

## Educational Support Personnel

### **5:270 Employment At-Will, Compensation, and Assignment**

#### Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Employment of the new employees to fill vacancies or new positions shall be made by the Board of Education, upon the recommendation of the Superintendent. The Superintendent shall carefully select candidates based upon those qualifications which make them most suitable to the position.

#### Compensation

The Board will determine salary and wages for educational support personnel. Increments, if any, are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Employees shall be paid over twenty-four (24) pay periods. Salary checks shall be dated the fifteenth and last day of the month and shall be issued as payment for work done during that period preceding the date shown on the check.

All deductions from salary except withholding tax, pension or social security where it applies or as otherwise required by law, must be authorized in writing by the employee.

The Superintendent shall develop and review annually with the Board of Education no later than June, a salary and benefit plan for each category of educational support personnel to be effective July 1 of each new school year or at such other time as approved by the Board.

#### Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

#### LEGAL REF.:

105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

ADOPTED: October 26, 2015

REVISED: July 28, 2016; January 19, 2021

**Rhodes SD 84.5**