

Employee Paperwork



Mercer County School District #404

Employee Paperwork Explanation

EMPLOYEE PACKET

- Employee Information Form
- IDES New Hire Reporting form
- Illinois W-4
- Federal W-4
- I9 form

- Copy of Driver's License for I9
- Copy of Social Security Card for I9

- Direct Deposit Form
- Sexual Harassment Policy – Signature needed
- Sexual Misconduct Policy – Signature needed
- Mandated Reported Status – Signature needed
- Drug-free Workplace form – Signature needed
- Internet usage form – Signature needed
- Social Media Policy – Signature needed
- Physical certificate – Requires Physician signature

BACKGROUND CHECK

Fingerprinting is done at the ROE #33, 105 North E St., Suite #1, Monmouth IL. Appointments can be scheduled on Thursdays in Monmouth or on Wednesdays in Galesburg from 8:30AM-4:00 PM. Please call the ROE#33 at (309)-734-6822 or schedule your appointment online at [this link https://www.roe33.net/fingerprintingbackgroundchecks](https://www.roe33.net/fingerprintingbackgroundchecks). Bring a picture ID and Form D (included in this packet) with you to your appointment. No payment is necessary. MCSD#404 will be billed.

Health Insurance	YES / NO
Life Insurance	YES / NO
Dental	YES / NO
IMRF	YES / NO

Para informacion en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

agencies:

- The following FICRA right applies with respect to nationwide consumer reporting agencies:
 - You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
 - You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
 - Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FICRA specifies those with a valid need for access.
 - Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
 - Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

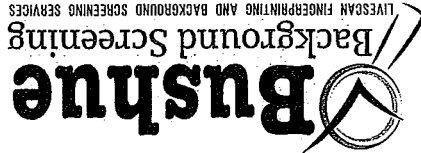
placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

CONTACT:	TYPE OF BUSINESS:
<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>	<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>
<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>	<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>
<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>	<p>3. Air carriers</p>
<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>	<p>4. Creditors Subject to the Surface Transportation Board</p>
<p>Nearest Packers and Stockyards Administration area supervisor</p>	<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>
<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>	<p>6. Small Business Investment Companies</p>
<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>	<p>7. Brokers and Dealers</p>
<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>	<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>
<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>	<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>



Mercer County School District #404

DISCLOSURE FOR CONSUMER REPORTS

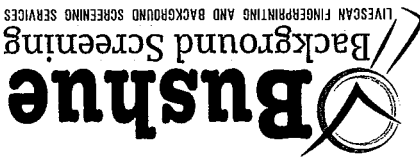
READ CAREFULLY BEFORE SIGNING

Mercer County School District #404 ("end-user") has contracted with Busshue Background Screening in connection with my application for employment, volunteerism, contracted services, tenancy, enrollment, acceptance into a program, and/or other reasons. I understand consumer reports will be requested by you the end-user. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, fingerprint records etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

I understand the end-user can use this disclosure in connection to obtaining consumer reports throughout my employment, volunteer services, contracted service, tenancy, enrollment, etc. with the end-user.

Signature: _____ Date: _____



Mercer County School District #404

AUTHORIZATION FOR CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) listed in the Disclosure by **Mercer County School District #404** ("end-user") and its consumer reporting agency Bushue Background Screening ("Agency"). In my connection with the End-User, this authorization shall remain on file and shall serve as ongoing authorization for the End-User to procure such reports at any time during, as permitted by law, my employment (or other affiliation) with the End-User. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

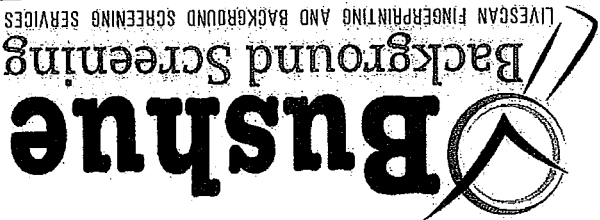
I specifically authorize the obtaining of the following reports, but not limited to: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, my driving record, judgments, bankruptcy proceedings, evictions, other public records, criminal history records, fingerprint records, etc.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights.

