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GUEST TEACHER, SUBSTITUTE TEACHING ASSISTANT, & SUBSTITUTE REGISTERED NURSE HANDBOOK

This handbook and most recent updates can be found online at www.sd25.org under the Personnel Department.

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BOARD APPROVED **8/19/2025**



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Welcome Guest Teachers, Substitute Teaching Assistants, & Substitute Registered Nurses

Dear Guest Teachers, Substitute Teaching Assistants, & Substitute Registered Nurses:

Welcome to Arlington Heights School District 25. The purpose of this handbook is to provide the Guest Teacher with practical information about the Arlington Heights District 25 Schools, to provide references and helpful hints, and to offer guidelines in order to promote a positive experience for the substitute employee.

This handbook is to provide general information and guidelines concerning your employment. Nothing contained in this handbook is intended to create any contractual obligation or other legal obligations or legally enforceable rights against or on the part of Arlington Heights School District 25. Your employment by the Board is “at will” and, as such, may be terminated at any time by you or the Board, with or without cause. The Board and the Administration reserve the right to delete, modify or deviate from the guidelines in this handbook when appropriate. In addition to this handbook, you may receive from your supervisor, specific rules and regulations relative to your duties.

If there is anything in this handbook that does not correspond with a Board of Education policy, the official Board policy takes precedence. (All Arlington Heights School District 25 Board of Education policies are available online). If you find such a discrepancy or if you have questions regarding a topic that is not included in the handbook, please contact your immediate supervisor or the Personnel Department.

In Arlington Heights School District 25 we consider your role a demanding and important one in the education of the youngsters of this community. We appreciate the talent and services you offer to our students and staff and hope the following information will be of assistance to you. All Arlington Heights School District 25 guest teachers are required to familiarize themselves with the contents of this handbook.

Sincerely,

Kendra Perri
Personnel & Planning Department
Arlington Heights School District 25

DISCLAIMER

This Substitute Handbook is for your use as a source of information about Arlington Heights School. Nothing contained in this handbook is intended to create any contractual obligation or other legal obligations or legally enforceable rights against District 25. Your employment by the Board is “at will” and, as such, may be terminated at any time by you or the Board, with or without cause. The Board and the Administration reserve the right to delete, modify or deviate from the guidelines in this handbook when appropriate. In addition to this handbook, you may receive from your supervisor, specific rules and regulations relative to your duties.

Please note that you are subject to the policies of the District’s Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control. District 25 policies are available online.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

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QUALIFICATIONS

QUALIFICATIONS

GUEST TEACHERS

All guest teachers for District 25 must have a valid Illinois Professional Educator License (PEL) or Substitute License (SUB) registered in North Cook Region 05 in order to work in the district.

Long-term guest teachers are required to be licensed and thus qualified under the requirements of state law. Therefore, only guest teachers who hold a current Illinois PEL and are “highly qualified” for the content areas they will be teaching will be considered for long term guest teacher assignments.

It is also required that any guest teacher must obtain a “Fingerprint Based Criminal History Check Report” from the Regional Office of Education in the county in which they will be working prior to guest teacher teaching.

To obtain a Fingerprint Based Criminal History Check Report (*appointment is required*), the Intermediate Service Center for Arlington Heights School District 25 is:

North Cook Intermediate Service Center
1001 E. Touhy Ave, Suite #200,
Des Plaines, IL 60018
(847) 824 – 8300

To schedule an appointment, please visit their website :

<https://www.ncisc.org/licensure/fingerprinting>

The current fingerprinting fees at NCISC are as follows:

- \$35 for student teachers *plus \$1.04 credit card processing fee*
- \$50 for contractual or substitute teachers *plus \$1.44 credit card processing fee*

The results of your background check from NCISC will be sent directly to our Personnel Department.

SUBSTITUTE TEACHING ASSISTANT

All substitute teaching assistants must have a valid Illinois PEL, Educator License with Stipulations with a TASN Approval (ELS) PARA, or a valid Illinois Substitute License (SUB), registered in North Cook Region 05. For information on applying for the TASN approval, complete the required forms available on the Illinois State Board of Education website at <http://www.isbe.net/licensure/html/forms.htm> (form 73-95).

SUBSTITUTE NURSE

All Nurse Substitutes must have a current Illinois RN license or current School Service Personnel Certificate with a School Nurse Approved Program on file.

