



**HOOVER SCHRUM MEMORIAL SCHOOL DISTRICT 157 BOARD OF  
EDUCATION AND SUPERINTENDENT OF SCHOOLS**

**Work Rules and Regulations**

**FY24**

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**July 2024**

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# DISTRICT JOB CLASSIFICATIONS:

<b>JOB CLASSIFIACION</b>	<b>DESCRIPTION</b>	<b>WORK CALENDEAR</b>
Certified Administrators	Administrators	12 months (260 days or 210 days)
Non-Certified Administrators	Director of Building and Grounds, Technology Director, Food Service Manager	12 Months (260 days)
Certified Teaching Staff	Teachers	All days of certified attendance (190 days)
Non-Certified Paraprofessionals	Paraprofessionals	All days of certified attendance (190 days)
Exempt Non-Certified Staff	District Office Staff, Technology Department, Data Coordinator	12 month (260 days)
Non-Certified Secretaries	School Secretaries, Special Service Secretaries	12 month (260 days)
Non-Certified Maintenance/Custodial	Maintenance/Custodial	12 month (260 days)
Non-Certified Food Service	Food Service Workers	All days of certified attendance (190 days) with an additional 6 days at the districts' discretion
Certified Support Staff	Psychologist, Social Workers	200 days – Psychologist 196 days – Social Workers
Non-Certified Support Staff	0-3 Coordinators	227 days

## I. GENERAL RULES AND REGULATIONS

These rules and regulations are set forth under the policies of the Hoover-Schrum SD #157 Board of Education regarding non-certificated administrators and administrative support staff. Each employee should read and understand this document. It is to be followed by the employee and administrators in setting forth the conditions of employment.

### A. Physical Examinations

1. All new employees are required by the Board of Education and the School Code of Illinois to present evidence of physical fitness to perform the duties assigned. Evidence must consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations or a physician assistant who has been delegated the authority to perform health examinations by his/her supervising physician not more than 90 days preceding the time of presentation to the school board.
2. All new employees will receive the required physical examination form from Human Resources, and the completed form must be filed with Human Resources prior to the first day of work.
3. The examination must have been conducted not more than 90 days prior to the date on which the employee was officially hired by the Board of Education.
4. The cost of the examination is paid by the employee.
5. The Board of Education may from time to time require an examination of any employee by a physician licensed in Illinois to practice medicine and surgery in all of its branches and agrees to pay the expenses of this examination from school funds.

### B. Illinois Municipal Retirement Fund (IMRF)

Illinois law requires that support staff (non-certificated) employees contribute to the Illinois Municipal Retirement Fund unless their job description calls for less than 600 hours of work per year. All employees will also contribute to Social Security and Medicare according to current federal guidelines. These deductions will appear on the employee's payroll check stub. Participation in these funds may provide some monetary benefits in case the employee would become disabled or die. In case of death, the family will receive the allowed benefits. Likewise, provision is made for the employee's retirement.

### C. Salary

Rates of pay shall be as recommended by the Superintendent and approved by the Board of Education.

#### **D. Payroll Deductions**

1. All deductions from an employee's pay must be requested in writing by the employee, unless the deduction is court ordered or is a payment to the District on behalf of the employee. Therefore, it is imperative that the necessary forms (federal and state W-4s, IMRF enrollment, credit union deduction, direct deposit, etc.) be filed by all employees with Human Resources so that the proper deductions may be made from their paychecks.
2. Human Resources will supply the employee with the necessary forms upon initial employment. Subsequent changes in payroll deductions may be made by contacting the Payroll department.

#### **E. Payroll Schedule**

1. Payroll checks/direct deposits are normally distributed to employees on biweekly Fridays.
2. No check will be distributed to anyone other than the employee without written authorization from the employee and proof of identity.

#### **F. Loss of Pay**

1. Loss of pay may be necessary on some occasions. Although School District 157 prefers not to have an employee lose any pay, it may be forced to do so if an employee is absent from work and that absence has not been excused.
2. Garnishment of wages through appropriate legal proceedings may also result in loss of pay.

