



Employee Handbook

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Introduction -----

It is with pleasure that we present this Employee Handbook to the full-time hourly nonexempt employees of Illinois Central College not covered by a College bargaining agreement.

While the College's first and foremost concern is to serve its student body and community, it recognizes, like any business operation, the need for a clear statement of personnel regulations and procedures affecting the performance of full-time hourly personnel in the fulfillment of their duties. Equally important is the necessity that these be understood by all employees and uniformly applied to everyone.

The purpose, therefore, of this Employee Handbook is to convey to full-time hourly nonexempt staff members of the College the primary personnel standards governing their employment and the benefits which are available to employees. Obviously, there may be subjects, concerns, and questions of detail which cannot be answered fully by this Handbook. It is hoped, however, this Handbook will serve as a reference source for questions which may arise concerning your employment and that it will promote a better understanding of your role within the College, both in terms of what the College expects of you and what you can expect from the College. Questions concerning any regulation or procedure described in this Handbook may be referred to your supervisor or to the Human Resources department.

The information contained in this Handbook is not intended, nor should it be considered, to be all inclusive. This Handbook does not constitute an employment contract between Illinois Central College and its employees nor should it be construed as creating a contract of employment at any specific compensation or for any specific duration.

We hope your association with Illinois Central College will be a long and rewarding one. However, if either you or the College is not satisfied with the employer-employee relationship, either may terminate the relationship at any time.

This Handbook normally does not apply to hourly nonexempt employees who fill positions which are funded in any manner other than regular College funding sources. Examples of positions which are not funded from regular College funding sources include grant-funded positions and to hourly nonexempt employees who fill positions under contracts entered into by the College with non-College entities or where the funding for a position comes through a fiscal agent agreement that was entered into by the College.

The Handbook will be updated as needed to ensure compliance with state and federal laws regarding employment, as well as to reflect revisions in College policies, procedures, services, and benefits applicable to hourly nonexempt staff.

We wish you success in your work and hope you will continue to enjoy your association with Illinois Central College.

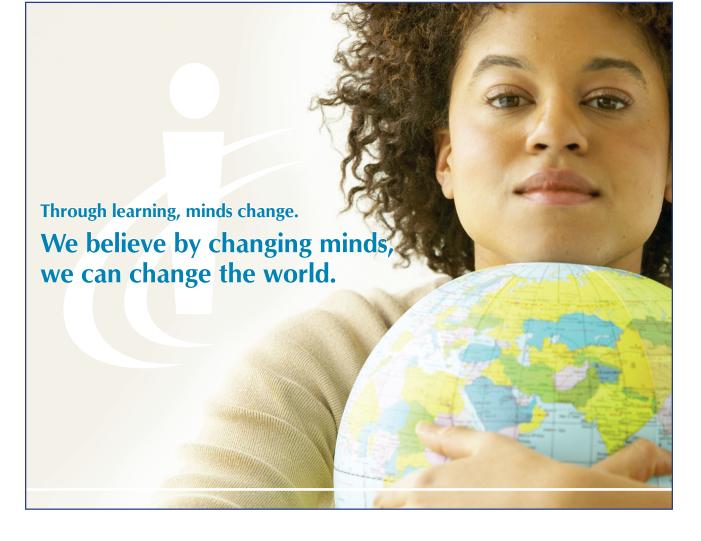


Welcome to Illinois Central College

Illinois Central College, like all Illinois community colleges, has a state-mandated purpose. ICC's purpose, as approved by the ICC Board of Trustees, is "to enable students to reach their educational potential, and to serve as a resource for the educational and cultural needs of the community." In addition to this shared purpose among community colleges, ICC also has a mission statement that is its own, developed through the efforts of the students, staff, and community.

In 2007, the College conducted "core values conversations." Through the collaborative efforts of nearly 200 students, staff, and community members, the Core Values behaviors and a new mission statement emerged. ICC's mission statement reflects the strong belief that what is taught and learned at the College provides people with the ability to change the world, whether it's the world within their immediate grasp, the world of the Central Illinois community, or even the global world.

ICC's official mission statement is:

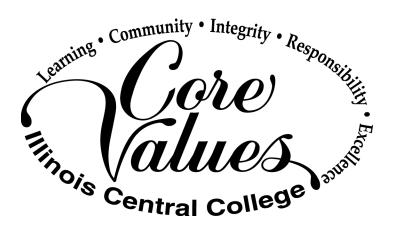


Core Values

WHAT GUIDES OUR ACTIONS?

At ICC, we have principles and ideals that guide our daily actions. Identified by staff and students, we call these our Core Values. These values reflect the mission, purpose, philosophy, and beliefs of Illinois Central College. In many cases, our personal values will be consistent with ICC's Core Values. Living the Core Values helps ICC to succeed in its mission.

Our Core Values are Learning, Community, Integrity, Responsibility, and Excellence. The values should always be listed in this order.



We can remember the order by thinking: ICC begins first and foremost with LEARNING through a COMMUNITY of learners and teachers. INTEGRITY supports the work we do by emphasizing honesty, ethical behavior, and trustworthiness. By taking RESPONSIBILITY for our work and our actions, we help our students, colleagues, and College achieve EXCELLENCE.

LEARNING

Changing the world by increasing knowledge and skills.

Creating knowledge and skills through teaching and learning is the core of what we do. We recognize that learning continues throughout our lives and see learning as essential to competent citizenship in a democracy. We know that learning changes minds and lives. We change the world for the better by embracing and encouraging learning in our students, our colleagues, and ourselves.

How we live the value of learning:

- We actively involve our students in their learning, inside and outside of the classroom, to help them succeed in their educational experiences.
- We build the abilities of our students and colleagues to remember accurately, think critically, understand deeply, apply knowledge practically, analyze thoroughly, evaluate honestly, and create openly by developing their skills and confidence.
- We support life-long learning and encourage our students, colleagues, and community to learn, grow, and participate. We seek learning opportunities for them.
- We set learning goals, assess progress, and do what it takes to help people learn.
- We seek, appreciate, and welcome new and diverse ideas, people, and cultures.
- We enthusiastically share our knowledge, expertise, and ideas with our students, colleagues, and constituents.
- We take personal initiative to learn, be informed, and gain new knowledge, skills, and understanding.

COMMUNITY

Changing the world by building relationships.

We build relationships as we live our mission. We are in, of, and part of our community, state, and world. We are good stewards of the resources we have been given. We recognize and appreciate that diverse people, ideas, thinking, and beliefs expand our perspectives and provide new insights for each of us. We work together as a team for a common purpose and share a mission and vision. Through these efforts, we serve our students, stakeholders, community, and world. We change the world for the better by building and supporting a sense of community.

We live this value when:

- We are good stewards of our resources and our environment.
- We participate in efforts to meet the needs of, enrich, and improve our community.
- We recognize each other's interests and try to reach common ground.
- We welcome students, guests, and staff and create a sense of belonging.
- We work together in achieving our common mission and take a big picture view of our College for the good of our students and stakeholders.
- We treat each other with respect and foster an environment of inclusion.
- We care about and help our ICC students and colleagues, as well as our community and our world.

INTEGRITY

Changing the world by building trust.

Trust and honesty are the cornerstones of our College. We keep our commitments, act consistently and fairly, and do what we say we will. Our students and constituents know what to expect when they deal with us. We are ethical and forthright. We change the world for the better when we act with integrity every day.

We live this value when:

- We conduct ourselves, our classrooms, and our business honestly, ethically, and consistently.
- We do what we say we will, keep our word, and are trustworthy.
- We trust others and empower them to take actions and make decisions within the realm of their responsibility and job duties.
- We set a good example and mentor others.
- We use data and facts to inform our decisions, remain objective in discussions and decisions, and are honest about our own biases.
- We maintain confidences, especially confidential student information.
- We maintain a safe workplace and do our best to provide a secure campus, free from danger.

RESPONSIBILITY

Changing the world by taking accountability for our actions.

All of us contribute to the success of our students and our College. It takes the best efforts of each one of us to assure the College achieves its mission and vision. We act with responsibility when we do our job well and help others do the same. We act professionally and respectfully. We are accountable for what we say and do. We change the world for the better when we act with responsibility in our work.

We live this value when:

- We promptly acknowledge the needs of our students, colleagues, and constituents and respond appropriately and effectively to meet those needs.
- We help students, staff, and constituents identify and reach their goals.
- We start each day ready to work and are accountable for completing our work on time and doing our job well.
- We keep people informed with open, honest, fair, and frequent communication.
- We admit our errors, make amends, and learn and improve from honest mistakes.
- We plan ahead to achieve the best results.
- We follow-up and follow-through.

EXCELLENCE

Changing the world by achieving more.

We set and achieve ambitious goals, work constantly to improve, and are dedicated to helping our students realize success. Excellence means we invest time in understanding the needs and requirements of those we serve and find ways to delight them. We hold high expectations for ourselves, our colleagues, and our students. We recognize and celebrate the accomplishments of our students and our College. We change the world for the better when we strive for excellence by achieving more.

We live this value when:

- We set and achieve high standards for our performance and ambitious goals for our future.
- We express our appreciation to others for good work, celebrate our student and staff successes, and maintain a positive attitude about the work we do.
- We continuously improve processes to eliminate errors, create value, provide better service, and enhance quality.
- We ask when we don't know.
- We listen to the voice of those we serve and find ways to meet and exceed their needs.
- We actively seek feedback from those we serve and use it to improve our processes, programs, and procedures.
- We try new things, learn from best practices, and take managed risks.

Equal Opportunity/Affirmative Action

It is the policy of Illinois Central College that no person shall be excluded from consideration or denied employment because of discrimination. The affirmative action status of the College is an extension of this basic respect for an individual's dignity and understanding the needs of its heterogeneous population for diverse role models provided by the College's faculty and staff.

The goals of the Affirmative Action Program include:

- To employ a work force which reasonably reflects the composition of the population within the area from which the employees are drawn
- To continue to provide equal employment opportunity to all people regardless of race, color, religion, gender, national origin, age, ancestry, disability, sexual orientation, or veteran status
- To continue to maintain an environment at the College that is free of sexual harassment and other types of discriminatory harassment, and that respects the dignity and worth of all members of the institutional community

Board of Trustee's Affirmative Action Policy Statement

Illinois Central College is committed philosophically to providing excellence in education to its students. Illinois Central College's students are composed of individuals of both genders and many different ages, abilities, interests, motivations, and socioeconomic backgrounds. Illinois Central College serves a population diverse in cultural, ethnic, racial, and religious composition.

The volunteer affirmative action status of Illinois Central College is an extension of the College's commitment to respecting an individual's dignity and understanding the needs of its heterogeneous population for diverse role models provided by the College's faculty and staff. The cultural, ethnic, racial, religious, and gender composition of the College's employees affect teaching diversity and are necessary and desirable elements of an educational institution such as Illinois Central College.

Illinois Central College is committed to non-discrimination and equal opportunity in programs, activities, and employment (except where gender, age, or lack of disability is a bona fide occupational or programmatic qualification) for students and employees regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or other factors prohibited by law.

Further, Illinois Central College is committed to a comprehensive program of affirmative action to ensure access, equity, and fairness in educational programs, related activities and employment for minorities, women, disabled persons, disabled veterans, and veterans of the Vietnam Era.

It is our firm belief that the employment practices of Illinois Central College are nondiscriminatory. The premise of the affirmative action concept is that the realization of equal opportunity requires that positive steps be taken to ensure equity and fairness for all. To further strengthen that position, we reemphasize through this policy statement that every aspect of the employment relationship, including hiring, placement, promotion, transfer or demotion, recruiting, advertisement or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, training, and terminations, shall be accomplished without regard to race, color, religion, gender, age, national origin, ancestry, physical or mental disability unrelated to ability, sexual orientation, or status as a disabled veteran or veteran of the Vietnam Era. The College will establish goals and timetables designed to achieve representation of women and minorities consistent with their availability.

Consequently, Illinois Central College reaffirms its ongoing commitment to equal opportunity in employment and education by endorsing the following policy which will be the cornerstone of the College's Affirmative Action Program.

Affirmative Action Policy

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, gender, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with, or be subject to discrimination of any kind by the College.

The President, as Chief Executive Officer, shall have the ultimate responsibility for administration of the College's Affirmative Action Program. The Diversity Director shall be responsible for periodic audits of equal employment opportunity practices, "positions of opportunity," establishment of special programs to supplement affirmative action activities and guidance in handling specific problems which may arise. The College's affirmative action progress will be reviewed annually with administrative personnel and the Board of Trustees.

All supervisory personnel are responsible for direct compliance with these policies within the respective areas of their activities. It is the essential responsibility of all employees to conduct themselves in such a way that their support of these policies is evident. The College will maintain a written Affirmative Action Plan, relevant portions of which will be made available for review by all applicants and employees during regular business hours.

Illinois Central College stands committed to **ive**rSity in all of its dimensions. The college embraces, values, and encourages **liverSity** at all levels of its operation. The college stands for tolerance, non-discrimination, and cultural sensitivity. Inclusion is at the core of Illinois Central College's educational and service strategies. Respect for (102) Se individuals will be evident in the college's interactions with students, employees, and the communities it serves.

Employees are expected to report on time each day they are scheduled to work. Absence or tardiness places an extra burden on your coworkers, and may result in disciplinary action. Absence is defined as failure to report for and remain at work as scheduled. This includes late arrival at work and leaving early. Attendance is one of the factors rated in performance evaluations.

If you are going to be absent, you are to contact your immediate supervisor before your regular start time if at all possible. Make every effort to speak to your supervisor directly rather than leave a phone message. You must notify your supervisor each day you are absent unless it is understood by both parties that you will be absent for a specific number of days.

Absences for three consecutive workdays, without calling in, may result in termination for job abandonment. One exception would be that you were physically unable to contact your supervisor.

The College recognizes that, due to unforeseen circumstances, you may be late getting to work. Whenever possible, call your supervisor to advise him/her that you will be late, the reason, and the approximate time you anticipate getting to work.

Any unauthorized absence, lateness, or leaving early may result in loss of pay, disciplinary action, demotion, or dismissal.

The employee must call his/her supervisor if illness will prevent him/her from performing his/her regularly assigned duties. Unless on an approved leave, the employee must personally contact his or her supervisor, prior to the start of each scheduled shift.

It is the responsibility of the employee's supervisor to report all absences to the Payroll Office.

Whenever an employee expects to have, or has had, an extended absence, whether paid or unpaid, it is the responsibility of the employee's immediate supervisor to notify both the Payroll Office and the Human Resources Office, in writing, of the last day the employee actually worked and the first day the employee returned to work.

Excessive Absenteeism

Any full-time employee absent without pay for 20 or more "red-time" hours in any 12-month period will be considered to be excessively absent and will be subject to immediate termination.

No-pay time which did not have prior approval is "red time" and shall be considered as an unauthorized absence. It may accumulate to a maximum of 20 hours, regardless of an individual's accumulated sick leave. Unapproved absences can be grounds for disciplinary actions, up to and including termination.

Such time shall be noted on each employee's absence report at the time the absence report is completed.



Discriminatory Harassment Policy

Illinois Central College is committed to the philosophy that all employees and students have a right to work and be educated in a discrimination-free environment. This encompasses freedom from discrimination based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran, or marital status. Any such discrimination undermines the integrity of the employment relationship and the educational experience. Title VII of the Civil Rights Act of 1964, as amended, includes sexual harassment as a prohibited form of sex discrimination for employees, and Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students. The Illinois Human Rights Act of 1980 also renders sexual harassment illegal. For these reasons, the following policy was developed.

Policy

It is the policy of Illinois Central College to maintain an environment which respects the dignity and worth of all members of the institutional community, and is harmonious with the College's mission of educating and providing services. To this end, harassment of faculty, staff, administrators, and students at Illinois Central College based on race, color, gender, sexual orientation, religion, national origin, age, disability, or veteran status is unacceptable conduct, is in violation of this policy, and will not be tolerated. Retaliatory action against a person reporting sexual or other forms of harassment and intentional false accusations are also prohibited. Individuals in violation of this policy are subject to severe disciplinary action, up to and including suspension, discharge, or expulsion.

Definition of Sexual Harassment

For purpose of this policy, sexual harassment is defined as in the Equal Opportunity Commission Guidelines, as any unwelcome, unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances
- Subtle or overt pressure for sexual favors
- Unwelcome sexual jokes, comments, innuendos, advances, propositions, or abusive personal remarks
- Verbal abuse of a sexual nature
- Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Offering or implying a reward or threat concerning academic assignments, grades, discipline, or other terms or conditions of the academic situation in exchange for sexual favors
- Demeaning behavior including but not limited to staring, leering, pinching, obscene gestures, touching and other physical conduct, or blocking the movements of another person
- Obscene, pornographic, discriminatory or sexually explicit phone calls, emails, or other communications



Complaint Procedure

INFORMAL PROCEDURE

The College encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The College recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable doing so. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, or if the individual wants further information or assistance, the individual should contact the Executive Director of Human Resources. If you receive information regarding sexual or other forms of harassment in your capacity as a supervisor, you are obligated to report it immediately. Individuals who believe they have witnessed sexual or other forms of harassment directed at others should report the harassment to Human Resources.

The Executive Director of Human Resources will direct consultation and advice and will initiate whatever steps are deemed appropriate to affect an informal resolution acceptable to all parties. Every effort will be made to assure confidentiality during the informal resolution process. Discussing a complaint with the Executive Director of Human Resources does not commit an individual to making a formal charge. (Formal procedures are initiated by the filing of a written complaint, which is signed by the complainant and a copy given to the accused person.)

An individual reporting sexual harassment or other forms of harassment should be aware; however, that the College may decide it is necessary to take action to address the harassment beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

FORMAL PROCEDURE

As noted previously, individuals who believe they have been victims of sexual harassment or other forms of harassment should discuss their concerns with the Executive Director of Human Resources. If you receive information regarding sexual or other forms of harassment in your capacity as a supervisor, you are obligated to report it immediately. Individuals who believe they have witnessed sexual or other forms of harassment directed at others should report the harassment to the Executive Director of Human Resources.

- **COMPLAINT** In the event a satisfactory informal resolution cannot be reached, or if the individual chooses not to use the informal resolution procedure, the complainant will be advised of the formal complaint procedure. The Executive Director of Human Resources or the Dean of Student Affairs will request the complainant submit a signed written complaint (statement) at this time. The appropriate College official will inform the accused person of the allegations and of the identity of the complainant. A copy of the written complaint will be given to the accused person.
- **REVIEW COMMITTEE** All formal written complaints will be investigated promptly and impartially by a Review Committee appointed by the President of Illinois Central College. The committee will consist of five individuals representing administrative, faculty, professional, Carpenters' Union, and classified employees. The chair of the committee will be appointed by the President of Illinois Central College.

The Review Committee will interview the complainant and accused person named in the complaint, and others, if appropriate, to ascertain the facts and views of both parties. The proceedings described are not those of a court of law and the presence of legal counsel is not permitted during these proceedings. The Review Committee will not adhere to formal rules of evidence. The appropriate College official or the Review Committee may at any point dismiss a written complaint if it is found to be clearly without merit. The committee will determine whether there is reasonable cause to believe this harassment policy has been violated, and will submit its findings (in writing) to the President of Illinois Central College, along with a recommendation of appropriate action(s) to be taken. A copy of the Review Committee's findings and recommendation will be given to the complainant and the accused person. Both the complainant and the accused person may, within seven days of the receipt of the Review Committee's report, submit a written statement to the President concerning the findings and recommendation of the Review Committee.

