8.0 Human Resources

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Lincoln Land	Subject:	**Classifications of Employees**
Community College	Policy Number:	**8.1**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	7/31/13
	Last Revised:	7/31/13
	Effective Date:	7/01/13
BOARD POLICY	Old Policy Number:	4.3.1

Policy Statement: The following classifications shall be used for all College employees:

Faculty Member An employee of the College who performs services as an instructor, librarian or media specialist.

Full-Time Instructional Faculty Member. An employee of the College who generally teaches during consecutive semesters 15 or more credit hours of instruction per semester, or its equivalent.

Adjunct Instructional Faculty Member. An employee of the College who generally teaches fewer than 15 credit hours of instruction per semester or its equivalent.

Administrator An employee of the College who generally performs managerial or supervisory services in support of the educational mission of the College, and who has been designated as an administrator by the Board. Administrators are exempt from overtime provisions under the Fair Labor Standards Act.

Professional An employee of the College who generally performs staff services in support of the educational mission of the College, and whom the Board has designated as a professional. Unless specifically addressed under the Act, professional employees are exempt from overtime provisions under the Fair Labor Standards Act.

Classified An employee of the College who generally performs services in support of the duties of administrators, professionals or faculty members and who has been designated as a classified employee by the Board. Classified staff are considered non-exempt under the Fair Labor Standards Act and must be paid overtime in accordance with state and federal regulations and Board Policy 8.31.

Student An employee who is not a member of any other classification, who performs services in the employ of the College, and who is formally registered and engaged in a regular course of instruction at the College (refer to Board Policy 5.30 governing student employment).

In addition, administrators, professional staff and classified staff shall be assigned to one of the following classifications:

Full-Time, Benefit Eligible: Regular, on-going positions scheduled for 40 hours per week, 12 months per year and which are eligible for the benefit package offered by the college.

Part-Time, Benefit Eligible: Regular, on-going positions scheduled for at least 30 hours per week, but less than 40 hours per week, between 9 and 12 months per year and which are eligible for the benefit package offered by the College on a pro-rata basis.

Other Full-Time: Temporary and/or contractual positions regularly scheduled for 30 or more hours per week for a specified period of time and which are not eligible for the benefit package, other than health insurance.

Other Part-Time: Temporary and/or contractual positions regularly scheduled for less than 30 hours per week for a specified period of time and which are not eligible for the benefit package.

Lincoln Land	Subject:	**Employment Practices**
Community College	Policy Number:	**8.2**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.2

Policy Statement: The College shall develop and implement employment practices that are consistent with Policy 1.6.

Lincoln Land	Subject:	**Employment Practices**
Community College	Policy Number:	**8.2**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	10/01/09
ADMINISTRATIVE	Effective Date:	11/01/09
PROCEDURE	Old Policy Number:	4.3.2

Procedure: In accordance with College policy, including Policy 1.6 and 8.4, the following procedures will be used:

1. **Goal of the Hiring Process:** Lincoln Land Community College will make every effort to recruit and employ a diverse and highly qualified faculty and staff to fill all college vacancies. Involvement from across the college community in certain phases of the process is desirable.

2. **Position Requisition:** In order to fill a vacant position, the supervisor of the position must first meet with the appropriate Vice President to determine whether the position should be filled or whether the needs of the college could be met in some other manner. Once the Vice President approves of the filling of the position, the supervisor will then complete a *Position Requisition Form* and review the information with the Budget Office. Once the form has been completed, the supervisor shall meet with the appropriate Human Resources (HR) representative to review the job description. The job description shall be reviewed to ensure that it includes essential job functions and minimum qualifications. Any changes to the job description shall be made at that time. The *Position Requisition Form* along with the job description is then forwarded to the Associate Vice President-Human Resources (or designee) for review. Once approval has been obtained from the Associate Vice President-Human Resources (or designee), the form will then be sent to the appropriate Vice President to be approved and submitted for the President's review and approval. Upon receipt of

the approved *Position Requisition Form*, the Director-Employment and Benefits (or designee) will contact the appropriate supervisor to initiate the advertising and recruiting process.

3. **Advertising and Recruiting:** All benefit-eligible positions shall be advertised internally and externally unless otherwise designated by the President. Vacancy announcements (advertisements) shall be drafted with the input of appropriate College personnel. The HR office shall advertise the position in at least one newspaper having general circulation in the district for a minimum of one week. Vacancies shall be advertised through local, regional, and national publications and websites based on the position. The HR office shall also work with individuals in the department to determine other avenues for advertising such as professional organizations, discipline-specific publications and institutions within the state that have graduate programs. For faculty vacancies, the department chair shall give departmental faculty an opportunity to review the draft vacancy announcement and provide feedback. Faculty shall also be solicited for feedback and participation in recruiting activities.

4. **Composition of Screening Committee:** Screening committees shall be used for all vacant positions unless otherwise designated by the President. The supervisor typically serves as chair of the search committee but may designate another appropriate individual to serve as chair with the approval of the appropriate Vice President and/or President. As the advertising process gets underway, the chair of the search committee shall finalize the group of employees who will screen application materials and ultimately interview those candidates selected for interview.

   For faculty vacancies, the department chair shall notify all full-time departmental faculty in appropriate disciplines that a screening committee is to be formed. The screening committee to the extent possible, shall consist of a minimum of four full-time, tenured (if available) faculty; a tenured or non-tenured faculty from a discipline unrelated to the vacancy; an adjunct faculty (if appropriate); and a member from the professional or classified staff.

   Committee members must have previously completed Screening and Interviewing Guidelines Training (see section 6.A.) within the last 12 months of serving on a committee and must be able to attend all meetings, screen all application materials and participate in all interviews. If a committee member is unable to fulfill his/her obligations, the chair and an HR representative will determine if accommodations can be made or if the committee member must be removed from the process. The size of the screening committee will vary depending on the position, but in no case shall it be fewer than three including the chair. The committee chair shall forward the names of all screening committee members to the Human Resources office.

5. **Application Materials:** All applicants shall be required to submit a cover letter, resume, a Lincoln Land Community College application completed in full and

unofficial transcripts (for positions requiring any level of college coursework). For some classified positions, a LLCC application may be the only item required. As application materials are received for an advertised vacancy, the HR office sends each candidate an acknowledgement letter and a *Voluntary Basic Identification Information* form. Candidates wishing to provide this information will forward the form to the Equal Opportunity Compliance Officer. The acknowledgement letter will indicate that all required materials have been received or will identify those materials that have not been received. If an application is missing, one shall be sent to the applicant for completion. Incomplete application packets may be screened and candidates may be interviewed provided the screening committee decides that the application materials are sufficient to proceed with an interview. All application materials must be received before an offer is extended.

6. **Pre-screening Activities:** Prior to the screening of candidate credentials, the President (or designee) may meet, when appropriate, with the members of the committee and present the committee with the college charge and review the characteristics of what the college is looking for in an employee. Other pre-screening activities are as follows:

   A. **Screening and Interviewing Guidelines Training:** Any member of the faculty or staff who wishes to serve on a screening committee must first complete online training. Employees are only required to complete training once every twelve months. The training includes a review of:

      1. the screening and interviewing guidelines;

      2. the advisory role of the committee in the screening and interviewing process;

      3. the confidential nature of the screening and interviewing process and the consequences of breaching confidentiality (including removal from the search process and/or disciplinary action). Each committee member will be required to sign an acknowledgement form that indicated his/her understanding of the process and guidelines in order to be eligible to serve on a committee;

      4. the College's nondiscrimination policy and potential pitfalls and discriminatory practices that committee members should avoid during the screening and interviewing process; and

      5. the college's commitment to diversity

   B. **Committee Chair Duties:** The committee chair will complete pre-screening activities with the committee as follows:

1. review the job description and position requirements listed in the advertisement;

2. review other desirable qualifications and traits that candidates should possess;

3. work with the committee on the criteria to be used to screen applicants, the relative weight to be given to each criterion and how the screening process will work; develop a screening form for each committee member to use. A sample resume rating tool and tips for the successful evaluation of applicants is available from the Human Resources office**;**

4. elect to do one interview or conduct second interviews, as well. This must be determined at the beginning of the process. If a second interview is to be conducted, the committee shall recommend a minimum of three finalists and no more than five;

6. determine the date committee members will complete their screening of candidate credentials;

7. prepare a list of questions that each interview candidate will be asked;

8. prepare a list of expectations within appropriate categories, such as teaching, knowledge, compatibility, communication, etc. which such list shall be used to create an *Analysis of Strengths and Weaknesses* to be used by the committee in the assessment of the candidates after the interview. A sample expectations worksheet and analysis document is available from the Human Resources office;

9. determine other interview activities, such as short teaching demonstrations, role playing scenarios, writing demonstrations or skills testing. These additional activities are reviewed for appropriateness with the HR office. The committee shall also determine other appropriate activities, such as campus tours, meetings with the Vice President and/or President, luncheons, and/or open forums; and

10. prepare a proposed list of dates and times for interviews to be scheduled.

11. determine in consultation with HR the travel reimbursement to be offered to candidates based on the position and determine if the

candidates will partake of a meal with the committee chair (or alternate committee member) at the college's expense.

7. **Candidate Screening:** The HR office will release applications to the committee members once all pre-screening activities have been completed, all acknowledgement forms have been signed, and all documents have been submitted for review and approval. Committee members will then individually review the credentials received from each candidate and ultimately indicate the candidate's acceptability for an interview using the screening process determined during the first committee meeting. Each committee member will sign his or her screening form and forward to the committee chair who will tabulate the results of the screening process.

8. **Selecting Interview Candidates:** Committee members shall meet and review the point totals each candidate received. Additionally, credentials are again reviewed and discussed with the goal to reach a consensus on those candidates to invite for an interview. The chair forwards the screening tabulations worksheet, identifying the names of those candidates selected for an interview, to the HR office. Please identify any individuals you may have selected as alternates in the event that a finalist candidate withdraws from consideration. If an applicant is selected for an interview that is not one of the top candidates from the screening process, please note the job-related reasons for this on your documentation.

9. **Interview:** The HR office will contact candidates selected for a first interview. If there are internal candidates who have not been selected for an interview, the HR office shall contact those candidates by telephone to inform them that they have not been selected for an interview at this time. At the time the selected candidates are contacted for an interview, they will be informed of the interview schedule and other activities that may occur during the interview. If appropriate, arrangements are made for materials and/or data to be forwarded to each candidate, assistance is offered with overnight accommodations, etc. For positions advertised on a national/regional level, transportation expenses (airfare, mileage, etc.) shall be reimbursed up to $750 (any exceptions to this will require the approval of the appropriate Vice President and President). A minimum of 100 miles round trip is required for mileage reimbursement. The College shall also pay for up to 2 nights lodging and appropriate meals for the candidate only. There will be no reimbursement for alcoholic beverages. Everyone involved in the screening and interviewing process shall make every effort to make each candidate feel welcome. Hospitality can be conveyed in the following ways:

- Meeting the candidate at the airport and providing a ride to the airport at the completion of all interview activities.
- Having a meal with each candidate.