#### **G. Resignation**

Notice of the intention to resign by an employee should be submitted in written form at least 10 working days prior to termination date.

#### **H. Educational Support Personnel / Retirement Program**

To qualify for any of the retirement benefits, an employee must be eligible to retire based on the age and service standards of the Illinois Municipal Retirement Fund (IMRF).

1. An employee that has served satisfactorily as a full-time employee with District 157 for a minimum of 20 years immediately preceding retirement and be 55 years of age upon retirement. The employee must be a participant in IMRF and be a Tier I member. The District is not responsible for paying any monies to the employee taking advantage of this retirement incentive should due to age or service years of the employee upon retirement a reduction in their pension annuity occurs.
2. An employee who retires, or is dismissed as a result of a reduction in force and who has at least 20 years of full time service in the District shall receive compensation for his/her accumulated sick leave, less any days of sick leave credited to the IMRF System, at the rate of \$50/day.

## **I. Discipline & Dismissal**

1. The Superintendent is authorized to suspend an employee without pay as a disciplinary measure during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from overtime provisions, or (2) until the employee contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from Illinois Department Children and Family Services (DCFS) that the District remove the 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 whether to:
  - a. Let employee remain in his or her position pending the outcome of the investigation: or
  - b. Remove employee as recommended, proceeding with:
    - i. A suspension with pay; or
    - ii. A suspension without pay

## **J. Promotion/Reassignment**

1. Qualifications and past experience of employees shall be considered in all cases of promotion within a job classification.
2. Reassignment of staff does not result in a vacancy and does not require posting of a vacancy.

## **K. Employment Vacancies**

All regular full-time and part-time job vacancies shall be emailed to staff and posted at an on the school website for three working days before a recommendation to fill the vacancy is made.

## **L. Employee Records**

1. Complete records for each employee shall be kept in the Administrative Center / Yellow Folder.
2. Each employee shall have reasonable access to his/her own records with the exception of confidential recommendations. A small nominal fee will be instated for copies over 20 pages (.10 cents a page over 20 pages).

## **M. Workers Compensation**

An employee injured in the scope of his/her employment shall be required to complete an accident report no later than the third work day following the incident except in cases of emergency waivable by the Superintendent. An employee who has become injured in the scope of his/her employment, causing him/her to lose more than three work days, shall be entitled to temporary total disability (TTD) benefits as determined by the Illinois Workers' Compensation Commission; this benefit (approximately two-thirds of the employee's average weekly wage) can

be supplemented by the employee's accumulated sick leave to receive full wages. TTD is not paid for the first three lost work days unless the employee misses 14 or more calendar days due to the injury.

**N. Protection & Care of School Property**

It is the duty of each school employee to safeguard and protect school properties in accordance with the School Code of Illinois. Care shall be taken to see that windows and doors are properly secured before leaving the building. Students shall be instructed to respect and have a regard for public property.

**O. Performance Evaluations Non-Certified Staff**

1. Evaluations of all full-time employees will be conducted annually and in conjunction with developed procedures.
2. Copies of the evaluation will be shared by the supervisor with each employee and placed in the employee's personnel file.
3. Wage increases for the next fiscal year will be contingent upon satisfactory evaluation and recommendation by the employee's supervisor.

**P. Grievance Procedure**

**All certified staff covered by the Collective Bargaining Agreement should adhere to the grievance process set forth in contract.**

All non-certified staff should adhere to the following grievance procedure(s):

1. Submit the grievance to the employee's immediate supervisor in writing.
2. If the grievance is not settled at Step 1, and the grievance originated in one of the schools, it shall next be referred to the building Principal. If it originated in the Administration Center, it shall next be referred to the Superintendent. If the employee's immediate supervisor is the building Principal, the grievance shall next be referred to the Superintendent. Within five business days, a meeting shall be held with the employee(s), the immediate supervisor, and the Principal or Superintendent.
3. If the grievance is not resolved at Step 2, the matter shall be committed to writing and submitted to the Superintendent, and all parties concerned with the grievance within five school days.
4. If the grievance is not resolved at Step 3, the matter shall be presented to the Board of Education by the Superintendent at the next regular Board of Education meeting.
5. The decision of the Board of Education shall be final. In all cases, the above procedure shall be followed in sequential order.