Employment

- RECOMMENDATION The President shall receive the committee's findings and recommendation and shall take whatever action is warranted by the evidence, or ask the Review Committee to consider the matter further and submit a supplementary report. Sanctions which may be imposed by the President (or in appropriate cases by the Board of Trustees of the College) include, but are not necessarily limited to, training, referral to counseling, and disciplinary action such as warnings, oral or written reprimands, suspension, reassignment, termination of employment, or expulsion. The reassignment of the complainant will not be an acceptable correction action unless the complainant consents.
- PRIVACY At each step, these procedures seek to protect, insofar as practical and appropriate under the circumstances, the privacy of individuals involved in the complaint. Both in fact finding and in the final disposition of the complaint, reasonable efforts will be made to carry out the procedures confidentially.
- PROTECTION AGAINST RETALIATION Retaliation against an individual for reporting sexual harassment or other forms of harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Constructive criticism and supervisory actions regarding performance or other workplace issues are not retaliation.
- RECORDS The College will maintain a written record of each formal complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. Written records will normally be maintained for at least the same period as other personnel records are maintained.
- FALSE AND MALICIOUS ACCUSATIONS False and malicious complaints of sexual or other forms of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.
- TIMELINESS IN REPORTING HARASSMENT The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual or other forms of harassment.

The complaint procedures set forth in the Discriminatory Harassment Policy are the only internal procedures for sexual harassment complaints or complaints alleging other types of harassment defined in this policy (i.e., existing grievance procedures should not be used for harassment complaints covered by this policy).

FOR ADDITIONAL INFORMATION:

Illinois Department of Human Rights 100 West Randolph Street State of Illinois Center Suite 10-100 Chicago, Illinois 60601 (312) 814-6200

U.S. Equal Employment Opportunity Commission – Chicago District Office 500 W. Madison Street Suite 2800 Chicago, Illinois 60661-2511 (800) 669-3362

All employees are to take the Blackboard Sexual Harassment Prevention training. To complete this training, visit: www.icc.edu. Follow the step-by-step directions in the handout provided in the New Personnel Resources Binder from the Teaching and Learning Center (TLC).



Employee Classifications

College employees are categorized as either exempt or nonexempt as defined under FLSA. The College follows the act to determine the correct category for each employee defined as follows:

NONEXEMPT

Employees, commonly referred to as service and classified personnel, who are paid on an hourly basis and who are paid every other week.

EXEMPT

Executive, administrative, and professional employees who are paid on a monthly basis. Such employees are exempt from, i.e., not covered by, provisions of the Wage-Hour Law and are not eligible for compensatory time off or for overtime pay because their duties, responsibilities, and compensation together meet the criteria of the Act.

Classified, service, and technical employees of the College for whom this handbook was prepared are designated as nonexempt. They are considered "employees at will" and have no tenure, nor are they eligible for tenure or the equivalent. Continued employment is subject to economic conditions and the needs of the College. These employees include:

FULL-TIME EMPLOYEES

Full-time employees regularly work 40 hours per week and are entitled to employee benefits, including optional group health insurance coverage, sick leave, and vacation benefits.

"Regular full-time" employees include those individuals who fill full-time positions authorized in the College's annual budget adopted by the Board of Trustees.

Full-time grant-funded employment is conditioned upon the length of the funding available under the grant.

TEMPORARY FULL-TIME EMPLOYEES

Individuals may be hired with the approval of the Executive Director of Human Resources as temporary full-time employees to work on specific projects of limited duration, to relieve regular employees who are on leave of absence, or to augment the College's regular workforce when conditions create short-term staff shortages.

Such employees do not fill regular full-time positions approved by the Board of Trustees in the annually adopted budget; however, these individuals may work a full-time workweek.

The normal period of employment for a temporary full-time employee shall not exceed 90 calendar days of continuous employment, during which the employee is not eligible to receive or to earn fringe benefits.

If approval is granted by the Executive Director of Human Resources to extend the temporary full-time employment beyond the 90 days, the employee shall be eligible to earn sick leave and vacation, shall be entitled to receive holiday pay and may elect to participate in the health insurance program, beginning the 91st day of continuous full-time employment.

Temporary full-time employees who have worked 90 continuous days or more and who subsequently are hired to fill a regular full-time position shall be credited with having served their initial probationary periods provided there has been no break in continuous service, the temporary service has been in the same job classification, and a written performance evaluation has been completed.

PART-TIME EMPLOYEES

Part-time employees are normally hired to work up to 29 hours per week or for a designated number of hours per day according to the needs of the College.

Part-time grant funded employment is conditioned upon the length of the grant and the funding available under the grant.

More specific information describing policies and practices applicable to part-time hourly classified, service, and technical employees is provided as part of the Part-time Classified Personnel Handbook.

Employment

Employment of Less Than 12 Months

When a member of the hourly nonexempt staff is assigned to or initially employed in a budgeted position to regularly work full-time for less than the normal 12-month period, the following will apply:

- Salaries, paid on an hourly basis, will be paid for actual time worked.
- Vacation time, earned on a per-month basis for each full month of employment, will continue to be earned on the same basis, but will be prorated based on the period of active employment.

Vacation must be taken during the period covered by the employment authorization. The individual will not receive additional pay for vacation earned during the period of continuous active employment but taken during the period of inactive employment.

- Sick leave, earned at the rate of one day for each full month of employment, will continue to be earned at the same rate, but will be prorated based on the period of active employment.
- If the College and a full-time employee mutually agree to have work performed by the employee during a period other than that period applicable to the basic assignment, as in the instance of a full-time employee working an authorized reduced schedule because of a verified medical condition, the employee will continue to earn vacation and sick time, prorated based on the period of active employment. Eligibility for holiday and established shutdown pay would continue, with payment based on hours scheduled within the approved reduced work period.
- Group health insurance and other fringe benefits may be maintained between continuous employment periods, provided the employee is not employed full-time elsewhere.

The employee shall be responsible for paying in advance of any inactive period of employment his/her normal employee benefit costs and optional payroll deductions.

Employment Procedures -----

An individual may be eligible for employment at Illinois Central College if he/she meets the College's minimum standards of education, experience, and skill for a specific position.

All prospective employees will be screened initially by a staff member of the Human Resources office and, if qualified for an available position, may be interviewed by the screening committee and supervisor of the department in which a vacancy exists. Recommendations from past employers and educational records may be checked. The successful result of a criminal background check and a medical examination, to include a drug test, will be required of final candidates for all positions.

Skills or specialty testing may be required for specific jobs at ICC. Full-time commissioned police officer candidates are required to undergo a physical agility test, a polygraph test, and a professionally administered psychological examination.

Applicants not previously employed by ICC and internal candidates will be required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, before being hired.

In some job classifications, applicants must be at least 18 years of age and in some cases 21 to be considered eligible for employment.



Hours of Work

The normal workday for full-time hourly nonexempt employees shall be from 8:00 a.m. to 4:30 p.m., or a comparable eight and one-half hour period; and the normal workweek shall consist of five consecutive workdays. Within this framework, individual departments may follow different operational schedules, as well as varied workweek schedules based on the need for different shifts, to meet students' needs, or efficiency. Work schedules may be changed from time to time based on business needs.

For overtime purposes, the work week begins on Sunday and ends on Saturday.

All employees are expected to report to work during assigned working hours.

Employees in areas such as Dispatcher who are required to provide staffing 24 hours per day, seven days per week shall be required to work five eight-hour work shifts per week as determined by their immediate supervisors. Such employees shall be required to clock in and clock out at the beginning and end of each work shift. Additionally, such employees are not required to clock in and clock out for his or her lunch period.

When a regular full-time employee is called in to work on a day other than his/her regular workday, he/she shall be paid for a minimum of two hours for less than two hours of work. He/she shall be paid for actual hours worked in excess of two hours. Any hours in excess of 40 hours weekly would be paid at an overtime rate.

In any classification where staffing is maintained 24 hours a day seven days per week, each employee initially shall be assigned to a designated shift. "Shift," as used herein, shall refer only to first, second or third shift as identified by the College and shall not refer to the individual's scheduled workweek or workdays.

When inclement weather or other circumstances create conditions which may necessitate the closing of the College, it shall be presumed the College will be open. The obligations of all staff will be met unless a general announcement through the local media, as well as available social media outlets, that the College will be closed is made by the President or other designated person.

ADDITIONAL INFORMATION

Under special conditions (such as an early closing due to bad weather), the College may set alternative work hours.

The College will consider modification of work schedules on an individual basis as a reasonable accommodation for employees with disabilities, or to accommodate an employee's religious beliefs, unless making that accommodation results in undue business hardship. The College will adhere to the applicable federal, state, or local regulations that apply.



Job Classifications -----

The salary ranges for full-time hourly nonexempt personnel requires an ongoing system for reviewing the level of positions within the College's organization.

Periodic reevaluation of job classifications is conducted in order to maintain appropriate placement and salary ranges. Areas reviewed include: position responsibilities, impact of a position, education, and the experience required in the position.

The following process is utilized to provide a mechanism for the review of job classifications and to provide individual employees a means to request a reevaluation of their position classifications when there have been significant changes in the position:

- The employee may request in writing to his/her immediate supervisor a reevaluation of the employee's job classification.
- The employee and his/her immediate supervisor shall meet to discuss the employee's job description in an attempt to clarify the extent of changes in responsibilities, if any, or any other basis for the employee's request.
- If, in the immediate supervisor's judgment, a review appears to be justifiable, the supervisor shall submit a written recommendation through the appropriate organizational unit that the employee's job classification be reevaluated.

If the immediate supervisor does not feel a review is warranted, he/she shall notify the employee in writing within 30 working days of his/her receipt of the employee's written request. The employee then may request a meeting with the immediate supervisor, other supervisory personnel within the organizational unit and the appropriate managerial officer(s) for the purpose of discussing the review request and the basis for its denial.

Copies of the employee's original written request, as well as copies of all other documents and recommendations by supervisory and managerial staff directly related to the review request, shall be forwarded to the Human Resources Department by the appropriate management officer for recordkeeping.

- When the appropriate management officer approves a formal review and reevaluation of the job classification, the manager shall submit the Classification Review Request Form to the Human Resources Department to initiate the formal review process and shall forward any supportive rationale the employee and/or supervisor wishes to submit. The Human Resources Department may meet with the employee, immediate supervisor, and/or appropriate management officer(s) if necessary to gather additional information which may be required during the formal reevaluation.
- Upon receipt of all information requested, the Executive Director of Human Resources shall submit his/her recommendations to the Compensation Committee at its next meeting.

The Committee shall include the Vice Presidents, other senior leaders if deemed appropriate, and the Executive Director of Human Resources. This Committee shall meet as often as possible to address completed requests for reclassification.

The final disposition of the review shall be communicated through the appropriate organizational unit to the employee, who also will be notified in writing of any change and the effective date of any such change.

In addition to reevaluations made in response to individual requests, the Committee may periodically review other position classifications when deemed necessary or appropriate. The Committee shall review the appropriate range placement for newly authorized positions or positions created through transfer or reorganization.



Job Classification Descriptions

Job descriptions for nonexempt positions are maintained for employee reference in the Human Resources office.

Job descriptions are not intended to be all inclusive. The basic function, characteristic duties, and essential functions of each classification may be supplemented as necessary. Departmental position, specific documents outlining duties, tasks, responsibilities, and timeframes for each position should be developed which identify more specific kinds of work assignments, expectations, and requirements.

Part-Time Employment

Illinois Central College defines a part-time employee as one who is regularly scheduled to work 29 hours or less during each work week.

Procedures

Area managers and supervisors will develop work schedules for part-time employees, and will ensure that part-time employees receive orientation training, safety and health training, and training in all aspects of the job.

Regular part-time employees will adhere to all College policies that apply, including, but not limited to, the no smoking policy, the drug and alcohol policy, the workplace security policy, the dress code, and all applicable safety policies and procedures.

More specific information describing policies and practices applicable to part-time hourly classified, service and technical employees is provided as part of the Part-time Classified Personnel Manual.

Performance Evaluation -----

It is the practice of the College to conduct performance evaluations for employees on an annual basis. The evaluation process documents each individual's performance during the prior year.

Supervisor and managers are to conduct a performance evaluation for full-time classified personnel prior to receiving any annual pay increase.

New Employees

All new non-exempt employees are to be evaluated by their immediate supervisors prior to the end of his/her probationary period in addition to the annual performance appraisal and at least two times within their first year of employment.

The purposes of evaluations during this period will be to review the employee's understanding of the College and its procedures, to assess whether he/she has adjusted satisfactorily to his/her position and to provide him/her with information regarding strengths and weaknesses, if any, in his/her performance.

These evaluations shall be discussed with the new employee and subsequently shall be forwarded to the Human Resources office for inclusion in the employee's personnel file.

The evaluation documents also shall serve as a basis for recommending continuing employment and shall be considered when annual salary adjustments are determined.



Continuing Employees

As part of the annual appraisal process, individual employees will be required to complete and to submit a self-evaluation to their immediate supervisor.

Individual conferences between the employee and his/her supervisor will be scheduled to review the employee's performance. These conferences will take place before the written evaluation and self-evaluation reports become a part of the employee's personnel file.

The written evaluation will be reviewed by the appropriate administrative officer(s) and subsequently placed in the employee's personnel file in the Human Resources office. The employee is to receive a copy of the final performance appraisal that is placed in his/her personnel file.

ADDITIONAL INFORMATION

Employees will not be evaluated while off work due to a leave of absence. If an employee starts a leave of absence before his or her evaluation date, the effective date of the evaluation will be the date he or she returns to work from leave.

If a raise is due, the effective date would not be until after the date of return from an approved leave of absence.

Receipt of a satisfactory performance evaluation shall not constitute an assurance of continuing employment.

Probation -----

All new full-time classified, service, and technical employees have an orientation/probation period of the first 90 calendar days of employment with the College. During this time, the College and the employee have an opportunity to closely evaluate performance and suitability for the position. During this time, the employee performance will be evaluated by his/her supervisor. A review during the probationary period is to occur every 30 days. Prior to the end of the probationary period, a determination will be made whether to retain the employee. Probationary periods may be extended with the approval of the Executive Director of Human Resources for an additional period not to exceed 30 calendar days. Should the work of the new employee not meet requirements, the employee will be notified in writing by his/her supervisor prior to the end of the probationary period.

The College reserves the right to terminate the employment relationship at any time, including during a probation period. Nothing in this policy changes the at-will nature of the employment relationship.

The probationary employee may be terminated without the right of appeal or use of the complaint procedures, except if his/her complaint pertains to unlawful discrimination. An individual separated from employment for whatever reason prior to the expiration of his/her probationary period will have any accrued benefits at the time of separation paid out according to federal or state requirements; and valid medical insurance claims filed during this period will be honored.



Resignation and Separation

If an employee elects to resign from the staff in good standing, he/she must file a written resignation with his/ her immediate supervisor and with the Executive Director of Human Resources department, giving notice of no less than ten working days. A separation conference shall be scheduled by the employee with the Executive Director of Human Resources, and a confidential exit interview questionnaire is to be completed and returned to the Human Resources Office prior to the date of separation.

In the event a full-time hourly position is eliminated, the affected employee will be given written notice by the College no less than 30 calendar days prior to his/her separation date. Employees who are displaced are encouraged to work with the Human Resources' staff to review any vacancies within the College for which the employee may apply if qualified.

Prior to lay off, employees may request consideration for placement into an open position. Consideration can be given with or without the position being posted. Factors to be considered include: a review to determine if the individual is qualified for the open position, a review to determine if the individual has a positive work record, and whether or not the individual can learn the job in a reasonable amount of time. The final determination will be made by the appointing authority.

Any regular full-time employee who is to be dismissed shall be given ten working days' notice or ten working days pay at his/her current hourly rate in lieu of notice except in cases of dismissal for reasons including excessive absences, unsatisfactory performance during his/her probationary period, insubordination, or gross misconduct.

Other temporary full-time, part-time, and student employees may be dismissed without being given ten working days' notice or ten working days pay in lieu of notice.

Retirement

Effective July 1, 1991, any individual employed on a continuous basis for at least four months—or one academic term, whichever is less—is required to participate in the State Universities Retirement System (SURS), unless the College determines:

- employment is irregular, intermittent, or temporary;
- the individual is a student employee at Illinois Central College and is employed on a temporary basis at less than full-time;
- the individual is receiving a retirement annuity or disability retirement allowance from SURS; or
- the individual is on a military leave of absence.

Employees who terminate their employment with the College before retirement may apply for a refund. If the individual was employed for more than five years, he/she may elect to leave his/her contributions in his/her SURS account until reaching retirement age. Employees retiring at the end of a calendar year must work the last day the College is open before Christmas Eve, in order to receive shutdown pay and extend their health benefits through the last day of shutdown.

The College encourages all employees to contact SURS directly prior to making any decisions. Working with SURS can be very helpful in obtaining the necessary information available to make informed decisions.

Retirement annuities will be provided in accordance with applicable provisions of SURS. Details may be obtained by contacting the Participant Services Division, State Universities Retirement System, P.O. Box 2710 Station A, Champaign, IL 61825-2710 (1-800/ASK-SURS).

Employment

Compensation -----

The College establishes compensation levels and ranges for each position based on job responsibilities, knowledge, skills, abilities, education, College affordability, and market trends.

The compensation ranges are reviewed prior to the start of each fiscal year, and adjustments are made based on the College's ability to pay and market trends. These ranges are posted on ICCNET under the Human Resources section. Such changes in compensation are at the College's sole discretion.

Salary increases are not automatic. They are awarded within the guidelines of the budget approved by the Board of Trustees. Annual adjustments, if any, for eligible regular full-time employees normally are effective once annually the first full pay period in July.

Individuals initially hired full time March 1 or later will not be eligible for an annual increase until July of the following year.

Salary adjustments, such as those approved when an employee is promoted, may be authorized. Such adjustments normally are made effective at the beginning of the employee's next regular full pay period.

Regular full-time hourly nonexempt employees will be informed in writing of changes in their individual base hourly rates.

For employees within externally funded programs, adjustments may be effective upon grant renewals, provided such adjustments are included within the grants.

Equity Adjustments: From time to time, equity adjustments may be deemed necessary with the approval of the President.

Emergency Pay -----

Whenever the Vice President for Administration and Finance declares an emergency condition exists, those classified employees who shall be required to work through the emergency condition, e.g., when conducting a search after buildings have been evacuated or during tornado and fire alarms when an actual hazardous situation exists, shall be paid at one and one-half times their regular straight-time hourly base rates during the designated period of the emergency.

Final Payment of Wages -----

An employee who is separated from employment shall be paid in full for all earned wages and vacation as of that individual's last day actually scheduled to work. No payment shall be made for unused accumulated sick leave or personal leave. Final payment shall be made at the next available pay date after separation occurs, and fringe benefits shall cease as of the employee's last day actually worked.

Prior to receipt of his/her final compensation, the employee must return all materials, equipment, and other College property to his/her immediate supervisor; and pay any outstanding fees owed the College.



Overtime -----

The College complies with all federal and state regulations pertaining to overtime compensation.

Overtime is defined as all authorized hours worked in excess of 40 during a workweek. A full-time hourly nonexempt employee who works overtime shall be paid at the rate of one and one-half times his/her regular hourly base rate (excluding payment of any additional differential) for each overtime hour worked.

Hours paid during any week for accrued sick days, personal leave days, vacation days, and holidays recognized by the Board of Trustees shall be considered to be hours worked for the purpose of computing overtime pay.

Classified, service, and technical employees shall not be permitted to earn compensatory time, to "bank" or to stockpile overtime hours for use at a future date beyond the same workweek in which the overtime was worked.

Averaging workweeks to avoid paying overtime is prohibited specifically by the Wage-Hour Law and should not be confused with compensatory time. For example, if an employee works 50 hours during the first week of a pay period, the College cannot work the employee 30 hours the second week and merely pay the employee for 80 hours worked during the pay period—this is averaging.

