

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

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

## Lake Villa District 41 Policies, Indicators, and Monitoring

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

N/A

Recommendations:

N/A

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

Lynette Zimmer

Date 2/24/20

Board President

Michael Conway

Date 2/24/20