- Providing a departmental and/or campus tour.
- Introducing each candidate to key personnel.

While on campus, faculty and administrative candidates shall have a scheduled meeting with the appropriate Vice President.

During the interview, members of the Screening Committee shall ask of each candidate those questions previously decided upon and may ask follow-up questions as necessary to gain a full understanding of the candidate's qualifications. No committee member shall ask any question inquiring into race, religion, ethnicity, sexual orientation, or other areas covered by the College's nondiscrimination policy. Should such a question be asked of the candidate, the Chair shall instruct the candidate not to answer and the committee to disregard such question. Should any committee member persist in following a line of questioning that is deemed inappropriate by the Chair or by any administrative member of the committee, the offending committee member shall be asked to leave the interview and shall be prohibited from further participation in the screening and interview process. If a candidate should volunteer information regarding his/her protected status, the Chair shall inform the candidate that such information is not relevant to the screening and interviewing process and shall not be a factor in the decision-making process.

10. **Committee Deliberations:** After all interviews are concluded, the committee shall meet to discuss each candidate interviewed. Each candidate will be evaluated on each question answered and any demonstration. The list of expectations in the separate categories will be used to facilitate a discussion of each candidate's strengths and weaknesses working toward a consensus from the committee. Upon completion of this discussion, the chair shall prepare an Analysis of Strengths and Weaknesses that will be initialed by all committee members. This analysis should consist of a comparison of the strengths and weaknesses of all candidates interviewed, and the consensus reached by the committee. If there are any exceptions to the narrative, an addendum may be added.

    If the committee chair has determined that second interviews will occur, the foregoing discussion of strengths and weaknesses will be repeated after the second interviews. The committee shall recommend three candidates for a second interview. In no case shall more than five candidates be recommended for a second interview for a single position.

    Before second interviews are conducted or at the conclusion of the interview process, the committee chair will complete the necessary background check of experience, references, etc. using a standard form provided by the HR office. In addition to the provided references, the chair must also contact current and previous employers as noted on the application. If a candidate states that their

current employer may not be contacted, please contact the HR office for assistance. The HR office will conduct criminal background checks and drug screens for all positions. If second interviews were not pre-determined but are deemed necessary, the committee chair will provide written justification for extending the interview process. All forms used by the committee and narratives produced by the committee during the screening and interviewing process will be forwarded to the HR office.

11. **Analysis of Candidates:** The chair shall review the completed Analysis with the department supervisor, if other than the committee chair, and submit the Analysis to the appropriate Vice President or other Cabinet level administrator.

If the position being filled is a faculty or administrative position, the Vice President, in conjunction with the appropriate supervisor, shall present the Analysis to the President, who, in consultation with the Vice President, shall:

a. Select from the candidates sent forward; or

b. Void the search and re-advertise the position

If the position being filled is a professional or classified staff position, the Vice President or other Cabinet level administrator and committee chair shall review the Analysis and determine to:

a. Select from the candidates sent forward; or

b. Void the search and re-advertise the position

Once a determination has been made regarding the filling of the vacancy, a cover memo shall be prepared by the committee chair indicating the chair's recommendation of whom to hire. Such memo shall be sent to the HR office with appropriate approval signatures secured and the original Analysis form and reference checks attached.

12. **Notification of the Selected Candidate:** Upon receipt of approved memo in the HR office, the committee chair will meet with the Director-Employment and Benefits to discuss salary offer and strategy. For faculty and administrative positions, the HR office will contact the selected candidate to determine his/her continuing interest, notify the candidate of the intended recommendation, and finalize the starting salary and date of conditional employment. A request for

official transcripts will also be made. The candidate will be required to submit official transcripts within 30 days of the notification date. The candidate will be reminded that all faculty and administrative employment decisions are made by the Board of Trustees and that the Board may approve, table, or reject the recommendation for employment of any candidate. If the recommended candidate should decline the offer of employment, the HR office shall go to the next recommended candidate. If there are none, the Vice President shall meet with the President to determine if a) there is another candidate to recommend; b) an extended search is warranted; or c) the search shall close indefinitely.

For professional and classified positions, the HR office will contact the selected candidate to determine his/her continuing interest, notify the candidate of the intended recommendation, and finalize the starting salary and date of conditional employment. A request for official transcripts will also be made (if applicable). The candidate will be required to submit official transcripts within 30 days of the notification date. If the recommended candidate should decline the offer of employment, the HR office shall go to the next recommended candidate. If there are none, the committee chair shall meet with the Vice President to determine if a) there is another candidate to recommend; b) an extended search is warranted; or c) the search shall close indefinitely. Approval by the Board of Trustees is not required for professional and classified positions.

13. **Notification to Screening Committee Members:** Once the successful candidate has been contacted and has expressed his/her acceptance of the position, the committee chair shall inform the committee of the candidate's acceptance.

14. **Notification to Unsuccessful Candidates:** After the hiring recommendation is approved, letters shall be sent to external candidates notifying them that the position has been filled. In the event the Board of Trustees does not approve the recommendation, the HR office shall notify the recommended candidate and the committee and shall await further instruction from the President. The HR office will give internal candidates notification by telephone upon acceptance by the candidate of choice.

Exceptions for benefit-eligible positions: In the following circumstances, the provisions set forth above will not apply:

- When an employee's position is eliminated or significantly modified in scope or duties as a result of reorganization or a reduction-in-force, the President may recommend the employee to the Board for reassignment into a vacant position.
- If a vacancy is created by an emergency situation (death, injury, or other incapacitation), the President may recommend a candidate for the vacancy to the Board.
- When an employee has been displaced from his/her current position at the College for any reason other than termination for cause, that employee, within the first six

months of such displacement, may receive consideration in a vacant position, assuming all qualifications for the vacant position are met.

- The President is authorized to place a person meeting the qualifications for a vacant position in that position on an interim basis (up to one calendar year) without meeting the provisions established above.

Lincoln Land Community College	Subject:	**Annual Appointment/ Reappointment of Contractual Employees**
	Policy Number:	**8.3**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.3

Policy Statement: Annual appointment/reappointment of College employees shall be as follows:

- The appointment/reappointment of employees in a recognized collective bargaining unit shall be governed by the provisions of the collective bargaining agreement; and
- The reappointment/non-reappointment of other contractual employees shall be considered by the Board on or about April 1 of each year upon the recommendation of the President.

Lincoln Land Community College	Subject:	**Position Vacancies - Current Employees**
	Policy Number:	**8.4**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.4

Policy Statement: All benefit-eligible positions shall be advertised internally and externally unless otherwise designated by the President.

Lincoln Land Community College	Subject:	**Position Vacancies - Current Employees**
	Policy Number:	**8.4**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
ADMINISTRATIVE PROCEDURE	Effective Date:	7/31/02
	Old Policy Number:	4.3.4

Procedure: In accordance with College policy, the following procedure will be used:

If it is determined that a sufficient number of interested, qualified applicants for a vacant position exists internally, the hiring manager may request that the vacant position be advertised, internally only, on the position requisition form. Such request must be approved by the College President. The same procedures as outlined in Board Policy 8.2 shall be used unless otherwise approved by the Associate Vice President – Human Resources (or designee).

Lincoln Land	Subject:	**Changes in Assignment**
Community College	Policy Number:	**8.5**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.5

Policy Statement: Upon recommendation of the President, the Board may change the regular assignment of any employee except as is otherwise provided in statute or the terms of a collective bargaining agreement.

Lincoln Land	Subject:	**Employee Discipline**
Community College	Policy Number:	**8.6**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.6

Policy Statement: The College shall develop and implement progressive disciplinary procedures to be followed uniformly when employee behavior is detrimental to the welfare of the College. Detrimental behavior includes:

- tardiness or absence without prior notification and documented reason,
- insubordination;
- falsification of information required by the College;
- illegal or immoral conduct;
- failure or inability to perform work for which the employee was hired;
- failure to follow Board of Trustees policy or College administrative procedures; and
- other behaviors and attitudes not consistent with the philosophy of the Board of Trustees and College administration.

Lincoln Land	Subject:	**Employee Discipline**
Community College	Policy Number:	**8.6**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.6

Procedure: In accordance with College policy, the following procedures will be used:

Detrimental behavior, as described in policy, by an employee shall result in disciplinary sanctions ranging from verbal reprimand through dismissal according to the following schedule unless otherwise dictated by a collective bargaining agreement:

1. *Verbal Reprimand*: Supervisor will discuss facts and circumstances leading to errant behavior with the employee who will be given an opportunity to respond. Each verbal reprimand shall be documented and signed by the employee and the supervisor. If the employee refuses to sign, the supervisor will note that on original document. A copy will be given to the employee and a copy will be placed in the employee's personnel file.

2. *Written Reprimand*: Supervisor will meet with employee to explain the circumstances leading to a written reprimand. The written reprimand shall include a remediation plan with a reasonable time period for completion established. Any written reprimand shall be provided to the employee, and a copy of such reprimand shall be placed in the employee's personnel file.

3. *Suspension*: The President may impose suspension, with or without pay, for up to 10 work days provided, however, that the President shall first meet and confer with such employee regarding the cause or causes for such a suspension.

4. *Dismissal by the Board*: Dismissal proceedings shall be initiated by the Board in accordance with applicable law and Board policy.

Appropriate disciplinary sanctions for any employee misconduct shall be determined by the Administration and/or Board based on the repetitive nature of such misconduct and/or magnitude or severity thereof. The initial disciplinary step shall depend on the severity of the offense.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Additionally, the appropriate Vice President or Associate/Assistant Vice President may implement leave with pay for up to one work day when, in such administrator's judgment, the employee would benefit from a "cooling off" period in connection with any allegation of misconduct.

Lincoln Land	Subject:	**Disciplinary Suspension**
Community College	Policy Number:	**8.7**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.7

Policy Statement: For just cause as determined by the President, any employee may be suspended for up to 30 work days with or without pay provided, the employee be given an opportunity to first meet with the President regarding the cause or causes for such a suspension. Such suspension may result from any conduct or circumstance that is detrimental to the general welfare of the College as identified in Board policy 8.6.

