



Policy G-1

EMPLOYEE HEALTH INSURANCE BENEFITS

Adoption Date: 09/17/90
Revision Date: 12/16/02
Review Date: 08/26/08
Revision Date: 02/22/11
Revision Date: 02/28/12

Prairie State College shall provide health insurance benefits to eligible benefitted employees of the College subject to terms and conditions of the insurance carrier(s) and negotiated agreements with various classifications of employees and/or approval of the Board of Trustees. Excluded employees include adjunct faculty and part-time contractual and hourly (19 hours or less) employees.

The College reserves the right to change insurance carriers as long as benefits remain substantially the same.

Health Insurance Benefits Specific to Employee Classifications

- A. Faculty: Refer to the appropriate collective bargaining agreement.
- B. Contractual Support Staff: Refer to the collective bargaining agreement.
- C. Confidential Support Staff: Same as provided in the support staff collective bargaining agreement.
- D. Campus & Public Safety Officers: Refer to the collective bargaining agreement.
- E. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- F. Manager/Professional Employees: As approved by the Board of Trustees and as provided in the manager/professional employee contracts.
- G. Administrative Employees: As approved by the Board of Trustees and as provided in the administrative employee contracts.

Other Benefits

Vision Care Benefits

The College shall offer vision care benefits to eligible employees subject to terms and conditions of the insurance carrier(s) and as approved by the Board of Trustees.

Dental Insurance Benefits

The College shall offer dental insurance benefits to eligible employees subject to terms and conditions of the insurance carriers(s) and as approved by the Board of Trustees. The cost will be the responsibility of the employee.

Supplemental Insurance

The College may offer to eligible employees additional employee-paid insurance programs.

Health and Wellness Program

The College may establish a health and wellness program and/or benefit to eligible employees.

Flexible Spending Account

The College may offer enrollment in a flexible spending account to eligible employees.



Policy G-2

EMPLOYEE LIFE INSURANCE BENEFITS

Adoption Date: 09/17/90
Revision Date: 12/16/02
Revision Date: 08/26/08
Revision Date: 02/22/11
Revision Date: 02/28/12

Prairie State College shall provide life insurance benefits to eligible benefitted employees subject to the terms and conditions of the insurance carrier(s) and negotiated agreements with the various classification of employees and/or approval of the Board of Trustees. Excluded employees include adjunct faculty and part-time contractual and hourly (19 hours or less) employees.

Life Insurance Benefits Specific to Employee Classifications

- A. Faculty: Refer to the appropriate collective bargaining agreement.
- B. Contractual Support Staff: Refer to the collective bargaining agreement.
- C. Confidential Support Staff: Same as provided in the support staff collective bargaining agreement.
- D. Campus & Public Safety Officers: Refer to the collective bargaining agreement.
- E. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- F. Manager/Professional Employees: For full-time manager/professional employees, the College will assume the premium cost for a \$25,000 term life insurance policy.
- G. Administrative Employees: For full-time administrative employees, the College will assume the premium cost for term life insurance equal to one times the employee's annual salary rounded to the next highest thousand.

Additional Life Insurance

The College may offer the option of purchasing additional voluntary life insurance for employees and their spouses and dependents.

Policy G-3**EMPLOYEE RETIREMENT AND EARLY RETIREMENT BENEFITS**

Adoption Date: 09/17/90
Revision Date: 05/10/04
Review Date: 08/26/08
Revision Date: 02/22/11
Revision Date: 02/28/12

Prairie State College shall provide regular and early retirement benefit plans for eligible employees through participation in the State Universities Retirement System (SURS) pension plan.

Additionally, the College offers retirement benefits to eligible employees (as provided in their respective collective bargaining agreements or as contained herein).

College Retirement Benefits

- A. Faculty: Refer to the appropriate collective bargaining agreement.
- B. Contractual Support Staff: Refer to the collective bargaining agreement.
- C. Confidential Support Staff: Same as provided in the support staff collective bargaining agreement.
- D. Campus & Public Safety Officers: Refer to the collective bargaining agreement.
- E. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- F. Manager/Professional Employees
 - 1. Eligibility
 - a. This program shall be open to all manager/professional employees who are at least 55 years of age or have attained 30 years of service on July 1 of the year of retirement. To be eligible, employees must have been employed by the College for the preceding ten (10) years.
 - 2. Benefits
 - a. Retirees are expected to join the Illinois College Insurance Program (CIP), or any other coverage of their own choice.
 - b. Retirees will receive a one-time lump sum payment of \$3,500 at the time of retirement, subject to the ten (10) year provision noted in A above.

Similarly, long-term part-time employees who elect to retire, will receive a prorated portion of this lump sum

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BENEFITS**

per definition of proration. This distribution will occur after the last official check from the College has been issued

G. Administrative Employees**1. Eligibility**

- a. An employee must have been employed full-time by the College for the preceding ten (10) years and must be at least fifty-five (55) years of age on July 1 of the year in which participation is requested.

2. Benefits

- a. Participants will be allowed to enroll in a College HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization) insurance plan until the age of sixty-five (65) so long as the insurance company writing the coverage continues to approve such participation. The retiree will be responsible for paying the full amount of the premiums.
- b. A lump sum payment based on the retiree's last full-time annual salary rate will be made at the time of retirement equal to the following:
 1. Consecutive years of service preceding the date of retirement, 25-29; percentage, 85%
 2. Consecutive years of service preceding the date of retirement, 20-24; percentage, 75%
 3. Consecutive years of service preceding the date of retirement, 15-19; percentage, 65%
 4. Consecutive years of service preceding the date of retirement, 10-14; percentage, 55%

403(b) and 457(b) Plans

The College may offer 403(b) and 457(b) Plans to employees of the College and as approved by the Board of Trustees. The contribution will be the responsibility of the employee.

Longevity Bonus

- A. Contractual Support Staff: Refer to the collective bargaining agreement.
- B. Confidential Support Staff: Same as provided in the support staff collective bargaining agreement.

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- C. Campus & Public Safety Officers: Refer to the collective bargaining agreement.
- D. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- E. Manager/Professional Employees: Manager/professional employees hired prior to January 1, 2012 will receive the same longevity bonus benefits as approved in the contractual support staff collective bargaining agreement.



Policy G-4

EMPLOYEE LONG-TERM DISABILITY INSURANCE BENEFITS

Adoption Date: 07/20/92
Revision Date: 01/21/03
Review Date: 08/26/08

Prairie State College shall provide a long-term disability benefit program for eligible employee groups which is to be coordinated with the State Universities Retirement System's (SURS) Disability Program.

Information pertaining to the SURS program and the College's long-term disability program shall be provided by the Office of Human Resources & Employee Relations.



Policy G-5

EMPLOYEE WORKERS' COMPENSATION BENEFITS

Adoption Date: 09/17/90
Revision Date: 02/16/98
Review Date: 08/26/08

Prairie State College shall provide workers' compensation insurance to all employees of the College as required by the Illinois Workers' Compensation Act (Illinois Revised Statutes, Chapter 48, Section 138.1).

- A. All employees are covered under workers' compensation insurance for accidents occurring on the job.
- B. Except in emergency cases, employees are required to immediately report work-related accidents to their supervisor or the Office of Human Resources & Employee Relations prior to seeking medical attention.

Sick leave benefits are coordinated with workers' compensation benefits during short-term periods of absence.
- C. Employees or family members must complete a "Workers' Compensation Accident Report" form available in the Office of Human Resources & Employee Relations within seven (7) work days of the accident.
- D. Employees have two options from which to choose when lost time is incurred due to a workers' compensation claim:
 - 1. Receive workers' compensation pay from the insurance company without loss of sick leave time; or
 - 2. Continue to receive regular pay in lieu of workers' compensation and charge the difference between workers' compensation pay and regular pay to sick leave.



