

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

General Personnel

5:10	Equal Employment Opportunity and Minority Recruitment
5:10-AP	Administrative Procedure - Workplace Accommodations for Nursing Mothers
5:20	Workplace Harassment Prohibited
5:20-AP	Administrative Resource - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:20-E	Exhibit - Resolution to Prohibit Sexual Harassment
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	Expenses
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	Employee Ethics; Conduct; and Conflict of Interest
	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	Personal 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	Solicitations By or From Staff
5:150	Personnel Records
	5:150-AP Administrative Procedure - Personnel Records
5:160	<b>OPEN</b>
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
  - 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 Who Does 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 Maintaining Student Discipline
- 5:240 Suspension
  - 5:240-AP Administrative Procedure - Suspensions
- 5:250 Leaves of Absence
  - 5:250-AP Administrative Procedure - School Visitation Leave
- 5:260 Student Teachers

Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
  - 5:270-E Exhibit - Notice of Employment
- 5:280 Duties and Qualifications

5:285	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	Employment Termination and Suspensions
5:300	Schedules and Employment Year
5:310	Compensatory Time-Off
5:310-E	Exhibit - Agreement to Receive Compensatory Time-Off
5:320	Evaluation
5:330	Sick Days, Vacation, Holidays, and Leaves