I authorize the End-User and the Agency to use email communication with me to provide me with notices and information regarding any report or use of such report. I also authorize the use of electronic signatures. If I do not have an email address or do not wish to share it, then communication will be by U.S. Mail, which will result in slower communication.

If you have any questions concerning this background screening content, please contact: Bushue Background Screening at (217) 342-3042 or info@bushuebackgroundscreening.com.

Signature: _____
Date: _____



Fingerprinting - Form D (Client)

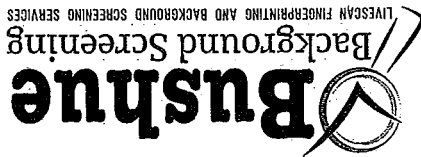
Mercer #404

Date of Fingerprint: _____		Time: _____	Location: _____	Cash _____ M.O/Check: _____ Card: _____
Technician: _____	Tech License #: _____ 249.000	TCN: _____	Payment Amount: _____	Purpose Code: _____
Proof of Identity: _____ DL _____ State ID _____ Passport Other: _____		ORI Number: IL066201S		

Office Use Only: Bushue Background Screening

PLEASE TAKE A COPY OF THIS FORM TO YOUR FINGERPRINT APPOINTMENT

APPLICANT SIGNATURE AND DATE Applicant Signature (If the person listed at the top of this form is under the age of 18, their parent or guardian should sign and date these sections.) Date: _____	
Position: (reason for fingerprinting) Bus Driver _____ Bus Monitor _____ Coach _____ Contractor _____ Custodian _____ Volunteer _____ Food Service _____ Paraprofessional _____ Student Teacher _____ Substitute _____ Teacher _____ Other: _____	What State You Were Born In? _____
Race (Indicate one): American Indian/Alaskan Native _____ Asian/Pacific Islander _____ Black _____ Indeterminable/Unknown _____ White/Latino _____ * Illinois State Police only allows the above options	Height: _____ ft _____ in Weight: _____ lbs Hair Color (Indicate one): Bald _____ Black _____ Blonde/Strawberry _____ Brown _____ Sandy _____ Gray/Partial Gray _____ Red/Auburn _____ Other: _____
Eye Color (Indicate one): Blue _____ Black _____ Gray _____ Brown _____ Green _____ Hazel _____ Other: _____	Social Security Number: _____ - _____ - _____ Driver's License Number & State Issued: _____
Date of Birth (MM/DD/YYYY): _____ / _____ / _____ Gender: Male _____ Female _____ Unknown _____ Other _____	Phone Number: _____ - _____ - _____ Email Address: _____
Address (street, city, state, zip): _____	
Applicant's Full Legal Name First: _____ Middle: _____ Last: _____	APPLICANT INFORMATION Please Print Legibly



Mercer County School District #404

Privacy Act Statement

READ CAREFULLY BEFORE SIGNING

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NCI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized nongovernmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

Signature: _____ Date: _____



MERCER COUNTY

SCHOOL DISTRICT #404

Employee Information Form

Please complete the following information relating to your current status. Anytime this information changes please notify the unit office. This information will be kept in your personnel file should a situation arise that the district needs the information.

Name:		(Last Name)		(First Name)		(Middle)	
Address:							
(Number)		(Street)		(City)		(State) (Zip Code)	
Social Security #				Telephone # () ()			
Name & Telephone # to contact in case of Emergency				Emergency contact's place of employment			
Date of Hire: () ()							

In case of an emergency involving you what doctor should be contacted?
 Doctor: _____
 Phone: _____

If above doctor is not available, what other doctor should be contacted?
 Doctor: _____
 Phone: _____

Are you allergic to any medications? Yes No

If yes, please list _____

Additional family or persons to contact in case of an emergency.