Policy G-6

EMPLOYEE AND DEPENDENTS TUITION AND MANDATORY FEES WAIVER/REIMBURSEMENT BENEFITS

Adoption Date: 08/17/92
Revision Date: 10/20/04
Revision Date: 08/26/08
Revision Date: 09/28/10
Revision Date: 02/22/11
Revision Date: 08/30/11
Revision Date: 02/28/12

PSC Tuition Waivers/Reimbursements

Prairie State College shall endeavor to provide tuition and mandatory fees waivers or tuition and mandatory fees reimbursements for employees and their dependents as provided below for purposes of taking credit courses at Prairie State College:

- A. Full-Time Faculty Members and Their Dependents: Shall be eligible for tuition and mandatory fees waivers as per the collective bargaining agreement.
- B. Full- and Part-Time Support Staff and Their Dependents: Shall be eligible for tuition and mandatory fees waivers as per the collective bargaining agreement.
- C. Campus & Public Safety Officers and Their Dependents: Refer to the collective bargaining agreement.
- D. Grant-Funded Employees and their Dependents: Shall be eligible for tuition and mandatory fees waivers as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- E. Adjunct Faculty Members and Their Dependents: Shall be eligible for tuition and mandatory fees waivers as per the collective bargaining agreement.
- F. All Other Full- or Benefitted Part-Time Employees
 - 1. Shall be eligible for full tuition and mandatory fees waivers; all course specific fees are not waived. These costs must be borne by the employee.
 - 2. Their dependents shall be eligible for tuition and mandatory fees waivers for one-half (1/2) of the in-district tuition; all course specific fees are not waived. These costs must be borne by the employee or their dependent.
- G. Administrative Employees, Managers/Professional Employees and Confidential Support Staff: Shall also be eligible for tuition reimbursement for up to six (6) semester hours for baccalaureate/graduate courses taken outside of normal work hours, up to a maximum reimbursement of \$1,200 per semester, and upon approval by the President or designee. Such coursework must be approved in advance as pertinent to the individual's position and benefit of Prairie State College. To be eligible for the reimbursement, the eligible administrator, manager/professional or confidential support staff must have successfully completed the course(s) and earned a grade of A or B.

EMPLOYEE AND DEPENDENTS TUITION AND MANDATORY FEES WAIVER/REIMBURSEMENT BENEFITS

H. Hourly Employees and Their Dependents: Shall be excluded from this policy of tuition and mandatory fees waivers and reimbursements.

Stipends for Degrees

A. Contractual Support Staff: refer to the collective bargaining agreement.

B. Confidential Support Staff: same as provided in the support staff collective bargaining agreement.

C. Campus & Public Safety Officers: Refer to the collective bargaining agreement.

D. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to the limitations of the applicable grant.

E. Manager/Professional Employees: the College may establish a stipend program for Manager/Professional employees who complete a subsequent degree.

F. Administrative Employees: the College may establish a stipend program for Administrative Employees who complete a subsequent degree.



Policy G-7

EMPLOYEE PAID HOLIDAY BENEFITS

Adoption Date: 09/17/90
Revision Date: 02/16/98
Review Date: 08/26/08

Prairie State College shall provide the following paid holidays as an employment benefit for all full-time employees not otherwise covered by a collective bargaining agreement:

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Martin Luther King Day
Spring Break Day
Memorial Day

The College is also to be closed the days between December 26 and December 30 with those days, excluding Saturday and Sunday, being treated as paid work days.

A holiday or non-work day occurring while an employee is on approved leave shall not count against his/her leave credits.

Holidays which occur on a Saturday or Sunday are to be observed on the work day immediately preceding or following the holiday, unless the day to be observed would occur on December 26-30, in which case the College is closed and the days are already treated as paid work days. In no case shall the combination of holiday and non-work days exceed seven (7) days, without prior Board approval.

Insofar as this policy is not applicable to those covered by collective bargaining agreements, the College is to implement specific provisions in relation to holidays applicable within said agreements.

Policy G-8**EMPLOYEE LEAVES OF ABSENCE**

Adoption Date: 07/20/92
Revision Date: 12/16/02
Revision Date: 02/22/11
Revision Date: 02/28/12
Revision Date: 08/25/15

Prairie State College shall provide a program of leaves of absence from assigned College duties -- both with and without pay -- for its eligible benefitted employees in order to serve the best interests of the College and its personnel. Said leaves are to be subject to the terms and conditions of appropriate collective bargaining agreements as well as conditions applicable to non-bargaining personnel subgroups.

The College's Office of Human Resources shall provide detailed information regarding the parameters which pertain to each type of leave as it may or may not apply to particular personnel subgroups -- faculty, contractual support staff, manager/professional employees, confidential support staff, grant funded employees and administrative employees.

Leaves with Pay

- A. Faculty: Refer to the applicable collective bargaining agreement.
- B. Contractual Support Staff: Refer to the collective bargaining agreement.
- C. Confidential Support Staff: Same as provided in the support staff collective bargaining agreement.
- D. Campus & Public Safety Officers: Refer to the collective bargaining agreement.
- E. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- F. Administrative Employees and Manager/Professional Employees:
 - 1. Vacation Leave
 - a. Full-time administrative and manager/professional employees will be allocated one hundred ninety-two (192) hours [twenty-four (24) days] paid vacation at the beginning of each fiscal year.
 - b. Allocated vacation time must be used within 12 months after the end of the fiscal year in which it is earned. Vacation time will be recorded on a first earned, first used basis. Vacation time allocated but not used which is in excess of the 12 month limit will be transferred to accumulated sick leave.
 - c. Salary shall not be paid in lieu of time off for vacation earned except at time of termination, except a cabinet member may choose to be compensated for a maximum of eight (8) unused vacation days per year; an administrator may choose to be compensated for a maximum of five (5) unused vacation days per year;

and a manager may choose to be compensated for a maximum of three (3) unused vacation days per year at the end of the fiscal year in which they are earned, at the per diem rate of compensation calculated on the basis of 260 work days per year.

- d. In the event an administrative or manager/professional employee leaves his/her employment prior to the completion of a contract period, he/she shall refund to the College his/her prorated share of any used but unearned vacation at the rate of 1.83 days per month.

2. Sick Leave. Leave for purposes of personal illness or disability, hospitalization, doctor's appointments, quarantine of an employee, or the illness of an immediate family member (employee's spouse, partner, children, grandchildren, parents, grandparents, siblings, or in-laws); leave is subject to the employee's adherence to required College procedures.

- a. Full-time manager/professional employees may earn 96 hours [twelve (12) days] paid sick leave each year with unlimited accumulation.
- b. Full-time administrative employees may earn one hundred twenty (120) hours [fifteen (15) days] paid sick leave each year with unlimited accumulation.
- c. Allocated vacation hours may be applied toward sick leave in cases of extended illness or when all sick leave has been exhausted.
- d. Upon written request to the appropriate director/dean and executive officer and approval by the President, a manager/professional employee or administrative employee may borrow ninety-six (96) hours [twelve (12) days] sick leave from the next fiscal year due to an extended illness. (Repayment of any borrowed sick leave will be required if an employee terminates employment.)
- e. A manager/professional employee or administrative employee who has exhausted all accumulated sick leave may be given up to one hundred sixty (160) hours [twenty (20) days] additional sick leave during his/her tenure at the College upon written request to the appropriate director/dean and executive officer and approval by the President. (This provision applies after borrowed sick leave has been exhausted.)
- f. After 24 or more consecutive hours (three days) off due to an illness or injury, a verification documenting the illness, from a licensed physician may be requested by the immediate supervisor. In such case, the verification shall be submitted to the supervisor upon return to work.

- g. After two (2) or more weeks of illness, the supervisor and/or Executive Director of Human Resources may request a medical statement indicating prognosis of the illness or injury and an estimate of when the manager/professional employee may be able to return to work.
 - h. Upon retirement, a manager/professional employee and administrative employee may apply a portion of accumulated sick leave days toward service credit according to the policy in effect with the State Universities Retirement System.
 - i. Upon termination of employment, manager/professional employees and administrative employees are not compensated for sick leave.
 - j. The abuse of sick leave shall be grounds for discharge or other disciplinary action at the College's discretion.
 - k. Sick leave and parental leave benefits are independent of each other and not simultaneously utilized.
 - l. In the event a manager/professional employee leaves his/her employment prior to the completion of a contract period, he/she shall refund to the College his/her prorated share of the used but unearned sick time at the rate of 1 day per month.
 - m. In the event an administrative employee leaves his/her employment prior to the completion of a contract period, he/she shall refund to the College his/her prorated share of the used but unearned sick time at the rate of 1.25 days per month.
 - n. Sick Bank. The Board of Trustees authorizes the establishment of Sick Banks for all eligible employee groups.
4. Jury Duty Leave. Leave for purposes of performing summoned jury duties; leave is subject to the employee's adherence to required College procedures and in accordance with Illinois state law.
5. Bereavement Leave. Leave (a maximum of five [5] days) for purposes of bereavement resulting from the death of an immediate family member (employee's spouse, partner, children, grandchildren, parents, grandparents, siblings, or in-laws); leave is subject to the employee's adherence to required College procedures in accordance therewith.

