A decorative graphic featuring a large teal ring in the top left, a yellow ring in the bottom right, and various solid and dashed circles in teal, green, yellow, orange, and pink scattered around. A dashed line curves through the composition.

# New to Human Resources for a School District

HR Essentials  
November 4, 2021



## Introductions

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Ellyn School District 41

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Coordinator



We want to meet you!

**Name, Title, Number of Years in School  
HR, Hopes for Today's Session**

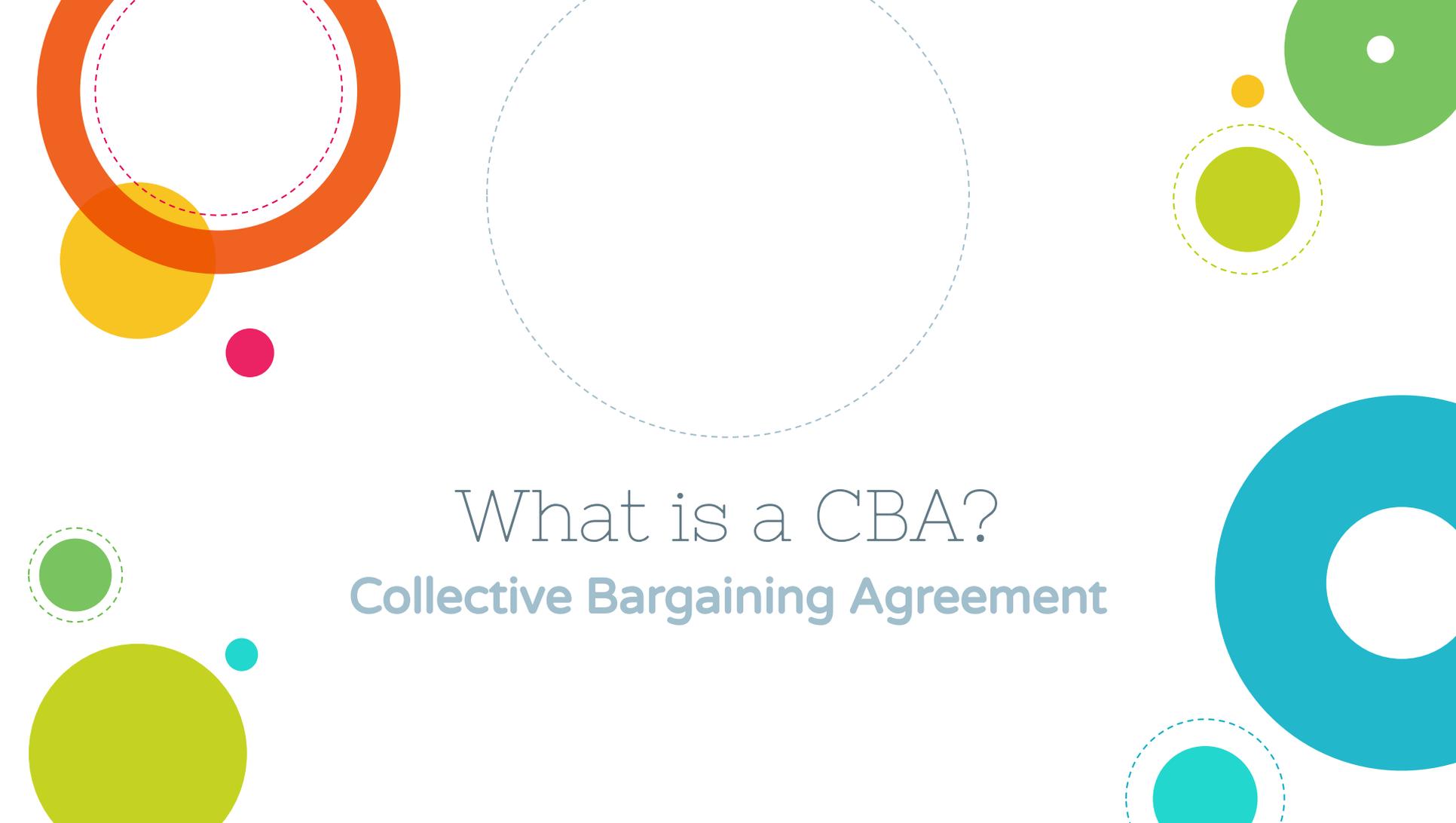
# Preview of Presentation

## The Basics:

- CBAs
- Board Policies and Procedures
- Onboarding New Employees and Retention
  - Insights
  - Best Practices
  - Understanding the Infrastructure
- The Law!

## The Human Side of Human Resources

## Resources and Advice for Your First Year

The background features a collection of colorful geometric shapes. In the top left, there is a large orange ring with a dashed white inner circle, overlapping a yellow circle. Below it is a small pink circle. In the top center, a large light blue dashed circle is positioned. In the top right, there is a green circle with a white center, a small orange circle, and a lime green circle with a dashed white border. In the bottom left, there is a green circle with a dashed white border, a large lime green circle, and a small cyan circle. In the bottom right, there is a large cyan ring with a white center and a cyan circle with a dashed white border.