Name _____

Phone _____

Name _____

Phone _____

New Hire Reporting Form



Employers must report each new hire within 20 days. Assistance: 1 800 327-HIRE (4473)

Please print or type

EMPLOYER NAME AND ADDRESS	
Federal Employer ID Number - FEIN	26 - 4102964
Company Name	Mercer County School District #404
Street Address	203 N. Washington Street
Street Address	203 N. Washington Street
City	Joy
State	IL
Zip Code	61260
EMPLOYER ADDRESS FOR CHILD SUPPORT WAGE WITHHOLDING ORDERS	
Street Address	203 N. Washington Street
Street Address	203 N. Washington Street
City	Joy
State	IL
Zip Code	61260

NEW EMPLOYEE NAME AND ADDRESS	
Social Security Number	_____
Date of Hire (MM-DD-YYYY)	____ - ____ - ____
First Name	_____
MI	_____
Last Name	_____
Street Address	_____
Street Address	_____
City	_____
State	_____
Zip Code	_____

NEW EMPLOYEE NAME AND ADDRESS	
Social Security Number	_____
Date of Hire (MM-DD-YYYY)	____ - ____ - ____
First Name	_____
MI	_____
Last Name	_____
Street Address	_____
Street Address	_____
City	_____
State	_____
Zip Code	_____

Report new hires online, or by returning your completed form either by FAX 1-217-557-1947, or by U.S. mail IDES, P.O. Box 19212, Springfield, IL 62794-9212.



Employee's and other Payee's Illinois Withholding Allowance Certificate and Instructions

Note: These instructions are written for employees to address withholding from wages. However, this form can also be completed and submitted to a payor if an agreement was made to voluntarily withhold Illinois income tax from other (non-wage) Illinois income.

Who must complete Form IL-W-4?

If you are an employee, you must complete this form so your employer can withhold the correct amount of Illinois income tax from your pay. The amount withheld from your pay depends, in part, on the number of allowances you claim on this form.

Even if you claimed exemption from withholding on your federal Form W-4, U.S. Employee's Withholding Allowance Certificate, because you do not expect to owe any federal income tax, you may be required to have Illinois income tax withheld from your pay (see Publication 130, Who is Required to Withhold Illinois Income Tax). If you are claiming exempt status from Illinois withholding, you must check the exempt status box on Form IL-W-4 and sign and date the certificate. Do not complete Lines 1 through 3.

If you are a resident of a Iowa, Kentucky, Michigan, or Wisconsin, or a military spouse, see Form W-5-NR, Employee's Statement of Nonresidence in Illinois, to determine if you are exempt.

If you are an Illinois resident who works for an employer in a non-reciprocal state but you work from home or in locations in Illinois for more than 30 working days, you may need to adjust your withholding or begin making estimated payments. For additional information, go to tax.illinois.gov. Note: If you do not file a completed Form IL-W-4 with your employer, if you fail to sign the form or to include all necessary information, or if you alter the form, your employer must withhold Illinois income tax on the entire amount of your compensation, without allowing any exemptions.

When must I submit this form?

You should complete this form and give it to your employer on or before the date you start work. You must submit Form IL-W-4 when Illinois income tax is required to be withheld from compensation that you receive as an employee. You may file a new Form IL-W-4 any time your withholding allowances increase. If the number of your claimed allowances decreases, you must file a new Form IL-W-4 within 10 days. However, the death of a spouse or a dependent does not affect your withholding allowances until the next tax year.

When does my Form IL-W-4 take effect?

If you do not already have a Form IL-W-4 on file with your employer, this form will be effective for the first payment of compensation made to you after this form is filed. If you already have a Form IL-W-4 on file with this employer, your employer may allow any change you file on this form to become effective immediately, but is not required by law to change your withholding until the first payment of compensation is made to you after the first day of the next calendar quarter (that is, January 1, April 1, July 1, or October 1) that falls at least 30 days after the date you file the change with your employer.

Example: If you have a baby and file a new Form IL-W-4 with your employer to claim an additional allowance for the baby, the withholding for all future payments of compensation. However, if you file the new Form on September 1, your employer does not have to change your withholding until the first payment of compensation is made to you after October 1. If you file the new Form on September 2, your employer does not have to change your withholding until the first payment of compensation made to you after December 31.

What is an "exemption"?