Leaves Without Pay

1. Family Leave. The College shall recognize and comply with the provisions of the Family Medical Leave Act ("FMLA"), 29 U.S.C. 2601, *et. seq.*, as amended by the National Defense Authorization Act. Leave under FMLA may be with pay if an employee has accrued benefits (e.g., sick and vacation leave).
2. Parental Leave. Leave for purposes of attending school conferences or classroom activities that cannot be scheduled during non-work hours.
3. Professional Leave: Leave for professional reasons.
4. Military Leave: The College will comply with the Uniformed Services Employment and Re-employment Rights Act (USERRA).
5. Other Leaves: The College may approve other leaves without pay.
6. All leaves without pay are subject to adherence to required College procedures and in accordance with Illinois state law.
7. A leave request for more than the 12 weeks provided under the Family Medical Leave Act of 1993 is subject to the recommendation of the immediate supervisor, executive officer, acceptance by the President, and approval by the Board of Trustees.
8. Vacation and sick leaves are not cumulative during any approved unpaid leave of 30 days or more

Policy G-9**TENURE OF FACULTY**

Adoption Date: 05/18/92
Revision Date: 03/16/98
Revision Date: 09/21/99

The purpose of this policy is to implement 110 ILCS 805/3B-1 et seq. of the Illinois Public Community College Act and as it may be amended from time to time.

Definitions

- A. Full-Time Teaching Faculty: Designation of a teaching position involving regular instructional duties of at least thirty (30) equalized semester credit hours per school year.
- B. Full-Time Academic Support Faculty: Designation of an academic support position involving a regular work week of at least thirty-five (35) hours during the regular academic year, i.e., the fall and spring semesters, excluding the summer session. Such positions include coordinators, facilitators, specialists, librarians, and counselors.
- C. Academic Year: The academic year shall include the fall and spring semesters and shall not include the summer session.
- D. Term: Fall, spring, or summer sessions within a school year.
- E. Notice: Written notice delivered in person or deposited in the United States mail by certified or registered mail, postage pre-paid, and addressed to the faculty member's last known address. It is the responsibility of the faculty members to provide the College with their correct address.
- F. Tenure: Continuous contractual employment unless dismissed for just cause or due to a decision of the Board of Trustees to decrease the number of faculty members employed by the College or to discontinue some particular type of teaching service or program.
- G. Seniority: Length of continuous full-time employment since the last date of hire as a full-time faculty member. (Conflicts in seniority among faculty with the same beginning date of continuous employment shall be resolved on the basis of the earliest date on the initial contract of employment.)

Eligibility

Faculty members shall be eligible for tenure in accordance with the provisions of Article 110 ILCS 805/3B-1 et seq., Illinois Revised Statutes. The Board reserves the right to extend the probationary period of a non-tenured faculty member to four (4) years in accordance with Article 110 ILCS 805/3B-1 et seq. of the Illinois Revised Statutes.

Coordinators shall be eligible for tenure only as faculty members.

Because tenure confers special rights and privileges on the recipient, the Board shall act to extend tenure only to qualified individuals who are eligible and who have received the highest recommendation based upon the faculty evaluation system.

Implementation

Tenure recommendations for eligible faculty members shall be initiated by the appropriate dean or director who shall consider administrative and student evaluations, input from appropriate faculty, portfolio, and other relevant materials. Deans or directors shall submit their recommendations in writing by January 15 (June 1 for faculty members hired at the start of the spring semester) to the supervising vice-president who shall submit recommendations to the President for his/her review and recommendation to the Board of Trustees.

The President shall submit any recommendation(s) on the granting of tenure to the Board of Trustees no later than the February (or September for faculty members hired at the start of the spring semester) Board meeting. If the Board of Trustees decides to non-renew the contract of a non-tenured faculty member, the Board shall give notice thereof to the faculty member not later than sixty (60) days before the end of the school year or term.

Extension of Contract to a Non-Tenured Faculty Member

The Board may at its option, extend another one-year contract to the non-tenured faculty member for an additional academic year should the recommendation for tenure not be submitted by the established due date(s) or should another reason be applicable. In such instances, the Board shall state the corrective action to be taken to satisfactorily complete the service requirements for tenure. The reason for the extension shall be confidential, but issued to the faculty member upon request.

The Board may at any time after the one-year extension has been adopted, and before the sixty (60) day notification for the following year, reconsider and act upon an administrative recommendation for tenure based upon satisfactory completion of the corrective action. If the corrective action is not satisfactorily completed, and an administrative recommendation for tenure is not forthcoming, proper notification shall be made and no further contract shall be offered.



Policy G-10

FACULTY PROFICIENCY IN ORAL ENGLISH

Adoption Date: 05/18/92
Revision Date: 02/16/98
Revision Date: 05/27/08

The Board of Trustees shall require all full-time and adjunct faculty to possess the ability to communicate and be easily understood in the English language as mandated by State law (110 ILCS 805/3-29.2).

The College President shall be responsible for setting and determining the process for evaluating the oral English proficiency of faculty candidates during their employment interviews.



Policy G-11

ADMINISTRATIVE EMPLOYEE POSITIONS, APPOINTMENTS AND CONTRACTS

Adoption Date: 02/17/92
Revision Date: 03/16/98
Review Date: 08/26/08

Administrative employee positions, other than that of the College President, shall be created upon recommendation of the President and approval of the Board of Trustees. Appointments to administrative employee positions and continuance in such positions shall be made upon recommendation by the College President and with approval of the Board.

Administrative employees shall normally be employed for one-year terms upon the recommendation of the College President and approval of the Board of Trustees. The fiscal year for such contracts shall extend from July 1 through the following June 30, or from the date of employment through the following June 30. An appointment may be continued and a contract issued for subsequent one-year terms based on employee performance and the needs of the College.

In the event that an administrative employee is not to be offered a subsequent one-year contract, he/she shall be so notified by the President, or designee, by registered mail on or before March 31 preceding the end of the current contract year.

In the event that the College chooses, through action of the Board of Trustees, to release an administrative employee from his/her contractual work obligation prior to the end of the contract period for any reason other than for cause, the College will provide the due compensation to said employee. Further, any unused vacation leave duly earned by the employee whose contractual obligation is released as per this provision, shall be expected to be applied to the remaining non-work days. If the unused vacation days exceed the number of days remaining in the obligated contractual period, the College will provide additional compensation for those days.

Policy G-12**APPOINTMENT OF FULL TIME, TEMPORARY AND ADJUNCT FACULTY**

Adoption Date: 05/18/92
Revision Date: 03/16/98

Full-Time Faculty

Full-time faculty positions shall be created upon recommendation of the College President and with the approval of the Board of Trustees. Full-time appointments and continued employment of full-time faculty shall be made upon recommendation by the College President with the approval of the Board.

In the hiring of faculty, the College is to adhere to College policies giving special attention to thorough background inquiries in prior positions. Special consideration is also to be given to a balanced staff in order to increase the likelihood of a staff that is both heterogeneous and collegial. To this end, differentiated, experiential, and geographic backgrounds are to be actively sought. In all instances, however, the overriding consideration is clearly to be the obtainment of the most outstanding applicant possible within affirmative action/equal opportunity guidelines and the financial capability of the district. To assist in achieving the standards of employment, interview expenses shall be authorized for those interviewed who live more than one hundred (100) miles from the College.

Temporary Faculty

When unusual circumstances necessitate the employment of a faculty member on a temporary contract, the President shall be authorized to make the initial employment in the best interests of the College, subject to subsequent approval by the Board of Trustees. Temporary faculty appointment(s) must meet minimum qualifications for the position, as per Board Policy E-1, Minimum Qualifications to Teach. Such appointments carry all responsibilities and benefits of a full-time faculty appointment but shall be for one or two semesters and shall carry no intention or expectation for continued employment after the conclusion of the specified contract period.

