\_\_\_

**Conference date:** \_\_\_\_\_

**The signature of the employee verifies receipt of a copy of this evaluation.**

**Employee’s evaluation:**\_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Employee Comments (Optional):**

**Geneseo Community Unit School District #228**  
CLASSIFIED EMPLOYEE EVALUATION REPORT

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Report Date \_\_\_\_\_

Regular Employee \_\_\_\_\_ Probationary Employee \_\_\_\_\_

**General Performance Areas**

1.	Adherence to school/department rules/policies	1	2	3	4	NA
2.	Knowledge of job content	1	2	3	4	NA
3.	Job productivity	1	2	3	4	NA
4.	Maintains appropriate language and behavior in the presence of students and parents	1	2	3	4	NA
5.	Works effectively with other employees	1	2	3	4	NA
6.	Interacts appropriately with the public	1	2	3	4	NA
7.	Ability to accept constructive criticism	1	2	3	4	NA
8.	Judgment and discretion	1	2	3	4	NA
9.	Ability to follow instructions	1	2	3	4	NA
10.	Organizational ability and initiative	1	2	3	4	NA
11.	Maintains appropriate personal appearance	1	2	3	4	NA
12.	Punctuality and attendance	1	2	3	4	NA
13.	Improvement of job competencies	1	2	3	4	NA
14.	Takes reasonable and necessary precautions to protect equipment, materials, and facilities	1	2	3	4	NA

**Rating Scale Explanation**

1. Outstanding performance
2. Fully satisfies expected performance standards
3. Needs improvement
4. Unsatisfactory
- NA Not applicable or not observed

**Recommendations, commendations, and/or comments by the Supervisor:**

**Summative Rating:** \_\_\_\_\_ **Outstanding performance**  
\_\_\_\_\_ **Fully satisfies expected performance standards**  
\_\_\_\_\_ **Needs improvement**  
\_\_\_\_\_ **Unsatisfactory**

\_\_\_\_\_ **I recommend continued employment.**

\_\_\_\_\_ **I do not recommend continued employment.**

**Building Administrator's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

**Conference date:** \_\_\_\_\_

**The signature of the employee verifies receipt of a copy of this evaluation.**

**Employee's evaluation:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Employee Comments (Optional):**



**Geneseo Community Unit School District #228**  
**CUSTODIAN / MAINTENANCE EMPLOYEE EVALUATION REPORT**

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Report Date \_\_\_\_\_

Regular Employee \_\_\_\_\_ Probationary Employee \_\_\_\_\_

**Skill Areas**

1.	Responds effectively to approved work orders	1	2	3	4	NA
2.	Takes reasonable and necessary precautions to protect equipment, materials, and facilities	1	2	3	4	NA
3.	Maintains safe and clean setting	1	2	3	4	NA
4.	Communicates effectively	1	2	3	4	NA
5.	Other _____	1	2	3	4	NA

**General Performance Areas**

1.	Adheres to school/department rules/policies	1	2	3	4	NA
2.	Knowledge of job content	1	2	3	4	NA
3.	Maintains appropriate language and behavior in the presence of students and parents	1	2	3	4	NA
4.	Works effectively with other employees	1	2	3	4	NA
5.	Interacts appropriately with the public	1	2	3	4	NA
6.	Ability to accept constructive criticism	1	2	3	4	NA
7.	Judgment and discretion	1	2	3	4	NA
8.	Ability to follow instructions	1	2	3	4	NA
9.	Organizational ability and initiative	1	2	3	4	NA
10.	Maintains appropriate personal appearance	1	2	3	4	NA
11.	Punctuality and Attendance	1	2	3	4	NA
12.	Improvement of job competencies	1	2	3	4	NA

**Rating Scale Explanation**

- 1. Outstanding performance**
- 2. Fully satisfies expected performance standards**
- 3. Needs improvement**
- 4. Unsatisfactory**
- NA Not applicable or not observed**

**Recommendations, commendations, and/or comments by the Supervisor:**

<b><u>Summative Rating:</u></b>	_____	<b>Outstanding performance</b>
	_____	<b>Fully satisfies expected performance standards</b>
	_____	<b>Needs improvement</b>
	_____	<b>Unsatisfactory</b>

\_\_\_\_\_ **I recommend continued employment.**

\_\_\_\_\_ **I do not recommend continued employment.**

**Building Administrator's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

**Conference date:** \_\_\_\_\_

**The signature of the employee verifies receipt of a copy of this evaluation.**

**Employee's evaluation:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Employee Comments (Optional):**

**Geneseo Community Unit School District #228**  
**NURSE EVALUATION REPORT**

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Report Date \_\_\_\_\_

Regular Employee \_\_\_\_\_ Probationary Employee \_\_\_\_\_

**Skill Areas**

1. Computer skills	1	2	3	4	NA
2. Health/Safety regulation and rule knowledge	1	2	3	4	NA
3. Recordkeeping skills	1	2	3	4	NA
4. Telephone skills	1	2	3	4	NA
5. Other _____	1	2	3	4	NA

**General Performance Areas**

1. Adherence to school/department rules/policies	1	2	3	4	NA
2. Knowledge of job content	1	2	3	4	NA
3. Maintains appropriate language and behavior in the presence of students and parents	1	2	3	4	NA
4. Works effectively with other employees	1	2	3	4	NA
5. Interacts appropriately with the public	1	2	3	4	NA
6. Ability to accept constructive criticism	1	2	3	4	NA
7. Judgment and discretion	1	2	3	4	NA
8. Ability to follow instructions	1	2	3	4	NA
9. Organizational ability and initiative	1	2	3	4	NA
10. Maintains appropriate personal appearance	1	2	3	4	NA
11. Punctuality and attendance	1	2	3	4	NA
12. Improvement of job competencies	1	2	3	4	NA