An "exemption" is a dollar amount on which you do not have to pay Illinois income tax that you may claim on your Illinois income tax return. The dollar amount that is exempt from Illinois income tax is based on the number of allowances you claim on this form. As an employee, you receive one allowance unless you are claimed as a dependent on another person's tax return (e.g., your parents claim you as a dependent on their tax return). If you are married, you may claim additional allowances for your spouse and any dependents that you are entitled to claim for federal income tax purposes. You also will

How do I figure the correct number of allowances?

Complete the worksheet on the back of this page to figure the correct number of allowances you are entitled to claim. Give your completed Form IL-W-4 to your employer. Keep the worksheet for your records. Note: If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

How do I avoid underpaying my tax and owing a penalty?

You can avoid underpayment by reducing the number of allowances or requesting that your employer withhold an additional amount from your pay. Even if your withholding covers the tax you owe on your wages, if you have non-wage income that is taxable, such as interest on a bank account or dividends on an investment, you may have additional tax liability. If you owe more than \$1,000 tax at the end of the year, you may owe a late-payment penalty or will be required to make estimated tax payments. For additional information on penalties see Publication 103, Uniform Penalties and Interest. Visit our website at tax.illinois.gov to obtain a copy.

Where do I get help?

- Visit our website at tax.illinois.gov
- Call our Taxpayer Assistance Division at 1 800 732-8866 or 217 782-3336
- Call our TDD (telecommunications device for the deaf) at 1 800 544-5304
- Write to PO BOX 19044 SPRINGFIELD IL 62794-9044

Illinois Withholding Allowance Worksheet

General Information

Use this worksheet as a guide to figure your total withholding allowances you may enter on your Form IL-W-4.

Complete Step 1.

Complete Step 2 if

- you (or your spouse) are age 65 or older or legally blind, or
- you wrote an amount on Line 4 of the Deductions Worksheet for federal Form W-4.

If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

You may reduce the number of allowances or request that your employer withhold an additional amount from your pay, which may help avoid having too little tax withheld.

Step 1: Figure your basic personal allowances (including allowances for dependents)

Check all that apply:

No one else can claim me as a dependent.

I can claim my spouse as a dependent.

1 Enter the total number of boxes you checked.

2 Enter the number of dependents (other than you or your spouse) you will claim on your tax return.

3 Add Lines 1 and 2. Enter the result. This is the total number of basic personal allowances to which you are

entitled. You are not required to claim these allowances. The number of basic personal allowances that you

choose to claim will determine how much money is withheld from your pay. See Line 4 for more information.

4 Enter the total number of basic personal allowances you choose to claim on this line and Line 1 of

Form IL-W-4 below. This number may not exceed the amount on Line 3 above, however you can claim as

few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay.

Step 2: Figure your additional allowances

Check all that apply:

I am 65 or older.

My spouse is 65 or older.

I am legally blind.

My spouse is legally blind.

5 Enter the total number of boxes you checked.

6 Enter any amount that you reported on Line 4 of the Deductions Worksheet

for federal Form W-4 plus any additional Illinois subtractions or deductions.

7 Divide Line 6 by 1,000. Round to the nearest whole number. Enter the result on Line 7.

8 Add Lines 5 and 7. Enter the result. This is the total number of additional allowances to which

you are **entitled.** You are not required to claim these allowances. The number of additional allowances

that you choose to claim will determine how much money is withheld from your pay.

9 Enter the total number of additional allowances you elect to claim on Line 2 of Form IL-W-4, below. This

number may not exceed the amount on Line 8 above, however you can claim as few as zero. Entering lower

numbers here will result in more money being withheld(deducted) from your pay.

IMPORTANT: If you want to have additional amounts withheld from your pay, you may enter a dollar amount on Line 3 of Form IL-W-4 below. This amount will be deducted from your pay in addition to the amounts that are withheld as a result of the allowances you have claimed.

Illinois Department of Revenue IL-W-4 Employee's Illinois Withholding Allowance Certificate



Social Security number _____

Name _____

Street address _____

City _____ State _____ ZIP _____

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate.

Printed by the authority of the State of Illinois - web only, 1 copy. IL-W-4 (R-7/23)
This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

Employer: Keep this certificate with your records. If you have referred the employee's federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employer's federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

Your signature _____

Date _____

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

3 Enter the additional amount you want withheld (deducted) from each pay. _____

2 Enter the total number of additional allowances that you are claiming (Step 1, Line 4, of the worksheet). _____

1 Enter the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet). _____

Cut here and give the certificate to your employer. Keep the top portion for your records.