A faculty member on a temporary contract may apply for any full-time faculty position for which he/she meets minimum qualifications. If such individual is subsequently approved to a full-time tenure track position, the semester(s) spent on a temporary contract shall apply toward consideration of award of tenure.

Adjunct Faculty

The President shall be authorized to initiate the employment of qualified candidates as adjunct faculty, with the appointment and identification of each individual adjunct faculty member and the amount of payment to be forthcoming each term upon recommendation of the President and subsequent approval by the Board of Trustees.

Policy G-13**EMPLOYMENT OF MANAGER/PROFESSIONAL EMPLOYEES,
CONFIDENTIAL SUPPORT STAFF AND GRANT-FUNDED
EMPLOYEES**

Revision Date: 03/16/98
Revision Date: 02/22/11
Revision Date: 11/29/11
Revision Date: 02/28/12

A manager/professional employees or confidential support staff or grant funded employee scheduled to work at least forty (40) hours per week on a regular basis will be classified as full-time; a manager/professional employee or confidential support staff or grant funded employee scheduled to work between a minimum of twenty (20) and up to forty (40) hours per week will be considered a part-time employee.

The College shall employ manager/professional employees, confidential support staff and grant funded employees as needed, authorized, and in accordance with the Board policies.

Manager/professional employees, confidential and grant funded employees are defined as follows:

- A. Manager/Professional Employee: An exempt employee (as defined by the Fair Labor Standards Act) who oversees a certain group of tasks or people.
- B. Confidential Support Staff: An employee whose position requires authorization to access restricted information and is excluded from the support staff collective bargaining unit, but whose wages, hours, and other benefits are treated in a similar manner as a support staff collective bargaining position unless stipulated otherwise by Board policy.
- C. Grant Funded Employee: An employee whose salary is paid in total or in part from grant funds for a specific grant period.

The positions of Executive Assistant to the President and Executive Assistant to the Board of Trustees/Assistant to the President will follow the same provisions outlined in Board Policy G-11, Administrative Employee Positions, Appointments and Contracts.



Policy G-14

CLASSIFICATION/RECLASSIFICATION OF NON-FACULTY POSITIONS

Adoption Date: 04/20/92
Revision Date: 03/16/98
Revision Date: 08/26/08
Revision Date: 02/22/11
Revision Date: 02/28/12

The Prairie State College classification plan sets forth a system for placement of all non-faculty positions. Where there is a request to re-evaluate the classification of a current position or to establish a new position, the Executive Director of Human Resources shall be responsible for ensuring that appropriate procedures and guidelines are followed and for implementing the approved classification or reclassification.

Valid reclassification requests (i.e., those resulting from significant changes in duties and responsibilities) shall be reviewed in a manner consistent with provisions included in the collective bargaining agreement. For non-represented employees, valid reclassification requests shall be according to procedures established by the President. The burden of justification for reclassification shall rest with the originator (administrative employee, supervisor, or staff member) of the request.

Policy G-16**PERFORMANCE EVALUATION OF ADMINISTRATIVE EMPLOYEES, MANAGER/PROFESSIONAL EMPLOYEES, CONTRACTUAL SUPPORT STAFF, CAMPUS & PUBLIC SAFETY OFFICERS, CONFIDENTIAL SUPPORT STAFF AND GRANT-FUNDED EMPLOYEES**

Adoption Date: 02/17/92
Revision Date: 03/16/98
Review Date: 08/26/08
Revision Date: 02/28/12

An annual performance evaluation of each administrative employee, manager/professional employee, contractual support staff, Campus & Public Safety officers, confidential support staff and grant-funded employees shall be conducted by the supervising administrator using the current position description, approved appraisal instruments, and other evaluation documentation. This evaluation will be based upon previously-determined goals and performance standards.

The performance evaluation shall be based upon essential duties contained in position descriptions, previously determined goals, and performance factors, and provide an opportunity for communication between the supervisor and employee regarding position expectations, performance, and career development



Policy G-17

EVALUATION OF FACULTY

Adoption Date: 05/18/92
Revision Date: 02/16/98
Review Date: 08/26/08

Both tenured and (probationary) non-tenured faculty members shall be evaluated annually in accordance with the faculty evaluation system. Such evaluation is intended to improve the quality of instruction at Prairie State College by apprising instructional personnel of their strengths, weaknesses, progress, and overall status; to determine the desirability of tenure when an individual is eligible; and to provide information for use in making personnel decisions in accordance with 110 ILCS 805/3B-1 et seq. of the Illinois Public Community College Act.

The Board of Trustees authorizes the College President to establish administrative procedures for the evaluation of faculty which shall include the faculty evaluation system. The faculty evaluation system shall be developed by the chief academic officer in consultation with the faculty.



Policy G-19

DISCIPLINE OF ADMINISTRATIVE EMPLOYEES AND MANAGER/PROFESSIONAL EMPLOYEES

Adoption Date: 09/17/90
Revision Date: 10/19/98
Review Date: 08/26/08
Revision Date: 12/20/11
Revision Date: 02/28/12

The College President or designee may discipline an administrative employee or manager/professional employee, appropriate to the misconduct.

Such discipline may include, but is not limited to, the following actions:

- A. Oral Warning;
- B. Formal Written Reprimand;
- C. Probation;
- D. Suspension, With or Without Pay; and,
- E. Recommendation for Termination of Employment for cause.

All discipline (A-E) shall be in writing and a copy shall be tendered to the employee who shall acknowledge receipt of the same. All discipline shall be placed in the employee's official personnel file.

One or more Oral Warnings may be appropriate prior to any of the more severe disciplinary actions set forth in B - E above. Oral Warning(s) may be given by the supervisor; the senior executive officer of the area should be advised when an Oral Warning occurs.

Disciplinary action B - E shall be discussed by the supervisor with the employee in a disciplinary meeting, and a thorough written record shall be maintained describing the incident(s), disciplinary procedures followed, and final disciplinary action taken (collectively the "written record"). The supervisor and the senior executive officer of the area shall be present at this meeting during which the incident(s) is presented and the disciplinary action discussed, unless the President determines otherwise.

This written record described in the preceding paragraph shall be maintained in the employee's official personnel file.

In no case shall a supervisor proceed with disciplinary action B (Written Reprimand) without prior approval of the senior executive officer as the President's specifically designated representative. In no case shall action C or D (Probation or Suspension, with or without pay), occur without prior approval by the College President. Termination may occur only upon prior recommendation to, and action by, the College President and the Board of Trustees.

If immediate disciplinary action is required such that the senior executive officer is unavailable, the College President may authorize the appropriate action. If immediate disciplinary action is required and the College President is unavailable, only his/her designated senior executive officer may authorize action C or D and only after review by College Counsel.

Oral Warnings, Formal Written Reprimands, and Suspensions With Pay are not

**DISCIPLINE OF ADMINISTRATIVE EMPLOYEES AND
MANAGER/PROFESSIONAL EMPLOYEES**

appealable. However, the employee may file a rebuttal to said discipline which shall be placed in the employee's official personnel file.

If an employee is placed on probation or suspended without pay by a senior executive officer other than the President, the employee may appeal said discipline to the President by submitting a written appeal to the President within five (5) work days after receiving said discipline. The employee and the President shall meet to discuss the discipline and appeal within ten (10) work days after the President receives the appeal. The President shall issue a written decision regarding the appeal within five (5) work days of said meeting.

If an employee is (a) placed on probation or suspended without pay by the President, or (b) not satisfied with the result of his/her appeal of discipline to the President as described in the preceding paragraph, or (c) discharged by the Board, the employee may request a hearing before the Board by submitting a written request to the President within five (5) work days after receiving said discipline or the President's written decision on the employee's appeal, respectively. The President shall advise the Board of the appeal within five (5) work days after receiving said appeal. The Board, in its sole discretion, may designate a hearing officer, who may or may not be a member of the Board, or may designate a three (3) person committee (which may consist of not more than two (2) members of the Board and not more than two (2) senior executive officers) to conduct the hearing. Alternatively, the entire Board may hear the appeal. The Board shall advise the employee of the date, time, and location of the hearing as well as who will be presiding over the hearing at least fourteen (14) calendar days prior to the hearing. Every effort should be made to hold the hearing within forty-five (45) calendar days of the employee's request for a hearing.