ALL SUBSTITUTES

Any substitute for the district must also have the following on file in the Personnel Office:

- o Complete Online Application
- o Signed DCFS Form
- o Tuberculin Test Results
- o Complete W-4 Forms (Federal & Illinois)
- o Signed Policies/Procedures/Handbook Form
- o Criminal History Background Investigation Form
- o Required GCN Training
- o Federal Employment Eligibility Verification Form (I-9)
- o Fit to Work Physical
- o Signed Electronic Network Acceptable Use Form
- o Signed Confidentiality Statement
- o Copy of Identity & Work Authorization Documentation



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TRAINING & COMPLIANCE REQUIREMENTS



INSTRUCTIONS: Arlington Heights School District 25

1) Access the Login Screen

Enter www.gcntraining.com into your browser's address bar

When the website loads, Click

▶▶▶ LOGIN TO VIEW TRAINING

2) Enter your Organization ID

25575

The Organization ID is a code unique to each organization.

3) The User ID

If you do NOT have a User ID,

click **I was not given a User ID**

and follow the prompts to create one.

If no account is found, check with your HR Department or Supervisor to see if there is an issue with your account/name. -- it may be a difference of "Smith-Jones" vs "Smith Jones" or "VanHoff" vs "Van Hoff".

**If you have created a User ID already, enter your User ID
and click Submit**

If you've forgotten your User ID, click "I Don't Know..." below the User ID field.

4) The Tutorial Listing Page

On the Tutorial Listing page you'll see a list of tutorials your organization has either required or has made available to you -- if the list does not specifically state "Required", it's possible that not all on the list are required (your organization may provide a list for you in this case).

Take notice of any articles in the News & Information area to the right of the page.

5) Viewing Tutorials

To view a tutorial, click **START** to the left of any title in the list. Your progress is saved after each slide completes, so you may complete a tutorial in several sessions.

If you have trouble viewing a tutorial or slide, use the orange buttons below the tutorial viewer.



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ROLE & RESPONSIBILITIES

ROLE OF THE GUEST TEACHER

Guest teachers are licensed personnel who are called to fill assignments for one day or more while regular teachers are absent, or to fill temporary positions created by emergencies. It is the responsibility of the guest teacher to further student learning, to teach the curriculum, to ensure student safety by maintaining order in the classroom, to maintain classroom records, and to fulfill any other teacher obligations that may be necessary (i.e., bus duty or lunch supervision).

Substitute teaching assistants, RNs, occupational therapists, and physical therapists are also called to fill assignments while regular staff members are absent, or to fill temporary positions created by emergencies. It is the responsibility of all substitutes to further student learning, to teach the curriculum, to ensure student safety by maintaining order in the classroom, to maintain classroom records, and to fulfill any other obligations that may be necessary (i.e., bus duty or lunch supervision).

PROFESSIONAL RESPONSIBILITIES OF THE GUEST TEACHER

All substitutes must first report to the school's main office to sign in on the substitute sign in sheet and pick up a substitute staff badge. Guest Teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. Carry out lesson plans left by the regular teacher.
2. Assume attendance-taking responsibilities.
3. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
4. Complete all reports normally required of the regular teacher.
5. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and lunchroom/recess duty.
6. Be ready and willing to work as needed with administrative personnel during free periods. If a substitute employee is added to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods that

a substitute employee is EXPECTED to do so. A substitute employee will not receive additional salary for working during a regular teacher's free periods.

7. Please do not eat or drink in the classroom – (ONLY a water bottle is acceptable)
8. Please DO NOT USE STUDENT RESTROOMS.
9. **Never leave students unattended.**

If a substitute has questions about any of the above or any other responsibilities, information may be obtained from the building administrator, grade level leader, team coordinator, or department chairperson.

PROFESSIONAL ETHICS

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff, and other school related matters. **Please refrain from making adverse comments about the regular teacher or his/her procedures to the students.** Avoid discussion of students, teachers, families, or procedures at other buildings, especially in the teacher's lounge. Share any concerns by using the substitute feedback sheet for communication or talk to an administrator.

Please remember that substitute employees are on the same professional level as regular instructional staff and should follow the same ethical codes. Substitute teaching involves many different situations and often more than one school. Resolve never to compare one school with another, one principal with another, one teacher with another, one family with another family, or one set of boys and girls with another.