Lincoln Land	Subject:	**Termination of Employment**
Community College	Policy Number:	**8.8**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.8

Policy Statement: Except as may be otherwise provided by statute or the terms of a collective bargaining agreement, the Board may terminate an employee for cause upon the recommendation of the President. Termination shall result from any conduct or circumstance that is detrimental to the general welfare of the College as identified in Board policy 8.6. Before the Board shall terminate any such employee, the President or the appropriate Vice President, shall advise the employee in writing, of the cause(s) of such proposed termination.

Based on changing needs of the College, including, but not limited to, a fiscal exigency necessitating a decrease in the number of employees or the discontinuance of any service or program, upon recommendation of the President, the Board may lay off an employee. Except as otherwise provided by statute or the terms of a collective bargaining agreement, the College shall notify the affected employee(s) in writing not less than 90 calendar days prior to the effective date of such lay off. This 90 day notice may be waived if the layoff occurs due to the unexpected loss of grant funding. The affected employee(s) will be given first consideration if the same position is reinstated within six months of a layoff.

Lincoln Land	Subject:	**Termination of Employment**
Community College	Policy Number:	**8.8**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.8

Procedure: In accordance with College policy, the following procedures will be used:

Dismissal: The appropriate supervisor, after following the employee disciplinary process, will work with the Associate Vice President-Human Resources to document the process and forward to the President and Board of Trustees a recommendation for dismissal. Pending Board action on a recommendation, the President may place the employee on administrative leave with or without pay, provided that the employee shall

be given an opportunity to meet with the President regarding the cause(s) of such recommendation.

Lay Off: The appropriate Vice President will work with the Associate Vice President-Human Resources to present a recommendation to the President and Board of Trustees.

Lincoln Land	Subject:	**Resignation**
Community College	Policy Number:	**8.9**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.9

Policy Statement: Resignation shall be effected by giving written notice to the immediate supervisor on the following basis:

- 10 working days notice for classified staff;
- 15 working days notice for professional staff; and
- 20 working days notice for administrative staff, except by mutual agreement.

Lincoln Land	Subject:	**Resignation**
Community College	Policy Number:	**8.9**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.9

Procedure: In accordance with College policy, the following procedure will be used:

Upon receipt of a written notice of resignation or retirement, the Human Resources office will conduct an exit interview with the employee. The exit interview will consist of a meeting with an appropriate HR representative, which will include a discussion regarding salary and benefit issues. The employee will be asked to complete a confidential exit interview questionnaire about his or her employment at the College. The questionnaire does not become a part of the employee's personnel file and is used only as a tool to analyze factors attributing to turnover.

Lincoln Land	Subject:	**Employee Performance Evaluation**
Community College	Policy Number:	**8.10**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.10

Policy Statement: The College shall establish procedures for evaluating the performance of all employees.

Lincoln Land	Subject:	**Employee Performance Evaluation**
Community College	Policy Number:	**8.10**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	01/01/04
ADMINISTRATIVE	Effective Date:	10/02/02
PROCEDURE	Old Policy Number:	4.3.10

Procedure: In accordance with College policy, the following procedures will be used:

Administrative and Professional Staff: In order to provide information for use in making personnel decisions and to apprise administrators of their strengths, weaknesses, and development, administrators' performance shall be evaluated, in writing, by their immediate supervisor at least annually on or about June of each year. The HR office will provide each supervisor with the appropriate performance evaluation instrument.

Classified Staff: In order to provide information for use in making personnel decisions and to apprise employees of their strengths, weaknesses, and development, each classified employee shall be evaluated, in writing, according to the following schedule:

- *Initial Orientation Period*: During the orientation period, the performance of each classified employee shall be evaluated, in writing, at least once during the third month, by the immediate supervisor. If such performance is determined to be unsatisfactory during such orientation period, the supervisor may recommend the employee's termination. Prior to informing the employee, the supervisor must provide written documentation of conversations and meetings held with the employee for the purpose of premeditating the performance deficiencies.
- *Promotion or Transfer*: Classified employees who have been promoted to a position within the classified ranks or who have transferred to a different classified position will have their performance evaluated in writing during the third month following the date of the promotion or transfer.

- *Annual Performance Evaluations*: Classified employees who have maintained their position for the full year shall have their performance evaluated in writing by their immediate supervisor at least annually on or about June of each year. The HR office will provide each supervisor with the appropriate performance evaluation instrument.

Lincoln Land	Subject:	**Employee Benefits/Limitations**
Community College	Policy Number:	**8.11**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.11

Policy Statement: Benefits shall be provided to all benefit-eligible employees except as otherwise may be provided by the terms of a collective bargaining agreement.

Except as provided by law, employees holding a position with the classification of "other full-time" or "other part-time" shall not be eligible for the following benefits:

- employee leaves;
- sick leave bank;
- paid holidays;
- retirement;
- insurance;
- payroll deductions;
- tuition waivers;
- worker's compensation;
- employee assistance program;
- sabbatical leave;
- moving expenses; and
- internet and e-mail access

Lincoln Land	Subject:	**Leaves**
Community College	Policy Number:	**8.12**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
	Effective Date:	6/01/11
BOARD POLICY	Old Policy Number:	4.3.11.1

Policy Statement: Except as may otherwise be provided by the terms of a collective bargaining agreement, the College shall provide leaves for its employees holding benefit-eligible positions as follows:

Sick Leave: The College shall advance 15 workdays of sick leave per fiscal year to accumulate to a maximum of 465 workdays. Upon termination of employment, employees shall not be compensated for any unused sick leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced sick leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Sick leave may be used for reasons of personal illness, temporary disability, including but not limited to pregnancy and/or childbirth, quarantine at home, illness in the immediate family or household, extension of bereavement leave as approved by the immediate supervisor or Family and Medical Leave Act (FMLA) leave to care for a child after birth or adoption. Immediate members of the family shall mean spouse (either by marriage or civil union), son, daughter, mother, father, brother, sister or corresponding-in-law or step-relation or any person for whom the employee is the legal guardian. The College may require a certification from a physician or other licensed health care professional for the use of any sick leave. Any employee who is absent 5 consecutive workdays or more will be required to present a return to work certification from a physician or other licensed health care professional. Absences of 10 or more consecutive workdays shall be deemed leave under the Family and Medical Leave Act and counted as such (refer to section of policy on FMLA).

Personal Leave: The College shall advance two (2) workdays of personal leave per fiscal year to accumulate to a maximum of five (5) workdays. Any employee whose employment shall terminate under circumstances where such employee has used advanced personal leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Legal Leave: The College shall provide leave in the event that an employee is subpoenaed to appear as a juror or a witness.

Leave Without Pay: The Board may at its sole discretion grant an employee, upon written request, a leave of absence without pay and under such conditions as the Board may specify.

Military Leave: College employees shall be eligible for military leave in accordance with the provisions of federal law.**

Bereavement Leave: The College shall provide up to 3 leave days for each death in the employee's immediate family or household, i.e. spouse (either by marriage or civil union), child, parent, sibling or corresponding in-law or step-relation or any person for whom the employee is a legal guardian. Up to 1 day of leave will be provided for each death of relatives once removed, i.e., grandparent, grandchild, aunt, uncle, cousin, niece or nephew by birth or marriage.

Family/Medical Leave: Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law*. Employees who are granted leave under FMLA are prohibited from working a second job while on a leave of absence and receiving compensation and/or benefits from the College.

Vacation Leave

Administrators: Employees holding a position designated as administrator shall be advanced 20 days vacation per fiscal year to accumulate up to a maximum of 40 days. Such employee who works less than an entire fiscal year shall be advanced pro-rated vacation leave. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave.

Professionals: Employees holding a position designated as professional shall accrue monthly vacation leave based on the number of continuous years of employment with the College in accordance with the following schedule: Up to 5 years = 15 days annually. Each additional 1 year = 1 additional day per year with a maximum of 20 days annually.

Each employee who works less than an entire month shall accrue pro-rated vacation leave. The maximum allowable number of days that an employee may carry at any given time will be 40. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave.

Classified: Employees holding a position designated as classified shall accrue monthly vacation leave based on the number of continuous years of employment with the College in accordance with the following schedule: Up to 5 years = 10 days annually; each additional 1 year = 1 additional day per year with a maximum of 20 days annually.

Such employee who works less than an entire month shall accrue pro-rated vacation leave. The maximum allowable number of days that an employee may carry at any given time will be 40. Upon termination of employment for any reason, such employees shall receive compensation for any earned but unused vacation leave.

Legal Citations:
* 29 USC, Sections 2601-2619
** 38 USC, Sections 2021-2027

Lincoln Land	Subject:	**Leaves**
Community College	Policy Number:	**8.12**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
ADMINISTRATIVE	Effective Date:	6/01/11
PROCEDURES	Old Policy Number:	4.3.11.1

Procedure: In accordance with College policy, the following procedures will be used:

Sick Leave:

A. Benefit-eligible employees hired on a full-time, 12-month basis shall be advanced 120 hours of sick leave on July 1 of each fiscal year. Employees working less than 12 months of the fiscal year and/or less than 40 hours per week shall be advanced sick leave on a prorated basis.
B. Sick leave may be used for reasons of personal illness and/or temporary disability including, but not limited to pregnancy and/or childbirth, quarantine at home, and illness in the immediate family or household; extension of bereavement leave as approved by the immediate supervisor; or Family and Medical Leave Act (FMLA) leave to care for a child after birth or adoption.
C. Immediate members of the family or household shall mean spouse (either by marriage or civil union), son, daughter, mother, father, brother, sister, or corresponding in-law or step-relation or any person for whom the employee is a legal guardian.
D. An employee who finds it necessary to be absent from duty because of illness as defined above shall personally notify his/her immediate supervisor or other designated individual within a time frame specified by the immediate supervisor. Upon return from any such absence, the employee must submit the required certificate of absence form within 5 working days of the employee's return.
E. Any employee who shall miss three consecutive workdays without notifying his/her immediate supervisor or the appropriate Vice President or designee of the reasons for such absence, shall be deemed to have tendered his or her resignation from employment and shall be immediately terminated from such employment, unless physically incapacitated from giving such notice under circumstances where a member of the immediate family or household cannot give such notice.
F. The College may require a certification from a physician or other licensed health care professional for the use of any sick leave. Any employee who is absent 5 consecutive workdays or more will be required to present a return to work certification from a physician or other licensed health care professional.

Absences of 10 or more consecutive workdays shall be deemed leave under the Family and Medical Leave Act and counted as such.

G. Employees shall not be compensated for any unused sick leave at the time of termination or retirement. However, the number of hours of unused sick leave is reported to State Universities Retirement System and may possibly be converted into service credit in the calculation of a retirement annuity.