# What is a CBA?

## Collective Bargaining Agreement

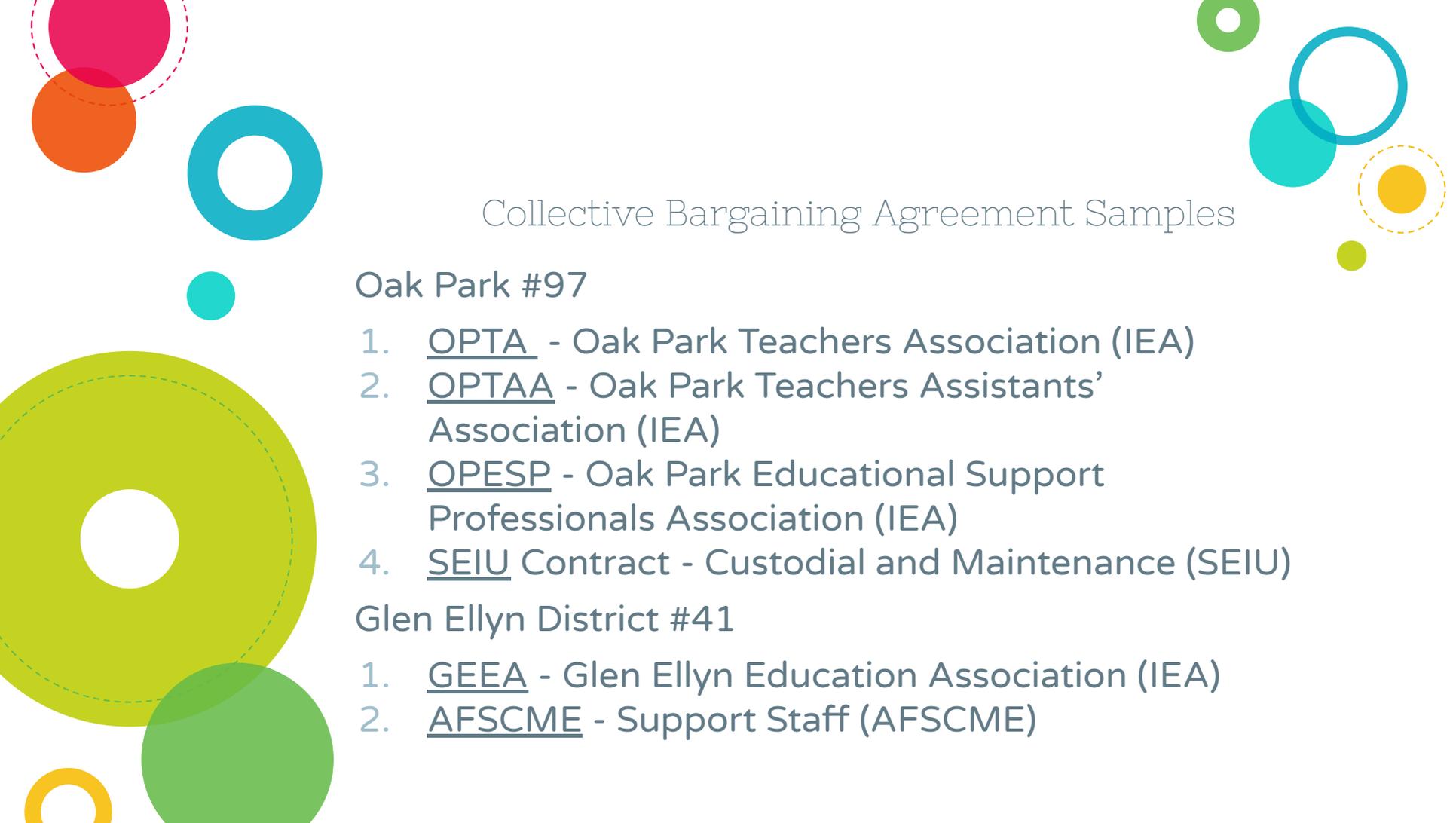


## Collective Bargaining Agreements

A collective bargaining agreement (CBA) is **a written legal contract between an employer and a union representing the employees**. The CBA is the result of an extensive negotiation process between the parties regarding topics such as wages, hours, and terms and conditions of employment.

Collective bargaining is the process in which working people, through their unions, **negotiate contracts with their employers to determine their terms of employment, including pay, benefits, hours, leave, job health and safety policies**, ways to balance work and family, and more.

Source: SHRM



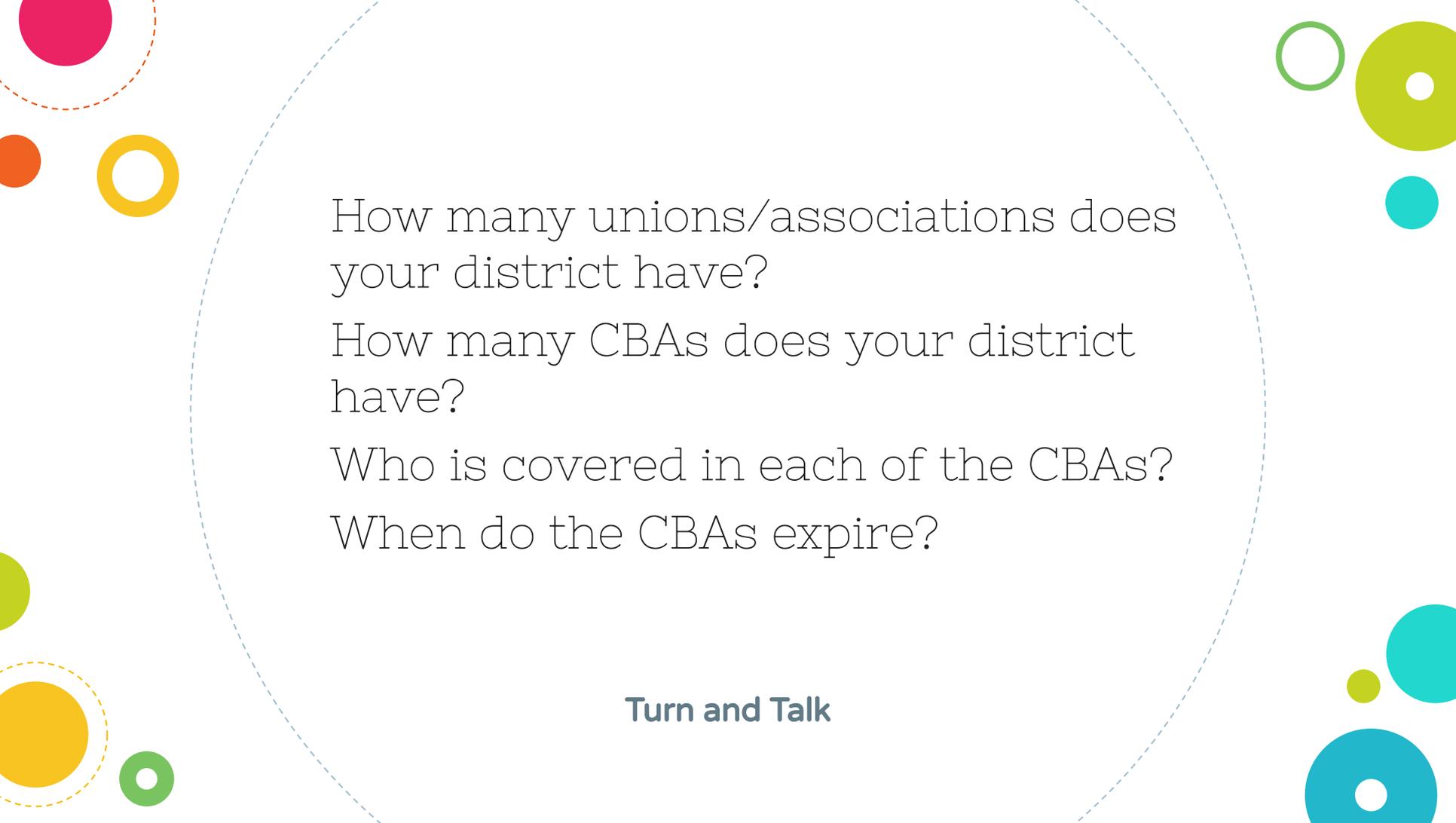
## Collective Bargaining Agreement Samples

### Oak Park #97

1. OPTA - Oak Park Teachers Association (IEA)
2. OPTAA - Oak Park Teachers Assistants' Association (IEA)
3. OPESP - Oak Park Educational Support Professionals Association (IEA)
4. SEIU Contract - Custodial and Maintenance (SEIU)