Where the Board designates a hearing officer or a committee to conduct the hearing, the hearing officer or committee shall submit his/her/its findings and recommendations to the full Board, and the ultimate decision shall be made by a majority of the full membership of the Board. If the Board determines discipline should have issued, it shall accept, reduce, or increase the discipline issued. If the Board determines discipline should not have issued, the Board shall direct the discipline be removed from the employee's official personnel file and make the employee whole. The Board shall notify the employee of its decision within thirty (30) calendar days of the hearing.



Policy G-20

DISCIPLINE OF FACULTY

Adoption Date: 05/18/92
Revision Date: 02/16/98
Revision Date: 08/26/08

The Board of Trustees shall authorize the College President and the President's designated representatives to have the right and responsibility to discipline full-time and adjunct faculty members pursuant to general Board policies that delegate broad authority to the President and the administration to manage and operate the College.

A faculty member may be disciplined for good and sufficient cause by the President or the President's designated representative as authorized by the President. Disciplinary action may include, but not be limited to, oral reprimands, written reprimands, and suspensions with or without pay.

If a faculty member is suspended without pay, the faculty member may request a hearing before the Board by submitting a written request to the President within five (5) days after such suspension. The Board, at its sole discretion, may designate a hearing officer, who may or may not be a member of the Board, to conduct the hearing. Where the Board designates a hearing officer to conduct the hearing, the hearing officer shall submit his/her findings and recommendations to the full Board, and the ultimate decision shall be made by a majority of the full membership of the Board.

If the Board determines there is cause for a suspension, it shall either accept, reduce, or increase the period of the suspension. If the Board determines there is no cause for the suspension or that there is cause but that the period of the suspension should be reduced, the faculty member shall receive back pay for pay for the period of the suspension, or portion thereof, that is not sustained by the Board.



Policy G-21

**DISCIPLINE OF CONTRACTUAL SUPPORT STAFF,
CONFIDENTIAL SUPPORT STAFF AND GRANT FUNDED
EMPLOYEES**

Adoption Date: 09/17/90
Revision Date: 10/19/98
Review Date: 08/26/08
Review Date: 02/22/11
Revision Date: 02/28/12

The Board of Trustees shall authorize the College President, and the President's specifically designated representative, to have the right and responsibility to discipline contractual support staff, confidential support staff and grant funded employees regarding any behavior/conduct which interferes with job performance of self, others, or the overall operation of the College.

- A. Contractual Support Staff: Refer to the collective bargaining agreement.
- B. Confidential Support Staff: Same as provided in the support staff collective bargaining agreement.
- C. Grant Funded Employees: Same as provided for the employees in the same employee group, subject to limitations of the applicable grant.



Policy G-22

DISMISSAL OF ADMINISTRATIVE EMPLOYEES FOR CAUSE

Adoption Date: 02/17/92
Revision Date: 03/16/98
Review Date: 08/26/08
Revision Date: 01/31/12

Upon recommendation of the College President, the Board of Trustees may act to dismiss an administrative employee for cause at any time during the contract term.

Upon dismissal during the term of the contract, the employee shall be given a statement of the reasons for the dismissal. The employee shall have the right to appeal his /her decision as outlined in Policy G-19. The employee may be represented by legal counsel during any appeal of discharge.



Policy G-23

Adoption Date: 03/16/92
Review Date: 02/16/98

DISMISSAL OF FACULTY

Non-Tenure Faculty Member

The dismissal of a non-tenure faculty member shall be in accordance with the provisions of 110 ILCS 805/3B-3 of the Illinois Community College Board.

Tenured Faculty Member for Cause

The dismissal for cause of a faculty member who has tenure shall be in accordance with the provisions of Chapter 122, Section 103B-4 of the Illinois Public Community College Act.

Policy G-24**REDUCTION IN FORCE OF ADMINISTRATIVE EMPLOYEES, MANAGER/PROFESSIONAL EMPLOYEES, CONTRACTUAL SUPPORT STAFF, CAMPUS & PUBLIC SAFETY OFFICERS, CONFIDENTIAL SUPPORT STAFF, AND/OR GRANT FUNDED EMPLOYEES**

Adoption Date: 03/16/92
Review Date: 02/16/98
Revision Date: 02/22/11
Revision Date: 02/28/12

The Board of Trustees, upon the analysis and recommendation of the College President, may deem it necessary to reduce the number of administrative employees, manager/professional employees, contractual support staff, Campus & Public Safety officers, confidential support staff and/or grant-funded employees.

In such cases, the following provisions shall be applicable:

- A. An administrative or manager/professional employee who is not to be continued beyond the current contract year shall be notified by registered mail on or before March 31 of the fiscal year under which the administrative or manager/professional employee is under contract.
- B. A contractual support staff employee who is not to be continued beyond the current fiscal year shall be handled in accordance with provisions outlined within the collective bargaining agreement for reduction-in-force provisions.
- C. A Campus & Public Safety Officer who is not to be continued beyond the current fiscal year shall be handled in accordance with provisions outlined within the collective bargaining agreement for reduction-in-force provisions.
- D. A grant-funded employee who is not to be continued beyond the current fiscal year shall be handled in the same manner as provided for the employees in the same employee group, subject to limitations of the applicable grant.
- E. A confidential support staff employee who is not to be continued beyond the current fiscal year shall be handled in accordance with provisions outlined within the support staff collective bargaining agreement for reduction-in-force provisions.

An employee covered by this policy whose position is subject to a reduction-in-force decision may request and receive a statement of honorable dismissal and the reason therefor.

Policy G-25**REDUCTION IN FORCE OF FACULTY**

Adoption Date: 03/16/92
Review Date: 02/16/98

The provision of 110 ILCS 805/3-29.2 of the Illinois Public Community College Act, as well as the binding collective bargaining agreement, shall both be applicable with respect to the dismissal of one (1) or more faculty members due to a decision by the Board of Trustees to decrease the number of faculty positions or to discontinue some particular teaching service or program.

Tenured Faculty

Notice shall be given to the affected tenured faculty member not later than sixty (60) days before the end of the preceding academic year, together with a statement of honorable dismissal and the reason therefor. In the event that a tenured faculty member is not given notice within the time herein provided, the faculty member shall be deemed re-employed for the ensuing academic year.

Each tenured faculty member who is subject to such dismissal is to be given the opportunity (prior to his/her honorable dismissal) to advise the Board of Trustees in writing of any position(s) held by faculty members, with less seniority, which said faculty member believes himself/herself qualified to fill, together with the documentation upon which such a belief is based. It is the responsibility of the Board, acting upon the recommendations of the College President, to determine whether or not the affected faculty member is, in fact, competent to render the services for the position(s) so identified.

For the period of twenty-four (24) months from the beginning of the academic year for which the faculty member was dismissed, said faculty member shall have the preferred right to reappointment to a position entailing services he/she is qualified, as determined by the administration, to render.

Non-Tenured Faculty

Notice shall be given to the affected non-tenured faculty member not later than sixty (60) days before the end of the term of the academic year under which the faculty member is under contract. In the event a non-tenured faculty member is not given notice within the time herein provided, that faculty member shall be deemed re-employed for the ensuing academic year.

Policy G-26**EMPLOYEE ADVANCEMENT**

Adoption Date: 03/16/92
Revision Date: 03/16/98
Review Date: 08/26/08
Revision Date: 01/31/12

Prairie State College supports the provision of opportunities for all its employees to seek and acquire advancements within and from current positions, including opportunities for selection to other positions within the institution.