Personal Leave:

A. Employees hired on a 40-hour per week basis and more than six months per year shall be advanced 16 hours of personal leave on July 1 of each fiscal year. Employees working 40 hours per week and six months or less shall be advanced 8 hours of personal leave. Employees working less than 40 hours per week shall be advanced personal leave on a prorated basis.
B. The scheduling of personal leave requires giving prior notification to the immediate supervisor (or designee). Upon return from any such absence, the employee must submit the required certificate of absence form within 5 working days of the employee's return.
C. Employees shall not be compensated for any unused personal leave at the time of termination or retirement.

Legal Leave:

A. Any employee who has received official notification to appear as a juror or witness shall notify his or her immediate supervisor as soon as possible after receiving such notification. A copy of the document to appear will be provided to the immediate supervisor who shall forward such document to the Human Resources Office. Upon return from any such absence, the employee must submit the required certificate of absence form within 5 working days of the employee's return.
B. An employee appearing as a juror or witness is expected to report for daily duty prior to and/or after the required legal duty is completed if a reasonable period of duty time is involved. Transportation time and the time needed to change clothing will be taken into consideration by the immediate supervisor when considering the reasonable period of duty time involved.
C. Legal leave is generally not available to an employee working a late afternoon, evening or night shift unless such required participation as a juror or witness includes a portion of the employee's scheduled hours of work.
D. The employee shall remit to the College any compensation or fees received as a juror or a witness while on legal leave. Fees designated as reimbursement for travel may be retained by the employee.
E. Employees involved as a principal in civil or criminal litigation shall not be eligible for legal leave, and consequently must utilize available personal or vacation leave.

Leave Without Pay:

A. An employee may submit a written request for a leave of absence without pay to his or her immediate supervisor with a copy forwarded to the Human Resources

Office. The request shall include a summary of the reasons for such request as well as the proposed beginning and ending date. If such request is occasioned by a medical condition of the employee, then such request shall be accompanied by a report from the employee's physician or other licensed health care professional indicating the likely date when such employee shall be capable of returning to work.

B. The beginning date of such request must normally provide time for the necessary administrative review and ultimately the Board of Trustees must approve it.
C. The Board may in its sole discretion include any special condition(s) in such approval.
D. If approved, the employee must return to active duty at the conclusion of such leave.
E. Any employee on such leave may request an extension. Such request must be made in writing at least 60 days prior to the ending date of the leave. The Board may at its sole discretion grant an extension.
F. If the employee does not return to work on such date, the employee shall be deemed to have tendered his or her resignation from employment and shall be immediately terminated from such employment, unless physically incapacitated from giving such notice under circumstances where a member of the immediate family or household cannot give such notice.
G. During such leave, the employee shall pay the entire cost for any insurance coverage maintained through the College, unless the leave is eligible for such benefits under the Family and Medical Leave Act.

Military Leave:

A. Upon submission of evidence that the employee has been called to active duty into the United States Armed Forces, such employee shall be granted an unpaid leave of absence for the duration of such employee's service up to a maximum of five years and, upon request, up to 90 calendar days before and after such service.
B. Any employee in the United States Armed Forces Reserve or National Guard shall annually be granted leave days, as designated in official military orders for regular Reserve or National Guard duties, e.g. summer camp. Such employee shall also be granted leave days for any special duty assignment for the duration of such assignment. Prior to the beginning of any such leave for regular or special duties the employee shall elect to either:
    - use earned vacation time for such leave and also receive full compensation from the Armed Forces Reserve or National Guard; or
    - receive compensation from the Armed Forces Reserve or National Guard or compensation from the College, whichever is higher. If the employee's compensation from the College is higher, the employee must remit to the College any compensation received from the Armed Forces Reserve or National Guard.
C. Documentation regarding the above shall be presented to the Assistant Vice President-Human Resources.

Bereavement Leave:

A. An employee who is absent from work because of the death of a family member as set forth in the above Policy, shall personally notify his or her immediate supervisor or designee not later than the beginning of the scheduled workday. Such notice shall include the employee's relationship to the deceased and the period of time the employee expects to be away from work.
B. Absence from work beyond that allowed under the bereavement leave benefit may be charged against the employee's accrued sick leave benefit. The use of sick leave as an extension of bereavement leave must have the approval of the immediate supervisor and will not be subject to FMLA requirements.
C. Upon return from any such absence, the employee must submit the required certificate of absence form within 5 working days of the employee's return.
D. The employee may be asked to provide verification of the family member's death and the relationship to the deceased.

Family/Medical Leave:

A. To be eligible for leave under FMLA, an employee must be employed by the College for a total of 12 months and have worked at least 1,250 hours over the previous 12 months.
B. An employee, who is eligible for FMLA leave, may request up to 12 workweeks of paid or unpaid leave during a 12-month period. The 12-month period begins on the first day of the requested leave.
C. Leave may be taken: upon the birth of the employee's child in order to care for such child within 12 months of the date of birth; upon placement of a child under the age of 18 with the employee for adoption or foster care within 12 months of placement; when the employee is needed to care for a child (either a biological child or a child for whom the employee is considered in *loco parentis*), spouse (either by marriage or civil union), or parent who has a serious health condition; or when the employee is unable to perform the functions of his or her position because of a serious health condition.
D. An eligible employee who is a spouse (either by marriage or civil union), son, daughter, parent, or next of kin of a current member of the Armed Forces, included a member of the National Guard or Reserves, with a serious injury or illness may request up to 26 workweeks of paid or unpaid leave during a single 12-month period to care for the service member.
E. Spouses (either by marriage or civil union) who are both employed by the College and eligible for FMLA are limited to a combined 12 workweeks of leave under FMLA for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition (or combined 26 weeks if leave is to care for a covered service member with a serious injury or illness).
F. Eligible employees may elect to use available benefit leave time rather than take an unpaid leave.
G. Upon review of eligibility, the Human Resources Office will send notification in writing of such employee's rights and obligations under the Family and Medical Leave Act. Completion of a certification from a healthcare provider will be

required for leave to be granted under the Family and Medical Leave Act in the case of a serious health condition for either the employee or the employee's immediate family member as defined by law and policy. Such certification must be submitted to the Human Resources office by the commencement of the leave or fifteen calendar days from date of notification, whichever is later. The College may require a second or third opinion at the expense of the College.

H. For pregnancy, chronic or permanent/long-term conditions under continuing supervision of a healthcare provider, the College may require the employee to provide a re-certification of a serious health condition after 30 days and only in connection with an absence by the employee.
I. An employee's insurance benefits, including the college's share of insurance premiums, will not change while under a FMLA leave.
J. The Human Resources Office will generate correspondence outlining the details of the leave including use of benefit leave time, if requested, and insurance coverage during designated leave period.
K. Upon return from any such absence, the employee will be required to submit a return-to-work certification from his or her physician or other licensed health care professional.

Vacation Leave:

Administrators:

A. Full-time, 12-month benefit-eligible administrators shall be advanced 160 hours of vacation on July 1 of each fiscal year. Administrators who begin their employment after July 1 or work less than 40 hours per week will receive vacation leave on a prorated basis.
B. The maximum allowable number of hours of vacation leave that an employee may carry at any given time will be 320 hours. If an employee's vacation accrual will put him or her over the maximum allowable hours, such accrual will be prorated or will cease completely until such employee's vacation balance will accommodate a full accrual.
C. The use of vacation requires the prior approval of the administrator's immediate supervisor. A certificate of absence form must be completed and approved prior to the use of any vacation leave.
D. Upon separation of employment, an administrator will be compensated for any earned but unused vacation. Compensation for such vacation shall be based on the administrator's salary in force at the time of separation.

Professional Employees:

A. Full-time, 12-month benefit-eligible professional level employees shall accrue 10 hours of vacation leave for each full month of employment during the fiscal year to a maximum accrual as follows: up to 5 years = 10 hours per month, each additional year = .67 additional hours with a maximum accrual of 13.34 hours per month at 10 years of service. Professional employees who work less than a full month will accrue vacation leave on a prorated basis.
B. Less than 12-month and/or less than 40-hour per week, benefit-eligible professional employees shall accrue vacation leave on a prorated basis.

C. The maximum allowable number of hours of vacation leave that an employee may carry at any given time will be 320 hours. If an employee's vacation accrual will put him or her over the maximum allowable hours, such accrual will be prorated or will cease completely until such employee's vacation balance will accommodate a full accrual.
D. The use of vacation requires the prior approval of the professional employee's immediate supervisor. A certificate of absence form must be completed and approved prior to the use of any vacation leave.
E. Upon separation of employment, a professional employee will be compensated for any earned but unused vacation. Compensation for such vacation shall be based on the employee's salary in force at the time of separation.

Classified Staff:

A. Full-time, 12-month benefit-eligible classified employees shall accrue 6.67 hours of vacation leave for each full month of employment during the fiscal year to a maximum accrual as follows: up to 5 years = 6.67 hours per month; each additional year = .67 additional hours with a maximum accrual of 13.34 hours per month at 15 years of service. Classified employees who work less than a full month will accrue vacation leave on a prorated basis.
B. Less than 12-month and/or less than 40-hour per week, benefit-eligible classified employees shall accrue vacation leave on a prorated basis.
C. The maximum allowable number of hours of vacation leave that an employee may carry at any given time will be 320 hours. If an employee's vacation accrual will put him or her over the maximum allowable hours, such accrual will be prorated or will cease completely until such employee's vacation balance will accommodate a full accrual.
D. The use of vacation requires the prior approval of the classified employee's immediate supervisor. A certificate of absence form must be completed and approved prior to the use of any vacation leave.
E. Upon separation of employment, a classified employee will be compensated for any earned but unused vacation. Compensation for such vacation shall be based on the employee's salary in force at the time of separation.

Lincoln Land	Subject:	**Sick Leave Bank**
Community College	Policy Number:	**8.13**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.11.2

Policy Statement: A voluntary sick leave bank program shall be provided for faculty, administrative, professional, and classified staff who meets the eligibility criteria of their respective sick banks. Each sick leave bank committee shall have responsibility for developing procedures that regulate each sick leave program. Human Resources will be responsible for administering sick bank procedures.

Lincoln Land	Subject:	**Sick Leave Bank**
Community College	Policy Number:	**8.13**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	7/1/07
PROCEDURE	Old Policy Number:	4.3.11.2

Procedure: In accordance with College policy, the following procedures will be used:

Staff Sick Leave Bank – Participation in the sick leave bank is voluntary. No member of the classified, professional or administrative staff who submits application within the specified time limits shall be denied membership. New administrative, professional and classified staff members shall be given a membership application at the time of their initial employment. New administrative, professional and classified staff members shall have 30 days from their date of employment to elect membership in the sick leave bank. Administrative, professional and classified staff members who have not previously joined the sick leave bank shall be given the opportunity to join every July 1. Copies of the enrollment forms, signed by administrative, professional and classified staff members, shall be submitted to the Human Resources Office. Upon receipt of such copies, the Human Resources Office shall be empowered to deduct, as instructed by the Staff Sick Leave Bank Committee, the appropriate number of hours from each applicant's individually accumulated sick leave. Membership will continue for specified fiscal year until the employee leaves the classification of Classified, Professional or Administrative staff at LLCC or the employee requests to discontinue membership in the Bank by making a written request to the Staff Sick Leave Bank Committee.