**R. Safety Procedures**



1. Staff will have access to District 157 Administrative Work Rules, crisis plan, and Board policy.
2. Upon request, the immediate supervisor will provide an explanation of the sections of the crisis plan that directly applies to said employee.

## II. BENEFITS

### **A. Medical/Dental/Vision/Life Insurance**

1. The Board of Education shall offer medical, dental and vision insurance for full-time personnel and their dependents. Coverage offered and employees' share of the costs shall be the same as for the teachers.
2. The Board of Education shall provide \$50,000 in Basic Life and Accidental Death & Dismemberment Insurance for all full-time personnel. Employees shall have the option of purchasing additional life insurance through payroll deduction.
3. Available insurance benefits are as defined by the carrier chosen by the Board of Education. During the life of this Agreement, the Board shall have the right to change insurance carriers, and/or third party administrators.

### **B. Leaves of Absence**

1. Sick
  - a. At the beginning of each year, 12 days of sick leave equal in length to the work day shall be credited to each full-time employee. The number of days of sick leave credited in the first year of employment shall be pro-rated from the employee's date of employment to June 30 (end of fiscal year).
  - b. Unused sick leave day accumulation shall be limited to 340 days for TRS members.
  - c. Unused sick leave day accumulation shall be limited to 240 days for IMRF members.
  - d. Sick leave as referred to in this section shall be interpreted to mean personal illness, medical appointment, quarantine at home, or serious illness in the immediate family or with a permanent resident of the household.
  - e. For purposes of this section, immediate family shall include: parents, stepparents, spouse, domestic partner, brothers, sisters, children, legal dependent, step-children, grandparents, and grandchildren.
  - f. If an employee has been absent three or more days because of illness, it is required to have a written release from a physician before returning to work or doctor's statement for immediate family.
  - g. If an employee receives direct deposit and has four or less sick days by May 1<sup>st</sup> one of their summer payroll checks will be a live paycheck (hard copy).

2. Personal

- a. Each full-time employee shall be granted two days of personal leave per year for the purpose of attending to matters which require absence during work hours. The number of days credited in the first year of employment shall be pro-rated from the employee's date of employment to June 30 (end of fiscal year).
- b. Notice of intent to take leave shall be made known in writing to his/her supervisor at least 24 hours (except in emergency situations) in advance of the date of the proposed absence.
- c. This leave will not be granted on the first day or last day of the school year, or immediately preceding or following a school vacation, holiday or recess, provided the restriction shall not apply to an emergency which shall be applied for and explained in writing following the employees return to work is not to be used immediately before or after a legal holiday, winter or spring break, within two weeks prior to the opening or closing of school, or for two or more consecutive days, the purpose of the leave shall be made known to the Superintendent and requires his/her approval at least one day in advance of the date of the proposed leave.
- d. Unused personal leave shall accumulate annually as sick leave days.

### 3. Family and Medical Leave Act (FMLA)

This leave will be granted under the current terms of the federal Family and Medical Leave Act in effect at the time the request is made. Accumulated sick, personal, and vacation leave will run concurrently with FMLA leave.

### 4. Bereavement

Each employee may be granted a leave of absence as needed up to a maximum of three paid days per occurrence; this is in addition to sick leave and shall be paid at the regular rate of pay. Family members shall include: parents, step-parents, spouse, domestic partner, brothers, sisters, children, step-children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Proof of loss will be required.

### 5. Jury Duty

Personnel called for Jury Duty shall be paid their regular rate of pay. Employees will be required to furnish verification of the days of Jury duty at least 24 hours before service is to begin, and upon return to work, members will provide verification of days served.