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	
(a) First name and middle initial Last name	(b) Social security number
Address	
City or town, state, and ZIP code	
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 \$ _____

Multiply the number of other dependents by \$500 \$ _____

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here _____

Step 4 (Optional): Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

4(a) \$ _____

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

4(b) \$ _____

(c) Extra withholding. Enter any additional tax you want withheld each pay period

4(c) \$ _____

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) _____

Date _____

Employer's name and address _____

First date of employment _____

Employer identification number (EIN) _____

Step 2(b) — Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019. Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4app.

1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3.
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

1 Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income.
2 Enter: • \$29,200 if you're married filing jointly or a qualifying surviving spouse • \$21,900 if you're head of household • \$14,600 if you're single or married filing separately
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4



Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your fraudulent information being treated as a single person with no other entries on the form; providing information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103. The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return. If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Name: _____ (please print)

I hereby authorize Mercer County School District #404 to initiate credit entries to the depository financial institution named below. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Financial Institution Information:

Depository Name: _____

City: _____

State: _____

Routing Number: _____

Account Number: _____

Account Type:

- checking account *
- savings account

Amount to be deposited: _____ %

This authorization is to remain in full force and effect until Mercer County School District #404 has received written notification from me of its termination in such time and in such manner to afford a reasonable opportunity to act on it.

Signed: _____

Dated: _____

**Please attach a voided check.*

Office Use: _____
Rec'd _____
Initial _____



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

If you check item Number 4, enter one of these:

<input type="checkbox"/> 1. A citizen of the United States	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number)	<input type="checkbox"/> 4. A noncitizen (other than item Numbers 2, and 3, above) authorized to work until (exp. date, if any)
--	--	---	---

Signature of Employee

Today's Date (mm/dd/yyyy)

USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

List A	List B	List C
Document Title 1	Issuing Authority	Document Number (if any)
Expiration Date (if any)	Document Title 2 (if any)	Issuing Authority
Document Number (if any)	Expiration Date (if any)	Document Title 3 (if any)
Issuing Authority	Document Number (if any)	Expiration Date (if any)
Document Title 2 (if any)	Expiration Date (if any)	Document Number (if any)
Document Title 3 (if any)	Issuing Authority	Document Number (if any)
Expiration Date (if any)	Document Title 2 (if any)	Issuing Authority
Document Number (if any)	Expiration Date (if any)	Document Title 3 (if any)
Issuing Authority	Document Number (if any)	Expiration Date (if any)
Document Title 1	Expiration Date (if any)	Document Number (if any)
Document Title 2 (if any)	Expiration Date (if any)	Document Number (if any)
Document Title 3 (if any)	Expiration Date (if any)	Document Number (if any)
Document Title 1	Expiration Date (if any)	Document Number (if any)
Document Title 2 (if any)	Expiration Date (if any)	Document Number (if any)
Document Title 3 (if any)	Expiration Date (if any)	Document Number (if any)

Additional Information

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy):

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name

Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Mercer County School District #404

SEXUAL MISCONDUCT POLICY

SEXUAL MISCONDUCT POLICY STATEMENT

Mercer County School District #404 will not tolerate and will seek to eradicate any behavior by its employees, volunteers or students, which constitutes Sexual Misconduct toward another employee, volunteer, or student. "Sexual Misconduct" means any actual, attempted, or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. "Sexual Misconduct" does not include "sexual harassment" (please refer to the District sexual harassment policy).

REPORTING PROCEDURES AND DESIGNATED CHILD ABUSE COUNSELOR

It is the express policy of the District to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The District has selected a Designated Child Abuse Counselor who shall remain accountable for the implementation and monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the District. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

1. Employees and Volunteers

Employees and volunteers are required to report any known or suspected incidents of sexual misconduct according to the Illinois mandatory reporting guidelines. They must also report to their direct supervisor, the building principal or the Designated Child Abuse Counselor. If the report is made to the supervisor or building principal, that individual shall immediately notify the Designated Child Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.

