

General Personnel

GENERAL INFORMATION – Directory and Payroll

INFORMATION FOR DIRECTORY AND FILES

All employees of District 141 shall provide the Board with up-to-date information required for personnel files of the District and for the school directory.

Employees are responsible for notifying the office of the Principal and Superintendent in cases where there is a change of marital status, address, or telephone number. All applicants must complete a District application form in order to be considered for employment.

FORMS/ WITHHOLDING TAX

All employees shall complete and/or turn in the forms, data, and information necessary for the administration to operate the District effectively.

Employees are required to file and keep up-to-date the Employee Withholding Exemption Certificate required by Federal Law.

PAYROLL PERIODS

All employees are paid on a twice-monthly basis. Pay dates are the 1st and 16th of each month in accordance with the following Administrative Guidelines.

Guidelines

- A. If a payday falls on a Saturday or Sunday checks will be issued on Friday at the regular time except if the 1st payday of the month falls on a Saturday or Sunday, checks will not be issued until 4:30 on Friday.
- B. No paychecks may be issued prior to the regular pay date, without the expressed, prior approval of the Superintendent.

AUTHORIZATION FOR PAYROLL DEDUCTIONS

The Board of Education authorizes payroll deduction plans for the following:

1. The District approved health and life insurance plan
2. Annuities
3. United Way
4. Professional Dues (IEA, NEA, OEEA, IPA)

5. Teaching Assistant Dues (OEESPA)
6. Custodial, Clerical Union Dues
7. School Employee's Credit Union

All deductions are subject to Administrative Guidelines.

IMRF/SOCIAL SECURITY

Non-teaching, full time employees are required to contribute to the Illinois Municipal Retirement Fund in accordance with the provisions of the law. Persons not eligible for participation in IMRF contribute to Social Security.

WORKERS' COMPENSATION

All personnel are covered by Workers' Compensation Insurance as specified by law. An employee may keep any monies received from their workers' compensation for the time lost because of an accident. An exact amount will then be deducted from their pay. In no case, may an employee receive pay from both workers' compensation and the School District for time off.

All money received from workers' compensation by an employee for doctor bills and other accident related bills are the property of the employee.

FIRST READING: January 14, 2003

ADOPTION: February 11, 2003