### 6. Parent/Child Rearing

The Board of Education shall grant a Parental leave of Absence to all regularly employed full-time employees with at least two (2) years of service at District 157. Please refer to the Collective Bargaining Agreement.

### 7. General

This leave shall be granted under general leave provisions without salary, without salary advancement, without IMRF, and without all fringe benefits for a maximum of three

months. Intent to return to work shall be submitted 30 days prior to leave return date. Failure to do so will result in the termination of employment.

### **C. Tuition Reimbursement**

Teachers will be reimbursed for college tuition and the cost of attending professional workshops for CPDU's as follows:

1. Tuition Aid

The Board will reimburse **tenured** teachers, up to a maximum reimbursement rate of \$250.00 per semester credit hour for completed educational coursework which is relevant to the teacher's current employment and has been **pre-approved** by the Superintendent, taken at a recognized and accredited College or University. A fee receipt and an official transcript showing successful completion of the course is required. Coursework necessary for satisfying certification requirements is not eligible for tuition reimbursement. The maximum reimbursement is \$3,500.00 per school year (July 1<sup>st</sup> – June 30<sup>th</sup>).

2. Workshop attendance for CPDU's

The Board will reimburse the registration fee for an offsite workshop if pre-approved by the Superintendent. Mileage will be reimbursed accordance with the CBA. Reimbursement for mileage and the registration fee will be provided after the District receives official written confirmation of complete CPDU.

### **D. Deferred Compensation / 403(b)**

Plan Upon an employee's written authorization, the Board will deduct money from his/her pay on a regular basis and remit this money to a tax-sheltered annuity program the employee elects. The full-time employee agrees to save and hold harmless the Board from any and all liabilities of the annuity program incurred as a result of this paragraph. It is agreed that any member of the staff who wishes to participate in such plan shall choose a plan from the current list (available online at [www.tsacg.com](http://www.tsacg.com)).

### III. ADMINISTRATIVE SUPPORT STAFF

#### A. Work Hours & Days

Please see Job Description chart with Work Days/Hours in Appendix 1

1. Administrative Support Staff, as defined in Board Policy 5.270 are hired at will.
2. Administrative Support Staff shall work an eight-hour day, 40 hours per week, with a 30-minute lunch period and two 15-minute breaks to be included. With consent of the immediate supervisor, employees may take a one-hour lunch period if he/she surrenders his/her breaks.
3. In the event the district closes for inclement weather or other emergency purposes, employees will have the following options:
  - a. Use accrued, paid leave (i.e. vacation or personal leave) to be paid for the day;
  - b. Make up the lost time on another date(s) as allowed by district administration;
  - c. Loss of wages.
4. An employee who must be absent due to sickness or other cause must report such absence to his/her immediate supervisor. This report should be made as early as possible so that the employee's supervisor can attempt to arrange for coverage of the assignment.

#### B. Sick Bank- All Union Members

1. Membership is open to all union employees under the collective bargaining agreement
2. Enrollment shall be permitted, provided written notice of intent to participate is given to Union President (with a copy to the Superintendent) within 15 days of employment of any school year. Members at the time of enrollment in the Sick Bank shall have two days deducted from their accumulated sick leave.
3. Participating members may be required to donate one (1) day of sick leave to the bank at the beginning of each school term unless on such date already exist a reserve eighty (80) days in the bank.
4. Nothing in this policy shall be construed to obligate the Board to loan sick days to the bank for any reason(s) whatsoever.
5. The Committee shall provide the Superintendent or designee with an accounting, in writing of days donated.