CLASSROOM MANAGEMENT

The guest teacher is expected to maintain a safe and orderly classroom and is responsible for the conduct of the class. Below are some guidelines and suggestions for maintaining classroom discipline and to promote problem solving.

1. Be prepared – Arrive early in order to review lesson plans, familiarize yourself

3.02

with the building and locate needed materials. Make sure to stop at the office to get information about any special activities that may affect the usual class schedule.

2. Take charge of the classroom – Start the class decisively. Greet the students at the door. Give the impression that you are in charge. Take rolls efficiently. Make eye contact with each student. Give directions concisely. Be thorough, but brief.
3. Clarify expectations about student conduct – Use a classroom discipline plan. Most teachers have a plan that is usually posted in the room. At the elementary level there are building level procedures to be followed. If a discipline plan is not available, the guest teacher should implement his/her own plan. Give specific directions about actual behavior in a matter-of-fact tone to help students monitor their own behavior. Circulate frequently around the classroom.
4. Communicate the significance of learning – Minimize the time spent on procedural manners. Gain student attention and participation. Provide learner feedback and provide closure at the end of the class.

While it is the responsibility and goal of the Arlington Heights District 25 Schools to provide educational opportunities to all children, it is important to be aware that when a student infringes on the basic rights of other students, teachers and/or administrators, it becomes the obligation of the school to respond in an appropriate fashion. No substitute is ever required to tolerate from a student any act of gross misconduct, including flagrant discourtesy, abusive and vile language, or deliberate insubordination, or conduct that puts the health or safety of other students or the staff in jeopardy.

The intent of discipline is to correct student behavior. Students should never be demeaned, belittled, or inflicted with pain as a means to change behavior. If you have questions about

appropriate interventions or situations, please contact your building administrator.

3.03

“Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.” (School Board Policy 7:190)

CONFIDENTIALITY

In the course of your employment, you may have access to information about students, other employees, district business and/or other school districts. Often this information is to be kept confidential. If you are uncertain about whether information is confidential, check with the building principal BEFORE discussing it with anyone. Breach of confidentiality could result in disciplinary action up to and including dismissal.



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HOURS & SCHEDULE

ARRIVAL AT SCHOOL

Substitute employees arrive at school no later than **8:30 a.m.** in our K-5 buildings, and by **7:30 a.m.** in our middle schools. For those individuals being offered an afternoon half-day assignment for grades K-5, please report to your building no later than **12:35 p.m.** For an afternoon half-day assignment for middle school, please report to your building by **11:00 a.m.**

Please note: All subs should use staff bathrooms NOT student bathroom.

Please note:

If a Sub is subbing ONLY for the morning for a certified teacher at the Elementary level, the morning hours are 8:30 am – 12:15 pm (unless otherwise noted in Aesop). **

If a sub is subbing ONLY for the morning for a certified teacher at the Middle School level, the morning hours are 7:30 am – 11:05 am.

****Arrival and departure times for some schools/grade levels may vary. Please refer to the times noted in Aesop for the specific assignment you are subbing for.**

Upon arrival at the school, the substitute teacher must stop at the building office to sign in, check the mailbox, secure schedules, and obtain classroom keys and other pertinent information. At that time, you will receive a teacher badge to be worn at all times in the school. At the end of the day, please return the badge and keys to the school office.

SCHOOL HOURS

School Hours for Students, Grades 1-5

<u>School</u>	<u>Starting Time</u>	<u>Lunch Time</u>	<u>Ending Time</u>
Dryden	9:05 a.m.	11:30am-12:30pm 12:00pm-1:00pm 12:30pm-1:30pm	3:35 p.m.
Greenbrier	9:05 a.m.	12:10pm-1:10pm	3:35 p.m.
Ivy Hill	9:05 a.m.	12:10pm-1:10pm	3:35 p.m.
Olive-Mary Stitt	9:05 a.m.	11:30am-12:30pm 12:00pm-1:00pm 12:30pm-1:30pm	3:35 p.m.
Patton	9:05 a.m.	12:10pm-1:10pm	3:35 p.m.
Westgate	9:05 a.m.	11:30am-12:30pm 12:00pm-1:00pm 12:30pm-1:30pm	3:35 p.m.
Windsor	9:05 a.m.	11:30am-12:30pm 12:00pm-1:00pm 12:30pm-1:30pm	3:35 p.m.