To participate in the Bank, each member is required to contribute 1 day of sick leave at the time of enrollment. Each participating member will have to contribute one day to the Bank every July 1. If at the beginning of any such year the number of days is 1500 or more, no contribution shall be required of participating members. Days deposited shall not be withdrawn when a member ceases to be a member of the Bank.

The number of days in the bank at the end of one year shall carry over to the following year. Should the number of days withdrawn from the bank exhaust the balance at any time, the bank shall cease operations until it can be replenished at the start of the next fiscal year.

Copies of the application forms signed by participating staff members shall be submitted to the Human Resources Office. Upon receipt of such copies, the Human Resources Office shall be empowered to deduct the appropriate number of hours from each applicant's individually accumulated sick leave. Membership is never automatic. A member must renew his or her membership each July 1 with the completion of an enrollment form and the donation of a sick day.

Faculty Sick Leave Bank – Procedures for the faculty sick leave bank are identified in the faculty collective bargaining agreement.

Lincoln Land	Subject:	**Holidays**
Community College	Policy Number:	**8.14**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	7/1/14
	Effective Date:	7/1/14
BOARD POLICY	Old Policy Number:	4.3.11.3

Policy Statement: LLCC shall annually observe seven (7) holidays which shall normally be:

Martin Luther King's Birthday
Memorial Day
*Independence Day
Labor Day
Day preceding Thanksgiving
Thanksgiving Day
Day after Thanksgiving

*If Independence Day falls on a day when the college is already closed for business due to the reduced summer hour schedule, it will not be observed on another day. However, police officers shall be exempt from this provision as they are staffed on a 24/7/365 basis. Independence Day will always be an observed holiday for police officers regardless of what day of the week it falls upon.

The College is also closed for business:

- Five consecutive business days during the spring term mid-semester break.

- A winter break of approximately ten consecutive business days will be observed between the end of the fall semester and the beginning of the spring semester.

Exceptions to this policy include:

- The LLCC Facilities Services Union whose holiday schedule is codified in the collective bargaining agreement.
- Staff of the Capital City Center observe those holidays which are observed by both LLCC and the State of Illinois. The staff of the Capital City Center will receive floating days for those holidays observed by LLCC but not the State of Illinois.
- Staff of the Child Development Center observe the normal holidays but do not observe the five days during the spring term mid-semester break and observe an abbreviated holiday break of December 24th through January 1st.

Lincoln Land	Subject:	**Retirement**
Community College	Policy Number:	**8.15**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	10/23/02
BOARD POLICY	Old Policy Number:	4.3.11.4

Policy Statement: Persons who meet State University Retirement System (SURS) eligibility requirements may retire by notifying, in writing, the Human Resources office and the appropriate vice president. These persons may select from among those retirement programs certified by SURS.

Lincoln Land Community College	Subject:	**Employee Life, Medical, and Dental Insurance**
	Policy Number:	**8.16**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	7/01/11
BOARD POLICY	Old Policy Number:	4.3.11.5

Policy Statement: Subject to the other provisions of this policy, College employees who hold a benefit-eligible position shall be eligible for life insurance in the amount of two (2) times their most recent fiscal year salary (rounded to the nearest thousand to a maximum of $150,000), medical, and dental insurance, together with available coverage offered for additional cost to dependents.

Costs of any optional coverage and any dependent coverage shall be borne by the individual employee, the amount of which shall be deducted from the employee's paycheck by the College.

The College retains the right to select and change insurance carriers for employee insurance or otherwise provide for coverage.

Lincoln Land Community College	Subject:	**Employee Life, Medical, and Dental Insurance**
	Policy Number:	**8.16**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
ADMINISTRATIVE	Effective Date:	7/01/11
PROCEDURE	Old Policy Number:	4.3.11.5

Procedure: In accordance with College policy, the following procedures will be used:

Employee Coverage

A. Coverage at the time of employment: New benefit-eligible employees will receive an orientation to the College which includes a detailed review of insurance coverage and other employee benefits by the Human Resources Office. New employees will be provided coverage under the College's life, medical, and dental plans on the first day of the month, which follows the date of employment.

However, if the employee's employment is effective on the first working day of the month, coverage will be effective immediately.

B. Declination of health insurance coverage at the time of employment: If the employee declines personal health insurance coverage, the employee may request that the College's monthly benefit allocation for health insurance coverage be directed to an unreimbursed medical flex account on behalf of the employee.

C. Coverage after initial employment period (health and dental insurance): If the employee declines health and/or dental coverage at the time of initial employment, he/she will have an opportunity to enroll on July 1 of each year. However, in case of a birth of a child, change in marital status, or if coverage under a spouse's plan is terminated, coverage will be made available if application is made within 30 days of the date of birth, the date of marital status change, or the date on which the spouse's coverage was terminated. Application is made through the Human Resources Office.

D. Coverage after initial employment period (life insurance): If the employee declines optional life insurance coverage at the time of initial employment, application for coverage may be made at any time during his or her employment. Final approval of the application in this situation is based on evidence of good health and approval of the life insurance carrier. Application is made through the Human Resources Office.

Dependent Coverage

A. Coverage at the time of employment: During the first 30 days of employment, benefit-eligible employees will have the opportunity to enroll eligible dependents under the College's life and health insurance program. Dependent coverage will be effective at the same time that the employee's coverage is effective. Dependent coverage would continue as specified under the provisions of each plan (refer to plan booklets). The appropriate cost of such coverage will be deducted from the employee's paycheck.

B. Eligible dependents shall include spouse (either by marriage or civil union) and the employee's natural child, stepchild, child of spouse from a civil union, legally adopted child and a child for whom the employee or covered spouse has been appointed legal guardian, provided that the child is less than 26 years of age and unmarried or is a military veteran less than 30 years of age and meets statutory requirements.

C. Coverage after initial employment period (health insurance): If the employee declines dependent health coverage at the time of initial employment, the employee will have an opportunity to enroll dependents on July 1 of each year. However, in the case of a birth of a child, a change in marital status, or if coverage under a spouse's plan is terminated, coverage will be made available if application is made within 30 days of the date of birth, marital status change or termination of spouse's coverage. Application is made through the Human Resources Office.

D. Coverage after initial employment period (life insurance): If the employee declines optional life insurance coverage at the time of initial employment, the

employee may make application for coverage at any time during his or her employment. Final approval of the application in this situation is based on evidence of good health and approval of the life insurance carrier. Application is made through the Human Resources Office.

Terms and Conditions of Coverage

The nature and extent of coverage under any insurance policies shall be exclusively governed by the terms and conditions set forth in said policies and summary plan documents. Any questions or disputes concerning said insurance policies or benefits there under shall be resolved in accordance with terms and conditions set forth in said policies and shall not be subject to the Board's grievance procedure. The failure of any insurance carrier(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the College, nor shall such failure be considered a breach by the College of any obligation. Nothing in this policy, however, shall be construed to relieve any insurance carrier from any liability it may have to the College, employee or beneficiary of any employee.

Lincoln Land	Subject:	**Payroll Deductions**
Community College	Policy Number:	**8.17**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.11.6

Policy Statement: The College shall withhold all statutorily required payroll deductions from the employee's paycheck. Such deductions shall include, but shall not be limited to, federal and state income tax, Medicare tax, court-ordered garnishments, retiree's health insurance and contributions to the State Universities Retirement System (if applicable). In addition, the employee may select from among other options approved by the Board.

Lincoln Land	Subject:	**Payroll Deductions**
Community College	Policy Number:	**8.17**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.11.6

Procedure: In accordance with College policy, the following procedures will be used:

Procedure: In accordance with College policy, the following procedures will be used:

Except as may be otherwise provided by the terms of a collective bargaining agreement, the College may make voluntary payroll deductions for such annuities, donations and plans (including but not limited to tax-sheltered annuities, United States Savings Bonds, United Way Fund, Lincoln Land Community College Foundation donations, and optional health and life insurance) as shall be requested by at least 10 percent of the District's benefit-eligible employees, provided, however, that the following conditions are met:

- The College is indemnified and held harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the District and for all legal costs that may arise out of, or by reason of, any action taken or not taken by the District under the provisions of this policy.
- By making such voluntary deductions, the College does not incur any additional administrative or financial obligations.

- The Vice President-Administrative Services shall determine the schedule of payroll deductions.
- The Vice President-Administrative Services may, at his or her discretion, waive the above 10% requirement.

Lincoln Land	Subject:	**Tuition Waivers**
Community College	Policy Number:	**8.18**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	3/28/12
	Effective Date:	3/28/12
BOARD POLICY	Old Policy Number:	New Policy

Policy Statement: Except as may be otherwise provided by the terms of a collective bargaining agreement, benefit-eligible employees' standard tuition and fees currently being charged by LLCC for credit-generating courses taken at the College will be waived if requirements are met. If the course selected for tuition waiver is not a course for which the standard College tuition rate applies, then the individual taking the course shall pay the difference between the then standard tuition rate and the tuition rate that applies to the selected course.

Lincoln Land	Subject:	**Tuition Waivers**
Community College	Policy Number:	**8.18**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
ADMINISTRATIVE	Effective Date:	6/01/11
PROCEDURE	Old Policy Number:	4.3.11.7

Procedure: In accordance with College policy, the following procedures will be used:

In order for any person to be eligible for tuition waiver under this policy, such person must notify the Human Resources Office, upon enrollment in the course(s) to be taken that semester.

- Current benefit-eligible employees, employees' spouses (either by marriage or civil union) or dependent children under the age of 22 shall be eligible under this policy, as long as the employee was employed by the College at the start and the completion of any course for which the waiver is granted.
- Retired employees under age 65 who were employed by LLCC eight years or more immediately preceding their retirement, provided the retiree is eligible to retire under State Universities Retirement System guidelines, are eligible for tuition waivers.
- Spouses (either by marriage or civil union) and dependent children under the age of 22 of employees who died while employed by the College are eligible for tuition waivers.

- Permanently disabled employees, who were employed by LLCC eight years or more immediately preceding their disability, their spouses (either by marriage or civil union) and dependent children under the age of 22, provided that the employee remains unable to work and unlikely to return to work, will be eligible for tuition waivers.