### Glen Ellyn District #41

1. GEEA - Glen Ellyn Education Association (IEA)
2. AFSCME - Support Staff (AFSCME)



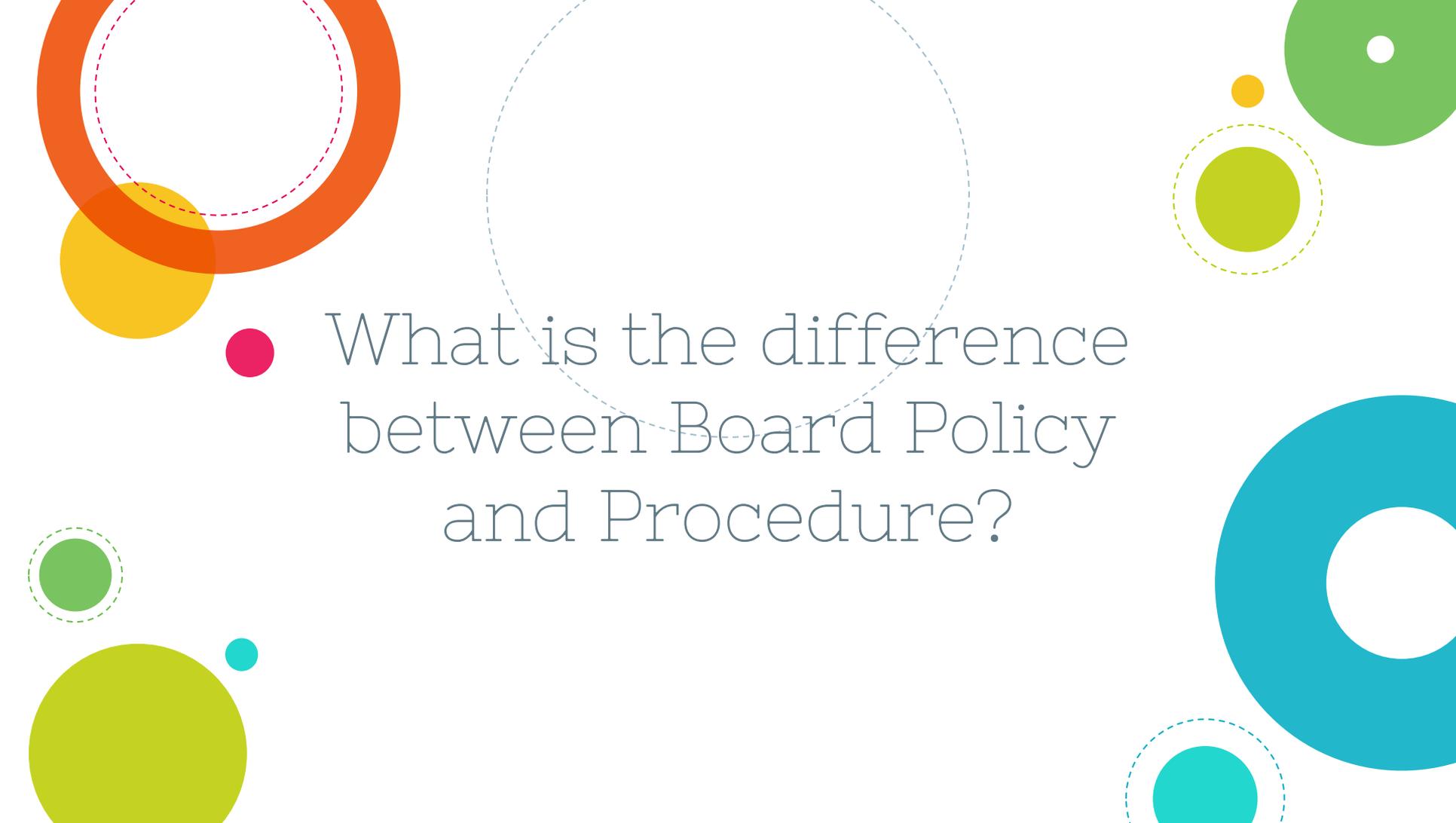
How many unions/associations does your district have?

How many CBAs does your district have?

Who is covered in each of the CBAs?

When do the CBAs expire?

**Turn and Talk**

- 
- The background features several decorative elements: a large orange ring in the top left, a large teal ring in the bottom right, a large green ring in the top right, and a large yellow ring in the bottom left. There are also various solid and dashed circles in colors like green, yellow, orange, and teal scattered throughout the page.
- What is the difference between Board Policy and Procedure?



## Board Policy – Adopted by the Board of Ed

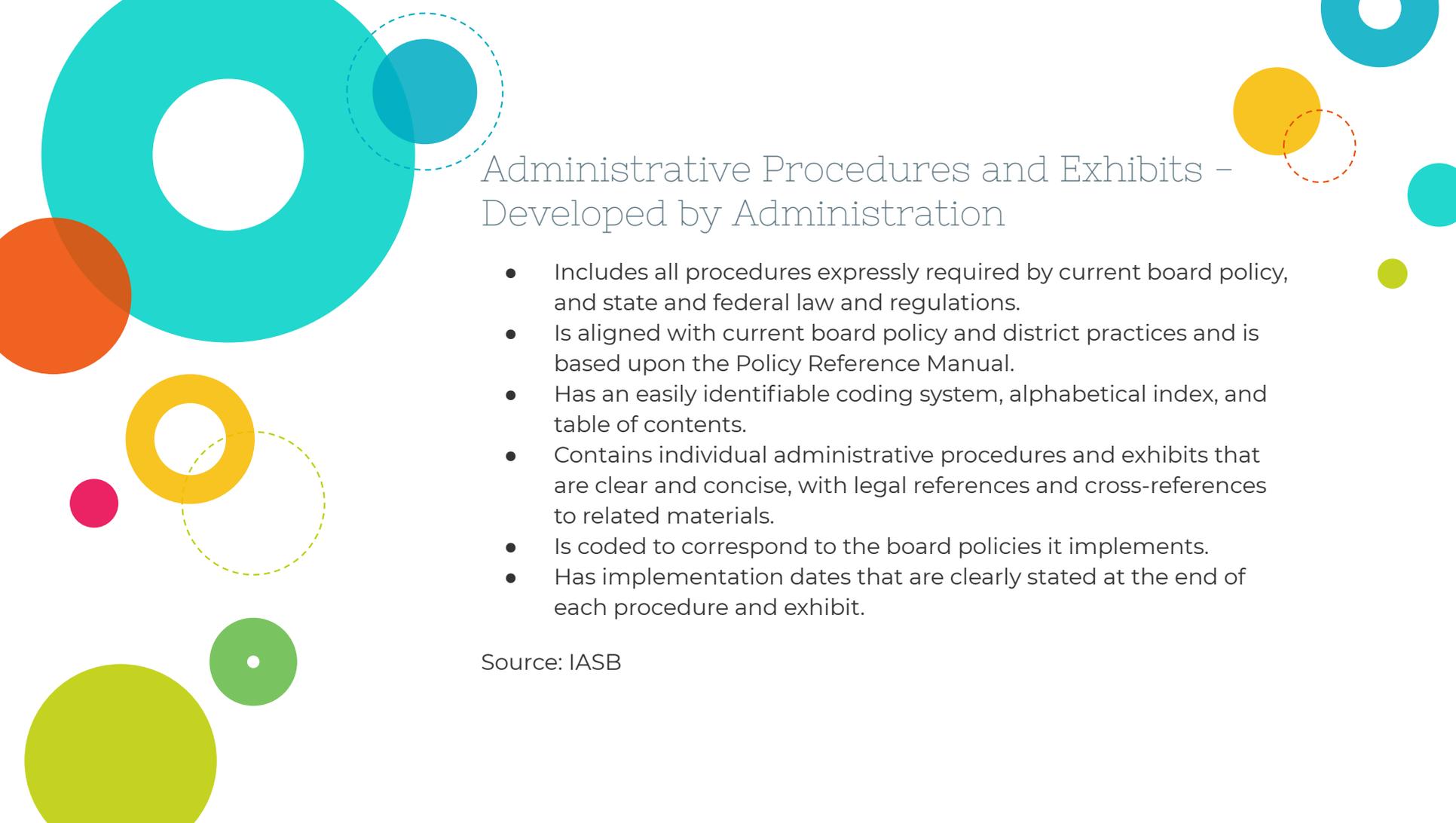
A school board policy manual requires constant review and revision in response to changing state and federal laws, regulations, and court cases, as well as changes in society and the community.