School Hours for Students, Grades 6-8

<u>School</u>	<u>Starting Time</u>	<u>Ending Time</u>
South	7:45 a.m.	2:45 p.m.
Thomas	7:45 a.m.	2:45 p.m.

Title	25-26 Daily Hours	Schedule	Unpaid Daily Lunch
Early Childhood	6.25 (6 hrs 15 mins)	8:45–3:30 (6 hrs 45 mins)	30 minutes
K-5	6.50 (6 hrs 30 mins)	8:45–3:45 (7 hrs)	30 minutes
6-8	6.60 (6 hrs 40 mins)	7:35–2:50 (7 hrs 15 mins)	equiv to student

LUNCH

When taking the hot lunch/cold lunch count for your K-5 children in the morning, please be sure to write down the names of the students that indicate they are going home or out with their parents for lunch. In instances where children leave the school property for lunch, a letter of permission from the parent should be provided for the specific day or should be on file indicating that the student has permission to leave school during the noon hour on a daily basis. The names of students leaving school property during the noon hour should be submitted with your hot lunch/cold lunch count.

END OF THE SCHOOL DAY

Normally the substitute shall remain at the school until students have been dismissed, all necessary and routine duties (including helping individual children) have been completed, a note to the teacher about the day has been written, and the substitute has checked out with the building office and returned the teacher badge and keys.



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EMERGENCY, INJURY, & CRISIS PROCEDURES

EMERGENCY SCHOOL CLOSING INFORMATION

Substitute staff can obtain district school closing information during inclement weather by checking the district website <http://www.sd25.org>.

INJURY ON THE JOB

Any employee injured on the job must contact their building administrator immediately and complete the required District 25 paperwork within 24 hours regarding the details of the injury. Any employee injured while working for the school district qualifies to file a claim with Worker's Compensation. Further information regarding injury on the job is available from the Business Admin Assistant at (847) 758-4881.

EMERGENCY PROCEDURES IN THE BUILDING

The guest teacher or substitute teacher assistant should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

CRISIS RESPONSE PLAN

Each building site has an established Crisis Response Plan. In addition, Crisis Response Teams have been established to assist in managing tragedies that have significant impact on the workplace/schools (i.e. student or staff deaths, natural disasters, etc.). All

crises are reported to the Superintendent. During a crisis staff are not to talk to the media. The Superintendent or administrative designee will distribute all information.

Building Security

As a guest teacher, it is one of your duties to be aware of the people in the building. If you should see someone with whom you are not familiar, and they do not have a visitor, teacher, or employee badge on, approach them and ask why they are in the building. Please direct them to the school office where they must sign in and receive the proper badge.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



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COMPENSATION

GUEST TEACHER EMPLOYEE COMPENSATION

The Payroll Office will prepare checks based on the absence reports submitted semi-monthly by each building. Substitute compensation rates for the 2025-2026 school year will be as follows:

CERTIFIED POSITIONS (TEACHING - 6 hours)

*Random daily assignments

- LEVEL 1 = \$140 per day for daily substitute assignments in random assignments [days 1-20]
- LEVEL 2 = \$150 after 20 cumulative days [days 21 - 40]
- LEVEL 3 = \$160 after 40 cumulative days [days 41 - 60]
- LEVEL 4 = \$170 after 60 cumulative days [days 61+]

CERTIFIED POSITIONS (TEACHING - 6 hours)

*Consecutive assignment in same position

- Long-term Assignment (15 consecutive days) \$230.00 per day

NON-CERTIFIED (TEACHING ASSISTANT)

- 6.25 Hour EC TA Random Assignment (\$20.00 per hour) \$125.00 per day
- 6.5 Hour ELEM TA Random Assignment (\$20.00 per hour) \$130.00 per day
- 6.6 Hour MIDDLE SCHOOL TA Random Assignment \$132.00 per day
- LONG-TERM TA = 25+ Days Same Assignment & Consecutive Days \$135.00 per day