Under this policy, "children" shall mean the natural and adopted children of an employee, and the natural and adopted children of an employee's spouse, and "dependent" shall mean:

- the student was claimed as a dependent on the employee's most recent federal income tax return, or that the student lives with the employee and was claimed as a dependent on the most recent federal income tax return of a former spouse of the employee; and
- the student does not claim independent status for other forms of financial aid.

A person eligible under this policy who fails to complete a course with a grade of A, B, C, or P (in the event of a Pass/Fail course), must pay the College on demand all tuition and fees attendant to any such course(s). If such person shall fail to pay such tuition and fees, then tuition waiver privileges for the current, retired, or permanently disabled employee, the current permanently disabled or deceased employee's spouse, and dependent children shall be suspended until such tuition and fees are paid in full. A current employee may elect to pay such tuition and fees by payroll deduction over a maximum of eight paychecks. Such payroll deduction may be initiated through the Human Resources Office.

A person eligible under this policy would not be eligible to receive any institutional scholarships. However, an eligible person may be entitled to both the tuition waiver and federal/state financial aid (i.e. Pell grant, MAP grant, etc.).

Adjunct faculty shall be eligible for tuition waiver benefits per the terms of the collective bargaining agreement.

Lincoln Land Community College	Subject:	**Administrative, Professional and Classified Employees Taking Classes During Scheduled Work Hours**
	Policy Number:	**8.19**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/28/01
BOARD POLICY	Old Policy Number:	4.3.11.7.1

Policy Statement: Except as may be otherwise provided by the terms of a collective bargaining agreement, administrative, professional and classified benefit-eligible employees may request approval to take classes during their scheduled hours of work.

Lincoln Land Community College	Subject:	**Administrative, Professional and Classified Employees Taking Classes During Scheduled Work Hours**
	Policy Number:	**8.19**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE PROCEDURE	Effective Date:	10/2/02
	Old Policy Number:	4.3.11.7.1

Procedure: In accordance with College policy, the following procedures will be used:

A. The employee must complete a Tuition Waiver Application form provided by the Human Resources Office. This form is given to the registration services staff at the time of registration.
B. If the class is scheduled during the employee's regular scheduled hours of work and the employee is requesting release time from his or her job to take the class, the following procedure shall be followed:
    1. A Request to Take a Class During Scheduled Work Hours form is completed and the request approved (form is signed) by the immediate supervisor and the appropriate vice president, or assistant/associate vice president. All required signatures should be secured prior to registering for the class. Forms are available in the Human Resources Office.

2. A maximum of 2 hours per week release time is available for classes taken during scheduled hours of work.
3. Supervisors may deny the employee's request based on various factors. These factors include, but are not limited to, the employee's availability due to special projects within the department, sufficient staff to cover departmental needs, and the employee's performance and/or attendance record.
4. *Classified Employees* – Time in excess of two hours per week must be made up on a schedule that is approved by the appropriate supervisors. The suggested schedule is detailed on the application form noted in "1" above.
5. *Classified Employees* – The full period of time the employee proposes to be away from the job must be included on the form, including the time necessary to go to and return from the class.
6. *Classified Employees* – The employee's meal period is not considered work time and therefore is not subject to this application process.
7. *Classified Employees* – Time may be made up by reducing the meal period or by extending the work shift, but not by using scheduled morning or afternoon break time.
8. *Administrative and Professional Employees* – Based on the federal Fair Labor Standards Act, administrative and most professional employees are considered as "exempt" versus "nonexempt" and therefore are not subject to the "make-up time" provisions of this procedure.

Administrative, Professional, and Classified Employee's Taking Non-LLCC Classes

A. Employees who wish to take non-LLCC classes that are held during their scheduled hours of work shall complete the appropriate application form and receive the necessary supervisory signatures of approval prior to enrolling in such class.
B. If the employee request is approved, the scheduled hours of work will be adjusted to accommodate the time necessary to travel to and from the class location, as well as the period of the class.
C. *Classified Employees* – The proposed manner for making up time away from the job must be included on the application form when submitted for supervisory approval. All hours away from the job shall be made up. Non-LLCC classes do not qualify for the 2 hours of release time. Alternatively, time away from the job may, with supervisor(s) approval, be charged to available vacation and/or personal leave time.
D. *Administrative and Professional Employees* – Based on the federal Fair Labor Standards Act, administrative and most professional employees are considered as "exempt" versus "nonexempt" and therefore are not subject to the "make-up of time" provisions of this procedure.

Lincoln Land	Subject:	**Workers' Compensation**
Community College	Policy Number:	**8.20**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
	Effective Date:	7/01/11
BOARD POLICY	Old Policy Number:	4.3.11.8

Policy Statement: The College shall provide workers' compensation coverage in compliance with the Illinois Workers' Compensation Law. An employee who is unable to work for the College due to a work-related injury is prohibited from working a second job while on a leave of absence and receiving compensation and/or benefits from the College.

Lincoln Land	Subject:	**Workers' Compensation**
Community College	Policy Number:	**8.20**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
ADMINISTRATIVE	Effective Date:	7/01/11
PROCEDURE	Old Policy Number:	4.3.11.8

Procedure: In accordance with College policy, the following procedures will be used:

If an employee should become injured while performing his or her job, the following steps should be followed:

A. First and foremost, in the case of an emergency, dial 911 or contact security at 6-2222. If an injury requires medical attention but is not an emergency, the employee should contact the Human Resources office to be directed to an occupational medicine specialist or seek assistance from his or her own physician or other licensed health care professional. The employee will be required to obtain a report from the physician or other licensed health care professional that will include the nature of the injury, the treatment for such injury, whether the employee is able to return to work, and any restrictions on job functions of the employee.

B. An incident report should be filed with the Human Resources office as soon as possible. The report must include if the employee missed any work time due to the injury and information about medical attention that the employee received.

C. The Human Resources office will inform the workers' compensation insurance carrier of the injury. At that time, the insurance carrier will be responsible for all investigations and processing of claims. The insurance carrier makes all decisions regarding claims. As part of claims investigation and processing, the carrier may, on a case-by-case basis, request the employee have an independent medical evaluation.

D. If a physician or other licensed health care professional indicates that an injured employee is restricted to light duty, the supervisor of such employee will make every effort to accommodate such a restriction. However, if light duty assignments are unavailable or would place an undue hardship on the department, the employee may be sent home until such time that the light duty restrictions can be lifted. The employee will be required to submit a medical update regarding the employee's inability to work after each visit with his or her physician or other licensed healthcare professional. If light duty restrictions persist, the College may request the employee undergo a functional capacity or independent medical evaluation. The employee may also have a physician of his or her choosing perform an evaluation at his or her own expense.

E. An employee with a work-related injury, which has been deemed compensable by the workers' compensation insurance carrier, will be given release time for any necessary medical appointments scheduled during his or her regular work hours.

F. An employee with a work-related injury that prohibits him or her from working may be entitled to compensation for lost work time. The first three days of absence from a work-related injury will be the responsibility of the employee and appropriate benefit leave time will be used. After three days, compensation in the amount of two-thirds of the employee's weekly salary may be available to the employee. The employee may do one of the following:
   1. The employee may keep the workers' compensation pay and forfeit his or her LLCC salary for the designated time period; or
   2. The employee may turn over the workers' compensation pay to the College and continue to receive his or her regular pay. Because this compensation represents two-thirds of the employee's salary, one-third of a day for each day covered will be charged to the employee's benefit leave time.

G. An employee who is unable to work for the College due to a work-related injury is prohibited from working a second job while on a leave of absence and receiving compensation and/or benefits from the College.

Lincoln Land	Subject:	**Employee Assistance**
Community College	Policy Number:	**8.21**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.11.9

Policy Statement: The College shall provide an employee assistance program for employees holding benefit-eligible positions.

Lincoln Land	Subject:	**Employee Assistance**
Community College	Policy Number:	**8.21**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.11.9

Procedure: In accordance with College policy, the following procedure will be used:

The Employee Assistance Program (EAP) provides free, confidential, professional counseling to help employees and members of their household resolve personal problems, which may affect their health, personal well-being, or job performance. The EAP assists in the resolution of a variety of problems including marital discord, credit or legal problems, depression, anxiety, work-related stress, grief, and alcohol and drug addiction. The EAP is a free service. Employees and household members may receive up to eight sessions of problem assessment, consultation, and counseling at no cost to them.

The College EAP is offered through Memorial Employee Assistance Services. To set an appointment, call 1-888-817-8989. Qualified counselors will assess and counsel for up to eight sessions. You may request a new counselor at any time. If more assistance is needed beyond eight sessions, the EAP counselor will provide a referral that will work with the employee's current health benefits.

Periodic reports will be given to the College on the number of employees using the program, but at no time will the EAP divulge the identity of anyone using their services unless the individual authorizes the EAP to do so.

Lincoln Land	Subject:	**Sabbatical Leave**
Community College	Policy Number:	**8.22**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.11.10

Policy Statement: Benefit-eligible administrators who have completed a minimum of six (6) years of full-time continuous service to the College may apply for a sabbatical leave. An administrator awarded a sabbatical leave will not be eligible for another sabbatical until after completion of at least six years of additional continuous full-time service to the College.

Lincoln Land	Subject:	**Sabbatical Leave**
Community College	Policy Number:	**8.22**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	7/1/99
PROCEDURE	Old Policy Number:	4.3.11.10

Procedure: In accordance with College policy, the following procedures will be used:

The following procedure refers to Administrators:

Application - Eligible administrators may submit an application for a sabbatical leave to the President no later than April 1 of the fiscal year preceding the fiscal year for which the leave is requested. The requested leave shall not exceed one fiscal year. The application for leave shall contain a description of a plan for resident study, travel, research, writing or other activities to be undertaken. The plan must identify any prospect of remuneration from sources other than the College. Following the submission of such an application to the President, the President may request any additional information needed to arrive at a recommendation to the Board. The Board shall arrive at its decision not later than June 1st. Failure of the Board to act on a sabbatical leave request shall constitute a denial of such request.

Payment - Administrators with sabbatical leaves for more than six months and less than or equal to 12 months shall receive 50% of their salary during such leaves.

Administrators with sabbatical leaves for less than or equal to six months shall receive 100% of their salary during such leaves.

Return - An administrator shall return to the College for two consecutive years of full-time employment immediately following any period of sabbatical leave. An administrator who fails to do so must repay the College the salary paid during the leave period according to the following scale:

- does not return or returns for less than one fiscal year: reimburse the Board for 100% of the sabbatical salary;
- returns for one fiscal year or more but less than two fiscal years: reimburse the Board for 50% of the sabbatical salary.