Employees may be required to work beyond their normally scheduled workday or workdays when deemed necessary (e.g., such as in a situation when an individual may have to work beyond his/her regularly scheduled shift because of the failure or inability of a coworker to report to work the next succeeding shift) for the orderly and effective operations of a department, and refusal to work such additional mandatory overtime may subject the employee to disciplinary action.

Employees who work overtime without authorization may be subject to discipline, up to and including termination.



Payday and Payroll Deductions

Paydays

Payday for hourly nonexempt employees normally will be every other Friday. In order to allow for payroll processing time, the period covered on which the employee is being paid is the two weeks prior to the week of the payday.

Payroll checks will be direct deposited into the employee's designated bank or other depository. Employees will be provided current and historical paycheck data and annual salary history that can be accessed both on and off campus through the ePay service system. This paycheck data will include hours worked, gross pay, net pay, pension contributions, deductions such as Federal Withholding Tax, State Income Tax, insurance payments, etc. There is also access to employee sick and vacation usage and balances.

Errors in payment of wages, overtime, or other adjustments will be corrected on the next regular payday provided the Payroll Office has been notified at least one week in advance of that payday.

Payroll Deductions

Medicare, federal, state, and local income taxes, and contributions to the State Universities Retirement System (SURS) are deducted from paychecks according to the law. Other deductions can only be made with the employee's authorization. These deductions may include, but are not limited to, the following: 403(b) contributions, group health premiums, Section 125 flexible spending and dependent care programs, excess life insurance premiums, union dues, ICC Foundation, charity donations.

Court-issued wage assignment or garnishments are deducted in accordance with a court order.

Credit Union

Illinois Central College provides payroll deductions for the Tazewell County School Employees Credit Union on an individual basis for regular full-time employees. Arrangements for such deductions may be made through the Payroll Office.

Medicare

Employees hired after March 31, 1986, shall have 1.45 percent of their earnings deducted from his/her pay for mandatory Medicare coverage premiums.

Effective July 1, 1991, employees who are not eligible to participate in the State Universities Retirement System for any reason, with the exception of annuitants, must pay into Social Security.

Each employee is required to complete W-4 forms for federal and state income tax deductions. Should an employee's exemption status change, a corrected W-4 form must be filed with the Payroll Office or with Human Resources by the employee. W-4 forms are available from the Human Resources Department.



Promotion, Transfer, and Reclassification ••••••

Efforts will be made to advance qualified employees to higher job classifications based upon their performance and skills, giving them preference over applicants not employed currently by the College who, in the judgment of the administrative officer, are equally qualified.

Promotion

A promotion is defined as a personnel action which advances an employee from one salary grade to the next, or authorized position to another higher-level position, with a significant change in the nature of the work activity, qualifications, responsibility, and impact beyond the previous job.

Any advertisement for a regular full-time hourly nonexempt position vacancy will be posted for a minimum of five work days.

All regular full-time on-campus employees who apply and who meet the qualifications established for the position will be given an interview with the supervisor responsible for filling the vacant position.

Any employee selected for promotion to a different, higher-level position will receive a salary increase which raises his/her salary to at least the minimum of the new range level. The standard promotional adjustment, for an advancement of one or more levels, will be 75¢ per hour and will be effective at the beginning of the employee's next regular pay period following the promotion.

Each full-time on-campus applicant interviewed for a full-time position will receive notification from the interviewing supervisor or Human Resources regarding the supervisor's decision following the formal acceptance by the chosen candidate. Such communication should occur prior to or simultaneously with announcement of the candidate selected for the position.

An employee wishing to apply for a promotion must apply for the position on-line when a vacancy is announced. A skills assessment may be required to determine technical qualifications. Where a specific skill level, e.g., word processing proficiency, is included among the necessary qualifications for a position, current staff who have demonstrated the designated minimum acceptable level within the past two years will not be reevaluated for that skill. A reevaluation will be required to verify proficiencies which have not been assessed for two years or more.

An interview with the screening committee and supervisor will be arranged for final candidates meeting the position's necessary requirements. Please note that interviews will only be set up for those candidates with the skills criteria established and which are specific to the position that is open.

The promoted employee must serve a trial period of 30 working days in the new position. Benefits earned in the previous position will be carried over to the employee's new position and will continue to accrue. A promoted employee whose work is substandard or who expresses dissatisfaction with the new position during the trial period will be entitled to return to his/her old position and classification if it is still available.

Any internal candidates not chosen for a position may, should they so desire, request a meeting with the hiring manager and Human Resources to discuss potential developmental steps to enhance his or her competencies and what skills are needed for future advancement.



Transfer

A transfer is defined as movement from one position in a particular range to another position in the same or, in some cases, a lesser range.

An employee desiring a transfer to an open position must apply on-line. Transfers, which should not be confused with promotions, generally do not result in salary adjustments.

The transferred employee also must serve a 30-day trial period and will carry to his/her new position all benefits earned in the previous position. Like the promoted employee, the transferred employee may move or be moved back to his/her former position, if available, during the trial period if he/she is dissatisfied with the new position or if he/she is unable to perform the new duties in a satisfactory manner.

Whenever a person applies for a position in a "lower" range and is transferred or is reassigned to it, there shall be no reduction in that person's base salary—provided the base salary is within the range established for the position.

If that individual's base salary exceeds the maximum of the range for the position to which he/she is moved, the individual's base salary shall be reduced to the maximum for the range. A classified employee who moves for any reason from a position in a higher range to one in a lower range shall not be eligible to receive the increment for a reclassification or promotion for at least one full calendar year from the effective date of his/ her most recent change in status which resulted in the awarding of an increment for a reclassification or promotion.

When a shift vacancy occurs in any classification and where shifts are required, employees within that classification shall be eligible to request reassignment. Preference in moving to another shift normally will be given to the employee with the greatest continuous full time seniority within the specific job classification, provided experience, ability, qualifications to perform the work available, and previous job performance are equal.

Reclassification

The reclassification of an employee's position to a different range occurs when the duties and responsibilities, qualifications, or impact of a position change to such an extent they result in the assignment of the position to a different range. A reclassification to a higher range will be accompanied by an adjustment in an individual's salary rate.

The standard increase, for a change of one or more ranges, will be 50¢ per hour, effective the beginning of the employee's next regular pay period following reclassification. An additional adjustment will be considered only if necessary to bring the individual's salary to at least the minimum of the new range for his/her position.



Shift Differentials -----

The College shall pay shift differentials to full-time hourly nonexempt employees assigned to work only second or third shifts as follows:

- SECOND SHIFT 30¢ hourly differential
- THIRD SHIFT 40¢ hourly differential

Second and third shifts normally begin after 3:00 p.m. and 11:00 p.m. respectively; however, the College reserves the right to establish other shift starting and ending times to meet the operational needs of particular departments.

Any employee required to work a swing shift, i.e., to move back and forth from second and third shifts, as defined by the College, will be paid his/her regular hourly base rate plus the third shift differential.

In instances where the majority (more than half) of an employee's work hours within a scheduled workday falls during the second or third shift, he/she will be paid the second (or third) shift differential for all hours regularly worked in his/her assigned shift that day.

TimeLink -----

The College keeps an accurate record of all hours worked by employees for benefit and compensation programs. The College complies with the requirements of the Wage and Hour rules and Fair Labor Standards Act.

Procedures

- Your ICC ID card is to be used to clock in and out at the TimeLink time clocks or via a computer terminal to record your time. You are required to clock in and out to record hours actually worked. You must also account for all hours you are regularly scheduled to work each day. Any deviation from your regular scheduled hours must be accounted for.
- Employees do not need to clock out and in for work breaks. The system is programmed for a meal break of 30 minutes for some employees. Other employees that are directed by their supervisor to clock in and out for lunch must do so daily.
- Employees must report time taken off in 15-minute increments. Employees who come in early or late cannot automatically flex time during the work day or week to make up the missed time or leave early. The employee must seek approval from his/her supervisor in advance.
- The timekeeping system is programmed to allow a five minute window prior to the start of work and five minutes after the end of work. It is also programmed to round to the nearest quarter of an hour.
- If you missed clocking in or out, contact your supervisor. Your supervisor can edit the report for in/out.
- Misrepresentation of time is subject to disciplinary action, up to and including termination. Any employee who fails to clock in or out a total of four times per calendar month will be counseled on the importance of clocking in and out and disciplinary action may be considered.
- Reporting time for another employee will not be tolerated unless you are a designated time approver.



Educational Assistance Program -----

In addition to tuition waiver provisions, Illinois Central College will permit eligible full-time hourly nonexempt personnel to attend job-related classes on a shared-time basis during an employee's regular workday.

Regular full-time employees may participate in the Educational Assistance Program by enrolling for any term which begins after the employee has completed at least one year of full-time service with the College.

Enrollment through this program is restricted to Illinois Central College courses which:

- are directly applicable to the requirements and performance objectives of the employee's present assignment,
- are directly related to the employee's potential development within the College, or
- fulfill an identified training objective or part of a program leading to a degree or certificate as determined from an approved plan of study.

This program applies to formal coursework given for academic credit. However, it does not apply to workshops and non-credit classes or to correspondence, TV, independent study, or contractual courses.

Upon approval by the individual's immediate supervisor and appropriate managerial officer, an employee may enroll, provided space is available, for one course per term—not to exceed five clock hours per week—during the employee's regularly assigned working hours. It shall be understood the non-classroom portion of any coursework must be completed outside the employee's regular work schedule and that it will not interfere with the employee's normal work assignments.

Any employee electing to participate in this program must be in good standing and must satisfy all regular admissions and academic requirements/prerequisites prior to taking a course.

One-half the time required for class attendance will be with pay. The other one-half will be without pay or may be charged to the employee's accumulated vacation time or, if none has accrued, to available personal leave time. The employee may not use unpaid time such as a lunch period as a portion of the one-half time without pay. If proper supervision is available, the employee's share of time away from work for class attendance may be made up during the same week the absences occur by lengthening the daily work schedule, provided the adjusted schedule has been approved in advance by the appropriate supervisor.

Copies of transcripts and/or grade reports must be submitted directly to the Human Resources office as evidence of completion of courses taken through this program.



Employee Assistance Program -----

The College offers an Employee Assistance Program (EAP) to all employees and members of their immediate households. The EAP is designed to offer confidential consultation and counseling services to employees and their dependents who are experiencing problems which may be impacting their life at work and/or at home. Some of these problems may include, but are not limited to: family conflicts, marital issues, addictions, emotional distress, and job-related or financial difficulties.

Employee Assistance services are provided by Resource Management Services, Inc. at 3020 W. Willow Knolls Dr., Peoria, Illinois. When a problem is troubling you, simply contact a counselor at (309) 681-5652 or (800) 333-2095. A simple phone call will get an immediate response, 24 hours a day, seven days a week. An appointment can usually be offered within 48 hours. You'll meet privately and confidentially with an experienced counselor, discuss your problem, and decide on a plan of action.

There is no charge for evaluation or brief counseling. If referral is necessary, Resource Management staff will help you access your insurance.

Types of Referrals

- SELF-REFERRAL This takes place when you make contact with the EAP on your own.
- INFORMAL REFERRAL

This takes place when a supervisor, coworker, family member, or community professional recommends or suggests that you utilize the EAP.

SUPERVISORY REFERRAL This takes place when performance has deteriorated and the individual is required to utilize the EAP or face further disciplinary measures.

Questions about the EAP should be directed to the Benefits Administrator in the Risk Management and Insurance department. Please call extension 5398 if you have any questions.



Regardless of your age or present physical condition, working out at the Fitness Center at the CougarPlex will help you attain total body conditioning and physical well-being.

The 9,500 square foot Fitness Center provides:

- state-of-the-art cardio equipment
- 14 piece LifeFitness Strength Machine System
- 2,000 square foot free-weight area
- one-tenth mile, three lane track with Mondo surface
- group fitness classes

If you are interested in using the Fitness Center at the CougarPlex, you can become a staff member today by stopping in to fill out your member agreement. Staff and spouses can both become members at discounted rates.

Charge up or top off your workout by stopping by the Juice Bar for a healthy shake or light snack! To learn more about the Fitness Center at the CougarPlex, please call 694-5419.

The CougarPlex at Illinois Central College not only houses a full state-of-the-art fitness center, but also a recreation gym that is able to be divided into three separate courts for basketball, tennis, or volleyball. There are two batting cages for softball or baseball and netting to practice your golf swing. The ICC Athletic department is located at the CougarPlex with their ten participating teams plus physical education courses and intramurals for students.

To learn more about the Fitness Center equipment and hours, visit their website at www.icc.edu/athletics/fitnesscenter.asp





Health and Accident Insurance

Full-time employees have the option to participate in or be excluded from coverage in the College's group health and accident plan. Enrollment in the health care plan must occur within the first seven days of employment.

All enrolled full-time employees and their eligible dependents may be covered under the College's group health and accident plan on the beginning date of employment through their last actual workday. Dependent, unmarried children under the age of 19 may be covered. Unmarried dependents who are full-time students may be covered until the age of 25.

If two employees are married, one employee must be designated as the employee and their spouse and/or child(ren) would be considered that employee's dependents.

As of January 1, 2012, the College will be adding coverage for domestic partners in an Illinois Civil Union. Because civil unions are not recognized on the Federal level, the IRS requires that the benefits for the partner be shown as income to the employee at the fair market value rate. The accepted value is the COBRA rate (currently \$557.78 per month). The employee's W2 will be adjusted to reflect the cost of the benefit. The COBRA rate is calculated at the close of the fiscal year and will take effect each January 1.

The process to add coverage for a civil union domestic partner will be:

- Within 30 days of the Civil Union (and 30 days from the initial change to the plan) the employee must notify the Benefits office and fill out the dependent card.
- An additional insurance card will be issued to the employee for the new plan member (this will take several days since they are generated by Mutual Medical).

If disabled, Illinois Central College shall continue basic health insurance for an employee and his eligible dependents as long as long-term disability benefits are being paid to that employee, or until the employee reaches the age of 65, whichever comes first. The employee shall be required to continue making the regular employee contribution for participating in the plan.

Upon retirement, health insurance is available through the State Universities Retirement System (SURS).

A surviving spouse of an active employee may elect to continue within the College's group health plan for six (6) months. The surviving spouse of an eligible retired employee who remained within the plan will have the option, following the death of the retiree, to remain within the College's retiree group health insurance plan if he/she pays the applicable premium in effect.

Coverage will cease for the retiree surviving spouse upon remarriage, death, coverage or eligibility for coverage under another group health plan, or failure to pay the required premium.

Benefits shall be as outlined in the College's Health Care Plan Description booklet. For more information on the benefits provided, see the Benefits Administrator in the Risk Management and Insurance department.



Health Services -----

ICC offers confidential Health Services and first aid supplies to all students, faculty, and staff. Most of these services are offered at no charge.

Services provided by Health Services include:

- Treatment of minor illnesses such as headaches, colds, sinus problems, sore throats, cramps, upset stomach, allergy problems, and similar illnesses
- Referrals to community resources for medical, emotional, drug and alcohol abuse, domestic violence, sexual abuse, eating disorders, sexually transmitted diseases, problem pregnancies, and similar problems
- Accept physician referrals for nursing care while on campus: dressing changes, allergy and other injections, and similar assistance
- Temporary rest area
- Emergency care for acute illness or injury occurring on campus
- Disposable heat and ice packs
- Perform nursing services needed by people with disabilities
- Health counseling and referrals
- TB Skin Test at cost
- Hepatitis B vaccine at cost

ADDITIONAL INFORMATION:

Members of the College's Health Services department and Campus Safety and Security department are trained in first aid and CPR. For more information about the Health Services location, hours and services, visit their website at www.icc.edu/facultyStaff/campusServices_healthServices.asp



Holidays and Shutdowns

Each regular full-time hourly nonexempt employee eligible for benefits shall receive eight hours off work with straight-time pay for the following holidays, provided the employee works a full workday his/her last regularly scheduled workday preceding and his/her first regularly scheduled workday after the holiday:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Birthday Holiday

All "paid" holidays will be celebrated on the days indicated by the College calendar established and approved by the Board of Trustees, except the Birthday Holiday. One day agreed upon by the eligible employee and his/ her supervisor may be taken during the month in which the employee's birthday falls.

Approved vacation leave or a verifiable illness on a continuing employee's last regularly scheduled workday before or his/her first regularly scheduled workday after a holiday will be sufficient justification for receiving holiday pay. Personal leave days shall not be granted the workday immediately before or after a holiday unless the personal leave day had been requested and approved at least 24 hours in advance.

Any regular full-time employee who may be required to work on any of the holidays observed in accordance with this section will be paid at one and one-half times his/her regular rate of pay for actual hours worked on the holiday, in addition to eight hours straight-time holiday pay. The eight hours with straight-time pay for one of the aforementioned holidays shall be considered to be hours worked for the calculation of overtime when said holiday falls on any employee's regularly scheduled workday.

Those employees who are scheduled to work on a holiday and who subsequently become ill and unable to report for work shall be paid only the eight hours straight-time holiday pay.



Other Holiday Observances

If you wish to observe other holidays you may use personal time off, if you have a balance of such time, following established procedures for requesting such time off.

Scheduled and Unscheduled Shut Downs

Eligible full-time nonexempt employees shall be paid their regular salaries for normally scheduled workdays during the scheduled period the College is shut down officially between Christmas Day and New Year's Day, on the days indicated by the official College calendar established and approved by the Board of Trustees and during other normally scheduled work periods when the College is shut down officially because of inclement weather, etc.

Paid time for scheduled shutdowns shall not be considered as hours worked. Any full-time employee who is scheduled to work a normal workday, or normal workdays, during a scheduled shutdown period shall be paid at the rate of one times his/her regular hourly rate for all hours worked during that period.

When required to work during an unscheduled official shutdown time (i.e., shutdown mid-day for inclement weather) eligible full-time hourly employees shall be paid time and one-half at their regular rates of pay for hours worked while the College is shut down, plus straight-time pay for hours remaining in their regularly scheduled shift the day of the shutdown for inclement weather or other declared emergency. A shutdown must be announced by either the Vice President of Administration and Finance or the President of the College.

If an employee can be moved to another area of the College or a different campus to continue working, this will occur prior to allowing the person to go home.

An employee who calls in to report being late to work due to inclement weather shall not be paid for time not actually worked prior to the effective time of the shutdown. Staff who schedule a day as vacation, or as a personal day, or who are absent due to illness or other reason, will be charged for the day even if it subsequently becomes, in full or in part, a shutdown period.

Shutdown periods resulting from inclement weather shall last until 6:00 a.m. the day following the closing unless otherwise specified.

If granted a leave without pay, the employee shall not receive pay for any holidays or shutdown periods occurring within the authorized duration of the leave.

Except when an eligible employee retires under provisions of the State Universities Retirement System, an individual who terminates employment at the College shall not be paid for any holiday or shutdown occurring after that individual's last full day actually worked.

A retiree is eligible to receive pay for holidays or official shutdowns which may occur between the retiree's actual last day worked and the effective date of retirement, provided all other provisions of this section have been satisfied.



Liability Insurance

Illinois Central College carries liability insurance on its employees in accordance with the provision for indemnity insurance outlined in the Illinois Community College Act.

The College has an excess blanket catastrophe liability policy which takes effect after the limits of liability in the general liability policy have been reached.

Life Insurance -----

Effective with an employee's beginning day of employment, the College provides life insurance at the rate of two times your annual salary or wages and accidental death and dismemberment coverage at no cost for full-time employees.

Employees may purchase excess life insurance in the amount of one times your salary through payroll deduction.

At age 70, life insurance and accidental death and dismemberment coverage are reduced to 50 percent of the employee's salary (carried to the next nearest \$500). At age 75, coverage is reduced to 30 percent; and, at age 80, coverage is reduced to 20 percent.