School board policy must be written and available to the public. It should:

- Provide a statement to the community of district goals,
- Delegate authority to the superintendent,
- Define operating limits,
- Ensure legal compliance,
- Establish board processes, and
- Provide for monitoring district progress.

Source: IASB





## Administrative Procedures and Exhibits – Developed by Administration

- Includes all procedures expressly required by current board policy, and state and federal law and regulations.
- Is aligned with current board policy and district practices and is based upon the Policy Reference Manual.
- Has an easily identifiable coding system, alphabetical index, and table of contents.
- Contains individual administrative procedures and exhibits that are clear and concise, with legal references and cross-references to related materials.
- Is coded to correspond to the board policies it implements.
- Has implementation dates that are clearly stated at the end of each procedure and exhibit.

Source: IASB

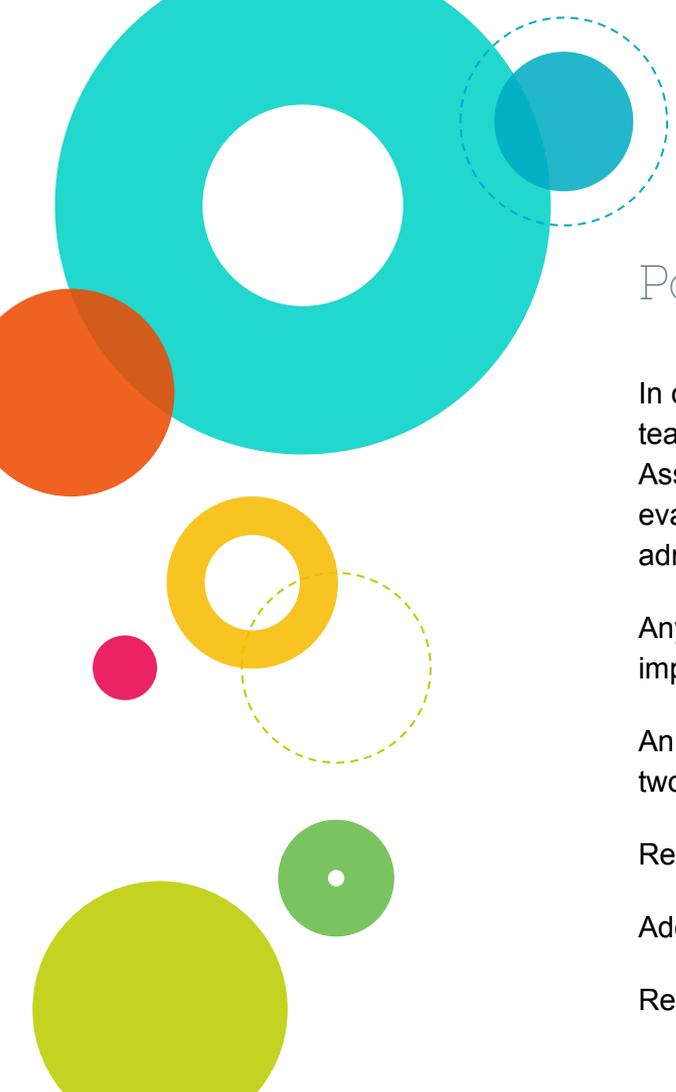
# Sample Policy, Procedure, Exhibit

## Glen Ellyn District #41

### **Section 5: Personnel**

#### GENERAL PERSONNEL

- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Workplace Harassment
- 5:20AP Administrative Resource - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- 5:30 Hiring Process and Criteria
- 5:30AP1 Administrative Procedure - Job Interviews
- 5:30AP2 Administrative Procedure - Investigations
- 5:35 Compliance with the Fair Labor Standards Act
- 5:35AP1 Administrative Procedure - Fair Labor Standards Act Exemptions
- 5:35AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
- 5:35AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
- 5:35AP4 Administrative Procedure - Fair Labor Standards Act 8-Step Compliance Checklist
- 5:40 Communicable and Chronic Infectious Disease
- 5:40AP Administrative Procedure - Communicable and Chronic Infectious Disease
- 5:50 Drug-and Alcohol Free Workplace; Tobacco Prohibition
- 5:60 Expenses
- 5:60E1 Exhibit - Employee Expense Reimbursement Form
- 5:60E2 Exhibit - Employee Estimated Expense Approval Form



## Policy 5:262: Evaluation of Professional Staff

In order to improve the quality of instruction in the district, an evaluation plan for teachers shall be established by the Superintendent in cooperation with the Association and with input from the principals and other teachers. The right to evaluate shall be the sole responsibility of the Superintendent or designated administrators.

Any changes in the Evaluation Plan, or the instruments employed in its implementation, shall be developed in cooperation with the Association.

An evaluation shall be conducted for every member of the staff at least once every two years.

Reviewed: May 17, 2004, August 2, 2010

Adopted: August 23, 2004

Revisions Adopted:

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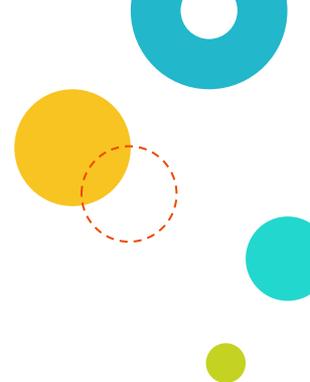
Administrative Procedure for Policy 5:262:  
Evaluation of Professional Staff  
*Glen Ellyn School District #41*

## Onboarding and Retention





## Benefits

- ◎ Own Your Open Enrollment
  - ◎ Use Your District Benefits to Attract and Retain
  - ◎ Transparency of benefits is key
  - ◎ Keep abreast of new legislation
- 



Pensions

- ◎ IMRF
- ◎ TRS
- ◎ Social Security

*And don't forget about Medicare -  
post-retirement insurance.*

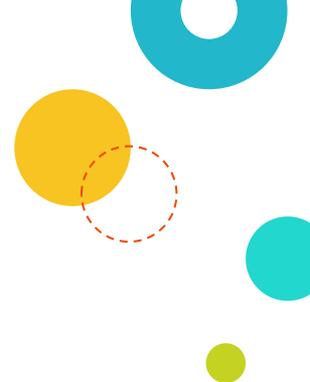


## How Employees Are Paid

- ⦿ Hourly
- ⦿ Salaried
- ⦿ Stipends
- ⦿ Special Duties/Other Pay



## Licensure

- ⊙ Certified Staff
  - ⊙ Administrators
  - ⊙ Support Staff
  - ⊙ Substitutes
  - ⊙ OTs/PTs/RNs
- 



The LAW!

Fun with Acronyms...