The recipient of the sabbatical leave shall be required to sign a promissory note for the amount of the sabbatical leave salary prior to the leave. The note shall be declared void by the Board if failure to meet its terms is the result of death or permanent disability (as determined under the permanent disability provisions of the State Universities Retirement System).

Except as otherwise specified herein, an administrator on sabbatical leave shall continue to receive such rights and benefits of employment as would have been received had the administrator not been on sabbatical leave.

Lincoln Land	Subject:	**Moving Expenses**
Community College	Policy Number:	**8.23**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	11/20/02
BOARD POLICY	Old Policy Number:	4.3.11.11

Policy Statement: As part of an offer of employment, the College may offer, with approval of the President, up to a $5,000 relocation expense reimbursement for specific administrative employees. Any relocation expense reimbursement above $5,000 shall be approved by the Board of Trustees. Reimbursement shall be for reasonable, deductible moving expenses as defined in IRS Publication 521 for expenses incurred. Examples included:

- Actual expenses to move household goods and personal effects (including packing, crating, transporting, and storage expenses).
- Traveling (including lodging, but not meals) to your new home.
- Connecting or disconnecting utilities required as a result of moving household goods, appliances or personal effects.

Original receipts for all reimbursable expenses are required as well as documented point-to-point mileage record. Requests for reimbursement must be submitted within the first year of employment.

Lincoln Land	Subject:	**Personnel Records**
Community College	Policy Number:	**8.24**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.12

Policy Statement: The personnel records for each College employee shall be maintained by the College, and may be reviewed by the employee upon request in accordance with any limitations specified in law.*

Legal Citation:
* 820 ILCS 40/2

Lincoln Land	Subject:	**Personnel Records**
Community College	Policy Number:	**8.24**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.12

Procedure: In accordance with College policy, the following procedure will be used:

An employee wishing to review his or her personnel file will complete the Personnel File Request Form in the Human Resources office. The HR office shall grant requests within 7 days of the date of the request unless it can be reasonably shown by the HR office that the deadline cannot be met. In such case, the HR office will have an additional 7 days to comply. An employee will be granted two inspection requests per calendar year when requests are made at reasonable intervals.

The employee will inspect his or her personnel file in the HR office with an appropriate HR representative at a time mutually convenient to both. If the employee can reasonably demonstrate that he or she is unable to review the file in the HR office, a copy of the requested record may be mailed to the employee upon written request.

Lincoln Land	Subject:	**Medical Examination**
Community College	Policy Number:	**8.25**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.13

Policy Statement: The College may require any employee to undergo an examination by a licensed health care professional selected by the College. The College shall pay the cost of any such examination.

Lincoln Land	Subject:	**Employee Salaries**
Community College	Policy Number:	**8.26**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.14

Policy Statement: Except as may be provided by the terms of a collective bargaining agreement, the College shall establish, implement, and maintain a salary administration system to assure internal and external equity. Salaries for College employees shall be established annually by the Board of Trustees upon recommendation of the President and in accordance with the applicable salary administration guidelines.

Lincoln Land	Subject:	**Employee Salaries**
Community College	Policy Number:	**8.26**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	8/1/02
PROCEDURE	Old Policy Number:	4.3.14

Procedure: In accordance with College policy, the following procedures will be used:

Salary Structure: To facilitate effective administration, a salary structure has been established for all benefit-eligible positions at Lincoln Land Community College. The salary structure consists of a set of levels of responsibility, or grades. A sufficient number of levels have been established to recognize important relative differences in position responsibilities and requirements, from the lowest to the highest-level position in the structure. Assignment of positions to grades is accomplished through the evaluation of each position and the matching of certain positions to applicable employment markets.

Position Placement within Salary Structure: As new positions are created, a Job Description Questionnaire (JDQ) is completed and submitted to the Human Resources Office. In turn, the JDQ will be forwarded to a contracted consulting firm for evaluation and grade placement. For existing positions where job responsibilities have significantly changed or been added over the course of a year, a formal review process will occur in the spring of every year whereby these positions may be re-evaluated. Any changes in

job placement that occur from this review process will be effective at the beginning of the next fiscal year.

Salary Upon Promotion: Promotional increases will be determined by the qualifications of the employee and the amount of on-the-job experience that he/she possesses. In no case should a promotional increase allow the employee to earn a salary below the established range minimum of the new salary range, or earn a salary above the established range maximum of the new salary range. Consideration must be given to the current compensation of other employees in the same classification (if this is applicable) to maintain internal pay equity. Promotional increases will be determined by the supervisor in conjunction with the Associate Vice President, Human Resources (or designee).

Salary Upon Transfer: Employees who transfer to a new position with the same salary range as their old position will typically not receive a salary adjustment. An exception to this policy would be the circumstance where the employee is transferred to a position within the same salary range at the College's convenience. In such cases, the transferred employee may be eligible for a modest increase not to exceed the salary range maximum, pending approval of the Associate Vice President, Human Resources and the President.

Salary Upon Involuntary Demotion: An employee who is demoted for involuntary reasons unrelated to performance will retain his/her present salary. If the employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her salary is again within the salary range for the new position.

Salary Upon Voluntary Demotion: An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstance. In no case shall an employee's compensation ratio in her/his new salary range exceed that of the old. Compensation ratio is defined as the percentage figure determined by dividing the employee's current salary by the range control point.

Interim Assignments: Employees who are assigned to a classification in a higher pay range for a planned period of at least six (6) weeks, and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a salary adjustment of ten percent (10%) applied to their base pay. A salary adjustment of greater than ten percent (10%) may be approved by the Associate Vice President, Human Resources and the President, provided that substantial reasons are given.

Determining Pay for New Hires: For individuals who demonstrate full qualification with little or no on-the-job experience in the job for which they are being hired, Zone 1 (the part of the salary range from the minimum to the 1st quartile) is the appropriate hiring rate. For individuals who demonstrate full qualification and have demonstrated two to five years on-the-job experience in a "substantially comparable" job for which they are

being hired, Zone 2 (the part of the range from the 1st quartile to the 3rd quartile), up to the control point, is the appropriate hiring rate. For individuals who demonstrate full qualification and have demonstrated at least five years on-the-job experience in a "substantially comparable" job for which they are being hired, the individual may be hired beyond the control point, provided that substantial reasons are given and approval is obtained from the Associate Vice President, Human Resources and the President. Consideration must be given to the current compensation of other employees in the same classification (if this is applicable) to maintain internal pay equity.

Lincoln Land	Subject:	**Pay Periods**
Community College	Policy Number:	**8.27**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.15

Policy Statement: Except as may be otherwise provided by the terms of a collective bargaining agreement, pay checks for regular employees shall be distributed on the 15th and last day of each month. If any such pay day falls on a weekend or College holiday, then pay checks shall be distributed on the last work day preceding such weekend or College holiday.

The College may establish pay schedules for other groups of employees as needed.

Lincoln Land	Subject:	**Pay Periods**
Community College	Policy Number:	**8.27**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.15

Procedure: In accordance with College policy, the following procedure will be used:

Except as may be otherwise provided by the terms of a collective bargaining agreement, paychecks and direct deposits for benefit-eligible employees will be distributed via their campus mailboxes by 3:00 p.m. on the day before the scheduled payday. If the scheduled payday falls on a Monday, paychecks and direct deposits will be distributed by 8:00 a.m. on the scheduled payday.

Other full-time or part-time employees who are not eligible for benefits may pick up their paycheck on the scheduled payday in the Payroll Office between 9:00 a.m. and 3:00 p.m. Any paychecks not picked up by 3:00 p.m. will be mailed to the address on the paycheck.

Lincoln Land	Subject:	**Conflicts of Interest/Outside Work**
Community College	Policy Number:	**8.28**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	7/31/02
BOARD POLICY	Old Policy Number:	4.3.16

Policy Statement: The College prohibits employee participation in paid or unpaid service and/or activities that place the employee at conflict with their job responsibilities at the College.

Consulting Arrangements: When an employee is asked to provide consultation to an individual, group, organization, or agency, there must be no conflict of interest. If the consultation is not a part of the employee's job description, the employee must utilize appropriate paid leave time or request unpaid leave time.

Private Practice: Ongoing private fee-producing activities are to be conducted in such a manner that there is no payment by the College to an employee for time in which private fee income was earned. In addition, there must be a clear understanding between and/or among the parties involved that the private activity is not part of the employee's employment at the College. Any College employee engaging in private fee-producing activities must assure there is no conflict of interest.

Lincoln Land	Subject:	**Community Service**
Community College	Policy Number:	**8.29**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.17

Policy Statement: In addition to the specific duties enumerated in a job description, each employee is encouraged to perform community service without remuneration.

Lincoln Land	Subject:	**Commencement Ceremony**
Community College	Policy Number:	**8.30**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.18

Policy Statement: All administrators and appropriate professional staff shall participate in the annual commencement ceremony in academic regalia unless excused by the President. The College shall provide regalia for those individuals who do not possess their own.

Lincoln Land	Subject:	**Classified Staff Overtime**
Community College	Policy Number:	**8.31**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
	Effective Date:	7/1/11
BOARD POLICY	Old Policy Number:	4.3.20

Policy Statement: Except as otherwise provided by the terms of a collective bargaining agreement, work in excess of forty hours per week may be required of classified staff. In such cases, the employee's immediate supervisor shall approve such additional work prior to the commencement of such work. Employees will be compensated for such approved overtime at one and one-half times their regular rate or receive compensatory time at one and one-half times the approved overtime worked. At the employee's sole discretion, the employee may receive either pay or compensatory time for approved overtime, but the scheduling of the use of compensatory time requires the prior approval of the immediate supervisor.

Lincoln Land	Subject:	**Classified Staff Overtime**
Community College	Policy Number:	**8.31**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	8/24/11
ADMINISTRATIVE	Effective Date:	8/28/11
PROCEDURE	Old Policy Number:	4.3.20

Procedure: In accordance with College policy, the following procedure will be used:

A. Except as otherwise provided by the terms of a collective bargaining agreement, classified employees shall be paid overtime in accordance with applicable law (1 ½ times base hourly wage) for any work in excess of forty hours during a workweek. Hours worked shall include time spent by an employee on leave status excluding sick leave and leave without pay.

B. Except as otherwise provided by the terms of a collective bargaining agreement, classified employees who work overtime may elect compensatory time (1 ½ hours for each hour of overtime worked) or pay for work in excess of forty hours during a workweek.

C. Overtime pay will be included on the earliest paycheck that follows the receipt of the employee's overtime sheet that validates the overtime worked.

D. Employees may not accumulate more than 240 hours of compensatory time (160 straight time hours). Compensatory time records will be maintained in the Human Resources Office.