2. Students

Each Year, parents or legal guardians of students shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to a guidance counselor, the building principal or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the guidance counselor or the building principal, that individual shall follow Illinois mandatory reporting policy and immediately notify the Designated Child Abuse Counselor.

INVESTIGATION & CONFIDENTIALITY

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties' confidentially cannot be guaranteed.

DISCIPLINE

Any District employee or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action, including suspension and expulsion. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or volunteer, or suspension and expulsion, with regard to students. The District will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Sexual Harassment Policy

Policy:

Mercer County School District #404 reaffirms the principle that its employees have a right to be free from sex discrimination in the form of sexual harassment by any other employee. Sexual harassment in any employment situation is reprehensible. When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation, are abused in this way, there is potentially great damage to individual employees, to the person complained of, and to the employment climate of the District.

Definition:

Sexual harassment is defined as any use of one person's power and/or authority over another person to attempt to coerce a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working environment. Sexual harassment is understood to include a wide range of behaviors, including but not limited to the actual coercing of sexual relations, verbal or physical sexual advances, sexually explicit or derogatory statements, and physical aggressiveness such as touching, pinching or patting. Such behavior may offend the aggrieved party, cause discomfort or humiliation and interfere with job performance. This definition will be interpreted as applied consistent with accepted standards of mature behavior and freedom of expression.

Procedure:

Any employee who believes he or she has been sexually harassed may obtain redress through the established grievance procedures. Complaints about sexual harassment will be responded to promptly and equitably. Employees seeking redress or information concerning sexual harassment should contact the Human Resources department. The right to confidentiality of employees will be respected in both informal and formal procedures, insofar as possible. District policy explicitly prohibits retaliation against employees for bringing complaints of sexual harassment. An employee found to be guilty of sexual harassment is subject to disciplinary action for violation of district policy, consistent with existing procedures.

TIDS POLICY IS TO BE REVIEWED AND SIGNED BY ALL EMPLOYEES AND VOLUNTEERS.

The undersigned hereby acknowledges that he/she has read this Sexual Harassment Policy, understands the contents thereof and agrees to abide by all terms set forth in the Policy.

Name: _____

Position _____

Dated: _____

Date:

Position:

Name:

The undersigned hereby acknowledges that he/she has read this Sexual Misconduct Policy, understands the contents thereof and agrees to abide by all terms set forth in the Policy.

THIS POLICY IS TO BE REVIEWED AND SIGNED BY ALL EMPLOYEES AND VOLUNTEERS WHO HAVE OR MAY HAVE CHILDREN ASSIGNED TO THEIR CARE, CUSTODY OR CONTROL.

The Designated Child Abuse Coordinator shall maintain all records and documentation required by law or otherwise required by this and other such related policies of the District including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up and disciplinary action.

MAINTENANCE OF RECORDS AND DOCUMENTS

Any case of known or suspected child abuse of a minor must be reported immediately in compliance with Illinois mandatory reporting guidelines and to the Designated Child Abuse Counselor, a police officer or the State's Attorney's Office. In the event that the Designated Child Abuse Counselor is first notified of an incident of known or suspected child abuse, the Designated Child Abuse Counselor shall immediately notify the child's parent or legal guardian as the case be, and the appropriate legal authorities as required by state or local law. The Designated Child Abuse Counselor shall prepare a Suspected Child Abuse Standard Report and immediately follow-up to investigate the incident and to ascertain the condition of the child. The Designated Child Abuse Counselor is encouraged to communicate any questions or concerns about any incident with legal counsel for the District. Any employee or volunteer involved in a reported incident of Sexual Misconduct or child abuse shall be immediately relieved of responsibilities that involve interaction with minors or shall be suspended, as determined by the District Board. Reinstatement of employees or volunteers must be cleared by the District.

CHILD ABUSE INCIDENT REPORTING AND FOLLOW-UP:

Sexual abuse of a minor is a crime.