ADA

FMLA

FLSA

IWCC

USDOL

IDES

USDOJ

EEOC



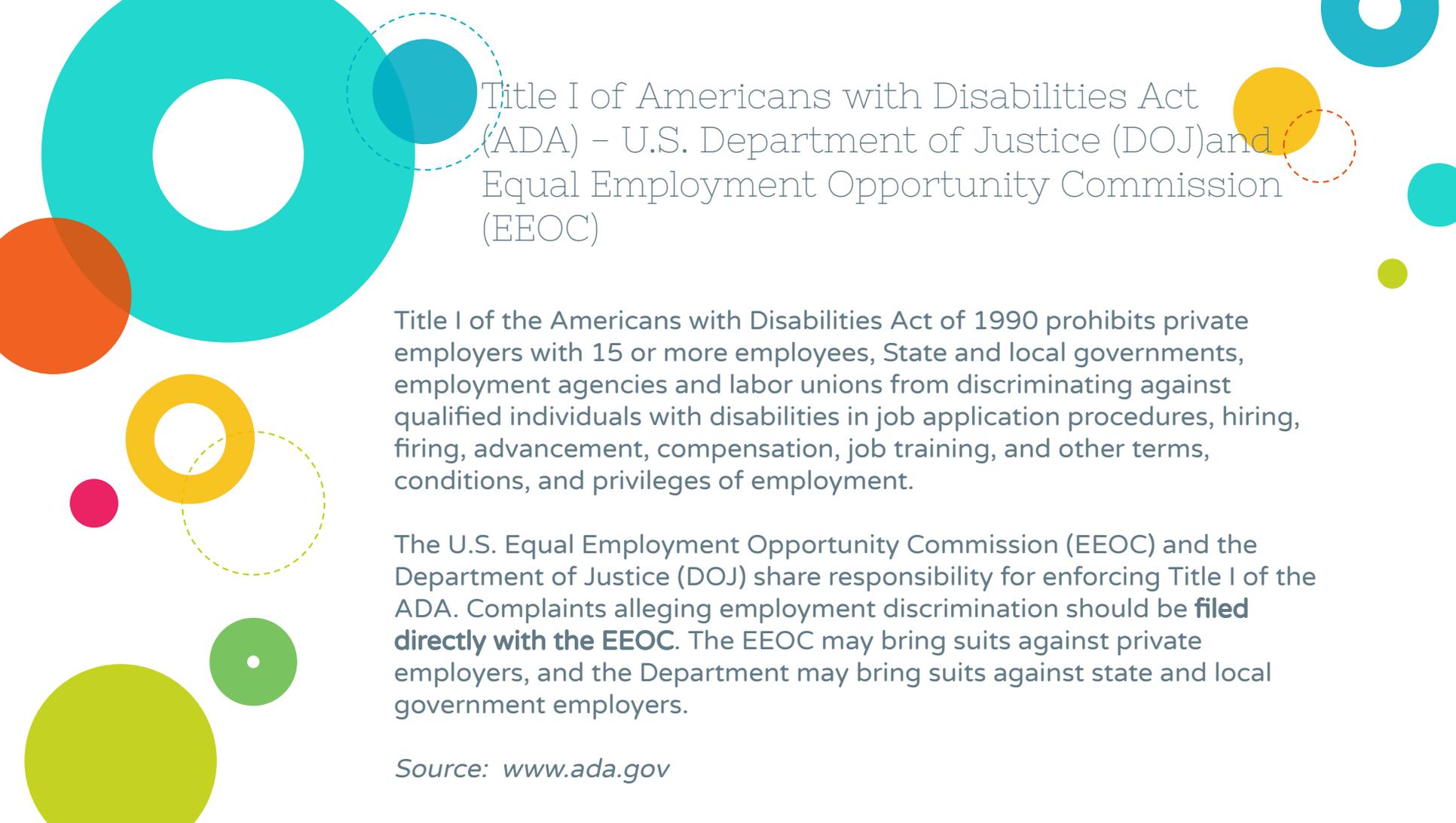


## Americans with Disabilities Act (ADA) – U.S. Department of Justice Civil Rights Division

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. These activities may include accessing State and local government services, such as voting. They may also include activities in other public places, such as going shopping or eating at a local restaurant.

The ADA requires the Department of Justice to provide technical assistance to businesses, State and local governments, and individuals regarding the law.

*Source: [www.ada.gov](http://www.ada.gov)*

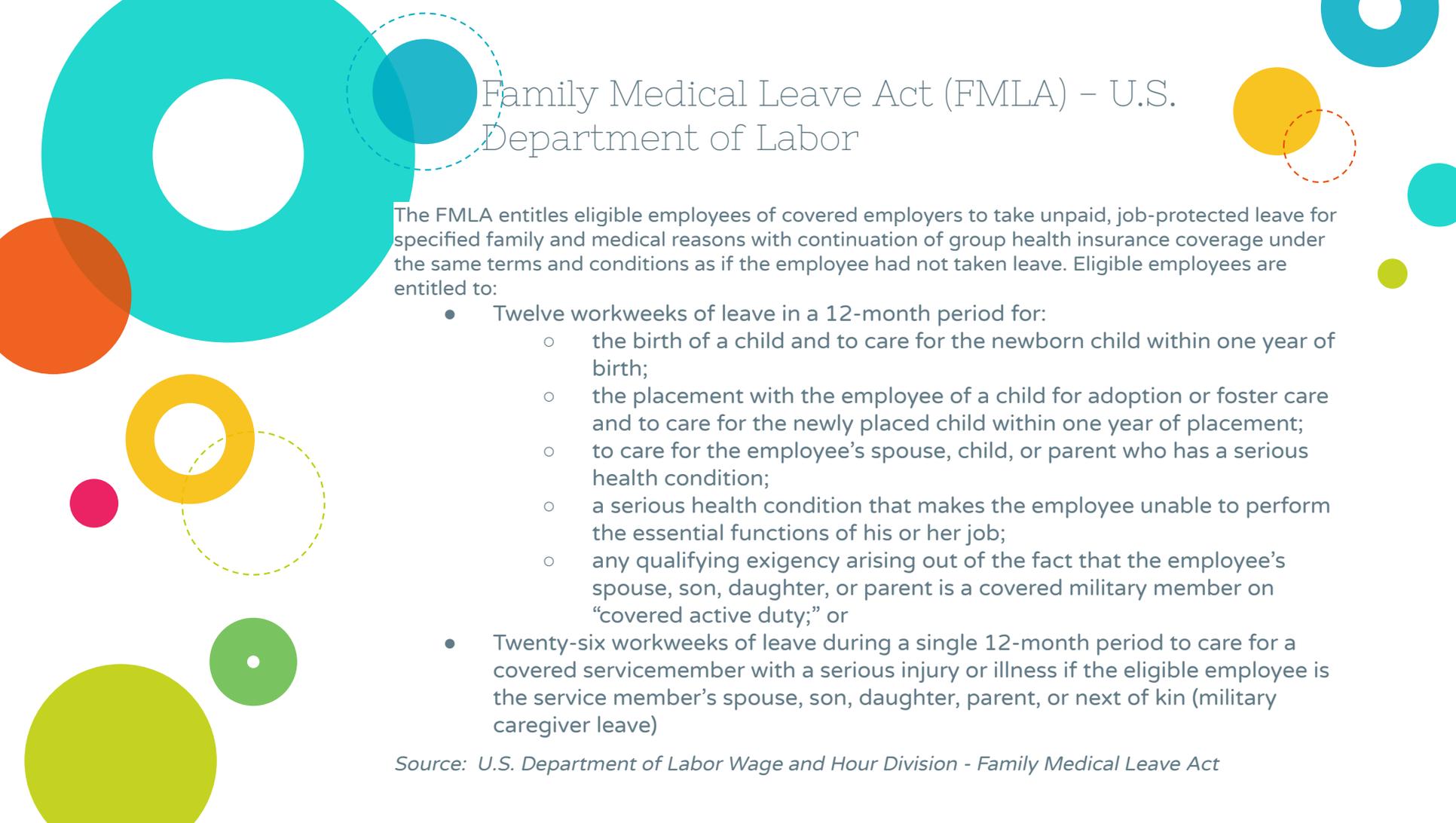


## Title I of Americans with Disabilities Act (ADA) – U.S. Department of Justice (DOJ) and Equal Employment Opportunity Commission (EEOC)

