

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks notice of resignation except when the best interests of the District require otherwise. A resignation notice cannot be revoked once given.

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

Non-RIF Dismissal, Reduction in Force and Recall, Suspension

Please refer to the "Agreement between Community Unit School District No. 5 Sterling Association of Educational Support Personnel, IEA/NEA and Board of Education of Sterling Public Schools.

The District may terminate an at-will employee at any time for any reason, subject to state and federal law.

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

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

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

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit or vacation time taken that was not earned. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Upon receipt of a recommendation from the Ill. Dept. of Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine where to:

1. Let the employee remain in his or her position pending the outcome of the investigation;
or

2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

LEGAL REF.: 5 ILCS 430 et seq
105 ILCS 5/10-23.5 and 5/10-22.34.
325 ILCS 5/7.4(c-10)
820 ILCS 105/4a.

CROSS REF.: 5.240, 5.270

Adopted: May 23, 1996

Revised: August 24, 2005

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