For details on coverage information or to file a claim, contact the Benefits Administrator in the Risk Management and Insurance Department.

Premium costs for more than \$50,000 of life insurance are also reported on W-2 forms, in line with IRS regulations, and appear on your paystub.

Long-Term Disability -----

All regular full-time employees are eligible for long-term disability benefits provided by either the College's insurance program or by the State Universities Retirement System.

State Universities Retirement System Coverage

After a member establishes two years of service, he/she may qualify for disability benefits if he/she cannot perform the duties of his/her position because of illness. No minimum service is required if his/her disability results from an accident.

After 60 calendar days of disability or the termination of salary or sick leave payments, whichever is later, a member is entitled to 50 percent of his/her (a) normal base salary on the date disability occurs or (b) average earnings during the 24 months immediately preceding the month in which disability occurs, whichever is greater.

Disability benefits are payable until the member receives benefits equal to 50 percent of his/her total earnings while a member of the Retirement System, but such benefits are not payable after September 1 following the date he/she reaches the age of 70.

While a member is receiving benefits, he/she continues to receive service credit under the Retirement System and accrues credit for retirement purposes. Active full-time employees who become disabled are eligible to continue Health Plan coverage at active rates until they reach age 65.

Benefits

College Coverage

After 90 calendar days from the date of accident or illness, those full-time employees not eligible for disability benefits under the State Universities Retirement System may be covered by the College's long-term disability policy.

The College's long-term disability policy, depending on certain conditions, may provide coverage prior to, concurrently with, and after SURS benefits are exhausted.

State Universities Retirement System

The State Universities Retirement System of Illinois (SURS) provides retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants. SURS serves a diverse group of employees with occupations ranging from professors and teachers to clerical, building service workers, and groundskeepers.

Employees are not required to pay into Social Security during your employment with a SURS-covered employer, so the employee is not eligible for Social Security coverage based on this employment. The employee will pay Medicare taxes of 1.45% of his or her gross earnings. If the employee has Social Security benefits from a previous employer, those benefits may be reduced.

SURS contributions of 8% of the employee's gross earnings will be automatically deducted from each employment paycheck. Community college employees pay an additional 0.5% of earnings to fund community college annuitant and survivor health benefits under the Community College Health Insurance Security Fund.

Your contributions, investment earnings, and interest accruals are tax-deferred, so you do not pay income taxes on these amounts until you withdraw the funds. The one exception is the .05% that you pay for SURS Health insurance is not a pre-tax deduction.

New members must choose a retirement plan within six months from the date SURS receives their certification of employment from the employer. Their choice is permanent and cannot be changed. Any employee hired after January 1, 2011 will not be vested in the SURS plan until they have earned ten years of service.

Participants of all three plans are protected under a disability benefit program that pays at least 50% of your basic compensation rate if (1) you are physically or mentally incapacitated and unable to reasonably perform the duties of your position for at least 60 days, and (2) you have at least 2 years of service credit. You may qualify for disability benefits before accruing 2 years of credit if the disability is due to an accident.

Employees who terminate their employment with the College before retirement may apply for a refund. If the individual was employed for more than five years, he/she may elect to leave his/her contributions in his/her SURS account until reaching retirement age.

Retirement annuities will be provided in accordance with applicable provisions of SURS. Details may be obtained by contacting the Participant Services Division, State Universities Retirement System, P.O. Box 2710 Station A, Champaign, IL 61825-2710 (1-800/ASK-SURS).

ADDITIONAL INFORMATION

For more detailed information about SURS, visit their website at www.surs.com.



Tax Sheltered Annuity (403(b) Plan) -----

The College provides a 403(b) retirement savings plan to help you prepare for retirement. The plan allows you to elect the amount of your wages or salary to contribute and to direct the investment of your funds.

You are eligible to participate in the 403(b) Plan on the beginning date of employment through your last actual workday.

Your contributions to this plan are pre-tax. There is no minimum contribution; but the maximum rate at which you can contribute is 75% of your total gross wages.

The College currently partners with the following six annuity vendors. Feel free to contact the vendors for more information on the services each provides.

- AMERICAN FUNDS AG Edwards • Mike Tucker • 309-272-1850
- EQUITABLE Steven Christe • 309-692-5772
- FIDELITY Client Services Plan #53084 • 800-343-0860
- THRIVANT FINANCIALS Josh Beenders • 309-692-1121
- TIAA-CREF Don Cheval • 312-345-5620
- VALIC FINANCIAL ADVISORS
 Peter Goddard 309-636-3480
 Todd Reuber 309-287-4897

As with other benefits provided by the College, this policy is not a binding agreement. The Summary Plan Description and the Plan itself govern.

ADDITIONAL INFORMATION

The IRS limits on annual deferrals apply and contributions to this plan, when combined with other plans in which you participate, may not exceed those IRS limits. You may contact the Payroll Manager or use IRS Publication 571 Tax Sheltered Annuity Plans (403(b) Plans) for information on the current IRS limits and for information.



Full-time classified staff who successfully complete classes at accredited colleges and universities may apply to have a portion of their tuition costs reimbursed by the College. This program does not cover externally funded employees.

The reimbursement rate is \$150 per ECH* for Summer, Fall, and Spring semesters in order to compensate partial rates of the state universities. Effective July 1, 2012 the new reimbursement rate will be \$170 per ECH. No more than 16 credit hours per academic year (including classes completed in the Summer, Fall, and/or Spring of any academic year) will be considered for any individual. Reimbursement will be made after a passing grade is achieved. (Note: The tuition reimbursement can be applied to cover the cost of fees for courses completed if the cost of the tuition is covered by a grant, scholarship or other financial assistance. Priority for utilization of funds would be to pay for all tuition reimbursement claims before fees are considered.

***NOTE**: The reimbursement rate will be reviewed annually and benchmarked against the average cost of attending public four-year institutions. Rates will be set July 1 of each fiscal year.

Tuition Waivers -----

Employees

In order to provide a means for staff development and to encourage individuals to upgrade their skills and/ or educational experiences, all full-time employees who enroll in credit courses at the College may have their tuition waived.

Full-time employees may not enroll as full-time students; therefore; the number of credit hours which may be taken must be fewer than twelve 12 a regular semester and fewer than six during a summer session.

Individuals may not utilize full-time tuition waiver benefits beyond their last day of employment.

Staff members who complete Illinois Central College coursework may request transcripts from the College. The normal transcript fee will be waived for employees whenever an "official" transcript is sent directly to the Human Resources office. The employee will be required to pay the normal transcript fee when the transcript is issued to the employee.

Spouse and Dependents

Dependent children (until the age of 25) and the spouse of active full-time employees who enroll in credit courses at the College may have their in-district tuition waived effective with the first full semester after hire.

In the event of the death of a full-time employee, the surviving spouse, until he or she remarries, and dependent children (until the age of 25) shall have their in-district tuition waived for credit classes enrolled in at the College.



Retirees

Any full-time College employee who retires at the age of 55 or later (or who otherwise qualifies as an annuitant under regulations established by the State Universities Retirement System), and their dependent spouse and children to age 25 (or surviving spouse following the death of the retiree), may have their tuition waived subsequent to the employee's retirement. The waiver shall be applicable only to credit courses on a space-available basis.

ADDITIONAL INFORMATION

For more information regarding the amount of waivers earned, the definitions of dependents, and the Tuition Waiver Form visit the Human Resources section on ICCNET.

Vacation -----

Regular full-time classified, service and technical hourly employees earn vacation leave for each full month of full-time, active employment at the following rates:

- First through and including the fifth year of continuous service .83 days per month cumulative to 10 workdays or 80 hours per year.
- Sixth through and including the tenth year of continuous service 1.25 days per month cumulative to 15 workdays or 120 hours per year.
- Eleventh through and including the fourteenth year of continuous service 1.67 days per month cumulative to 20 days or 160 hours per year.
- Fifteen years of continuous service and every year thereafter 1.83 days per month cumulative to 22 workdays or 176 hours per year.

In determining vacation accrual rates for eligible individual employees, the College shall define a year of service as 2,080 regular compensable hours worked.

Vacation time may be taken only to the extent it actually is earned. All vacations must be approved in advance, normally at least three days prior to the expected absence, by the employee's immediate supervisor.

Vacation time taken without prior approval by the employee's immediate supervisor shall be considered as an unauthorized absence, which may result in loss of pay, disciplinary action, demotion, or dismissal. Any additional days or periods at no pay after the employee has used all earned vacation must be approved in advance by the supervisor and must be reported to the Payroll office.

Vacation days earned during one calendar year, January 1 through December 31, may be carried forward automatically into the succeeding calendar year. Accrued vacation days carried over beyond December 31 of one calendar year must be taken by December 31 of the succeeding calendar year.



Wellness Works

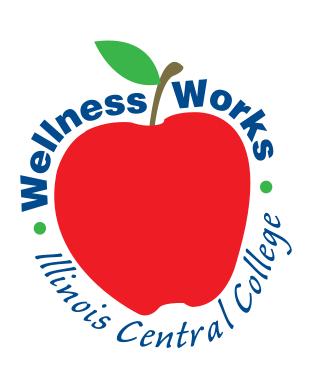
Wellness Works is a point-based wellness program that is designed to encourage all ICC employees (full- and part-time) and retirees to participate in wellness activities throughout the year:

- Exercising
- Attending seminars sponsored by Wellness Works
- Participating in health screening programs sponsored by Wellness Works (miscellaneous activities posted on log of activities)
- Annual physical, dental, vision exams, and other recommended screenings

By participating in these wellness activities, programs, and screenings and submitting proper documentation in the scheduled timeframe, an employee/retiree will be awarded points. The "wellness points" earned throughout the year add up to a cash reward!

ADDITIONAL INFORMATION

For more information on the activities outlined in this year's Wellness Works program, visit their website at www.icc.edu/facultyStaff/wellnessWorks.asp





Workers' Compensation -----

Any occupational injury (accidents arising out of and in the course of employment and occupational diseases or illnesses resulting from exposure to or aggravation by hazards peculiar to particular employment) which is a result of employment is covered by Workers' Compensation.

Employees who are injured during working hours at Illinois Central College are required to report the accident as soon as possible to Health Services, even if the injury does not seem to warrant medical attention, so an official accident report can be prepared. Examination by a physician may be required. If complications do ensue from the injury at a later time, the report will help to ensure the proper documentation for coverage by the College's insurance carrier.

Time lost due to a job-connected occupational disability shall not be deducted from the employee's accumulated sick leave provided he/she qualifies for loss of time benefits under Workers' Compensation insurance.

The College will continue salary benefits through the first three working days, at which time Workers' Compensation insurance may begin paying the individual for time lost. In the event the occupational disability extends beyond ten working days, Workers' Compensation insurance may pay from the first day of disability. The employee must reimburse the College through payroll deduction for compensation paid by the College for the first three working days.

When an employee is disabled for more than three working days, a medical authorization of disability is necessary to make that person eligible for temporary total disability benefits.

Reemployment, although not necessarily in the same or similar position, is guaranteed for a period of 180 calendar days from the date on which the employee became disabled. The employee receiving Workers' Compensation benefits who receives a full release to return to work not more than one calendar year from the date he/she qualified for such benefits may be reemployed by the College, although not necessarily in the same classification, at the same rate of pay, or on the same work schedule. Reemployment, if any, would not be guaranteed but necessarily would be dependent upon the availability of a position for which the individual would be qualified and recommended. Should reemployment occur, the employee's seniority date shall be the date of his/her return to regular employment.

Reemployment is guaranteed for a period of one year from the date of the accident. If the employee does not reach maximum medical improvement (MMI) in 12 months or if after reaching maximum medical improvement is unable to resume his or her regular duties (with reasonable accommodation), he or she will be terminated. Reemployment, although not in the same or similar position, is possible but not guaranteed. Reemployment would be dependent on the availability of a position for which the individual is qualified and recommended.

An employee who fails to return to work within three working days of the day benefits under Workers' Compensation cease shall be considered to have abandoned his/her position.

An employee who fails to return to work for his or her next scheduled shift after receiving medical clearance from his or her treating provider and the College physician shall be considered to have abandoned his/her position.

During the period a full-time employee is receiving benefits under Workers' Compensation insurance, he/she shall be required to continue making normal employee contributions for participation in the College's group health insurance program and applicable optional programs he/she is eligible for through payroll deduction.

Vacation and sick leave shall not accrue for absences extending beyond 10 working days which are payable under Workers' Compensation.

ADDITIONAL INFORMATION

For more information about Workers' Compensation or to report a claim, contact the Safety and Insurance Manager in the Risk Management and Insurance department.



Bereavement Leave

Each regular full-time classified, service, and technical employee paid hourly is eligible for benefits when absent from work to attend the funeral of a member of his/her own immediate family. He or she shall be paid at his/her regular rate of pay for actual time lost from his/her scheduled work by reason of such funeral, up to a maximum of three workdays, and for up to one workday for the funeral of a relative outside of his/her own immediate family or household. Such absences shall be separate from the employee's sick leave and shall be noncumulative.

For bereavement leave, the "immediate" family is defined as spouse, child, siblings, parent, father-in-law or mother-in-law, grandparents and grandchildren wherever they may reside, or other relative living permanently within the employee's immediate household.

The definition of "relative outside of his/her own immediate family or household" shall be aunt, uncle, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, cousin (in the first degree). This definition is understood to apply to the employee's own relatives. It does not include the spouse's relatives except those four specific instances cited in the paragraph above as in-laws.

You may take additional time off either as paid personal time off, vacation, or time off without pay with management approval when extenuating circumstances exist (i.e., distance required to travel).

ICC may, at its discretion, require evidence to verify an absence to attend such funeral prior to paying for time lost.

Leave for Children's School Activities

The College allows employees to take time off for certain school-related activities of their children per FMLA regulations. The College recognizes that such time off can benefit the parent, the child, and the community.

Employees who are full or part time and who have been employed for six months or more may be eligible to request this leave.

If you have children in high school or grade school, you may be granted unpaid leave for eight hours per calendar year, no more than four hours of which may be taken on the same day, for certain school activities. Such leave is only allowed for attending activities related to your own child, or a child for whom you are a legal guardian.

School activities covered under this policy may include:

- Graduations
- Parent/teacher conferences
- Certain medical appointments
- School performances
- Disciplinary hearings for which the parent or guardian's presence is requested

School visitation leave may be taken by an employee once the employee has exhausted all accrued vacation or personal leave. The employee must request time off from his/her supervisor.



Leave for Required Court Appearance

A regular full-time employee who is summoned for jury duty or subpoenaed to be a witness in a federal, state or county court, except in cases involving personal business or employment outside Illinois Central College, and who must serve and who does in fact serve during his/her regular work schedule will be granted leave to fulfill such duty. This policy does not apply when an employee appears in court as a defendant or when legal actions are initiated by the employee for any reason.

The College will pay the employee's normal salary providing he/she (1) notifies his/her immediate supervisor after receipt of a notice to report and (2) furnishes a copy of the summons to appear. A certificate of completion of jury or witness duty service showing the time the employee reported and was dismissed on each day also may be required.

An employee shall not be required to report for work before going on jury duty; however, on any day when the employee is released from jury duty after not more than two hours of duty, the employee must report to work at the College within one hour.

An employee required to appear in federal, state or county court for witness duty shall be released from his/ her work assignment one hour prior to his/her court appointment and shall return to his/her work assignment within one hour following completion of his/her court appearance if there are at least two hours remaining in his/her normal workday.

The provisions of this section shall not apply in cases of jury or witness duty on days outside the employee's normal workweek. Second and third shift employees also are eligible for leave to fulfill jury duty commitments in accordance with Illinois law. A second and third shift employee who is summoned for jury duty will have his or her scheduled adapted accordingly to accommodate the need to appear for jury duty.

The College reserves the right to ask that you be excused from jury duty obligation if your absence would substantially interfere with the efficient operation of your department.



Additional Disability Leave

Subsequent to utilizing all of your available time under the Family Medical Leave Act, you may request an additional 90 days of leave. For the purposes of this section, disability is defined as the inability to perform one's normal employment duties as a result of incapacitating incidents which may include, but not be limited to, injuries sustained in an accident, prolonged illness, treatments for physical and/or mental disorders or diseases, and childbearing.

A full-time employee who desires additional disability leave must submit his/her request in writing to the Executive Director of Human Resources. Such requests must specify the nature of the disability and the anticipated length of the leave. All leave requests will be considered on an individual basis.

The maximum disability leave to be granted with guaranteed reemployment, although not necessarily in the same or similar position, is for a period of 180 calendar days from the date on which the employee became disabled. If the employee's absence extends beyond this period, reemployment would not be guaranteed but necessarily would be dependent upon the availability of a position for which the employee would be qualified and recommended. An employee who fails to return to work immediately following the expiration of an approved extended leave of absence shall be considered to have abandoned his/her position.

Medical insurance may be continued during the approved leave period. If, for any reason, the employee does not return to work immediately at the end of the approved leave, insurance benefits shall cease.

Employees who anticipate a disabling occurrence, such as a scheduled surgery or childbearing, are encouraged to discuss their leave intentions with their supervisors as far in advance as possible and to assist the College in planning for their absences.

Any accumulated, unused sick leave will be paid during the disability leave, and the remainder of the absence will be without pay. If the employee plans to apply for disability insurance benefits through SURS or through the College's policy, all paid sick leave days must have been used.

Accrued vacation time must be used prior to the beginning of the unpaid portion of his/her absence. Vacation and sick leave will not accrue for unpaid leaves in excess of two weeks.

On any January 1, the maximum number of vacation days any regular full-time classified employee may accrue shall be limited to the unused number earned the calendar year just concluded.

Other than vacation days accumulated specifically for use by an eligible individual retiring under provisions of the State Universities Retirement System, additional days may not be extended beyond those periods indicated above, provided that an employee has fulfilled the requirements for retirement established by the State Universities Retirement System.

Employees who retire shall be paid for accumulated vacation in addition to being paid for earned vacation "banked." Banked vacation is exclusively for retirement, not to exceed a combined maximum total of 56 days. Banked vacation is only paid out if an employee is retiring and it will not be paid out for any other circumstances should an employee separate from employment with the College.



Family and Medical Leave Act

Under the FMLA, eligible employees may take up to 12 weeks of unpaid, job protected leave in the designated 12-month period for the following reasons:

- For a serious health condition that makes you unable to perform the essential functions of your job
- To care for your spouse, son or daughter, or parent, who has a serious health condition (Note: The child cannot be over 18 years of age unless they have a medical condition which does not allow him or her to care for themself.)
- For incapacity due to pregnancy, prenatal medical care, or child birth (Note: All available sick time and vacation time must be exhausted prior to going on unpaid leave.)
- To care for your child after birth, or within one year of placement for adoption or foster care

If applicable, you will be required to use your available paid leave for unpaid leave. All accrued paid time off shall be used first, beginning with available sick time, then available vacation time.

NOTE

The standard time off that physicians indicate for a normal childbirth is six weeks. Should complications arise, this time can be extended based on medical necessity.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

An eligible employee may take up to 26 weeks of unpaid leave during any single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a covered military service member and incurred a serious injury or illness in the line of military duty. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

You do not need to use your leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.



Eligibility

To be eligible for FMLA leave, you must have worked at least 12 months for the College and have worked for at least 1,250 hours during the 12 months preceding the commencement of leave. The 12 month period is measured forward from the date leave begins.

Benefits and Protections

During FMLA leave, ICC will maintain your health coverage under any group health plan on the same terms as if you had continued to work. Upon return from FMLA leave, you will be restored to your original or equivalent position with equivalent pay, benefits, and other employment terms. Use of FMLA leave is not to result in the loss of any employment benefit that accrued prior to the start of FMLA leave. Should an employee be out of paid leave, the benefits and payroll departments will review (on a case by case basis) how to manage the payment of premiums for benefit coverage.