Title I of the Americans with Disabilities Act of 1990 prohibits private employers with 15 or more employees, State and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

The U.S. Equal Employment Opportunity Commission (EEOC) and the Department of Justice (DOJ) share responsibility for enforcing Title I of the ADA. Complaints alleging employment discrimination should be **filed directly with the EEOC**. The EEOC may bring suits against private employers, and the Department may bring suits against state and local government employers.

*Source: [www.ada.gov](http://www.ada.gov)*

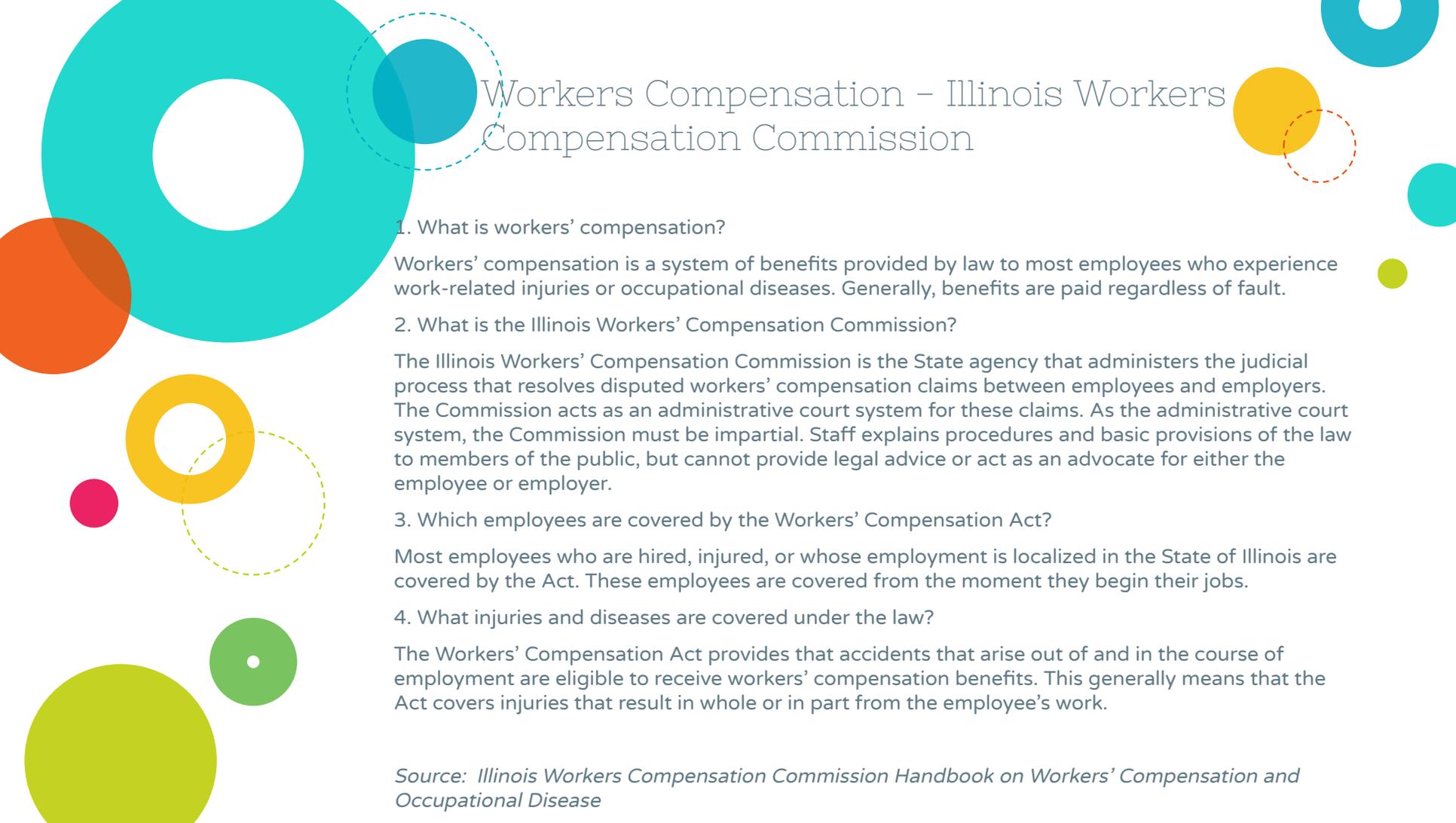


## Family Medical Leave Act (FMLA) – U.S. Department of Labor

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee’s spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave)

*Source: U.S. Department of Labor Wage and Hour Division - Family Medical Leave Act*



# Workers Compensation – Illinois Workers Compensation Commission

## 1. What is workers' compensation?

Workers' compensation is a system of benefits provided by law to most employees who experience work-related injuries or occupational diseases. Generally, benefits are paid regardless of fault.

## 2. What is the Illinois Workers' Compensation Commission?

The Illinois Workers' Compensation Commission is the State agency that administers the judicial process that resolves disputed workers' compensation claims between employees and employers. The Commission acts as an administrative court system for these claims. As the administrative court system, the Commission must be impartial. Staff explains procedures and basic provisions of the law to members of the public, but cannot provide legal advice or act as an advocate for either the employee or employer.