**Rating Scale Explanation**

- 1. Outstanding performance**
- 2. Fully satisfies expected performance standards**
- 3. Needs improvement**
- 4. Unsatisfactory**
- NA Not applicable or not observed**

**Recommendations, commendations, and/or comments by the Supervisor:**

<b><u>Summative Rating:</u></b>	_____	<b>Outstanding performance</b>
	_____	<b>Fully satisfies expected performance standards</b>
	_____	<b>Needs improvement</b>
	_____	<b>Unsatisfactory</b>

\_\_\_\_\_ **I recommend continued employment.**

\_\_\_\_\_ **I do not recommend continued employment.**

**Building Administrator's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

**Conference date:** \_\_\_\_\_

**The signature of the employee verifies receipt of a copy of this evaluation.**

**Employee's evaluation:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Employee Comments (Optional)**

**Geneseo Community Unit School District #228**  
**OFFICE EMPLOYEE EVALUATION REPORT**

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Report Date \_\_\_\_\_

Regular Employee \_\_\_\_\_ Probationary Employee \_\_\_\_\_

**Skill Areas**

1. Computer skills	1	2	3	4	NA
2. Filing skills	1	2	3	4	NA
3. Recordkeeping skills	1	2	3	4	NA
4. Telephone skills	1	2	3	4	NA
5. Grammar / punctuation skills	1	2	3	4	NA
6. Other _____	1	2	3	4	NA

**General Performance Areas**

1. Adherence to school/department rules/policies	1	2	3	4	NA
2. Knowledge of job content	1	2	3	4	NA
3. Maintains appropriate language and behavior in the presence of students and parents	1	2	3	4	NA
4. Works effectively with other employees	1	2	3	4	NA
5. Interacts appropriately with the public	1	2	3	4	NA
6. Ability to accept constructive criticism	1	2	3	4	NA
7. Judgment and discretion	1	2	3	4	NA
8. Ability to follow instructions	1	2	3	4	NA
9. Organizational ability and initiative	1	2	3	4	NA
10. Maintains appropriate personal appearance	1	2	3	4	NA
11. Punctuality and Attendance	1	2	3	4	NA
12. Improvement of job competencies	1	2	3	4	NA

**Rating Scale Explanation**

- 1. Outstanding performance
- 2. Fully satisfies expected performance standards
- 3. Needs improvement
- 4. Unsatisfactory
- NA Not applicable or not observed

**Recommendations, commendations, and/or comments by the Supervisor:**

**Summative Rating:** \_\_\_\_\_ Outstanding performance  
\_\_\_\_\_ Fully satisfies expected performance standards  
\_\_\_\_\_ Needs improvement  
\_\_\_\_\_ Unsatisfactory

\_\_\_\_\_ I recommend continued employment.

\_\_\_\_\_ I do not recommend continued employment.

Building Administrator's signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Conference date: \_\_\_\_\_

The signature of the employee verifies receipt of a copy of this evaluation.

Employee's evaluation: \_\_\_\_\_

Date signed: \_\_\_\_\_

Employee Comments (Optional):

**EDUCATIONAL SUPPORT PERSONNEL RECOMMENDED STARTING SALARY  
SCHEDULE FY12-FY13**

<b>POSITION</b>		<b>2011-12 RATE</b>	<b>2012-13 RATE</b>	<b>2013-14 RATE</b>
<b>Nurses</b>		\$13.95	\$14.25	
• Head nurse bonus	\$1.00			
<b>Secretaries (9-11 month)</b>		\$10.65	\$10.90	
• M.S. Head	\$0.50			
<b>Library Aide</b>		\$9.62	\$9.80	
<b>Teacher Aide</b>		\$9.62	\$9.80	
<b>Clerical Aide</b>		\$9.62	\$9.80	
<b>Supervisory Aide/Bus Monitor</b>		\$9.62	\$9.80	
<b>Reading Aide</b>		\$9.62	\$9.80	
<b>Custodians</b>		\$12.20	\$12.40	
• Night bonus	\$0.35			
• Elem Head	\$0.40			
• H.S. Head	\$1.00			
• M.S. Head	\$0.60			
<b>Maintenance</b>		\$13.94	\$14.22	
• Lead Grounds Supervisor	8%			
<b>Cafeteria – full time</b>		\$8.79	\$8.97	
<b>Cafeteria – part time</b>		\$8.79	\$8.97	
• H.S. Head	\$0.80			
• Millikin Head	\$0.75			
• M.S. Head	\$0.45			
• NS, SW Kitchen Manager	\$0.35			
• RRCAS	\$0.25			
<b>S.A.F.E. Supervisory Aides – Year ‘Round</b>		\$8.35	\$8.45	
<b>S.A.F.E. Supervisors – Year ‘Round</b>		\$9.62	\$9.80	
• Asst. to the Director	\$0.25			
<b>S.A.F.E. Supervisory Aides – Part Time</b>		\$8.25	\$8.35	
• 2 <sup>nd</sup> year part time aide	\$0.25			
• 3 <sup>rd</sup> year part time aide	\$0.50			
<b>Paint Crew Supervisor</b>		\$11.25	\$11.60	
<b>Painters</b>		\$8.25	\$8.35	
• 2 <sup>nd</sup> year	\$0.25			
• 3 <sup>rd</sup> year	\$0.50			
• 4 <sup>th</sup> year	\$0.75			
• 5 <sup>th</sup> year	\$1.00			

ESP Handbook Addendum A  
Board Approved May, 2010