#### C. Vacation

1. Vacation accrued the first year of employment shall be pro-rated from the employee's date of employment to the end of the fiscal Year (June 30th). Thereafter, vacation time shall be accrued from July 1st through the following June 30th (fiscal year). **ADD ON ANY EMPLOYEE HIRE BEFORE JANUARY 1, 2024 SHALL RECEIVE VACATION DAYS PAID OUT UPON LAVING DISTRICT. WITH THE EXCEPTION OF (5) NEWLY HIRED EMPLOYEES'**

2. Twelve-month employees shall be granted a vacation allowance according to the following schedule\*:

3. **District Office Staff, Secretaries, Technology**

<b>Years of Service</b>	<b># of Days</b>
Completion of Year 1	10 days
Year 2 – 5	10 days
Year 6 – 10	15 days
Year 11+	20 days

\*Upon resignation, reduction-in-force, or retirement, employees shall receive payment for accrued vacation days at the employee’s regular hourly rate of pay.

4. Approval of vacation time needs to be 3 days prior.
5. Vacation time may not be extended by use of personal leave unless approved in writing and in advance by the Superintendent or designee.

**D. Holidays**

Full-time, 12-month employees shall have the following paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day / Lincoln's Birthday\*
4. Casimir Pulaski Day
5. Friday preceding Easter
6. Memorial Day
7. Independence Day
8. June 19<sup>th</sup>
9. Labor Day
10. Columbus Day
11. Veteran's Day\*
12. Thanksgiving
13. Day after Thanksgiving
14. Christmas Eve\*\*
15. Christmas Day\*\*

## 16. New Year's Eve

\*When Veteran's Day and/or President's Day/Lincoln's Birthday falls on the weekend and the school calendar is not affected, employees will not receive a paid holiday. \*\*If a holiday falls on a Saturday, the holiday will be celebrated on Friday. If a holiday falls on a Sunday, the holiday will be celebrated on Monday. If a holiday falls within a vacation period, the employee shall be paid for that day and it will not count as part of his/her vacation time.

## V. CUSTODIAL SUPERVISORS / MAINTENANCE WORKERS

### A. Work Hours & Days

Please see Job Description chart with Work Days/Hours in Appendix 1

1. The work week begins at 12:00 a.m. Monday and ends the following Sunday at 11:59 p.m.
2. There will be a 1<sup>st</sup> and 2<sup>nd</sup> work shift. Each shift consists of eight hours with beginning and end times to be determined by the Director of Building and Grounds and the Superintendent. Any deviations from an employee's normal shift must be approved by the Director of Building and Grounds.
3. Each full-time employee shall work an eight-hour day, 40 hours per week, with a 30-minute lunch period and two 15-minute breaks to be included. With consent of the immediate supervisor, employees may take a one-hour lunch period if he/she surrenders his/her breaks.
4. In order to promote security of the buildings and to provide the business office with accurate information, all hourly employees must swipe/clock in at the start of each shift and swipe/clock out at the end of each shift. Employees shall not swipe a card for anyone other than him/herself. Breaking of this rule shall be deemed cause for dismissal.

### B. Salary

1. An employee who has experience or training which makes him/her more valuable than an inexperienced employee may be started at a higher hourly rate based on the recommendation of the Superintendent and the approval of the Board of Education.
2. Employees must work at least 90 school days in order to receive their annual salary increase the following year.
3. Overtime pay shall be paid at a rate of one and one-half (1½) times the regular hourly wage for hours worked in excess of forty hours per work week.
4. Overtime pay immediately before or immediately after a regular shift shall be no less than one-half hour. Overtime performed at a time other than immediately before or immediately after a regular shift shall be no less than two hours.
5. Overtime hours shall be distributed as equitable as possible among the available employees based on seniority. For project work that can be performed by current staff in lieu of contractors/vendors, overtime hours may be assigned at the discretion of the Director of Buildings and Grounds.
6. The District reserves the right to dock the employee for reporting late to work; leaving work early; or any other working situation resulting in a work week less than 40 hours. The

amount of the dock will be based on the hourly rate times the incremental amount of time missed in 15 minute increments.

7. For attendance purposes, employees must clock in and out each day. This also includes lunch breaks.
8. Employees must punch in and out if they leave the building outside during their shift.