When to Request Leave

You should make a request for leave at least 30 days in advance. Foreseeable leave should be scheduled so that it does not unduly disrupt the employer's operations.

Where 30 days advance notice of the need for leave is not possible, you must provide notice to your supervisor or the Human Resources department as soon as practicable and generally must comply with normal call-in procedures. If the circumstances change such that the amount of leave needed changes, you should provide notice of the change within two business days.

Notifications and Certifications

After requesting leave or indicating a need for leave, you will be given a letter outlining your eligibility for FMLA and explaining your rights and responsibilities. You will be provided a Medical Certification Form which must be completed to provide certification supporting the need for leave. You will have 15 calendar days to return a complete and sufficient certification. If the certification is not returned in the 15 days, the leave may be denied.

When a complete and sufficient certification has been returned (or when you have otherwise provided sufficient information to designate the absence as FMLA), ICC will provide you with another letter that indicates whether your leave qualifies for FMLA, the dates for which the leave has been approved, and describes the conditions of the leave and the requirements for returning to work.

The College reserves the right to require a second or even third medical opinion, at the College's expense. You also may be required to provide periodic recertification supporting the need for leave, and may be required to report periodically on your status and intent to return to work.



Pay During Leave

The College requires that you use all accrued paid sick leave first and then all accrued vacation will be used for unpaid time off during FMLA leave. In order to use paid leave, you must comply with normal paid leave policies.

Returning to Work

You will be reinstated to the same job or an equivalent position upon completion of FMLA leave, except where denial of restoration is permitted by the FMLA. If you have exhausted all available leave and are still unable to return to work, you no longer have any job restoration rights under FMLA. However, each situation will be reviewed on a case-by-case basis to determine whether you may be eligible for rights and protections under other laws or College policies.

Fitness for Duty

When leave is taken for your own serious health condition, you are expected to return to work when released by a licensed health care provider. You will need to provide a Fitness for Duty certification before returning to work. The Fitness for Duty certification must be signed by a health care provider. In some cases it may be necessary for an employee to be evaluated by the College medical provider at IWIRC to ensure a full release to return to work.

ADDITIONAL INFORMATION

If you suffer a work-related injury that is covered under Workers' Compensation, and you are eligible for family and medical leave, any absences due to the injury may qualify for FMLA leave. FMLA will run concurrent with any time off for a work related injury.

Termination of employment may occur if you fail to return from leave at the time agreed upon (barring circumstances which required an extension of available leave) or if you are found to have taken leave on a fraudulent basis.

If your performance rating date passes while on FMLA leave, you will receive the performance evaluation upon return. The results of the evaluation and pay raises will be effective as of the first full day of the pay period following your return to work. You will continue accruing vacation during FMLA leave, and it must be used while you are out on leave consistent with College policy.



Leave Sharing -----

The College allows all full-time employees to donate their sick leave (hereinafter "leave") to another employee who is experiencing (or have an immediate family member, as defined in the Bereavement Leave guidelines, experiencing) a catastrophic medical emergency, illness, or injury that creates a need for additional time off beyond that individual's available leave. Such donations are strictly voluntary.

Leave requests will be reviewed and approved on a case-by-case basis by the Human Resources department. Some of the factors that will be taken into account are, but not limited to: the nature of the situation, financial hardship, recipient's employment status, insurance benefits and the amount of time off he/she has to date, the remaining balance of sick time the giver has available, and the potential length of absence requested by the recipient.

Leave requests may be denied if it is determined through medical documentation that the employee will not be able to return to work within six months of exhausting all paid leave or if the employee has a documented record of abusing sick leave.

To Qualify for Donated Leave

To be eligible to receive donated leave pay, you must:

- Have been employed with the College for at least one year preceding the leave donation in a regular, full-time benefited position
- Have a catastrophic medical emergency, illness or injury; documentation may be requested
- Have exhausted all your accrued personal, sick, and vacation hours
- Not have evidence of sick leave abuse
- Request leave through your supervisor

Use of hours donated does not maintain an employee's position if he/she has exhausted Family and Medical Leave.

To Donate Leave

Complete the Leave Sharing Application Form and provide it to your supervisor or the Human Resources Department for approval.

- Must have 40 sick hours remaining after the donation is made.
- Donated and used hours are not returnable to the giver.
- Only hours that are used are charged against the donating person's balance.
- You cannot borrow against future leave to donate.
- If you are currently on leave, you cannot donate leave.

An employee can receive up to a maximum of 240 hours or six weeks of shared leave. If more sick hours are surrendered than are needed by the recipient, such excess will be returned to the donor(s).

Payments made under this program are reportable in a recipient employee's gross income and are subject to withholding taxes upon that employee's receipt of the payment; but are not applicable to the donating employee's income.



Military Leave of Absence

The College grants leaves of absence to certain eligible employees serving in the uniformed services, including but not limited to the United States Armed Forces or National Guard and Reserves, for periods of active service (including voluntary or involuntary service). The College complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and any applicable state laws. Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

Notification

Notice of uniformed service and the need for leave must be given in writing to your supervisor at the earliest possible date, but must be given prior to the beginning of the service. This notification requirement also applies if you serve in the National Guard and/or Reserves and will miss work for regular monthly training. National Guard and Reserve employees should provide notification of their monthly training schedule for the year as soon as it is available.

Benefits

The Human Resources department will determine and notify you of the benefit rights in accordance with all applicable laws (e.g., retirement plans).

Health Insurance

If you choose, health insurance coverage may continue in one of two ways. Coverage can continue under the federal law known as COBRA. Coverage can also continue under the federal law known as USERRA. COBRA generally provides coverage for 18 months, although this period can be extended in certain circumstances. USERRA is available only for individuals who qualify under this military leave policy. USERRA provides for up to 24 months of coverage after the uniformed service leave commences. If both COBRA and USERRA are elected, they run concurrently (i.e., at the same time) and not consecutively (i.e., not back-to-back).

For the first 30 days of uniformed service, your health insurance benefits will continue and you will be required to pay your normal share of any premium. For uniformed service of 31 days or more, you will be required to pay 102% of the total cost of coverage (employer share plus your share), if you elect to continue coverage.

If you will be on uniformed service leave of 31 days or more, you must notify your supervisor and the Human Resources department prior to the commencement of uniformed service that (1) you will be out on uniformed service; and (2) whether you elect to continue health insurance coverage. If you fail to satisfy both requirements because advance notice was not possible, was unreasonable, or was prevented by military necessity, plan coverage will be reinstated retroactively upon your election to continue coverage and payment of all amounts due. In this situation, your election and payment must occur within 30 days after it becomes possible for you to make the election. While on leave of up to 30 days, you may have your health insurance coverage continued without the need for notification.

If health insurance coverage is cancelled because of uniformed service leave, such coverage may be reinstated upon your reemployment.



Reinstatement

The College will comply with all federal and state military and/or uniformed service leave laws and reinstate employees who have been on a uniformed service leave of absence, provided:

- You provide advance notice of your service;
- You return to work or apply for reemployment in a timely manner after conclusion of service;
- You have five years or less of cumulative uniformed service while with the College; and
- Vou have not been separated from service with disqualifying discharge or under other than honorable conditions.

Whenever possible, you will be returned to your former position. In some circumstances, such as if the position no longer exists, you will be given a position comparable in status and pay to the previous position.

You will retain seniority rights as if employment had been continuous and had not been interrupted by uniformed service. You will be eligible to participate in all benefit programs in which you would have participated had you not been on leave of absence.

In certain instances, you may be required to undergo fitness-for-duty examinations prior to returning to work.

Time limits for returning to work depend, with the exception of fitness-for duty examinations, on the duration of the uniformed service.

SERVICE OF 1 TO 30 DAYS

You must report to work by the beginning of the first regularly scheduled work day that would fall eight hours after the end of the calendar day on which service ended.

SERVICE OF 31 TO 180 DAYS

You must submit an application for reemployment no later than 14 days after completion of uniformed service.

SERVICE OF 181 OR MORE DAYS

You must submit an application for reemployment no later than 90 days after completion of uniformed service.

SERVICE-CONNECTED INJURY OR ILLNESS

Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

ADDITIONAL INFORMATION

Contact the Human Resources department for more information on the Military Leave of Absence policy and for information on planning a return to work after military leave or service.



Other Leaves

If a leave is requested by a regular full-time employee for any reason other than those listed, a written request must be submitted to the Executive Director of Human Resources. Each such request, which must state the nature of the leave, its duration, and the specific reason(s) for the request, will be considered on an individual basis.

Prior to approving a leave, the Executive Director of Human Resources may consult with the employee's appropriate managerial officer to take into consideration such factors as the nature of the request, the recommendation of the immediate supervisor, the operational needs of the work area, and the availability of a qualified replacement, if required.

The maximum approved leave of absence shall be for 90 calendar days and may be extended, at the discretion of the College, for like periods. During the period of absence, the employee shall not engage in gainful employment in the same field or classification. Failure to comply with this provision may result in the loss of all rights for the employee involved and may result in the employee's dismissal.

If available to resume his/her duties at the end of the approved leave period, an employee granted such a leave will be reinstated to the same or similar position he/she occupied at the time the leave began. If the absence extends beyond 90 calendar days, reemployment cannot be guaranteed. Failure by the individual to return to work upon the scheduled expiration of an approved leave will be considered to be a resignation.

Health insurance benefits may remain in effect; however, during the leave, the employee will not be covered by accidental death and dismemberment insurance. Basic life insurance provided by the College and supplemental life insurance, if any, will continue only for three months from the date the leave begins.

Vacation and sick leave shall not accrue for any unpaid leave in excess of two weeks. If granted a leave without pay, the employee shall not receive pay for holidays or shutdown periods occurring within the period of the leave. Accrued vacation time may be used only prior to the beginning of the unpaid portion of such leave.

Personal Leave

Each calendar year, two of the 12 days (i.e., 16 hours) of earned sick leave may be used by full-time employees who have completed their probationary periods for urgent personal business or for religious reasons. Such absences, if approved, will be granted with pay if sufficient sick leave time has been accumulated. If personal days are not used each year, they shall be accumulated as sick leave days. Except under extenuating circumstances, an advance notice of at least 24 hours must be given to the employee's immediate supervisor prior to the employee taking a personal leave day.

Personal leave time may not be taken in increments of less than one hour and shall not be granted the workday preceding or the workday immediately following a holiday or approved vacation period unless requested and approved at least 24 hours in advance.

An employee who resigns or who is terminated shall not be entitled to receive pay for unused personal leave earned while employed full time beyond the last day actually worked full time.

Leaves

Sick Leave

The College provides full-time classified, service, and technical eligible employees with paid sick leave equal to 12 days of regularly scheduled hours to be used for:

- Personal illness
- Illness of an immediate family member
- Doctor/dental appointments
- Other pre-approved requests

Full-time hourly employees earn one day (i.e., eight hours) of sick leave with pay for each full month of full-time, active employment or a maximum of 12 days (96 hours) per calendar year. Unused sick days may accumulate to a total of 260 days (2,080 hours).

"Immediate family member" is defined as husband or wife, child, or dependent as defined by the Internal Revenue Service. Not more than 30 days sick leave can be used for the illness of the employee's own (i.e., not in-laws) brother, sister, parent or grandparent, wherever they may reside, or other relative living permanently within the employee's immediate household.

Sick leave is allowed for use during regularly scheduled work days. You cannot use sick leave while on vacation or when observing a holiday. Sick leave is not allowed for tardiness, and cannot be used as additional vacation days.

An attending physician's certificate will be required to verify a lengthy, unusual or frequent illness before authorizing pay during the leave and a fitness for duty certificate will be required to ensure that the employee has recovered sufficiently to resume work.

Sick leave is the means by which the College provides Short Term Disability to its full-time classified, service and technical employees with an additional form of insurance. It is expected to be accumulated by the employee to be used if needed to guard against financial hardship in the event of an accident, disability, or major illness.

In addition, accumulated sick leave days may be used to receive service credits at the time of retirement. If an employee is entitled to and applies for a retirement annuity which is to begin within 60 days after he/she terminates employment, he/she may receive additional service credit from the State Universities Retirement System for unused sick leave according to their rules and policies.

If the College determines that an employee is abusing the sick leave program, that employee will be subject to appropriate disciplinary action.

Employees who terminate employment with the College for any reason will not receive pay for unused hours.

The College is not obligated to grant sick leave beyond one's accumulated sick leave or approved Family and Medical Leave. The College reserves the right to consider requests for extended sick leave without pay on an individual basis. Applications for additional sick leave without pay must be submitted in writing to the Executive Director of Human Resources.



Victims' Economic Security and Safety Act (VESSA)

The Victims' Economic Security and Safety Act provides that an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of leave from work during any 12-month period to address the domestic or sexual violence. The employee shall provide the employer with at least 48 hours advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. Employers may require employees to provide certification to the employer.

The Act prohibits Illinois Central College from discharging or otherwise discriminating against an employee who is a victim of domestic or sexual violence. The Act also prohibits ICC from discharging, discriminating, or retaliating against a person taking leave from work as a result of domestic or sexual violence to: seek medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance, or participate in a related court proceeding.

Employers are not required to provide paid leave under this Act, but employees may elect to substitute available paid leave for an equivalent period of leave provided under this Act. Employers shall maintain group health plan benefits during the leave period at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Confidentiality

A request for leave under this policy will be kept confidential to the extent possible (i.e., limited to those with a need to know). If you talk to coworkers about your need for leave, you should not expect confidentiality.

Requesting Leave

Any request for leave must be made in writing, must be for a specified period, and must be directed to your supervisor or the Human Resources department. Requests should include supporting documentation, if such documentation is available (i.e., restraining order, court order, police report, etc.). In emergency situations, documentation may be provided at a later date.

ADDITIONAL INFORMATION

Illinois Central College reserves the right to restrict leave or the duration of leave if the absence would be detrimental to the College or department.

Leave taken under this policy does not create a right for unpaid leave that exceeds the time allowed under, or in addition to the leave permitted by, the Family and Medical Leave Act.



Time Off for Voting -----

The College encourages participation in public elections. If you wish to vote, but would not have time because of your work schedule, you may request time off for voting.

Every employee is entitled, after submitting a request to your supervisor for approval in advance, to two hours off work to vote. This time off is provided when the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

If your work schedule would not otherwise prevent you from voting, the time off may be denied.



Access to Records -----

Many of the records that the College maintains, including information about employees, are considered confidential information and cannot be openly shared. However, you do have rights of access to certain information about yourself or, in specific cases, about other aspects of the College. You have the right to request information as described below.

You have the right to request certain types of records under the Occupational Safety and Health Administration (OSHA) regulations. This includes, but is not limited to, copies of the current or stored OSHA 300 logs as described in 29 CFR §1904.35 and certain records described in §1910.1020, access to employee exposure and medical records.

When performance reviews are conducted, you should be given a copy of the review and can request another copy from Human Resources.

The personnel file of each employee is maintained in the Human Resources department. Any employee shall have the right to access his/her personnel file during normal business hours. Please contact the Human Resources department to make an appointment for this personnel file review. You may obtain a copy of any documents that are in your file; but the removal of any documents from the file is prohibited.

Certain other records are the property of the College and are not available to employees.

After-Hours Work

The College complies with all state and federal wage and hour laws. The College is required to compensate you for all work performed.

The College understands that you may need to work late or otherwise work outside of scheduled hours. Such work should only be performed with the approval of a supervisor or manager. You are required to record all such hours worked.

If you work outside of regularly scheduled hours without authorization, or work unauthorized overtime, you may be subject to discipline for failing to follow College procedures.

The College reserves the right to change work schedules or to require mandatory overtime, with or without advanced notice.

If the College requires you to work outside of normally scheduled hours, or to work mandatory overtime, you will be given as much notice as possible. Advanced notice may not be possible in all cases, but these scheduling changes are considered mandatory working hours. If you refuse to work required hours, you may be subject to discipline.

ADDITIONAL INFORMATION

The College will strive to accommodate your needs when conflicts arise between mandatory after-hours work and personal obligations. However, accommodations will not be made if they create an undue burden on other employees.



Accident/Injury Reporting -----

Illinois Central College tracks accidents, injuries, and near-miss incidents to evaluate workplace safety.

You must immediately report all accidents, injuries, and near misses to your supervisor. Your supervisor is required to investigate all reported incidents and forward a completed incident investigation report to the Safety and Insurance Manager in the Risk Management and Insurance department.

You need to report an accident or injury for the following reasons:

- To verify that you are okay, and to get proper medical treatment if needed
- So equipment can be checked to verify it is operating properly
- So the incident can be investigated to prevent it from happening again
- To file a workers' compensation claim, if applicable

FAILURE TO REPORT AN ACCIDENT OR INJURY COULD RESULT IN POSSIBLE DISCIPLINE UP TO AND INCLUDING TERMINATION.

Breaks and Meal Periods -----

The College provides breaks and meal periods following the parameters listed below. You are allowed to leave your work area when necessary for restroom breaks and refreshments.

Unless otherwise specified, you will have a 30-minute unpaid meal break. You are not required to remain on College premises during unpaid meal breaks.

All employees are expected to follow the lunch break schedules and guidelines for their department. Generally, lunch breaks should be taken approximately half-way through the shift.

For your convenience, the College provides a cafeteria as well as vending machines and microwave ovens for your use.

You are encouraged to eat in the College cafeteria or break areas. Conference and meeting rooms should not be used as a lunch or break area. If you choose to eat at your desk/workstation, that time counts as your lunch period. No work should be performed during the meal period. Working through a designated meal period does not permit you to leave early at the end of the day. If working through a meal period results in unauthorized overtime, you may be subject to disciplinary action.

Snacking and beverages are allowed at desks/workstations as long as a clean, orderly, and safe work environment is maintained.

During College-sponsored special events which feature an extended meal period paid for by the College, you are expected to remain on College premises. If you decide not to participate in an extended meal period event, you will then have a regular meal period.



Using the Cafeteria

Please help keep the cafeteria clean and orderly. Make sure that any equipment you use, such as the microwave oven, is cleaned and ready for use by the next person. Before you leave, always dispose of garbage and aluminum/metal cans in the proper receptacles. Please place trays, dishes, and silverware in the proper receptacles.

You are allowed to leave your work area when necessary for bathroom breaks and refreshments; however, the College does not have designated break periods.

Each nonexempt employee shall be entitled to receive a paid break not to exceed 15 minutes in the first half of his or her shift and another paid break of similar duration in the second half of the shift at times approved by his/her immediate supervisor. The employee who does not take a break or who takes a break of less than 15 minutes shall not be entitled to arrive late for work, leave early, extend his/her lunch period or otherwise trade or accumulate time.

During the workday, each full-time employee shall have an unpaid lunch period not to exceed 30 minutes, at a time approved by his/her immediate supervisor. The employee who does not take his/her full lunch period shall not be entitled to trade or to accumulate time not taken.

Breaks and lunch periods may not be separated into smaller increments of time. Approved exceptions to the above include: two 15-minute breaks and one 30-minute lunch period will be provided to employees whose normal work weeks consist of four 10½ hour workdays.

Chronic Communicable Disease Procedure

Illinois Central College places a high priority on the need to prevent the spread of dangerous chronic communicable diseases on its campus. This procedure is designed to promote the health and regular attendance of both students and employees. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all employees and students, therefore, strict confidentiality must be maintained.

Students with Chronic Communicable Diseases

Students with identified chronic communicable diseases may not be excluded from the College as long as, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and to others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" would be provided with appropriate information; however, these persons shall not further disclose such information.



