

Lake Villa District 41 Policies, Indicators, and Monitoring

Operations - Personnel Policies Compliance Report

These policies govern, define, and address:

- Administrative duties and responsibilities
- Employee relations

Compliance with these policies indicates that all employees are treated with respect and the district maintains a work environment in compliance with board’s goal to foster a highly-qualified, high-performance team.

To monitor progress toward district ends and compliance with written board policy in the above names policy area; the school board requires the following indications and evidence of compliance from the superintendent.

Policy	Report	Y/N
<u>3:30 – Chain of Command</u>	Organizational Chart (New) Policy Review	y
<u>3:50 – Administrative Personnel Other than the Superintendent</u>	Job Descriptions / Organizational Chart (New) Compensation (March), RIF Information (February), Staffing Review (May, August), Policy Review	y
<u>3:60 – Administrative Responsibilities of the Building Principal</u>	Policy Review	y
<u>3:70 – Succession of Authority</u>	Policy Review	y
<u>5:10 – Equal Employment Opportunity and Minority Recruitment</u>	Policy Review	y
<u>5:20 – Sexual Harassment</u>	Claims report for Discrimination / Sexual harassment [NEW] Policy Review	y
<u>5:30 – Hiring Process and Criteria</u>	Policy Review, Staffing Needs	y
<u>5:35 – Compliance with the Fair Labor Standards Act</u>	Policy Review	y
<u>5:40 – Communicable and Chronic Infectious Disease</u>	Policy Review	y
<u>5:50 – Drug and Alcohol-free Workplace</u>	Policy Review	y
<u>5:60 – Expenses</u>	Policy Review	y
<u>5:80 – Jury Duty</u>	Policy Review	y

Lake Villa District 41 Policies, Indicators, and Monitoring

Policy	Report	Y/N
5:90 – Abused and Neglected Child Reporting	Policy Review, Inappropriate use of Technology	Y
5:100 - Staff Development Program		Y
5:110 – Recognition of Service	Employee recognition	Y
5:120 – Ethics and Conduct	Policy Review	Y
5:125 - Personal Technology and Social Technology: Usage and Conduct		Y
5:130 - Responsibilities Concerning Internal Information		Y
5:140 – Solicitations By or From Staff	Policy Review	Y
5:150 – Personnel Records	Policy Review	Y
5:160 – Release of Credit Information	Policy Review	Y
5:170 – Copyright for Publication or Sale of Instructional Materials	Policy Review	Y
5:180 – Temporary Illness or Temporary Incapacity	Policy Review	Y
5:185 – Family and Medical Leave	Policy Review	Y
5:190 – Teacher Qualifications	Policy Review , Teacher / Staff qualification [New]	Y
5:200 – Terms and Conditions of Employment and Dismissal	Personnel report, RIF Information, Staffing Review, Policy Review	Y
5:210 – Resignations	Personnel report, Policy Review	Y
5:220 – Substitute Teachers	Policy Review, Substitute Teacher Pay	Y
5:230 – Maintaining Student Discipline	Policy Review	Y
5:240 – Suspension	Policy Review	Y
5:250 – Leaves of Absence	Personnel report, Policy Review	Y
5:260 – Student Teachers	Personnel report, Policy Review	Y

Lake Villa District 41 Policies, Indicators, and Monitoring

Policy	Report	Y/N
<u>5:270 – Employment at Will, Compensation and Assignment</u>	RIF Recommendations; Salary compensation; Personnel report, Policy Review	y
<u>5:280 – Duties and Qualifications</u>	Teacher / Staff qualification [New], Policy Review	y
<u>5:290 – Employment Termination and Suspensions</u>	Policy Review, Personnel report, Retiree Announcement	y
<u>5:300 – Schedules and Employment Year</u>	Policy Review	y
<u>5:310 – Compensatory Time-Off</u>	Policy Review	y
<u>5:320 – Evaluation</u>	Policy Review	y
<u>5:330 – Sick Days, Vacation, Holidays, and Leaves</u>	Policy Review	y

Lake Villa District 41 Policies, Indicators, and Monitoring

The District is not in compliance with the following policies in this area as demonstrated below.

Recommendations:

Timeline for achieving compliance: _____.

I hereby certify that to the best of my knowledge the district is in compliance with all polices in this policy area, except as noted above.

Superintendent /s/ Lynette Zimmer /s/

Date 2/21/21

Board President /s/ Michael J. Conway /s/

Date 2/8/21