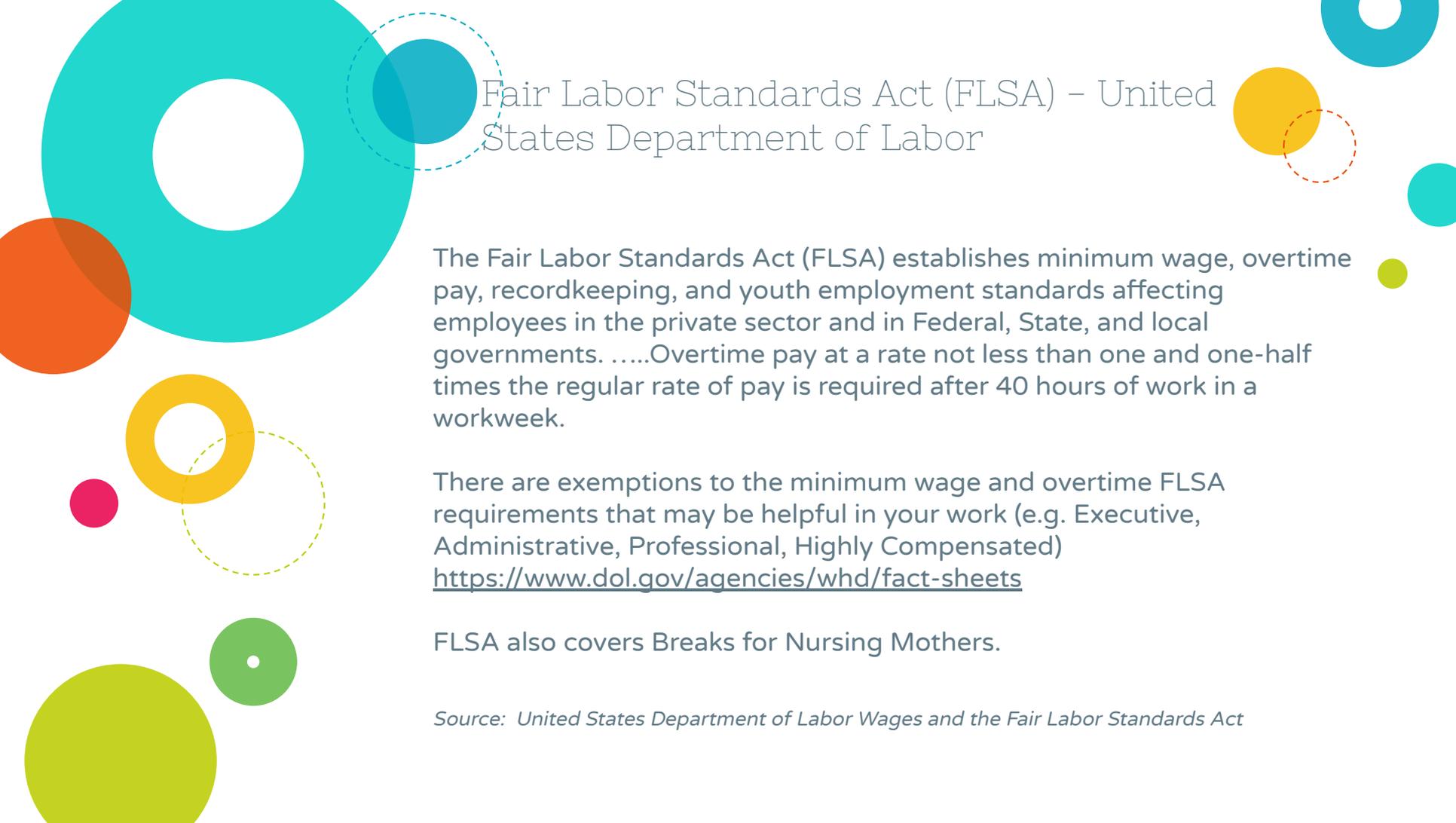
## 3. Which employees are covered by the Workers' Compensation Act?

Most employees who are hired, injured, or whose employment is localized in the State of Illinois are covered by the Act. These employees are covered from the moment they begin their jobs.

## 4. What injuries and diseases are covered under the law?

The Workers' Compensation Act provides that accidents that arise out of and in the course of employment are eligible to receive workers' compensation benefits. This generally means that the Act covers injuries that result in whole or in part from the employee's work.

*Source: Illinois Workers Compensation Commission Handbook on Workers' Compensation and Occupational Disease*



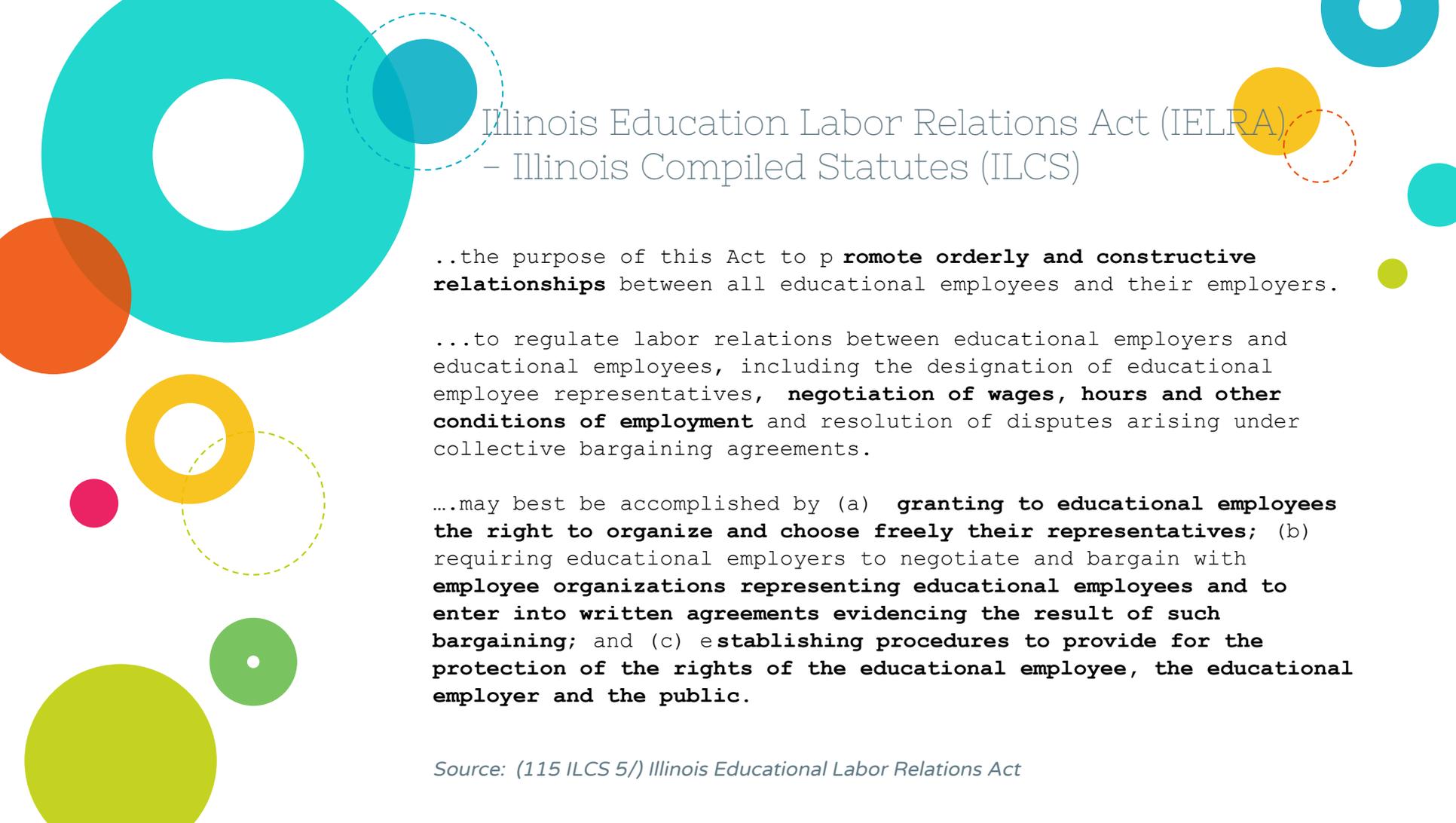
## Fair Labor Standards Act (FLSA) – United States Department of Labor

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. ....Overtime pay at a rate not less than one and one-half times the regular rate of pay is required after 40 hours of work in a workweek.