CHILD ABUSE



ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a _____ (Employee Name)

_____ I will become a mandated reporter under the _____ (Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

CANTS 22
Rev. 5/2019

General Personnel

Drug and Alcohol Free Workplace

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

1. The unlawful manufacture, dispensing, use, sale, possession, distribution or transportation of drugs, controlled substances, or alcohol while on district premises or while performing work for the district is strictly prohibited and may result in discipline up to and including termination of employment.

2. Drugs and alcohol may not be bought, consumed, transported or stored on any district-owned or leased property (including vehicles).

3. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

4. Employees will not be permitted to work while under the influence of alcohol or with prohibited drugs in their systems. Prohibited drugs include illegal substances, alcohol, or prescription drugs that may affect the ability to safely perform the job. We require all employees to report to work in a condition that allows them to perform their duties and not impair the safety of fellow employees and students. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to reasonable suspicion and/or random drug and/or alcohol testing, and shall be subject to discipline up to and including termination of employment.

5. Any employee who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the district will take into consideration the nature of the charges including arrest, conviction, plea bargains and employee's assignment and record with the district. In addition, the district will consider any adverse effect the employee's actions may have on its students, other employees, the public, or the district's reputation and image.

6. The district reserves the right to authorize searches for illegal drugs, alcohol, or contraband, including searches of lockers, desks, vehicles, or personal effects on the district's property.

Substance Testing

To support the objective of a drug and alcohol free workplace, testing for drugs & chemical substances may be required under the following circumstances:

1. Pre-employment: Pre-employment drug testing may be a part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant-testing positive will be employed. This includes all employment and reemployment, whether for temporary, part-time or full-time positions.

2. Post-Accident: After a work-related accident where judgment, coordination, or physical or mental ability may have been impaired, testing is required after an injury resulting in medical treatment, lost time, property damage, or for an employee whose behavior raises a reasonable suspicion of drug or alcohol use (Testing is also required

for an employee, who causes injury to another person, and may not have caused injury to themselves). A test will also be required after a vehicle accident as defined by the district.

3. Reasonable Suspicion: based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances or alcohol.

4. Periodic or Random: On an unannounced and random basis. Random tests may be more frequent for those working in a safety sensitive position, however all positions shall be subject to random testing.

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

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; 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 conviction

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination.

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.

THIS POLICY IS TO BE REVIEWED AND SIGNED BY ALL EMPLOYEES AND VOLUNTEERS.

The undersigned hereby acknowledges that he/she has read this Drug-Free and Alcohol Free Workplace Policy; understands the contents thereof and agrees to abide by all terms set forth in the Policy.

Name: _____
Position: _____
Dated: _____

General Personnel

Internet/E-mail Usage Policy

This policy describes Mercer County School District #404's guidelines with regard to Internet access and e-mail messages sent or received by district employees with use of the Mercer County's computer systems. Mercer County School District respects the individual privacy of its employees; however, employee privacy does not extend to the employees' work-related conduct or to the use of district provided equipment or supplies. It is preferred that all employees provide consideration and sound judgment when utilizing district computer software and hardware. Since technology is a powerful, technically complicated and expensive resource, we must seek to manage its utilization effectively.

Internet Access

- Providing Internet access to its employees requires Mercer County School District to place certain restrictions on workplace use of the Internet. Mercer County School District encourages employee use of the Internet to:
 - Communicate with fellow employees regarding matters within an employee's assigned duties
 - Acquire information related to, or designed to facilitate the performance of regular assigned duties.
 - Facilitate performance of any task or project in a manner approved by the Superintendent or Administrator.

Internet Access and its Compliance with Applicable Laws and Licenses

- Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity. Please be advised that your use of Internet access, provided by Mercer County School District, expressly prohibits the following:
 - Game playing.
 - Employees should not install or download any software or hardware on Mercer County School District's equipment without notification/consent from administration.
 - Excessive accessing of information not related to one's assigned duties.
 - Distribution of destructive programs (i.e., viruses and/or self-replicating code).
 - Hatful, harassing, or other anti-social behavior.
 - Intentional damage or interference with others (i.e. hacking).
 - Making, viewing, or sending publicly accessible obscene files.
 - Commercial usage for business not associated with Mercer County School District
 - Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
 - Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Mercer County School District.
 - Sending or soliciting offensive or harassing statements, sexually oriented material, images or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
 - Operating a business, soliciting money for personal gain, or searching for jobs outside of Mercer County School District.
 - Sending chain letters, gambling or engaging in any other activity in violation of the law including but not limited to voice mail, blogs, and social networking sites.

- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial online services and other information services must be pre-approved by the director or designee.
- Employees shall not delete, destroy, or destruct any emails or other files stored on the computer system. Violation of this could result in criminal prosecution by the District.

Downloading Software

Employees are prohibited from downloading software from the Internet without prior written approval of the Technical Coordinator or his/her designate. Downloading of games, music, and files from the Internet is prohibited. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into Mercer County's network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

Password and Encryption Key Security and Integrity

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employees' e-mail messages.

Virus Detection

All material downloaded from the Internet or from computers or networks MUST be scanned for viruses and other destructive programs before being placed onto the Mercer County School District's computer system. Each employee's computer has access to a district approved Anti Virus program and employees are responsible for downloading new virus updates when they become available as a virus detection mechanism. If an employee finds evidence of a virus, he or she should notify the sender of the e-mail, contact administration immediately, and notify the technology department for verification and dissemination. If an employee should receive an email warning of viruses, this warning should be forwarded to management for verification and dissemination.

Management's Right to Access Information

The e-mail system has been installed by Mercer County School District to facilitate with in the District. Although each employee has an individual password to access this system, it belongs to the District and the contents of e-mail communications are accessible at all times by administration for any purpose. These systems may be subject to periodic unannounced inspections without regard to content, and should be treated like other shared filing systems. You should not use e-mail to transmit any messages you would not want read by a third party. All system passwords and encryption keys must be available to administration.

Violation of Internet Acceptable Use Policy

Violation of this policy may include disciplinary action leading up to termination. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on Mercer County School District and fellow employees.

Waiver of Privacy

Mercer County School District has the right, but not the duty, to examine all aspects of its computer system, including, but not limited to: sites employees visit on the Internet; material downloaded or uploaded by employees; e-mail sent and received by employees. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.

No Warranties

Mercer County School District #404 makes no warranties of any kind, whether expressed or

implied, for the service it is providing, Mercer County School District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Mercer County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify Mercer County School District for any losses, costs, or damages, including reasonable attorney fees, incurred by Mercer County School District relating to, or arising out of, any violation of these procedures.

Authorization for Internet Access

Annually, all Mercer County School District staff will sign the Authorization for Internet Access and receive a copy of this policy.

THIS POLICY IS TO BE REVIEWED AND SIGNED BY ALL EMPLOYEES.

The undersigned hereby acknowledges that he/she has read this Internet/Email Usage Policy, understands the contents hereof and agrees to abide by all terms set forth in the Policy.

Name:

Position:

Date:

General Personnel

Personal Technology and Social Media: Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

General Personnel

Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media

I, the individual whose signature appears below, acknowledge receipt of Board policy 5:125, *Personal Technology and Social Media; Usage and Conduct*. I affirm that I have read the policy and agree to comply with its requirements.

Name (please print)

Signature

Date

Adopted by Mercer County School Board of Education on July 21, 2021

9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by policy 5:120, *Employee Ethics: Code of Professional Conduct, and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

105 ILCS 5/21B-75 and 5/21B-80.

775 ILCS 5/5A-102, III Human Rights Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

23 Ill. Adm. Code §22.20, Code of Ethics for Ill. Educators.

Garrett v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.:

4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

Adopted by Mercer County School Board of Education on May 17, 2023.

* No longer required due to the changes in Public Act 098-0716 which no longer requires employers to have employees complete a TB Test prior to employment unless otherwise required by the Local Health Department

TUBERCULOSIS TEST

Physician's Signature

Address

Date of examination

I hereby certify that I have given the above named school employee a complete physical examination and find the same to be physically fit to perform the duties assigned and to be free from communicable disease.

Employee Name

PHYSICIAN'S CERTIFICATE

1002 SW 6th Street
Aledo, IL 61231-1551
Phone: 309-582-2238
Fax: 844-990-4129