Employees with Chronic Communicable Diseases

Employees with identified chronic communicable diseases shall retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is not reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including, but not limited to, current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability, and termination.

Employment decisions will be made utilizing the general legal standard in conjunction with current, available, public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any employee who has a chronic communicable disease. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" would be provided with the appropriate information; however, these persons shall not further disclose such information.

Procedure for Handling an Identifiable Case of a Chronic Communicable Disease

The Manager of Risk, Safety and Benefits shall investigate, as the situation warrants, the health status of any student or employee known to have a chronic communicable disease. In addition, the health status of any student or employee identified to the Manager of Risk, Safety and Benefits by public health officials as being strongly suspected of having a chronic communicable disease will be investigated under proper guidelines identified by the public health officials. The Manager of Risk, Safety and Benefits shall investigate and then refer the case to the Vice President for Administration and Finance. As the situation warrants, a task force shall be formed, and may include the following individuals: the Vice President for Administration and Finance, the Manager of Risk, Safety and Benefits, the Dean of Student Services, and the Coordinator of Public Relations and Public Information Officer.

After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:

- The nature of risk
- The duration of risk
- The potential harm to other parties
- Possibility of transmission of the disease

The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance or employment accommodations and a specific description of the notifications suggested.

After a recommendation is made by the task force and action set forth, the Vice President for Administration and Finance will inform appropriate College officials of that recommendation and action. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.

Whenever a decision is make that might have an adverse effect on the employment or educational placement of a person and that person disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.



College Vehicles

The College maintains a fleet of vehicles for business use. You must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day.

To maintain our smoke-free environment and as a courtesy to other users/passengers, smoking is prohibited in College-owned vehicles.

Eligibility and Authorization

Only authorized employees are permitted to operate College vehicles. In order to be eligible to drive a College vehicle, you must meet the following requirements. Changes to items on the driver agreement/eligibility form may result in loss of your authorization to operate College vehicles.

All drivers of College vehicles must be age 18 or older and hold a valid driver's license. Approval by Campus Safety and Security is required for all College vehicle drivers.

Notify Campus Safety and Security of:

- any restrictions placed on your driver's license;
- if your driver's license is suspended or revoked;
- any traffic violations for which you are cited while operating a College-owned vehicle.

You are responsible for ensuring that your driver's license is current.

Request and Approval Procedure

Contact Campus Safety and Security to request a vehicle for business use. Provide information regarding the business purpose, destination, number of traveling employees, special needs, date and time the vehicle is needed, and the date and time the vehicle will be returned.

Accident Procedures

If you are involved in an accident while driving a College vehicle, you should refer to the written instructions that are located in the glove compartment of every College vehicle. These instructions are clear as to notification requirements. It is also important that the driver report the accident promptly to the local police department.

ADDITIONAL INFORMATION

If a College vehicle is not available, you can use a personal vehicle and submit for mileage reimbursement. If this is not possible, arrange for a rental car.



Conflict of Interest

Full-time employees of Illinois Central College shall avoid any conflict between their personal interest and the interests of the College in dealing with vendors, contractors, or any organization or individual seeking to do business with the College.

Taken from Administrative Policies of the Board of Trustees, Article V, Personnel Section: 19.

CougarCARE Principles -----

Because students are our top priority, we show that we care by exhibiting these behaviors. How we act toward our students and toward each other speaks volumes.

Connect with Students First

- We try to understand what the student's needs are and we don't dismiss requests or questions as trivial, dumb, or unwelcome.
- We learn about and are respectful of differences in cultures and beliefs.
- We keep students informed of decisions that may affect them.
- We use easy-to-understand language and avoid using jargon or abbreviations. We take time to explain "college" terminology to students and guests.
- We verify understanding by asking if people have questions or if they are clear on what we have explained.
- We involve students and guests in conversations and discuss topics relevant to students and guests. We never talk to other employees as if the student or guest is not present.
- We start and end every student and visitor contact and communication with direct eye contact and a sincere smile.
- When we come in contact with students or guests, we extend the appropriate greeting. We say, "good morning, welcome, may I help you," etc. We speak to students and guests right away even if it is to say, "I'll be with you in a moment."
- We display appropriate body language. We show we are attentive; we sit up or stand up straight, have open body language, and maintain welcoming facial expressions.

Own the Situation

- We are aware of and help people who appear lost. If we are unable to escort a person to his or her destination, we call someone who can.
- When giving directions, we point with two fingers or an open palm, to avoid insulting people of other cultures.
- We apologize for problems and inconvenience and take immediate action to address the situation.
- We offer assistance to those who have limitations.
- We take ownership when problems are encountered, discuss problems with the appropriate people and actively support workable solutions.



Use Every Opportunity to Build Relationships

- We introduce ourselves; explain who we are and what our role is. When appropriate, we ask students and guests their names. We wear our College nametag where it is clearly visible. We don't obscure our nametag or substitute a different nametag for the College-accepted one.
- We use a pleasant, calm, and respectful tone of voice. We never yell or use profanities or vulgarities.
- We greet others, including our colleagues, with a warm smile and make eye contact. We say "hi" to people we pass on campus or see on the elevator.
- We use "please" and "thank you" and other social courtesies. We do not use phrases that might appear condescending such as "honey" or "sweetie."
- We serve as positive role models and adhere to our departmental guidelines. We choose a positive attitude over negativity.
- We acknowledge good work by our students and colleagues with heartfelt praise and recognition.

Go the Extra Mile

- We always ask, "Is there anything else I can do for you?"
- We follow through on what we've told students or colleagues we will do.
- We make every attempt to anticipate student needs and meet them before we're asked.
- We hold the elevator door and allow students and visitors to enter and exit first.
- We never say, "It's not my job" or "I am too busy." Instead we say, "I'll find someone who can help you."
- We meet student and guest needs as soon as possible. If information is needed, we take responsibility for obtaining it or direct the student or guest to the appropriate person.
- Before we send a student or guest to an office, we check to see if someone is available in the office and if the office is the right place to provide help. We verify that where we are sending a student or guest is the right place to help them.

Act Promptly and Professionally

- We answer the phone in three rings or less. We return phone calls and emails within 24 hours.
- We promptly report items that are not working and take them out of service.
- We discuss student issues only within hearing of those who "need to know."
- We use the intercom or walk over to the desk to discuss student issues. We never yell across areas to other staff.
- In high traffic areas, we ask the student to write down information rather than asking them to speak personal information that should be kept private.
- We keep behaviors such as personal conversations, eating, expressing criticism, etc., out of sight and ear shot of students and guests.
- We keep work areas and public areas clean and orderly. We pick up litter and report spills and other facility problems.
- We keep our appointments. We arrive on time to meetings and appointments and are prepared to participate. We notify people well in advance if we cannot attend a meeting and we do not commit to meetings we know we cannot attend.



Remember to Work as a Team

- We take ownership when problems are encountered, discuss problems with the appropriate people and actively support workable solutions.
- We work collaboratively to get the job done; keep other team members informed; follow through on responsibilities, and offer assistance without being asked.
- We return all equipment to its proper place and in the condition we found it. If we lose or break equipment, we inform the appropriate people and take responsibility.
- We support changes and adjust when necessary or expected.
- We value all members of the team. We encourage, teach, mentor, and listen to others. We resolve conflict in a healthy way.
- We respect colleagues and follow policies, procedures, and guidelines of other departments. We extend professional courtesy to our colleagues at ICC, giving them the benefit of the doubt and helping them whenever we can.
- We inspire confidence by talking positively about the College, all departments, and all members of the College team. We vent privately, never back-stab, and always discourage gossip.
- We introduce ourselves to new employees and make them feel at home.



Disciplinary Action

It is the College's practice that administrative and supervisory efforts should be concentrated on preventing serious personnel actions from occurring rather than on disciplining employees for misconduct.

However, when an employee fails to maintain acceptable standards of performance, service, and conduct, formal disciplinary action may be necessary to ensure that individuals operate in a collective effort to achieve the College's institutional goals and objectives.

If disciplinary measures are warranted, administrative personnel:

- should investigate the problem so the facts of the situation are known and documented,
- should take action which is corrective rather than punitive in nature,
- should impose disciplinary action which is appropriate to the circumstances of the individual case, and
- should attempt to respect the dignity of the employee.

Discipline of employees may include oral and/or written warnings or reprimands, probation for up to six months, the withholding of a salary increase, demotion or, after a series of actions (progressive discipline), termination of employment. No disciplinary action may be initiated by a supervisor without discussion with and approval of the appropriate administrative officer. Human Resources is to be consulted for all performance improvement plans, suspensions, and terminations.

The disciplinary steps may be as follows:

- Verbal reprimand
- Written reprimand
- Final written reprimand
- Suspension
- Termination

At any point a Performance Improvement Plan may be required and successfully completed to maintain employment with Illinois Central College.

Depending on the severity and circumstance of specific misconduct, an employee may receive any level of discipline, in any order, including up to dismissal, even for a "first" offense.



Emergency Closing

The College considers the safety of employees as a priority when dealing with an emergency closing. The College may be forced to close (or not open for business) in emergency situations that include, but are not limited to, inclement weather and emergency situations such as a power failure, fire, and other situations which create undesirable and/or unsafe conditions for employees.

If already working, you may be released and paid for your regular schedule. If closed before the start of your shift, full-time and part-time employees will be paid for the day. If you had previously scheduled vacation time or had called in sick you will not be paid for the closure.

Some employees may not be released due to circumstances dependent on the nature of the closing and the imminent needs of the College.

Partial closings may occur such that some employees may be able to be reassigned to other areas of the College or to another campus to continue their work.

If the College will be opening late or not at all, an announcement will be aired on local TV stations and will be listed on ICC's website (www.icc.edu).

Emergency Worker Volunteers

The Volunteer Emergency Worker Job Protection Act provides job protection to an employee who is a volunteer emergency worker because the employee, when acting as a volunteer emergency worker, is absent from or late to his/her employment in order to respond to an emergency prior to the time the employee is to report to his/her place of employment.

The Act defines volunteer emergency worker as a firefighter, emergency medical technician, ambulance driver or attendant, or a "first responder" for a fire department or fire protection district. Volunteer emergency worker also means a person who is a volunteer member of a county or municipal emergency services and disaster agency pursuant to the Illinois Emergency Management Agency Act, an auxiliary policeman appointed pursuant to the Municipal Code, or an auxiliary deputy appointed by a county sheriff pursuant to the counties code. The volunteer emergency worker cannot receive monetary compensation or incentive for his/ her services nor work in one of the capacities listed above for any other fire department, fire protection district or governmental entity.

ICC does require that an employee who may be absent from or late to his or her employment in order to respond to an emergency make a reasonable effort to notify his/her supervisor that he or she may be absent or late and provide a written statement from the supervisor or acting supervisor of the volunteer emergency agency the worker serves, stating that the employee responded to an emergency and stating the time and date of the emergency.



Ergonomics -----

The College strives to provide a work environment free of hazards. Upon request the College will conduct an ergonomic evaluation of individual work stations. Ergonomics is the science of fitting the work environment to the person to minimize injuries caused from stress on the muscles, nerves, and joints.

Procedures

Contact the Risk Management and Benefits office to set up an appointment so that the College can work with you to ensure that your work area or workstation is set up correctly and you are informed of the steps you can take to minimize the chance of injury.

The College periodically reviews injury records and ergonomic requests to identify potential workplace hazards that could lead to injuries, and will address such hazards as necessary and feasible.

Fitness for Duty Examinations

It is the goal of the College to provide a safe workplace for all employees. To accomplish this goal, Illinois Central College expects all employees to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for duty throughout the entire time they are working may present a safety hazard to themselves, to other employees, or to the public.

Procedures

If you are unable to perform your job duties without endangering yourself or others, or are taking medication that might affect your ability to perform your job safely, you should immediately inform your supervisor. If your supervisor believes you are not fit to perform your duties, you may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, or requested to take a medical examination.

You are expected to notify a supervisor if you observe a coworker acting in a manner that indicates the coworker may not be fit for duty. If the supervisor's behavior is a focus of concern, you should inform an upper level manager or contact Health Services or the Safety and Risk Manager.

If deemed necessary, a fitness for duty examination will be conducted by a College-designated health professional at no expense to the employee.

If you are not fit for duty, you may be eligible for benefits (e.g., sick leave, family leave, workers' compensation, group health care, or SURS disability retirement benefits. An attempt will be made to accommodate restrictions.

Refusing to cooperate with a fitness for duty examination may result in disciplinary action, up to and including termination.



Gift Ban -----

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with an officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer to make a gift that violates this Section.

Exceptions

- Opportunities, benefits, and services that are available on the same condition as for the general public
- Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value
- Any (1) contribution that is lawfully made under the Election Code or (2) activities associated with a fundraising event in support of a political organization or candidate
- Educational materials and missions
- Travel expenses for a meeting to discuss business
- A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée
- Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (1) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (2) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (3) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members
- Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means
- Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee; and are customarily provided to others in similar circumstances
- Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental activity.
- Bequests, inheritances, and other transfers at death
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100
- Any item or items provided by Illinois Central College in support of the employee's or officer's discharge of official duties



Each of the exceptions listed in this section is mutually exclusive and independent of every other.

Section 10-3. Disposition of Gifts – An officer or employee, or his or her spouse or an immediate family member living with the officer or employee, does not violate this ordinance if the recipient promptly takes reasonable action to return a gift from prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Taken from Article XV, Section 10-1 to 10-3, Section II: Administrative Policies of the Board of Trustees.

GINA – Genetic Information Nondiscrimination Act of 2008

In general, Title I of GINA prohibits health plans from discriminating against covered individuals based on genetic information. "Genetic information" includes family medical history and information regarding individuals' and family members' genetic tests and genetic services.

Specifically, Title I of GINA states that health insurers may not use genetic information to make eligibility, coverage, underwriting, or premium-setting decisions. Health insurers may not request or require individuals or their family members to undergo genetic testing or to provide genetic information. Further, they cannot use genetic information obtained intentionally or unintentionally in decisions about enrollment or coverage. Finally, the use of genetic information as a preexisting condition is prohibited in both the Medicare supplemental policy and individual health insurance markets.

There are Two Exceptions to Title I of GINA

- First, health insurers may request genetic information in the case that coverage of a particular claim would only be appropriate if there is a known genetic risk.
- Second, in the context of research, when working in collaboration with external research entities health insurers may request (but not require) in writing that an individual undergo a genetic test. The individual may do so voluntarily, but refusal to participate will have no negative effect on his or her premium or enrollment status. The collected genetic information may be used for research purposes only, and not for underwriting decisions.



Grievance Procedure -----

While Illinois Central College encourages an employee to attempt to informally resolve any problem with their supervisor, it recognizes that a more formal internal procedure and process is sometimes necessary for the hearing and resolution of complaints and other problems arising out of employment in a prompt, fair, and orderly manner. This grievance procedure is designed, therefore, to provide for a means of communication and redress for grievances which may arise in matters of general administration, work conditions, and the rights of the employees as they relate to the College.

This procedure shall be applicable to complaints raised by a regular full-time College employee, provided such employee is not covered by the provisions of a valid collective bargaining agreement to which the Board is a party if such agreement provides for the orderly resolution of grievances.

This procedure shall not apply to employees during their initial probationary periods unless there is a claim of discrimination involving matters prohibited under applicable federal and state laws.

Every employee covered by this procedure shall have the right to present his/her grievance to the College free from interference, coercion, restraint, discrimination or reprisal.

Section 1: Definition

A grievance is defined as a complaint involving the alleged violation, misinterpretation or misapplication of:

- an established College policy or administrative regulation or procedure;
- the conditions of the individual employee's employment authorization, or a work-related condition which the employee believes to be unfair, inequitable or a hindrance to his/her effective performance; or
- the civil rights of the grievant, regardless of race, color, religion, sex, age, national origin or disability, as outlined in the Civil Rights Act of 1964, Title VII; the Education Amendments of 1972, Title IX; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; and other applicable federal legislation with respect to nondiscrimination.

Section 2: Time Limits

Adequate time is provided by this procedure to complete activities prescribed within each step, and consideration should be given to completing each step as expeditiously as possible.

If a grievance is not filed within the time limits as set forth, the right to grieve shall be regarded as forfeited and shall not be processed further through the grievance procedure.

If a grievance is not completed at any step within the time limits of the grievance procedure, it shall be considered to have been settled on the basis of the last decision. If a grievance has not been answered at any step within the specified time limit, the grievant may elect to treat the grievance as denied at that step and immediately may appeal the grievance to the next step.

Time limits on each step may be extended by mutual written agreement of the parties involved. The term "working days," as used herein, shall mean the days Monday through Friday, inclusive, exclusive of holidays.



Section 3: Procedure

A grievance shall be processed by the following steps:

STEP 1

Within 14 calendar days of the time the specific condition or act leading to the alleged violation occurred, the employee who has a grievance shall submit to his/her immediate supervisor a completed copy of the Grievance Form (Appendix A), which shall contain:

- the name of the grievant;
- a concise statement of the grievance;
- a general statement of the relevant facts which form the basis for the complaint;
- the date of the alleged occurrence;
- an indication of the resolution sought;
- an account of any attempts at resolution through informal means;
- the signature of the grievant; and
- the date the Grievance Form is submitted to the employee's immediate supervisor.

Within five working days of the receipt of the grievance, the immediate supervisor shall confer with the employee in an effort to resolve the matter. The results of this conference shall be written by the immediate supervisor within five working days after the conference and shall be signed by both parties and shall indicate their agreement or disagreement with the decision reached by the immediate supervisor.

When the employee's immediate supervisor also is the managerial officer for the area, the Grievance Form must be submitted to him or her and processed initially beginning at Step 2 or Step 3 as appropriate.

STEP 2

If the conference does not resolve the complaint to the satisfaction of the grievant, the grievant may within five working days after the receipt of the immediate supervisor's decision complete Part B of the Grievance Form to summarize his/her position and submit the form to his/her appropriate managerial officer.

The managerial officer then shall meet within five working days of his/her receipt of the written grievance with both the employee and his/her immediate supervisor to discuss the complaint and to attempt to resolve the matter.

Furthermore, at this meeting and at any subsequent meeting prescribed within this procedure, any of the principal parties shall have the right to invite any other College employee who has information to add which is specifically relevant to the complaint.

The appropriate managerial officer shall prepare and send to the grievant within five working days after his/ her conference with the employee and his/her immediate supervisor a written explanation of his/her decision on the matter.



STEP 3

If the conference does not resolve the complaint to the satisfaction of the grievant, the grievant may within five working days after the receipt of his/her managerial officer's decision summarize his/her position in writing and submit his/her summary to his/her appropriate senior managerial officer.

The senior managerial officer then shall meet within five working days of his/her receipt of the written grievance with the employee and his/her immediate supervisor and/or appropriate managerial officer to discuss the complaint and to attempt to resolve the matter.

The senior managerial officer shall investigate and conduct such hearings and interviews as deemed necessary to reach a decision and shall prepare and send to the grievant within ten working days after his/ her conference with the employee and his/her immediate supervisor and/or appropriate managerial officer a written explanation of his/her decision on the matter.

STEP 4

If the employee still feels the matter to be unresolved, within five working days of his/her receipt of the senior managerial officer's written decision he/she may appeal the decision by requesting in writing the President of the College to arrange for a hearing by the Grievance Review Committee.

The Grievance Review Committee shall be an ad hoc committee consisting of three representatives appointed by the President of the College to hear grievances and four members appointed by the President from a list of eight or more names agreed upon by both the grievant and the appropriate senior managerial officer. Names submitted by both the grievant and his/her appropriate senior managerial officer shall be limited to the names of regular full-time employees covered by this Manual. If the principal parties are unable to agree on at least eight names, the President may appoint members from all those eligible to serve.