### **C. Uniforms**

1. New employees will be issued two uniform shirts upon hire. Each employee shall be responsible for cleaning and maintaining the uniforms, which shall be the property of the District. Uniforms must be returned to the immediate supervisor upon resignation, retirement, reassignment, or termination of employment.
2. Additional protective and safety items will be provided as required. Issuance of such equipment will be noted, and the employee will be expected to wear the protective clothing and/or equipment when performing the operations that necessitate the items. Employees are responsible for using required protective clothing and/or equipment when operating safety equipment.
3. Employees are not permitted to wear any open toe shoes, slides or sandals.

### **D. Line of Authority**

1. The Director of Buildings and Grounds, Maintenance and the Custodial Supervisor have direct authority over maintenance employees. This authority includes the responsibility for scheduling and assigning work; supervision of scheduled work and jobs; and evaluation of scheduled work and jobs.
2. The organizational structure and line of authority may be revised by the administration to improve the delivery system of the maintenance services.

### **E. Vacation**

1. Vacation accrued the first year of employment shall be pro-rated from the employee's date of employment to the end of the fiscal Year (June 30th). Thereafter, vacation time shall be accrued from July 1st through the following June 30th (fiscal year). If a person is hired on or prior to the fifteenth (15th) of the month, he/she shall be credited with a full month's earned vacation. If a person is hired after the fifteenth (15th) of the month, he/she shall not earn vacation for that fractional portion of the month that remains.
2. In the second and subsequent years of employment, a rounding technique shall be used to credit vacation earned. The technique shall be as follows:
  - a. If an employee has worked one half of his/her contractual work year plus one day, the employee shall advance to the next step on the vacation schedule.

- b. If the employee has not worked one half of his/her contractual work year plus one day, then the employee shall remain on the same step of the vacation schedule during the succeeding year.
  - c. If an employee spent a portion of a school calendar year on an extended, unpaid leave of absence, he/she will not receive fringe benefits and will not accrue vacation time for the time spent on leave.
3. All vacation schedule requests shall be subject to administrative approval.
  4. Twelve-month employees shall be granted a vacation allowance according to the following schedule:

**Custodians/ Maintenance**

<b>Years of Service</b>	<b># of Days</b>
Completion of Year 1	10 days
Year 2 -5	10 days
Year 6+	15 days

5. Upon resignation, reduction-in-force, or retirement, employees shall receive credit for accrued vacation days' payable at the employee's regular hourly rate of pay.
6. Vacation time may not be extended by use of personal leave unless approved in writing and in advance by the Superintendent or designee.



## Appendix I

### WORK DAYS/HOURS:

JOB CLASSIFICATION	WORK HOURS	LUNCH	SUMMER WORK HOURS	WINTER/SPRING BREAK WORK HOURS
Non-Certified Administrators	8 hours	30 minute duty free	7.5 hours during a 5 day work week	7.5 hours
Certified Teaching Staff	7 hours	40 minute duty free		
Non-Certified Paraprofessionals	8 hours	30 minute duty free		
Exempt Non-Certified Staff	8 hours	30 minute duty free	7.5 hours during a 5 day work week	7.5 hours
Non-Certified Secretaries	8 hours	30 minute duty free	7.5 hours during a 5 day work week	7.5 hours 6 Release Days
Non-Certified Maintenance/Custodial	8.5 hours	30 minute duty free	8 hours during a 5 day work week	7.5 hours
Non-Certified Cafeteria Workers	8 hours	30 minute duty free		
Certified Support Staff	8 hours	30 minute duty free		
Non-Certified Support Staff (0-3 Coordinators)	8 hours	30 minute duty free	7.5 hours during a 5 day work week	Off winter break 7.5 hours spring break
Non-Certified Support Staff (Nurses)	8 hours	30 minute duty free	1 week before school starts and 1 week after school ends	

Hoover Schrum Memorial School District 157

FY24 Work Rules

Acknowledgement Form

I acknowledge I have received and reviewed the FY24 Work Rules and Regulations:

Print Name : \_\_\_\_\_

Signature : \_\_\_\_\_

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