Employees of Prairie State College shall have the following opportunities for advancement:

- A. Column Changes and Advancement: Full-time faculty, as per the collective bargaining agreement, shall have opportunities to receive increases in salary based upon column change placements, as per applicable criteria and guidelines.
- B. Support Staff Reclassifications/Promotions: Support staff shall be eligible for reclassification of their positions as per the requirements and procedures contained within the support staff collective bargaining agreement, and for internal departmental promotional opportunities where appropriate.
- C. Confidential Support Staff: Confidential support staff shall be eligible for reclassification of their positions as per the requirements and procedures contained within the collective bargaining agreement, and for internal departmental promotional opportunities where appropriate.
- D. Campus & Public Safety Officers: Campus & Public Safety Officers shall be eligible for reclassification of their positions as per the requirements and procedures contained within the Campus & Public Safety officers collective bargaining agreement, and for internal departmental promotional opportunities where appropriate.
- E. Police Officers: Police Officers shall be eligible for reclassification of their positions as per the requirements and procedures contained within the Police officers collective bargaining agreement, and for internal departmental promotional opportunities where appropriate.
- E. Grant-funded Employees: Grant-funded employees shall be eligible for reclassification of their positions as per the requirements and procedures as provided for the employees in the same employee group, subject to the limitations of the applicable grant.
- F. Manager/Professional Employees: Manager/professional employees shall be eligible for reclassification of their positions as per the requirements and procedures contained within the support staff collective bargaining agreement, and for internal departmental promotional opportunities where appropriate.
- E. Administrators:
 - 1. An administrator promoted to a position in a higher range will receive an immediate salary increase of 10% or go to the minimum of the new salary range, whichever is greater. In no case should a promotional increase place an employee's

salary above the maximum of the assigned range.

2. In situations where the temporary assignment or scheduling of work requires an administrator to perform in a higher level classification, a temporary pay rate may be established for the period of that assignment or work schedule. This applies if an administrator is assigned to work in a higher classification at least 50% of the time for a minimum of 30 days.

The rate of pay would reflect a temporary salary increase of 10% or the minimum of the salary range of the temporary assignment, whichever is greater.

This action will only take place when prior approval is given by the College President or his designee.

- G. Opportunities for Selection and Appointment to Vacant Positions: Current full- and part-time employees of Prairie State College shall be encouraged to seek and apply for vacant positions for which they meet minimum qualifications.

In addition to these opportunities, the College may upon recommendation of the President and approval by the Board reclassify administrative employee **positions due to changes in duties/responsibilities.**

Policy G-27**NEPOTISM IN EMPLOYMENT**

Adoption Date: 03/16/92
Review Date: 03/16/98
Revision Date: 12/15/08
Revision Date: 10/30/12
Revision Date: 12/04/12

- A. The Board of Trustees is committed to ensuring the hiring and retaining of the most qualified persons for all positions.
- B. Family relationships in the workplace may create situations where the College's professional objectivity or its reputation is compromised, or may otherwise jeopardize a professional work climate.
- C. This policy is intended to ensure fair hiring and promotion as well as effective supervision, internal discipline, security, safety and to promote a positive morale in the workplace. Further, it is intended to eliminate favoritism discrimination, impropriety and conflicts of interests.
- D. This policy applies to all full-time and part-time employees, adjunct faculty members, hourly and temporary employees, as well as independent contractors.
- E. No person shall be employed in, promoted to or transferred such that he/she would be the supervisor of or receive supervision from an individual related through blood, marriage, adoption or legal guardianship in the following categories: spouse, domestic partner, civil union partner, child, parent, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, first cousin, and in-laws, step or half relative of the same degree of relationship ("Family Member").
- F. For purposes of this policy, "supervisor" means any employee, regardless of job description or title, having authority to hire, direct, transfer, suspend, layoff, recall, promote, discharge, evaluate, assign, reward, or discipline the employee or to recommend any type of employment action.
- G. No person shall be employed in the same department as any other Family Member.
- H. Employees shall not initiate, participate in, or influence in any way any type of employment decision involving a Family Member. Such employment decisions shall include screening and selection, appointment, retention or issuance of contract, evaluation, promotion, tenure, salary, leave of absence, or grievance adjustment.
- I. Prairie State College allows the employment of Family Members in non-supervisory relationships as cited above; however, in the case of the President and Vice Presidents, no Family Members shall be employed by Prairie State College.
- J. Individuals who are actively employed as of October 30, 2012 shall be excluded from complying with paragraph (G) in their current positions.

- K. If an employee becomes a Family Member of a subordinate and/or becomes a Family Member of an employee in the same department and/or becomes the supervisor of and/or receives supervision from a Family Member, the individuals involved will be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, one (1) employee will be transferred based on the operational needs of the College to an assignment at an equivalent level of pay. Notwithstanding anything contained in this paragraph (K) and paragraph (G), in the case of the prohibition of Family Members working in the same department, if (1) there is no actual conflict caused by the Family Members working in the same department, (2) the Family Members do not supervise and/or report to one another, (3) the Family Members do not influence employment decisions related to the other; and (4) it is in the best interests of the College that neither Family Member be transferred to another Department, i.e., there is no available position for which either Family Member is qualified, then upon the receipt of a request by either and/or both Family Members, the President may grant an exception to this paragraph (K) and paragraph (G) as long as the same is in writing and identifies the reasons for the exception.

- L. All employees shall complete an annual disclosure form that asks for the disclosure fo any and all Family Members that are employed by the College.



Policy G-28

RELEASE OF ADDRESSES/TELEPHONE NUMBERS OF EMPLOYEES

Adoption Date: 03/16/92
Revision Date: 03/16/98
Review Date: 08/26/08

Addresses and/or telephone numbers of College employees shall be released only upon the authority of the College President.

The President shall be authorized to establish procedures for the release of this information of College personnel and for the proper notification of the employee(s) affected.

Policy G-29**EMPLOYEE OFFICIAL PERSONNEL FILES**

Adoption Date: 09/17/90
Revision Date: 01/21/03
Revision Date: 08/26/08

Prairie State College shall maintain an official personnel file for each employee in accordance with the following restrictions:

- A. Such files shall be for internal use as the property of the College.
- B. Such files shall be housed in the Human Resources & Employee Relations Office and maintained and secured by the Executive Director of Human Resources & Employee Relations.
- C. Such files shall contain employee data from the time of initial hiring, records, communications, and other data pertaining to the status of employment during the employee's tenure at the College and, upon termination of employment, the reason for said termination.
- D. Upon written request, an employee shall be permitted to review his/her official personnel file within the limitations imposed by law (e.g., letters of reference, external peer reviews, security records, etc.).
- E. Items may be permanently removed from said file only after being reviewed by the Executive Director of Human Resources & Employee Relations and authorized by supervising executive officer and the College President.
- F. An employee shall be permitted to file a rejoinder to any information contained within his/her personal official personnel file if he/she so desires.



Policy G-30

EMPLOYEE HEALTH EXAMINATIONS

Adoption Date: 03/16/92
Review Date: 02/16/98

Prairie State College, by authority of the College President, may require health examinations and the submission of the results of such examinations of any employee.



Policy G-31

CONDUCT AND APPEARANCE OF EMPLOYEES

Adoption Date: 09/17/90
Revision Date: 03/16/98

Prairie State College shall expect and encourage all employees to demonstrate a standard of conduct which conveys respect, courtesy, and overall professionalism in their daily interactions with students, other employees, and the general public.

Employees are required to wear clothing and attire suitable for a business environment and to appear neat and well-groomed. (Attire may vary with job performed, location, or working hours.) Employee business casual dress days may be authorized by the President on selected days such as when classes are not in session.

Policy G-32**EMPLOYEE CONFLICT OF INTEREST AND IMPROPRIETY**

Adoption Date: 03/16/92
Revision Date: 03/16/98

Conflict of Interest

The College President shall have the authority to request, or to enable an employee's administrative supervisor to request, to be advised of the employment, business enterprise, or obligation of the employee, or the existence of any ownership of or financial interest in, any business or contract.

Employees shall not influence the hiring of any other full- or part-time employees or the awarding of contracts, and shall not be involved in any impropriety to seek personal gain or publicity.

The Board of Trustees affirms that the success of Prairie State College is to a great extent dependent upon the good will, support, and respect of the community and that contacts between employees with members of the community affect public opinion of the College.

Employees shall at all times in the performance of their duties and responsibilities owe a fiduciary responsibility to the Board of Trustees and to the public of the district served. Employees shall conduct their personal financial affairs and other transactions independent of their positions with, responsibilities to, the College. Employees shall be expected to evaluate extra-college activities and participation with regard to professional and ethical propriety and public opinion of the College.