There are exemptions to the minimum wage and overtime FLSA requirements that may be helpful in your work (e.g. Executive, Administrative, Professional, Highly Compensated)  
<https://www.dol.gov/agencies/whd/fact-sheets>

FLSA also covers Breaks for Nursing Mothers.

*Source: United States Department of Labor Wages and the Fair Labor Standards Act*



## Illinois Education Labor Relations Act (IELRA) – Illinois Compiled Statutes (ILCS)

..the purpose of this Act to p **romote orderly and constructive relationships** between all educational employees and their employers.

...to regulate labor relations between educational employers and educational employees, including the designation of educational employee representatives, **negotiation of wages, hours and other conditions of employment** and resolution of disputes arising under collective bargaining agreements.

....may best be accomplished by (a) **granting to educational employees the right to organize and choose freely their representatives;** (b) requiring educational employers to negotiate and bargain with **employee organizations representing educational employees and to enter into written agreements evidencing the result of such bargaining;** and (c) **establishing procedures to provide for the protection of the rights of the educational employee, the educational employer and the public.**

*Source: (115 ILCS 5/) Illinois Educational Labor Relations Act*



## Unemployment- Illinois Department of Employment Security (IDES)

Unemployment insurance is a state-operated insurance program designed to partially replace lost wages when you are out of work. Like fire, accident, health and other types of insurance, it is for an emergency: when you are temporarily or permanently out of a job, or if you work less than full time because of lack of work.

The program ensures that, if you meet the eligibility requirements of the law, you will have some income while you are looking for a job, up to a maximum of 26 full weeks in a one-year period, depending on when the claim was established. Unemployment insurance, however, cannot and does not protect you against wage losses while you are absent from work due to illness or while you are idle by choice. Link to [\*\*Unemployment Insurance Benefits Handbook.\*\*](#)

*Source: [www.ides.illinois.gov](http://www.ides.illinois.gov)*

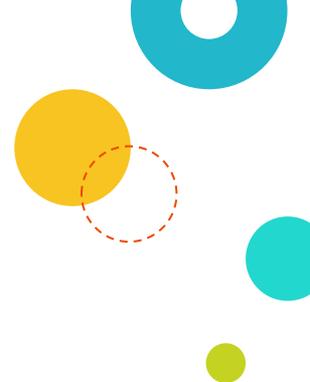
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The Human Side to HR  
Focusing on Employees  
Interdepartmental, Student  
Teachers and Community  
Relationships



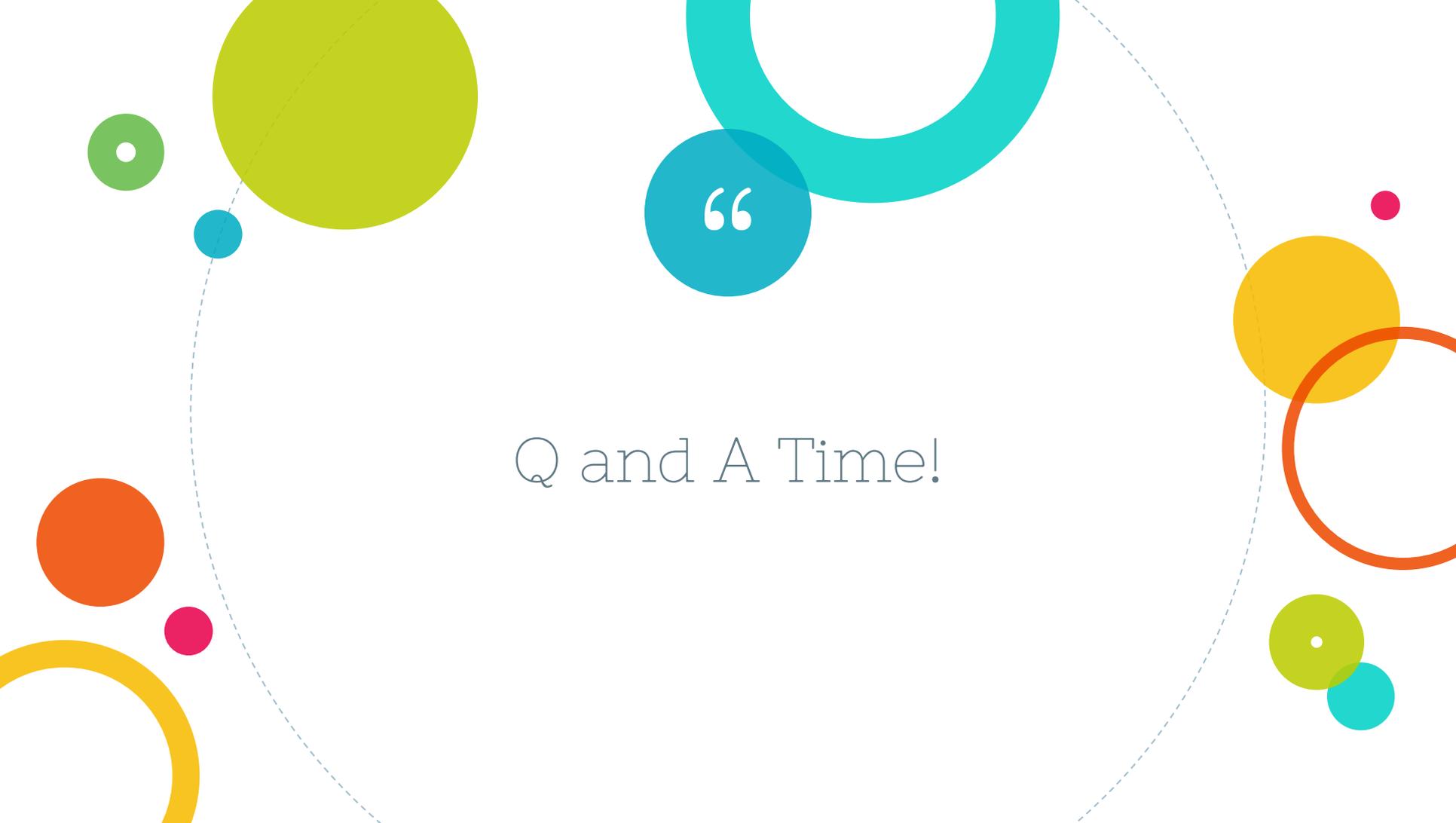
## Types of Relationships

- ◎ Employee Relationships
  - ◎ Interdepartmental
  - ◎ Community
- 



## Resources and Advice....

- ◎ Develop a calendar of annual activities/tasks
- ◎ Develop Solid Processes and Document Them!
- ◎ Find a Buddy...and/or a Mentor
- ◎ Watch, Listen, Learn and Retain
- ◎ Learn from...IASPA, Regional HR Groups
- ◎ Seek PD in New Areas
- ◎ Subscribe to Law Firm Email Lists
- ◎ Follow IASPA, AASPA and Law Firms on Twitter
- ◎ Show Yourself and Others Grace

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Q and A Time!

A decorative graphic consisting of a large, light blue dashed circle that frames the central text. Various colored circles (teal, yellow, green, orange, pink) are scattered around the perimeter of the dashed circle, some overlapping it. The colors include teal, yellow, green, orange, and pink.

## Presenter Contact Information:

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