CLERICAL ASSISTANT (ranges from 7.0 Hours to 7.5 Hours) \$20.00 per hour

- Elementary School, Middle School, & Dunton Administrative Office

REGISTERED NURSE (7.0 Hours) \$28.76 per hour

- Elementary School (8:30 am - 4:00 pm)
- Middle School (7:30 am - 3:00 pm)

REGISTERED NURSE with Bachelors (BSN) Degree (7.0 Hours) \$33.70 per hour

- Elementary School (8:30 am - 4:00 pm)
- Middle School (7:30 am - 3:00 pm)

LUNCH SUPERVISION (Certified Teacher) \$20.00 per hour

- Elementary School
 - Submit a timesheet for only the duty-free lunch (30 minutes)
- Middle School
 - Submit a timesheet for only the duty-free lunch period(s)

6.01

If you are filling in as a lunch supervisor during duty-free lunch hour, compensation will be \$20.00 an hour. You should complete a timesheet at the school. The building principal will sign the timesheet and forward it to payroll.

If you commit to a half-day assignment at one school and accept another half day for another teacher on the same day, you will be paid the regular per day rate for the day's work.

Substitutes who commit to an assignment that requires travel, can **submit a travel reimbursement** form (travel reimbursement form available upon request). Mileage reimbursement will be paid at the approved IRS rate.

Additional Incentives (Certified Positions):

Retired teachers collecting retirement benefits from the Teachers' Retirement System (TRS) may begin at Level 2 in Certified Positions.

Substitute / Guest Teachers who achieve Level 4 (60 cumulative days) in Certified Positions in the previous school year may remain at LEVEL 4 in Certified Positions the following school year. If during the following school year the Substitute / Guest Teacher does not work 60 days they will start again at LEVEL 1 the following school year.

EXAMPLE OF LEVELS SYSTEM FROM YEAR TO YEAR (Certified Positions)

YEAR	START OF YEAR LEVEL	TOTAL FULL-DAYS WORKED (Certified Position)	END OF YEAR LEVEL
2019-20	LEVEL = 1	61+	4
2020-21	LEVEL = 4 *based on 2019-20	61+	4
2021-22	LEVEL = 4 *based on 2020-21	43	3 *did not achieve level 4 therefore starts over next school year at Level 1
2022-23	LEVEL = 1 *based on 2021-22	43	3 *did not achieve level 4 therefore starts over next school year at Level 1
2023-24	LEVEL = 1 *based on 2022-23	58	3 *did not achieve level 4 therefore starts over next school year at Level 1
2024-25	LEVEL = 1 *based on 2023-24	15	1

DIRECT DEPOSIT

Substitutes are encouraged to sign up for direct deposit; you will be able to view your paychecks in Skyward (our payroll system). Payroll checks will be mailed directly to the substitute employee's home (only actual paper checks), with approximately a two-week delay, on the same regularly scheduled district paydays. Questions regarding your paycheck can be directed to our Payroll Department at (847) 758-4885. Substitutes are advised to keep track of their hours.

AMOUNT OF TIME GUEST TEACHERS CAN WORK IN SCHOOL

State law allows retired TRS members to return to work in a TRS-covered teaching or administrative position on a temporary basis. Following the school year in which you last contributed to TRS, you may be employed in a TRS-covered position for up to 120 paid days or 600 paid hours per school year and still receive a retirement annuity. **The 120 days/600 hours limit is in effect through June 30, 2026.**

If you exceed the employment limitations during any school year,

- TRS must be notified,
- your retirement annuity will be suspended,
- you will re-enter active membership, and
- your employer must remit TRS contributions on all creditable earnings after the employment limitations are exceeded.

Guest teachers that are not classified as a retired teacher and have a valid Illinois PEL may work an unlimited number of days in a single school district but not more than 120 days for a single teacher. A person with a sub license can work an unlimited number of days in a single school district but not more than 90 days for a single teacher.



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MISCELLANEOUS

ABUSED AND NEGLECTED CHILD REPORTING

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children’s CyberTipline (800) 843 – 5678, or online at www.cybertipline.com. The employee shall also promptly notify the Superintendent or Building Principal of the discovery and that a report has been made.

All District employees working with students shall participate in a meeting that specifically addresses and reviews the detection, reporting, and prevention of child abuse and neglect according to the requirements of The Abused and Neglected Child Reporting Act. (Board Policy 5:90).