If a member of the Committee feels he/she cannot perform impartially, due to a conflict of interest or the appearance thereof, in the hearing of a particular grievance, he/she may ask to be replaced during the specific case. If the grievant feels a member of the Committee cannot serve in an impartial manner, he/she may request that such a Committee member be excused for the specific case only and a replacement be designated by the President of the College from the list of those eligible to serve.

The President of the College shall, within five working days after receipt of the employee's request for a hearing, appoint a nonvoting chairperson of the Committee. Within an additional five working days, the Committee shall review the matter. The grievant, his/her immediate supervisor, his/her managerial officer and his/her senior managerial officer shall be available to attend the meeting if requested by the Committee chair.

All written material generated during the attempt to resolve the complaint shall be presented by the grievant and appropriate managerial officer to the Grievance Review Committee. The Committee may request from the College information which is a matter of public record and which is deemed necessary, proper and/or relevant to the grievance.

The Committee shall be convened and shall conduct other meetings as necessary in order to reach a decision, making every effort to complete its hearings within five working days from the time it was convened. The task of the Committee shall be to review the facts and issues in the case and, based strictly on the evidence and testimony presented, make a recommendation in writing to the President for the disposition of the grievance.

The presiding chair of the Committee shall record all oral or written votes by the Grievance Review Committee and shall submit the Committee's findings and recommendation to the President within five working days after completion of the Committee's hearings of the grievance.

Within ten working days of his/her receipt of the Committee's recommendation, the President, who may elect to endorse the recommendation, reject it or modify it, shall prepare and send to the grievant, to his/her immediate supervisor, to the appropriate managerial and senior managerial officers, and to each member of the Grievance Review Committee a written explanation of his/her decision on the matter.



STEP 5

If the decision reached in Step 4 is not acceptable to the grieving employee, he/she may within five working days of his/her receipt of the President's decision request a hearing before the Board of Trustees.

The Board of Trustees then may determine whether it shall hear the case or refuse to take action upon it. The Board, if it decides to review the case, shall meet within 30 working days to discuss the grievance and shall render its decision on the complaint. The decision of the Board shall be final.

Section 4: Duplicative Proceedings

Use of the College's grievance procedure shall not deny an individual access to procedures specified in state or federal statutes and regulations relating to employment; however, a grievance shall not be processed under this procedure on behalf of any employee who files or prosecutes, or permits to be filed or prosecuted on his/ her behalf in any court, governmental or administrative agency, a claim, complaint or suit, complaining of the action grieved, under applicable federal, state or municipal law or regulation.

Taken from Article V, Section 9, Administrative Policies of the Board of Trustees.

Keeping Our Records Current

It is the practice of the College to maintain current contact information on all employees.

Procedures

Notify the Human Resources department at extension 5720 or hr@icc.edu when there are changes to the following:

- Your name
- Your home address and/or telephone number
- The person to notify in an emergency
- Your bank account for direct deposit of your pay
- Your marital status (including divorce)
- Your number of dependents
- Tax form W-4 changes
- Successful completion of any degree program, accredited courses, seminars, and workshops

ADDITIONAL INFORMATION

Failure to notify the College of changes to your contact information may create delays in providing information or certain benefits.



Lost and Found

Any items found on College property should be delivered to the Lost and Found or the Campus Safety and Security officer at each of the four College locations. The East Peoria Lost and Found is located in Room 103A in the main building. The College collects found items at the Campus Safety and Security department. Whenever possible, efforts will be made to determine and contact the owner of any lost item.

If you find an item, please deliver it to the Campus Safety and Security department. Items will be kept for approximately one month, after which time the item may be donated to Goodwill or a similar local organization.

If you have lost an item, please complete a Lost Report with Campus Safety and Security. Efforts will be made to locate and return your lost item(s).

While Illinois Central College will try to return lost belongings to their owners, the College accepts no responsibility for lost items or the condition of the items lost on College property.

In order to claim a lost item, you must establish ownership by describing the item as closely as possible.

Media Contact

The College responds to media inquiries as soon as possible. Individuals designated to speak as College representatives include: President, Board Chair, and Associate Vice President of Marketing and College Communications.

No one other than these individuals, or any specially designated spokesperson, has permission to represent the College to the media. Any unauthorized individual who makes public comments or addresses the media as an apparent representative of the College may be subject to discipline, up to and including termination.

Procedures

All media inquiries, whether verbal or written, are to be directed to the Associate Vice President of Marketing and College Communications, who will respond to the request directly or forward it to the appropriate individual(s).



Personal Decorations

It is the practice of the College to allow employees to display personal decorations or items in their work areas within the restrictions of this policy.

Personal decorations must not be offensive to a reasonable person. Examples of acceptable items or decorations may include family photographs, cartoons of a tasteful nature, small plants, and similar items. Examples of prohibited items may include sexually explicit material, profanity, or other material which is derogatory.

Personal appliances such as coffee makers and space heaters are prohibited due to the potential fire hazard.

Your supervisor or manager is responsible for determining if personal items are or are not appropriate in the workplace.

Certain areas within the College have more contact with customers and other non-employees, and the College reserves the right to restrict the display of personal items in such areas.

Employees in violation of this policy may be subject to disciplinary action, up to and including termination.

Personal Hygiene and Scented Product Use

It is the practice of the College to project a professional image to customers, clients, visitors, and coworkers. The College expects you to arrive for work with a well-groomed and professional appearance.

The College discourages the excessive use of strongly scented products such as perfume and cologne that may distract others or create sensitivity to these products among employees or customers.

The College recognizes that certain products may have a strong scent or create an odor, and this procedure is not intended to preclude the use of such products by employees who need to use such products for valid medical reasons.

The employee's supervisor is responsible for determining if an employee's appearance or use of a scented product is appropriate in the event of a concern or complaint.

The College understands that certain products or medical conditions may create an odor and will discuss possible solutions with the voluntary participation of the employee. If the issue has a medical basis, confidentiality must be maintained, and the employee may be referred to the Health Services department for consultation. The well-being of the employee will be the primary concern.

Violations of this policy may result in disciplinary action. Violations do not include situations where the issue has a legitimate medical basis.



Personal Mail and Packages -----

The College allows employees to send personal mail or packages through the Mail Services department.

Personal mail or packages for which postage has already been paid may be picked up with College mail by placing the envelope/package with your department's campus mail. This mail will be processed and mailed out by the Mail Services department.

For those personal mail envelopes or packages that require postage, please bring your pieces to the Mail Services department. They will weigh your mail and notify you of the postage due. The mail will not be processed until the postage due is received in the Mail Services department.

Personal packages should already be prepared for shipment, with appropriate wrapping and tape, and should include an address label. Packages not appropriate for shipment will not be accepted.

Personal Property -----

The College does not insure against theft or loss of personal property. Radios, purses, or other valuables should be locked in the employee's desk or file cabinet and office doors locked when the office is unoccupied.

Personal Relationships -----

The College realizes that personal relationships of a romantic nature may develop between coworkers. While the College does not ban all such relationships outright, the College has established some guidelines for such relationships.

What employees do on their own time away from work is private, unless it negatively impacts their performance in the workplace. The manner in which you conduct yourselves at work is subject to College policies and procedures.

Romantic relationships between supervisors and subordinates are prohibited.

Procedures

Employees who are engaged in a relationship should refrain from personal conduct on College premises that creates tension with coworkers or causes other employees to feel uncomfortable or offended.

You are reminded that you must adhere to the College's sexual harassment policy. Unwelcome comments or behavior from one party to the other may be considered sexual harassment and will be dealt with according to College policy.

If a conflict of interest is present in a relationship, the College will endeavor to find a solution to eliminate the conflict of interest so that one person is no longer able to unduly influence or favor the other. Such solution may include transfer of one of the employees to another department or location, or change the reporting structure if feasible. If no accommodation can be found, the College may require one of the pair to resign or be terminated.



Personal Standard of Appearance

The College requires that employees dress appropriately in clothing which:

- is suitable for their job responsibilities and work environment;
- meets the requirements established for safety reasons.

ICC requires that employees be well-groomed, neat, and wear appropriate attire—remembering at all times you represent ICC, and your actions/appearance mirror how our internal and external customers view ICC as well as ensure your safety as an employee.

For that reason, the College expects all employees to dress appropriately for the job, both on-site and when conducting College business off-site.

Political Activities -----

The College Board recognizes the right of any employee of the District to take, or refrain from taking, a stand on any political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on the employee's own time and off the premises of the College. The employee shall exercise reasonable care to show that he is acting in his capacity as a private citizen and does not represent the College in any way.

Prohibited Political Activities

- No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Board of Trustees in connection with any prohibited political activity.
- At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that officer or employee's duties, (2) as a condition of employment, or (3) during any compensated time off (such as holidays, vacation or personal time off).
- No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this ordinance.
- No person either (1) in a position that is subject to recognized merit principles of public employment or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Taken from Article V, Section 5-1, By Laws of the Board of Trustees.

General

Professional Conduct

The College requires that employees conduct themselves in a professional manner at all times. The College understands that coworkers affect each other's performance and strives to provide an environment that stimulates productivity and overall satisfaction.

Procedures

You are expected to act in a professional manner at the workplace. This extends to behavior around students, and includes all times you are engaged in work-related activities, whether on College property or at another location.

You are expected to:

- Refrain from horseplay and offensive or discriminatory behavior/jokes
- Follow the policies within the Employee Handbook
- Communicate effectively and respectfully with those around you
- Respect the privacy and needs of other employees and non-employees

Examples of inappropriate conduct include, but are not limited to, the following:

- Causing physical harm to another employee
- Loud language or shouting
- Making threats or bullying others
- Actions affecting any surrounding safety hazards

If there are questions concerning this policy, contact your immediate supervisor or the Human Resources department.

Violations of this policy may result in disciplinary action, up to and including termination.

Recycling -----

The College commits to protecting the environment by examining methods to improve waste reduction and recycling.

Procedures

You are requested to participate in the Illinois Central College recycling program by separating waste. Recycling containers are located throughout the facility, and indicate the appropriate material to place in each receptacle.



Responsible Use of Computing Resources

Applicability

This Operational Standard applies to all users of Illinois Central College computing resources, whether affiliated with the College or not, and whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by designated departments within the College.

Operational Standard

All users of College computing resources must:

- Comply with all federal, state, and other applicable laws; all generally applicable Illinois Central College rules and policies; and all applicable contracts and licenses:
 - Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, harassment, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the college's code of student conduct; the College's sexual harassment policy and all applicable software licenses.
 - Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks.
 - Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Computing resources are to be used in the manner and to the extent authorized by only those users who are authorized to use them:
 - Ability to access computing resources does not, by itself, imply authorization to do so.
 - Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
 - Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of resources or to interfere unreasonably with the activity of other users:
 - Limitations on bandwidth and disk space are set by Technology Services based upon available resources and need. The reasonableness of any particular use will be judged in the context of all the relevant circumstances.
- Refrain from using any computer resources for financial gain, commercial, or political purposes:
 - Personal use of Illinois Central College computing resources for purposes other than those listed above may be permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, does not result in financial gain for a member of ICC, and is otherwise in compliance with this standard.



- Users of computing resources shall refrain from stating or implying that they speak on behalf of Illinois Central College and from using College trademarks and logos without authorization to do so:
 - Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College.
 - Authorization to use College trademarks, logos, email, and other communications on College computing resources may be granted only by the Marketing department, the Vice President of Administration and Finance, or legal counsel. The use of appropriate disclaimers is encouraged.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected:
 - Ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are
 responsible for ascertaining what authorizations are necessary and for obtaining them before
 proceeding.

Enforcement

Users who violate this standard may be denied access to College computing resources and may be subject to other penalties and disciplinary action, both within and outside of the college.

Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. Should a user's access be suspended under any of these circumstances, the College shall inform the student or employee immediately and shall afford such person an opportunity to respond. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Return of College Property -----

As an employee, you are expected to take proper care of any College-provided equipment, tools, uniforms, or other property. Any such property must be returned in good repair.

If damage has occurred through no fault or negligence on your part, the College will bear the cost of repair or replacement.

If loss or damage was due to fault or negligence, you may be asked or required to reimburse the College for the cost of repair or replacement, either through payroll deductions or other means, according to applicable state laws. Where state law does not allow recovery through these means, the College may initiate legal action for the loss or damage.

If you leave the College, either voluntarily or by termination, you are expected to return any College property in your possession.



Searches and Inspections -----

To ensure security, the College reserves the right to conduct searches of College property, including workstations, desks, file cabinets, lockers, and similar areas. This also extends to computers (email and Internet) and telephones (voice messages). The College may search College areas at any time, either randomly or when there is a reason to believe that prohibited items may be present.

The College reserves the right to conduct searches of your personal possessions, including lunchboxes, briefcases, backpacks, packages, or other items carried onto College property. For purposes of this policy, "personal possessions" does not include items of clothing being worn or employee vehicles. However, a visual inspection of vehicles may be performed from outside (i.e., looking through the windows).

The College reserves to right to deny entrance to any employee who refuses to cooperate with a request to search personal possessions. Employees who refuse to cooperate may be subject to discipline.

Any search will be conducted in compliance with all federal, state, local, or other laws.

Anyone who feels they have been mistreated under this policy should report their concerns to their supervisor, or to the Campus Safety and Security Department.

Seniority -----

Seniority is defined as the length of an employee's continuous, regular full-time service at Illinois Central College.

Departmental seniority may be established within specific job classifications covered by this Classified Handbook and may be one of the considerations in determining, for example, promotions and transfers, reassignments, approved vacation schedules and shift preferences.

Seniority shall end and the employment relationship terminate if the employee resigns or quits, is discharged for cause or otherwise dismissed, retires, is absent three consecutive working days without notifying and furnishing an excuse satisfactory to the College, or accumulates 20 or more hours of unauthorized absences within any 12-month period.

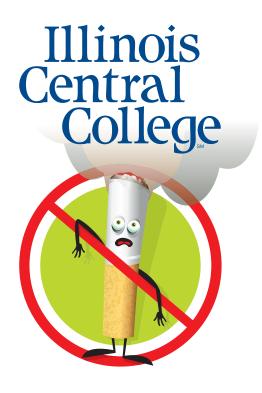


Smoke Free/Tobacco Free Campus -----

Illinois Central College has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff, and visitors while respecting individual choice. Consistent with these concerns, with regulations enacted by the state of Illinois and the ICC Board of Trustees, ICC has established the following operational standard:

- Smoking and/or use of all tobacco products is prohibited on all premises and property of Illinois Central College, including but not limited to campus grounds, buildings, College-owned vehicles, etc. Smoking and tobacco are permitted only in designated smoking areas of the College or in an individual's personal vehicle.
- If you are interested in smoking cessation classes, contact Health Services for information on classes and written information. You may also contact the Illinois Tobacco Quitline 1-866-784-8937 to see if you qualify for free nicotine patches through the local Health Department.

Taken from Article VIII Section II of the Administrative Policies of the Board of Trustees.





Social Media Policy

Social media includes, but is not limited to, blogs, wikis, social networks (examples: Facebook[™], LinkedIn[™], MySpace[™], etc.), video and photo portals (examples: YouTube[™], Flickr[™]), collaborative professional space, and email. These programs often blur the lines between personal and professional life. Illinois Central College believes its employees often are the best ambassadors for the College. Social media provide ICC employees ample opportunities to represent the College in the "virtual" community. ICC also recognizes its responsibility ensure employees, trustees, and volunteers adhere to local, state, and federal requirements to protect student and staff privacy. The College also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of College computer resources, and restrict employee activities that do not add value to the College mission, vision, strategic priorities, general learning goals, or financial well-being. Therefore, the Illinois Central College Board of Trustees establishes this policy regarding use of social media by Illinois Central College employees and volunteers.

- Employees and volunteers adhere to ICC's internal standards on appropriate use of computer resources, media relations, Core Values, Diversity Pledge, CougarCARE Principles, Red Flags policy, Ethics Ordinance, Brand Standards, and general use guidelines when using social media for specific job-related tasks of Illinois Central College. These standards can be found at www.icc.edu/standards.
- When employees or ICC volunteers identify themselves as employed and/or associated with ICC, they should include a disclaimer that indicates that their opinions, comments, interpretations, etc., are their own and not those of the College and may not represent current or accurate information. In most cases, listing a title in a "profile" or "resume" would not require such a disclaimer, but commenting on policy, governmental affairs, or controversial issues without adherence to the College's media relation standards and/or Ethics Ordinance would require such a disclaimer. Personal opinions expressed in personal restricted venues using personal computing resources most often would not require disclaimers.
- Employees and volunteers recognize that they use social media at their own risk. The College assumes no responsibility or liability for social media activity by employees or volunteers that is not approved and coordinated through the Marketing and College Communications department.
- Classroom activities that involve the use of social media should follow the guidelines established above only when such material is visible beyond the confines of the virtual classroom.

Taken from Section I, Article XVII of the Administrative Policies of the Board of Trustees.



Solicitation, Advertisements, Product or Sample Product

Dissemination

The Board regards the campus environment as a space to be free from solicitation, advertisement, or sample product dissemination. The Board reserves the right to regulate all solicitation, dissemination of information or sample product distribution by all current or potential solicitors, vendors or advertisers.

Any solicitation, advertisement, product, or sample product dissemination must be sponsored by one or more recognized club, organization, or department.

The College shall maintain the right to regulate the time, place, and size of the area allowed for these activities in an effort to maintain safety and eliminate conflicts with normal College activities. Regulation of campus activities under these provisions shall be the responsibility of the College President.

Taken from Article VII, Section II of the Administrative Policies of the Board of Trustees.

Theft, Misuse, or Destruction of Property -----

The College does not tolerate internal theft, destruction, or inappropriate use of any College assets, property, and services. The College does not tolerate theft and/or destruction of employees' personal property.

The College is not responsible for the personal property of its employees. You are responsible for safeguarding any personal property brought to work and kept on College premises.

Reporting Procedure

All incidents involving theft, destruction, or misuse of College assets, property, and services, and/or employees' personal property should be reported to the Campus Safety and Security department. The Campus Safety and Security department will conduct a confidential investigation of the matter. The investigation results will be reviewed and the East Peoria Police Department will be contacted if the nature of the violation warrants such involvement.

To ensure security, the College reserves inspection rights for all College and employee property located on its premises, including workstations, desks, file cabinets, and lockers. This right extends to desks, computers (e-mail and Internet) and telephones (voice messages). The Campus Safety and Security department can search or authorize a search of College property.

If it is determined that an employee is in violation of this policy, the employee may be subject to disciplinary action, up to and including termination.



Use of College Facilities -----

Access and Use Both During and After Regular College Hours

Use of the campus during and after hours shall be by expressed written consent of the administration. The intent of such use shall be in keeping with the College's mission, and such use shall be undertaken in such a manner as to protect, maintain, and secure the facilities, assets, and campus of Illinois Central College.

Violation of the above may result in disciplinary action to include the potential dismissal of personnel involved in the infraction or other legal action.

The sale, delivery, possession, and consumption of alcoholic beverages on any property controlled by the College are strictly prohibited. However, students and staff of the Culinary Arts Program may use alcoholic beverages as an ingredient in food preparation and for consumption as appropriate for the presentation of the meal in context of the program. College property includes buildings, grounds, and College vehicles or personal vehicles used for College business.

Taken from Article X, Section II of the Administrative Policies of the Board of Trustees.





Work Rules -----

Work rules are necessary for the efficient operation of the College. Listed below are some College work rules. All employees are expected to comply with common and accepted standards of behavior and performance, as well as written rules. Nothing in this policy changes the at-will nature of the employment relationship.

This list is for reference purposes only and is not all-inclusive. These rules may change periodically at the sole discretion of the College. If you have questions regarding College policies or procedures, ask your immediate supervisor or the Human Resources department.