An employee shall not make or participate in the making of any decision or take any action with respect to any matter in which the employee has any special interest, including the special interest of an immediate family member(s).

Any employee who has a special interest in any action or activity pending before the College or the Board of Trustees shall disclose the nature of such interest to the supervising administrator, executive officer or College President, as applicable. In the case of a special interest of the College President, the disclosure shall be to the Board Chair. The obligation to report arises as soon as the employee is aware of the action or activity.

Outside Employment

Employment by Prairie State College shall be regarded as a full-time profession and obligation which demands the full interest and energies of an employee. Therefore, a full-time employee may not hold or accept any outside employment, business enterprise, or any other commitment which may be in conflict with, encroach, or interfere with his/her performance of duties and hours at the College. This obligation includes, but is not limited to, engagements for teaching, consulting, speaking, and writing books or articles.

Should the College President be advised of a full-time employee's outside employment or business enterprise or that an employee's work may be compromised by other obligations, the President shall be authorized to request the employee to certify that the employment or business enterprise is pursued during off-hours and does not interfere with the employee's work obligations at the College.

Political Activities

Except as otherwise provided by law, an employee of Prairie State College who chooses to run in an election for public office shall certify to the College President that campaign and other political activities do not interfere with or influence the employee's College work obligations. Employees' political participation in a campaign for themselves or another individual(s) shall not interrupt or interfere with their required duties at the College.

Employees who receive financial campaign contributions for election to a public office shall submit to the College President a copy of the public report of all such contributions to be used to review and determine potential conflict(s) of interest. If the employee does not submit the report of campaign contributions, the President may acquire a copy through public records.

Gifts

Employees must not receive or accept any gift or gratuity based on any understanding, either explicit or implicit, of the sender receiving any benefit thereby or of influencing any decision, action or judgement of the College, the Board of Trustees, the individual employee, or another employee. Any gift received in violation of this policy shall be immediately returned to the sender.

This policy does not prohibit any employee from receiving an award publicly presented in recognition of service or from business entertainment or reasonable hosting furnished in connection with College business and events.

Employees shall not give a gift, nor solicit a contribution toward a gift, to another employee or to a Board member, except as such is a fully voluntary gift or contribution.

Confidential Information

An employee shall not use or disclose, other than in the performance of the employee's duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of the position of employment. An employee shall not use such information for personal benefit. Confidential information includes, but is not limited to, information that may not be obtained pursuant to the Illinois Freedom of Information Act.

No information shall be withheld from, or false information supplied to, the Board of Trustees by an employee.

Violation of the Policy

Any employee found to have violated any of the provisions of this policy shall be subject to appropriate disciplinary sanctions up to and including discharge from employment. The provisions noted in this policy do not limit the authority of the Board of Trustees to take appropriate action or to adopt other or more stringent obligations and expectations. Nothing in this policy is intended to repeal in any way provisions of any other applicable statute, ordinance, rule or regulation.

The College President shall establish administrative procedures to provide for certification and to administer this Board policy.

Policy G-33**SUPPORT STAFF WORK WEEK
(OVERTIME AND COMPENSATORY TIME)**

Adoption Date: 04/20/92
Revision Date: 01/21/03
Revision Date: 08/26/08

The regular work week for full-time support staff employees shall consist of forty (40) hours exclusive of lunch periods (1/2 [one-half] hour in duration) and inclusive of two (2) fifteen (15) minute rest periods. Lunch and rest periods shall be scheduled and approved by the appropriate administrator/supervisor.

Confidential Support Staff

Overtime/compensatory time for confidential employees shall be provided, upon appropriate administrative supervisor approval, as follows:

- A. Work in excess of the regular work week (forty [40] hours) or on Saturdays, if not regularly scheduled, will be compensated at one and one-half (1-1/2) times the regular rate of pay. Work on Sundays and during regularly scheduled closure days will be compensated at double the regular rate; holidays will be compensated at triple the regular rate.
- B. An employee requested to work on a holiday in his/her regular position shall be compensated for no less than four (4) hours.
- C. Hours worked in excess of the standard forty (40) hour work week in a second position will be compensated at one and one-half (1-1/2) times the rate for the second position as determined by the Executive Director of Human Resources & Employee Relations.
- D. A minimum of three (3) hours of overtime compensation (one and one-half [1-1/2] times regular pay rate) will be allowed for emergency work.
- E. An employee may request compensatory time in lieu of overtime for each hour worked to a maximum of sixteen (16) base hours per semester to be used during the semester it was earned or within thirty (30) days following the end of the semester.
- F. The appropriate administrative supervisor shall authorize and report overtime/compensatory time to the Payroll Office.

Support Staff

Overtime/compensatory time for contractual support staff shall be provided in accordance with the provisions of the collective bargaining agreement.



Policy G-34

HOURLY EMPLOYEE SALARY RATE SCHEDULE

Adoption Date: 09/17/90
Revision Date: 03/16/98
Review Date: 09/23/08

A salary rate schedule shall be in force for hourly part-time employees who regularly work less than twenty (20) hours each week. The schedule shall recognize various skill levels and prevailing wage rates.

The wage rate shall be reviewed annually, and revised as needed for approval by the Board of Trustees.

Policy G-35**GRIEVANCES/COMPLAINTS BY COLLEGE EMPLOYEES**

Adoption Date: 03/16/92
Revision Date: 12/16/02
Revision Date: 08/29/06
Review Date: 08/26/08

Prairie State College shall provide an avenue through which its employees may request a review and consideration of an alleged, unjust, or improper practice or of harassment on the part of the College, a member of the Board of Trustees, other employees, or students.

Employees covered by a bargaining agent shall be subject to specific provisions for grievances/complaints as applicable within the agreement.

Efforts to resolve such grievances/complaints shall be made in a timely manner and in accordance with the following principles and general sequence as both may augment specific provisions applicable within appropriate bargaining agreements:

- A. Every attempt is to be made to resolve the matter at the point of origin.
- B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinator of the area concerned.
- C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.
- D. If the situation is yet unresolved, the employee may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned.
- E. Following receipt of a written response from the appropriate executive officer, and if still dissatisfied, the employee may submit a written appeal and related correspondence/records to the College President for consideration.
- F. As a final College recourse, the employee may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Office of Human Resources & Employee Relations and the affirmative action designee shall serve to assist employees (as necessary) in implementing or utilizing this policy. Confidentiality shall be maintained.

This policy shall be disseminated through appropriate College publications.



Policy G-36

EMPLOYMENT OF HOURLY, NON-BENEFITTED PERSONNEL

Adoption Date: 04/15/96
Review Date: 02/16/98
Revision Date: 09/23/08

Prairie State College may employ personnel, for up to 19 hours per week, to be compensated on an hourly basis without benefits. Any employee hired by the College and who is compensated on an hourly basis, is not entitled to any benefits whether or not those benefits are addressed elsewhere within Board policies.

Such personnel shall be considered as employed on an at-will basis without provision for modification or change in that employment status. Nothing in Board policies shall be deemed or construed to create a contract of employment or to constitute an agreement for any particular term(s) or condition(s) concerning employment. The College expressly disavows any hourly employee from reliance upon Board policies or any provisions of these policies in a manner so as to attempt to establish any contractual rights.

Policy G-37**EMPLOYEE CODE(S) OF ETHICS AND PROFESSIONAL CONDUCT**

Adoption Date: 03/16/98

The Board of Trustees shall be committed to standards of excellence and professionalism in the operations of Prairie State College and in the performance and conduct of employees. The accomplishment of these standards calls for establishment of codes of ethics and professional conduct which faculty, staff and administrative employees of the College agree to uphold and honor.

The College President shall encourage and enable each appropriate group or area within the College, as needed and desired, to develop a code of ethics and professional conduct.

Each code shall be developed in such a manner that each faculty, staff or administrative employee, as appropriate, of the respective group or area has opportunity to contribute to the respective code's development and adoption.

Once the code(s) has been adopted by the respective group or area, each new faculty, staff or administrative employee, as appropriate, shall be expected to be presented with the applicable code(s) to acknowledge that individual's understanding. Codes which are developed and adopted are to be self-regulated by the respective group or area.