DRUG AND ALCOHOL-WORK-FREE WORKPLACE

All District workplaces are drug-and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and;
2. Distribution, consumption, use, possession, or being under the influence of alcohol

while on District premises or while performing work for the District.

3. Possession or use of medical cannabis

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable or ,
2. Being used in a manner different than prescribed, or
3. Legally obtainable, but has not been legally obtained or is not legally allowed to be used on school premises, or;
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug-and alcohol-free workplace, and;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program. The Board of Education shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. Should District employees be engaged in the performance of work under federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. (Board Policy 5:50)

Smoke-Free Facilities

All District facilities and grounds are designed as smoke-free.

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.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-

certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception. (Board Policy 5:270)

EQUAL OPPORTUNITY EMPLOYMENT

Arlington Heights School District 25 provides equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status (provided the individual is authorized to work in the United States), use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or Federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. (School Board Policy 5:10)

WORKPLACE HARASSMENT

The school district expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board Policy 5:10.

Arlington Heights School District 25 provides employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*.

Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. (Board Policy 5:20) There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Nondiscrimination Coordinator:

Kendra Perri
1200 S. Dunton
Arlington Hts., IL 60005
(847) 758-4900

Complaint Managers:

Kendra Perri
(847) 758-4900

Chris Fahnoe
(847) 758-4900



THOMAS | GREENBRIER | IVY HILL | OLIVE | PATTON

SOUTH | DRYDEN | WESTGATE | WINDSOR

2025-2026 SEMI-MONTHLY PAY PERIODS

FOR SUBSTITUTES

<u>PERIOD OF WORK</u>	<u>PAY DAY BEING PAID FOR:</u>
07/01 – 07/15/25	07/30/25
07/16 – 07/31/25	08/15/25
08/01 – 08/15/25	08/29/25
08/16 – 08/31/25	09/15/25
09/01 – 09/15/25	09/30/25
09/16 – 09/30/25	10/15/25
10/01 – 10/15/25	10/30/25
10/16 – 10/31/25	11/14/25
11/01 – 11/15/25	11/28/25
11/16 – 11/30/25	12/15/25
12/01 – 12/15/25	12/30/25
12/16 – 12/31/25	01/15/26
01/01 – 01/15/26	01/30/26
01/16 – 01/31/26	02/13/26
02/01 – 02/15/26	02/27/26
02/16 – 02/28/26	03/13/26
03/01 – 03/15/26	03/30/26
03/16 – 03/31/26	04/15/26
04/01 – 04/15/26	04/30/26
04/16 – 04/30/26	05/15/26
05/01 – 05/15/26	05/29/26
05/16 – 05/31/26	06/15/26
06/01 – 06/15/26	06/30/26
06/16 – 06/30/26	07/15/26



THOMAS | GREENBRIER | IVY HILL | OLIVE | PATTON
SOUTH | DRYDEN | WESTGATE | WINDSOR

PAYROLL SCHEDULE FOR TIMESHEETS

DATE: May 19, 2025

TO: Administrators, Administrative Assistants, Central Office Personnel, FNS, Facilities Department, Transportation

FROM: Alex Bazarova – Payroll Manager

RE: 2025-2026 Payroll Schedule for Timesheets, Adjustments, Supplementary Payments, Payments and Deductions, Additions, or Changes, Absence Reports

**PLEASE NOTE: Timesheets are due in Payroll two days after payday.
AESOP/VERITIME Reports should be “Good To Go” within that same timeframe.**

The following schedule will be used for 2025-26 payrolls:

<u>DUE IN PAYROLL</u>	<u>PAYROLL DATE</u>
07/02/25	07/15/25
07/17/25	07/30/25
08/01/25	08/15/25
08/19/25	08/29/25
09/03/25	09/15/25
09/17/25	09/30/25
10/02/25	10/15/25
10/17/25	10/30/25
11/03/25	11/14/25
11/18/25	11/28/25
12/02/25	12/15/25
12/17/25	12/30/25
01/05/26	01/15/26
01/20/26	01/30/26
02/03/26	02/13/26
02/17/26	02/27/26
03/03/26	03/13/26
03/17/26	03/30/26
04/01/26	04/15/26
04/17/26	04/30/26
05/04/26	05/15/26
05/19/26	05/29/26
06/02/26	06/15/26
06/17/26	06/30/26