Violations of College work rules include:

- Failure to comply with College policies and procedures
- Unacceptable job performance
- Refusal or failure to follow management instruction and/or direction
- Reporting to work or responding to a call-in situation in an unfit condition, including being under the influence of drugs, alcohol, or other substances
- Delaying or restricting operations, or influencing others to do so
- Unprofessional conduct with coworkers, customers, and/or clients
- Violence, threats, harassment, intimidation, and other disruptive behavior including verbal or written statements, gestures, or expressions that convey a direct or indirect threat of physical or emotional harm.
- Solicitation contrary to College policy
- Conducting non-work-related activities during work time, or using College property for non-work-related activities
- Outside activities which are detrimental to the College's image and reputation, or where a conflict of interest exists
- Excessive absence or unexcused absence or tardiness
- Falsification of College records
- Theft and/or destruction of College assets, College property, and College services; or theft and/or destruction of employees' personal property
- Misuse of College property and/or unauthorized removal of College documents, equipment, telephone system, tools, supplies, or confidential information of any nature from College premises
- Possession or consumption of alcoholic beverages, unlawful drugs, or drug paraphernalia on College property or coming on College property or working on behalf of the College while under the influence of either drugs or alcohol
- Failure to comply with the employee identification card policy, including display of appropriate ID and immediately reporting lost/stolen ID or master keys
- Failure to comply with policies regarding email and internet use, computer virus protection, data security, and software or license compliance

Failure to comply with any of these rules may lead to disciplinary action, up to and including termination.



Workplace Violence

The College prohibits violence in the workplace, and makes every attempt to maintain a safe workplace. The workplace is not limited to College premises, but includes all environments where work-related activities are performed, such as off-site meeting locations and business travel.

For purposes of this policy, "violence" includes physically harming another, shoving, pushing, harassing, intimidating (either physically or verbally), coercing, brandishing weapons, and threatening or talking of engaging in those activities.

This applies to all employees, all non-employees including customers/clients, visitors, suppliers, vendors, contractors, temporary workers, and other individuals with whom College employees come into contact with during work duties. Any of these individuals may be a victim or a violator under College policy.

Procedures

Verbal threats or physical actions will not be tolerated. Employees are expected to promptly and accurately report all violent incidents, whether or not physical injuries have resulted, to the Campus Safety and Security department.

To ensure security, the College reserves inspection rights for all College and employee property located on its premises, including but not limited to workstations, desks, file cabinets, and lockers. This right extends to desks, computers (email and Internet) and telephones (messages and records). The Campus Safety and Security Department Police Chief or someone acting in his or her stead can search or authorize a search of College property.

In cases of workplace violence, the Campus Safety and Security department may contact and involve local law enforcement authorities as necessary. Any incidents involving violence against the College or its employees shall require Human Resources involvement as soon as the situation is under control and there are no immediate safety risks to the College or others.

The College will not tolerate any form of retaliation toward an employee who reports workplace violence. Any retaliatory incident must be reported to the Human Resources department. Retaliatory incidents will result in disciplinary action, up to and including termination of employment with Illinois Central College.

Failure to adhere to the established College policies and procedures may result in disciplinary action up to and including termination.



The use of drugs undermines the quality and safety of job performance, endangers coworkers, and brings discredit to Illinois Central College and its community. Illinois Central College will not tolerate the use of drugs by its employees in any job-related context and is committed to the eradication of drugs from the workplace.

To this end, it is the policy of Illinois Central College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the job, in a job status or on College premises is strictly prohibited. Anyone in violation of this policy is subject to severe disciplinary action, including discharge.

Any employee who is convicted by a federal, state, or local court of a drug-related offense which occurred in the workplace must inform the College within five (5) days of the date of such conviction. Within ten days of such notice, the College will advise any affected workplace contracting agency of such conviction. Persons who are convicted of drug-related crimes arising at the workplace will be terminated and may be reinstated, at the College's sole discretion, only after satisfactory completion of a drug abuse assistance or rehabilitation program acceptable to the College.

Any employees who believe that they currently have a substance abuse problem may consult with Health Services concerning the availability of Employee Assistance Programs, rehabilitation agencies, or drug counseling services. All such inquiries will be kept strictly confidential. All employees are encouraged to take advantage of this important resource.

In order to ensure that all employees in the workplace are familiar with the terms of this important policy, a copy of the policy will be distributed to each individual currently employed by the College. Additional copies may be acquired from Human Resources. Henceforth, copies of the policy are provided to all newly hired employees as part of the initial employment process.

Illinois Central College Board of Trustees, amended April 10, 1997.



Drug and Alcohol Free Workplace Policy

Purpose and Goal

Illinois Central College is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- As a condition of employment, Illinois Central College requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- Illinois Central College encourages employees to voluntarily seek help with drug and alcohol problems. An Employee Assistance Program is available to full time employees to help employees deal with addictions and other counseling needs.

Covered Workers

Any individual who conducts business for the organization, is applying for a position, or is conducting business on Illinois Central College's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to, all employees of Illinois Central College.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for Illinois Central College. Therefore, this policy applies during all working hours, whenever conducting business or representing Illinois Central College, while on call, paid standby, while on Illinois Central College property, and at College-sponsored events.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify Health Services) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.



Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify Illinois Central College in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering Illinois Central College property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases, lunchboxes, desks and work stations.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted by an independent third party (currently IWIRC) according to DHHS/SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in:

PRE-EMPLOYMENT TESTING

New prospective employees are subject to drug and alcohol screening to ascertain whether an applicant is capable of safely performing the duties and meeting the prerequisites of the employment offered.

POST-ACCIDENT TESTING

Employees shall be required to take a drug test after having been involved in, or after causing, an accident or incident, which caused or could have caused personal injury or damage to equipment or property. Testing of employees will be consistently applied to all employees. Drug and alcohol testing by use of blood will only be used for post-accident/incident testing when the employee is unable to provide a normal urine drug test and or breath screen.

REASONABLE SUSPICION/CAUSE TESTING

Employees will be subject to a drug and alcohol test based on reasonable and articulated belief that an employee is using or has recently abused drugs, alcohol or substances prohibited by this program. A decision to test will be based on specific physical, behavioral, or performance indicators and is documented by a supervisor who has received training in the detection of possible symptoms of drug and alcohol use.

RETURN TO DUTY AND FOLLOW-UP TESTING

Employees shall be required to successfully pass a drug and alcohol test upon release from an approved rehabilitation and or assessment program prior to being returned to work.

Each employee who holds a Commercial Driver's License (CDL) will participate in a program that adheres to DOT rules.

In both programs (CDL and non-CDL) the substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP), and alcohol.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.



Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action, will be encouraged to use the EAP and may be required to enter rehabilitation. An employee required to enter rehabilitation that fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Any employee who tests positive will be immediately removed from duty and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms, or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Return to Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return to Work Agreement as a condition of continued employment.

Assistance

Illinois Central College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy offers all full-time employees and their families assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

If an employee is impaired due to on or off duty use of drugs or alcohol he or she is not to report to work. If the employee is at work he or she is to be relieved of work duties and safe transportation home must be provided.



In addition, employees are encouraged to:

- be concerned about working in a safe environment
- support fellow workers in seeking help
- use the Employee Assistance Program
- report dangerous behavior to their supervisor

It is the supervisor's responsibility to:

- inform employees of the drug-free workplace policy
- observe employee performance
- investigate reports of dangerous practices
- document negative changes and problems in performance
- counsel employees as to expected performance improvement
- refer employees to the Employee Assistance Program
- clearly state consequences of policy violations

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- The policy will be reviewed in orientation sessions with new employees.
- The policy and assistance programs will be reviewed at safety meetings.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.



Return to Work Agreement

Introduction

Return to work agreements are used to establish a set of conditions for an employee returning to work following treatment for alcoholism or addiction to other substances. Generally, these agreements are negotiated among the employer, the treatment provider, the employee and, where applicable, the collective bargaining agent. These agreements are useful in defining the responsibilities of the employee, consequences if agreed-upon conditions are violated, and the employer's responsibility.

Return to work agreements may also include restrictions about areas or hours of work in order to avoid situations that increase the risk of relapse. In determining the elements that should be included in each contract, individual circumstances must be considered. Consultation with the treatment provider should be sought.

The return to work contract includes the elements most often included in such agreements.

RETURN TO WORK AGREEMENT

Date:

This agreement is executed in connection with the undersigned employee participation in the Employee Assistance Program. It is the purpose of this Agreement to prevent any misunderstanding as to the terms and time specified. This agreement is specifically designed to meet the needs of the College and the individual and is uniquely adapted to the recovering individual.

I, _____ (Employee), enter into this agreement on the above date with Illinois Central College (Employer) and the EAP (Resource Management Services).

In consideration of my being permitted to continue in, or to return to, the employ of Illinois Central College I agree to the Terms and Conditions set out in this Agreement. I understand that the College agrees to employ me only on these terms and conditions and that failure to comply with the terms of this Agreement shall be grounds for either additional disciplinary action or possible termination.

The Terms and Conditions of this Agreement shall remain in force for a period of two years from the above date but are subject to modification if the Employer, in consultation with treatment provider, decides such modification is in the best interest of the Employee's rehabilitation or necessary to protect the health and safety of the College community. I understand and agree that this Agreement does not obligate the Employer to employ me for a two-year period and that, except as provided in the Agreement, I am employed on the same terms and conditions as the Employer's other employees.

This Agreement consists of this page plus the attached Terms and Conditions for Return to Work, each page of which is initialed by the undersigned parties.

Any modification of the printed terms of the Agreement must be approved by Illinois Central College the undersigned Employee and, if applicable, collective bargaining representative.

EMPLOYEE NAME

SUPERVISOR NAME

COUNSELOR'S NAME

EMPLOYEE REPRESENTATIVE

EXECUTIVE DIRECTOR /HUMAN RESOURCES



Terms And Conditions Of Return To Work Agreement

I agree to abstain completely from mood-changing chemicals except as prescribed by my primary provider, to notify my designated worksite monitor of such prescriptions, and to provide such documentation as may be required to verify a prescription.

I agree to provide a urine/blood sample* for drug screen, to be obtained in the presence of a qualified witness if the employer has documented reason to believe that I may be unfit for duty. The cost of the laboratory test shall be the responsibility of the employer. Positive results will be cause for immediate assessment by my supervisor, College administration, and myself. Relapse will result in termination.

***NOTE:** During the course of this agreement, it is understood by the principals that no poppy seed products or herbal supplements will be ingested.

- I agree to execute consent forms and/or medical authorization forms required for designated worksite monitor, treatment center, and to obtain information and records needed to monitor my compliance with this agreement.
- I understand that my continued employment depends not only on meeting the terms of this agreement but also on satisfactory performance of my job. My employer will monitor my job performance and an unsatisfactory performance evaluation may be grounds for my termination consistent with the general employment criteria for all employees.
- I understand the responsibilities of my job and am capable of meeting those responsibilities. I agree to notify my supervisor if at any time I believe I am not capable of performing any of my required job functions.
- I agree to meet with my supervisor to review my performance and discuss any difficulties I may be having: Six weeks after execution of this agreement: ______ and every _____ weeks* thereafter for a period of _____ months.

***NOTE:** It is recommended that these meetings be scheduled as follows: at 3, 6, 12, 18, and 24 months after the inception of the agreement. However, individual circumstances may warrant a different schedule.

The employer agrees to maintain this Agreement and other information relating to my chemical dependency in a confidential file separate from my personnel records. If I successfully complete this Agreement, the employer agrees to expunge this Agreement and all other reference to my chemical dependency from the employment records. This paragraph does not preclude the employer from making any appropriate entry in my personnel file if I am terminated or disciplined because of relapse of a drug-related incident.

EMPLOYEE NAME

SUPERVISOR

HUMAN RESOURCES

EMPLOYEE'S REPRESENTATIVE



Return to Work Policy (2012) ------

Purpose

It is the intent of Illinois Central College's Return To Work (RTW) Policy to provide temporary modified-duty for employees who are partially disabled due to work related illness or injuries. Non-work related illness or injury will not be considered for modified duty and will require a release from the employee's treating physician specifying a return to full duty without restriction. Exceptions will be considered on a case-by-case basis for employees in administration, faculty and all classified positions. Each department will attempt to accommodate employees who cannot perform the basic duties of their job. This policy provides guidelines for administering a modified duty program to limit the number of lost workdays an injured or ill employee may incur by providing meaningful work of a restricted or limited nature.

Illinois Central College shall make every reasonable effort to bring ill or injured employees back to work as long as this will not cause any harm to the employee, others, or company property. Illinois Central College shall strive to assist the employee to return to his or her former position, and to cooperate in the employee's rehabilitation.

Scope

Illinois Central College will provide temporary transitional duty for work related injuries or illness whenever possible for as long as medically necessary to achieve maximum medical improvement.

Objectives

The objectives of Illinois Central College's Return To Work Program are to:

- Allow the employee to remain in the work force and resume productive employment as soon as possible.
- Enable the worker to gradually overcome medical restrictions through a transitional period of modified duty, work reconditioning assignments.
- Comply with all applicable parts of the Americans with Disabilities Act (ADA) and with all appropriate parts of the Family and Medical Leave Act (FMLA).
- Comply with all applicable state laws.

Type of Work

Illinois Central College will provide temporary transitional duty for work related injuries or illness whenever possible and practical, and will cooperate to provide regular duties on a limited basis, modified duty, and/or special assignments for the recovering employee. Reasonable attempts will be made to allow the employee to remain in his or her original classification or job function with modified duties.

Special assignments and/or modified duties, in addition to regular duties, will be evaluated by the nurse or safety manager and by the supervisor of the department in which the employee will be working, after taking into consideration the employee's medical restrictions. The employer may question any medical directives which may not be clearly understood.

Illinois Central College maintains the right to assign employees on modified duty to any job within the facility that will not exceed their restrictions and they are capable of doing. Employees on modified duty may be assigned to work on any shift at the discretion of the college. While modified duty employees may not be able to work or be assigned to work a full-time schedule, in no case shall modified duty employees work overtime. Modified duties may not be desirable to the employee. The College, when necessary, may use temporary transitional employment. Refusal of modified duties may result in discipline and will result in loss of any temporary disability payments from the workers' compensation insurance carrier.



The Illinois Central College nurse will coordinate all employees undergoing rehabilitation and/or modified duty. When these employees are assigned to their regular departments, they will report to the supervisor in that department. Employees undergoing rehabilitation who are not working in their regular departments will be given assignments by the appropriate supervisor.

On evening shifts, night shifts, and weekends, modification of job duties may be made at any time by the supervisor of an employee who has reported an injury, until the employee sees the nurse or requires other medical attention.

Medically Unable to Report

Any person who is unable to report for work due to a work-related injury or illness must check in with the nurse following each doctor visit. The injured employee may be asked to produce appropriate medical documentation on his or her condition to verify there has or has not been a change in their physical status as it affects returning to work. At the discretion of the workers' compensation carrier, the employee may be asked to see a physician that the carrier designates.

Compensation and Benefits

Restricted duty employees will be compensated at their regular pay rate.

Employee's Responsibilities

The employee shall be responsible to report all job-related injuries and any medical restrictions to the nurse and to their immediate supervisor. The employee shall keep the nurse and their supervisor informed of any change in job-related restrictions.

The employee shall adhere to all medical advice and directives as prescribed by the treating physician, nurse, or other medically qualified professional. The employee shall not perform any activity which is not in accord with job-related restrictions, both on and off the job. If the employee feels that tasks have been assigned which violate these restrictions, he or she should immediately inform his or her supervisor and the nurse or safety manager. Failure to adhere to any medical restrictions may result in disciplinary action.

Doctor's Appointments

Illinois Central College's notification policy regarding doctor's appointments will also apply to employees undergoing rehabilitation. If the employee requires follow-up treatment or a doctor's appointment, Illinois Central College shall compensate the employee for any straight-time lost from work due to said treatment or appointment; provided that the employee must have given Illinois Central College sufficient and reasonable prior notice of such treatment or appointment. Illinois Central College shall have the right to attempt to change the employee's treatment or appointment to working time that better fits the working schedule of the department.

Failure to Participate

Employees who are assigned to modified duty are expected to keep medical appointments and participate in follow-up rehabilitation treatment as necessary. Failure of the employee to participate in medical and rehabilitation treatment may be considered a violation of work rules and may result in disciplinary action and loss of workers' compensation benefits.



Medical Reevaluation

Employees may be reevaluated by a College-designated physician when released to full duty by their treating physician to determine their ability to return to full duty. This will apply to both work related and non-work related injuries and illness.

Supervisor's Responsibilities

The supervisor for the area that the injured employee is assigned for modified duty shall ensure that the employee is complying with job-related restrictions as noted on the modified duty form.

Supervisors directing modified duty employees shall assign those employees to jobs which can accommodate their restrictions. If no jobs are available within your department, contact the nurse or safety manager to discuss options or arrange for departmental transfer.

Each supervisor should compile and maintain a list of departmental job duties that meet light duty requirements. This list should be updated yearly and kept on file.

Program Coordination

The nurse and safety manager will coordinate the Return To Work program. This includes the responsibility to review and update the program as needed to ensure that it meets the needs of Illinois Central College and its employees.

Decisions regarding the appropriateness of modified duty and contacts with the affected employee, the employee's supervisor, labor representatives, and medical personnel shall be coordinated through the nurse or the safety, risk and benefits manager.

The nurse or safety manager will attempt to arrange for temporary work assignment for modified duty employees when no appropriate work is available within the employee's regular department. The assignment may be in another College department or if necessary using temporary transitional employment outside the College.

The nurse will be the primary contact with all physicians and medical professionals, and shall provide information on an injured employee's current job description, the modified duty policy, and the types of modified duty which are available.

The nurse will also provide such physicians with periodic updates and any change of status relating to the modified duty program. If additional information is requested by medical professionals, such as job descriptions for a specific ill or injured employee, the nurse shall provide such additional information.



Grievance Form

Name of Grievant:
Department:
Date of Alleged Occurrence:
Date Submitted to Supervisor:

Concise Statement of Grievance:

General Statement of Relevant Facts Forming Basis for Complaint:

Resolution Sought:

Informal Attempts Made To Resolve Grievance:

SIGNATURE OF GRIEVANT

DATE



ILLINOIS CENTRAL COLLEGE **EMPLOYEE HANDBOOK**

	Date of Conference:		
		DATE	
	I agree 🔲 disagree 🔲 with the decision reached.	IMMEDIATE SUPERVISOR	
	I agree \Box disagree \Box with the decision reached.		
		GRIEVANT	
B.	3. Grievant's Response and Basis for Further Appeal:		
	SIGNATURE OF GRIEVANT DAT	TE	
	Date of Conference:		
	Managerial Officer's Decision:		

SIGNATURE OF GRIEVANT



DATE

Illinois Central College Employee Handbook Acknowledgement of Receipt

I have received a copy of the Illinois Central College employee Handbook. I understand that I must read and familiarize myself with the contents of this Handbook and that it provides information for the guidance and reference of all employees.

I also understand that the terms of this Handbook do not offer or guarantee continued employment, and that my employment is at-will; that is, either the College or I may terminate the employment relationship at any time for any reason.

I understand that this Handbook is not intended to create, and should not be construed as creating, a contract between Illinois Central College and me. No contractual relationship will arise unless an express written contract is signed by the Executive Director of Human Resources, who is the only representative authorized to enter into such a relationship, and me.

I understand that the contents of this Handbook may be changed at the College's discretion at any time for any reason.

EMPLOYEE SIGNATURE

DATE





Illinois Central College Human Resources 1 College Drive, Room 339G East Peoria, IL 61635-0001 309/694-5755