Such adopted codes shall be submitted to the President for presentation to the Board of Trustees for recognition and acknowledgment. The Board may, in its recognition of adopted codes, offer suggestions for enhancement.

Employee materials distributed by the College shall contain the code(s) for each relevant group or area. Properly adopted codes may also be prominently displayed on campus and/or included in materials used to advance and promote the College to the public.

Policy G-38**EMPLOYEE PROFESSIONAL AND PROGRAM DEVELOPMENT**

Adoption Date: 03/16/98
Revision Date: 08/26/08

Prairie State College, as a comprehensive community college, recognizes the need for the continuous and progressive development of its programs and services, as well as the ongoing professional development of its faculty, support staff and administrative employees.

The College operates in a dynamic environment influenced by relationships to the community, and strives to offer programs that are creative, innovative and responsive to its Mission as well as to the needs and interests of the district, region and State. The College must set forth its vision for the future and the strategic directions by which to direct resources and channel energies.

The College shall provide a number and variety of quality professional developmental opportunities to all members of the College community. Such opportunities shall reflect commitments to:

- Develop in directions true to the College's Philosophy, Mission and Goals and consistent with its Strategic Agenda;

- Provide for new and improved programs and services as well as for enhanced, cost-effective operations; and

- Be consistent with applicable provisions of collective bargaining agreements; and

- Provide high quality personal, career, and professional development and training opportunities through on- and off-campus workshops, seminars, coursework, association memberships, internships, lectures, conventions, conferences, and other programs consistent with this policy.

The College President shall be responsible for development of administrative procedures to provide for employee professional and program development opportunities.



Policy G-39

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Adoption Date: 01/22/92
Review Date: 05/18/98
Revision Date: 02/27/07
Review Date: 08/26/08

Prairie State College shall recognize and comply with the Americans with Disabilities Act (ADA), PL-101336. The ADA prohibits discrimination against qualified individuals with disabilities and requires employers to provide reasonable accommodations to employees to enable them to perform the essential functions of their position.

With regard to employment, the ADA prohibits discrimination against qualified individuals with disabilities. As an employer, Prairie State College must provide reasonable accommodations to a qualified individual with a disability. Undue hardship means significant difficulty or expense which must be determined in light of the nature and cost of the possible accommodation, the size and resources of the employer, and the type of operation.

In order to enable the employee to perform the essential functions of his/her employment, or apply for employment, the College, consistent with the ADA, is not required to make any accommodation that will cause it undue hardship.

Policy G-40**DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

Adoption Date: 09/17/90
Review Date: 06/29/98

Prairie State College shall provide a drug-free workplace. Accordingly, the College shall prohibit the use, unlawful manufacture, distribution, or possession of controlled substances in its workplace in accordance with the Drug-Free Workplace Act of 1988. The College shall also prohibit the distribution, consumption, use, possession or being under the influence of alcohol while on College premises or while performing work for the College except during certain special events taking place on College property and properly approved in advance consistent with Policy C-14, Alcoholic Beverages on College Property, and approved by the College President. However, all College employees in attendance at such special events as a part of their assigned College duties, shall be prohibited from consumption, use, possession or being under the influence of alcohol.

Alleged violations of this policy shall be reported to the Campus and Public Safety Office, and a written report shall be forwarded to the College President or designee. A conference will be conducted to discuss an alleged violation(s) with the employee(s).

Prairie State College certifies that it will provide a drug-free and alcohol-free workplace by:

- A. Posting this policy in a place where other information for employees is posted;
- B. Publishing this policy and distributing a copy of it to all employees;
- C. Notifying each employee that as a condition of their employment they shall abide by the policy statement;
- D. Conducting periodic seminars/workshops for all employees to educate them about the dangers of drug/alcohol abuse in the workplace;
- E. Making a good-faith effort to continue to maintain a drug-free and alcohol-free workplace for the overall health and safety of its employees;
- F. Requiring employees to report any convictions of a state or federal criminal statutory drug offense occurring in the workplace within five (5) days of the event to the Human Resources Office;
- G. Reporting employee convictions to the appropriate federal grant agency within ten (10) days and issuing appropriate disciplinary action against such employee within thirty (30) days; and
- H. Making a good faith effort to continue to maintain a drug-free workplace for the overall health and safety of its employees.

As a condition of employment, each employee shall:

- A. Abide by this policy statement; and
- B. Notify his/her supervisor of his/her conviction under any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.

Violations of this policy may result in one or more of the following disciplinary actions:

- A. Mandatory participation in a drug/alcohol rehabilitation program approved by the College and state/local health board;
- B. Written reprimand; or
- C. Suspension or termination of employment.

The College shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Policy G-41**EMPLOYEE TRAVEL/RELATED BUSINESS EXPENSES**

Adoption Date: 03/16/92
Review Date: 06/29/98
Revision Date: 08/26/08
Revision Date: 10/27/09

Within the limitations of the budget, Prairie State College shall encourage employees to participate in business and professional meetings, conferences, and activities which will further or improve their performance of assigned College duties or otherwise advance the College in achieving its Mission.

The College shall reimburse certain employee business and travel expenses incurred for the benefit of, and in the course of, College employment.

Such reimbursement shall adhere to the following guidelines:

- A. All out-of-district meetings and travel expenses shall have prior administrative approval.
- B. The use of a personal car for College business travel shall be reimbursed at the lesser amount of (1) the mileage rate established by the State of Illinois Higher Education Travel Control Board or (2) the cost of a rental car plus fuel, as determined by current College procedures.
- C. Other business expenses shall be reimbursed if reasonable, necessary, and properly documented.
- D. Air travel shall be planned sufficiently in advance to allow use of the most economical rate.
- E. Travel advances for out-of-district meetings shall be limited to eighty per cent (80%) of anticipated out-of-pocket costs.
- F. Copies of receipts shall be required for lodging, commercial travel, and any other business-related expense transaction; any exception shall be subject to the approval of one's immediate supervisor.
- G. All out-of-state travel, other than to the adjacent Indiana counties, shall be approved by the College President upon recommendation of the appropriate executive officer.
- H. All out-of-country travel, other than to Canada, and other business expenses shall be approved by the Board of Trustees upon recommendation of the President. Approval to Canada will be treated the same as out-of-state travel.

Policy G-42**CONFIDENTIAL REPORTING OF UNETHICAL OR ILLEGAL ACTIVITY**

Adoption Date: 12/15/09
Revision Date: 03/29/11

Prairie State College is committed to maintaining the highest ethical standards and to conducting its operations in compliance with state and federal laws, rules, and regulations.

Prairie State College has developed policies and procedures for enforcing standards of conduct and behavior. Additionally, College employees are expected to abide by applicable state and federal laws, rules, and regulations. Furthermore, an employee cannot be compelled by a supervisor or College official to violate an applicable state or federal law, rule or regulation. In the interest of the College, an employee who has particular knowledge of specific acts which he or she reasonably believes constitute unethical or illegal conduct should disclose the conduct to the designated College official.

Unethical or illegal activities may include, but are not limited to:

- criminal acts
- civil violations of the law or governmental regulations
- fraud or financial irregularity
- improper use of College authority, resources, funds, property or other assets
- corruption, bribery or blackmail
- endangering the health or safety of an individual
- harming College property
- abuse of students, staff, College guests, or visitors
- other unethical conduct

The College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who refuses to participate in an activity that would result in a violation of a state or federal law, rule, or regulation. Additionally, the College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who reports unethical or illegal activities who has reasonable cause to believe that the information discloses a violation of state or federal law, rule, or regulation.

The College will take appropriate action to protect the identity of persons who so report as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The names of individuals alleged to have engaged in unethical or illegal activity may be disclosed only upon completion of a thorough investigation and only if the reported unethical or illegal activity is found to be supported by sufficient evidence to warrant legal or disciplinary action.

The President will designate a senior administrator who will have overall investigatory authority and responsibility for the maintenance and operation of

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this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the allegations may instead be submitted to the President.

The senior administrator will maintain a record of concerns raised and related outcomes. The President will provide the Board with an annual report of complaints received and actions taken, although the Board may ask for reports at any time. Should a complaint involve the President, the senior administrator will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same. The Board will be notified of substantial changes made to procedures related to this policy.

Nothing in this policy is intended to interfere with legitimate employment decisions.