E. There is no limit on the number of hours in a day or week that an employee can be required to work. The only overtime work that cannot be made mandatory is an overtime assignment on the seventh consecutive workday within a calendar week.

F. An employee who resigns or is promoted to an overtime-exempt position will be paid for any accrued, unused compensatory time.

Lincoln Land	Subject:	**Teaching by Non-Faculty**
Community College	Policy Number:	**8.32**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	5/25/11
	Last Revised:	5/25/11
	Effective Date:	7/01/11
BOARD POLICY	Old Policy Number:	4.3.21

Policy Statement: In addition to faculty, other College employees may be provided an opportunity to teach, if qualified. Pay shall be provided in accordance with Salary Administration Guidelines. As compensation for adjunct teaching assignments may not exceed compensation as outlined in a collective bargaining agreement, some classified staff may not be eligible for adjunct assignments. Classified staff must be paid at least their adjusted overtime rate for any work in excess of forty hours per week. If such adjusted overtime rate is higher than the established adjunct salary schedule as defined by a collective bargaining agreement, the classified staff member would not be eligible for the adjunct teaching assignment.

Lincoln Land	Subject:	**Teaching by Non-Faculty**
Community College	Policy Number:	**8.32**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	7/01/11
PROCEDURE	Old Policy Number:	4.3.21

Procedure: In accordance with College policy, the following procedure will be used:

When a benefit-eligible employee teaches, who is not a member of the faculty, she or he shall be compensated at the overload rate that faculty enjoy under the collective bargaining agreement unless otherwise covered by the terms of the adjunct faculty collective bargaining agreement.

When a benefit-eligible employee teaches during his or her scheduled hours of work, he or she must use available vacation or personal leave or his or her regularly scheduled meal period for the time that he or she is teaching and not working at his or her regular assigned job.

Lincoln Land	Subject:	**Position Descriptions**
Community College	Policy Number:	**8.33**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.22

Policy Statement: The College shall maintain position descriptions for non-instructional positions identified on the College organizational chart.

Lincoln Land	Subject:	**Oral English Proficiency**
Community College	Policy Number:	**8.34**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.23

Policy Statement: All instructional faculty members shall be orally proficient in the English language pursuant to the Act. *

Legal Citation:
* 110 ILCS 805/3-29.2

Lincoln Land	Subject:	**Oral English Proficiency**
Community College	Policy Number:	**8.34**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	2/24/98
PROCEDURE	Old Policy Number:	4.3.23

Procedure: In accordance with College policy, the following procedures will be used:

All instructional faculty members shall be orally proficient in the English language pursuant to the following procedure:

Prospective Faculty - Any applicant for an instructional position who is a final candidate for employment with the College, and who shall be deemed by the Administration to be deficient in oral communication skills, shall demonstrate oral proficiency by achieving a passing score on the Speaking Proficiency English Assessment Kit (SPEAK) test of spoken English, or such equivalent test as may be required by the College. The SPEAK test or such equivalent test shall be administered by the College at its expense. Failure to achieve a passing score shall disqualify such applicant for employment provided, however, that the Oral English Language Proficiency Policy shall not apply to instructional faculty in only foreign language courses.

Current Faculty - Any current instructional faculty member, with the exception of an instructional faculty member of only foreign language courses, who shall accumulate

three or more written student complaints in respect to oral English language proficiency in any academic year shall submit to such corrective measures as are required by the Vice President, Academic Services after consultation with the faculty member and assessment of the corrective needs.

Lincoln Land	Subject:	**Employee Grievances**
Community College	Policy Number:	**8.35**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.24

Policy Statement: The College shall provide a formal problem resolution (grievance) procedure to provide prompt and fair handling of employee problems that are not resolved informally.

A grievance shall be defined as a complaint raised by an employee that there has been a violation or misinterpretation or misapplication of a Board policy affecting him or her.

Lincoln Land	Subject:	**Employee Grievances**
Community College	Policy Number:	**8.35**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	10/2/02
PROCEDURE	Old Policy Number:	4.3.24

Procedure: In accordance with College policy, the following procedures will be used:

Except for employees covered by the terms of a collective bargaining agreement, College employees may utilize the grievance procedures provided herein.

Definition – A grievance shall mean a complaint arising under any Board policy as contained in the Board Policy Manual as the Board may amend the same from time to time, raised by an employee that there has been a violation or misinterpretation or misapplication of a Board policy. These procedures should be utilized unless a Board policy has specific complaint procedures associated with it.

Informal Resolution – An employee shall seek to resolve any grievance through informal discussions.

Procedure – If such informal discussions do not result in a satisfactory resolution of a grievance as defined herein, the grievance shall be heard according to the following procedure:

First Step:

- If the employee is unable to resolve a grievance informally, the employee shall prepare a formal written statement of the grievance and deliver it to the appropriate Vice President or the Vice President's designee within 10 College workdays after the first event giving rise to the grievance, or within 10 College workdays after the employee could have reasonably obtained knowledge of the first event giving rise to the grievance. Such formal statement of the grievance shall specify the Board policy or policies that are allegedly violated, misinterpreted, or misapplied, the facts on which the grievance is based and the relief requested. Each grievance shall be signed by the employee and shall be accompanied by any and all statements or documents in support of such grievance and in support of the relief requested.
- Within 14 calendar days after the written grievance is submitted, a meeting shall be held between the employee, the Vice President or the Vice President's designee, and other appropriate administrative personnel.
- The Vice President or the Vice President's designee will answer the grievance in writing within 10 calendar days after such meeting.

Second Step:

- If the employee is not satisfied with the first step decision, the grievance may be referred to the College President within 10 calendar days after the first step answer is provided by so notifying the President in writing.
- Within 10 calendar days thereafter, a meeting shall be held between the employee, the President or the President's designee, and other appropriate personnel.
- The President or the President's designee shall deliver an answer to the grievant within 10 calendar days after such meeting.

Third Step:

- If the employee is not satisfied with the second step decision, the grievance may be referred to the Board within 10 calendar days after the second step answer is provided by so notifying the Secretary of the Board in writing.
- A hearing on the grievance shall be conducted by the Board, or at the Board's sole discretion shall be conducted by a hearing officer appointed by the Board who shall thereafter submit findings and recommendations to the Board for final action.
- The decision of the Board shall be final and binding on all parties.

Time Limits – If a grievance is not presented within the time limits set forth herein, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the last answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time limits or an agreed extension thereof shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this policy.

Lincoln Land Community College	Subject:	**Classified and Professional Employee Representation**
	Policy Number:	**8.36**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.25

Policy Statement: Except as may be otherwise provided by the terms of a collective bargaining agreement, classified and professional employees may be represented by committees that may from time to time elect to meet with the President, or designee(s) for the purposes of improving communication and resolving issues important to the College and employees.

Lincoln Land	Subject:	**Employee Attire**
Community College	Policy Number:	**8.37**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	4.3.26

Policy Statement: Employees are representatives of the College and are expected to represent the College in a positive and professional manner. Employees are expected to dress in a manner appropriate to the job they perform and in accordance with Occupational Safety and Health Act (OSHA) and other applicable safety standards. Consideration should be given to the scheduled work assignment of the employee and commonly-accepted professional attire. Certain employees may be required to wear uniforms.

Lincoln Land Community College	Subject:	**Testing for the Presence of Drugs and Alcohol**
	Policy Number:	**8.38**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	9/22/99
BOARD POLICY	Old Policy Number:	4.3.27

Policy Statement: Lincoln Land Community College is committed to providing a safe work environment and to fostering the well-being and health of its employees. In an effort to provide an alcohol and a drug-free workplace and environment, the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term "controlled substance" refers to all illegal drugs and to legal drugs used without a physician's orders. It does not prohibit taking prescribed medications under the direction of a physician. That commitment is jeopardized when any Lincoln Land Community College employee illegally uses drugs and alcohol on the job, comes to work under the influence of, or possesses, distributes, or sells drugs in the workplace. Therefore, the College has established the following policy:

1. It is a violation of College policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. It is a violation of College policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of College policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications by the person for whom medications were prescribed.)
4. Violations of this policy are subject to disciplinary action in accordance with College policy 8.6.
5. As a condition of employment, employees who are in positions where the work they do may affect the safety of individuals or the physical environment of the College adversely must abide by terms of this policy and must submit to drug testing prior to their employment. Failure to pass this test shall be a basis for the College not employing that individual.
6. The College reserves the right to randomly test for the presence of alcohol, marijuana, or other controlled substances, persons who are in positions where the work they do may affect the safety of individuals or the physical environment of the College adversely at any time without prior warning or reasonable suspicion. Testing shall be done within 24 hours after notification of the random test. Failure to pass the test shall result in disciplinary action in accordance with Policy 8.6.
7. Where policy and collective bargaining agreements are not consistent, collective bargaining agreements shall be deemed the appropriate process to follow.

It is the responsibility of the College's management to counsel employees whenever they see changes in performance or behavior that suggests an employee has a drug or alcohol problem. Although it is not management's job to diagnose personal problems, management should encourage such employees to seek help and advise them about available resources for getting help.

Lincoln Land	Subject:	**Faculty Emeritus Status**
Community College	Policy Number:	**8.39**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.1.17

Policy Statement: The honorary title of "emeritus" may be conferred upon a retired full-time faculty member at Lincoln Land Community College. Faculty who have served as administrators during part of their tenure at the College also may be considered for this title.

An individual shall meet the following criteria in order to be eligible for emeritus status:

1. Has served a minimum of twenty (20) full-time years at Lincoln Land Community College.
2. Has retired from Lincoln Land Community College and has not sought full-time academic employment elsewhere.
3. Has been retired one full academic year.

Lincoln Land	Subject:	**Faculty Title System**
Community College	Policy Number:	**8.40**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	7/28/10
	Effective Date:	1/22/03
BOARD POLICY	Old Policy Number:	3.1.18

Policy Statement: Full-time faculty shall be granted the following titles: Professor, Associate Professor, Assistant Professor or Instructor, in accordance with the following guidelines:

1. Education and relevant experience are determined by the faculty member's placement on the current salary schedule.
2. Tenure at LLCC is a stipulation for the title of associate professor and professor, including faculty qualifying under the grandfather clause below.
3. Any full-time faculty member who does not fall into the category of assistant, associate, or professor will have the title of instructor.
4. Grandfather clause: For full-time faculty hired prior to September 1, 2009, the following guidelines apply:

Bachelor's degree & Higher & Step 6	Assistant Professor
Bachelor's degree & Higher & Step 10 & tenure	Associate Professor
Bachelor's degree & Higher & Step 15 & tenure	Professor

	Placement on Current Salary Schedule (Column and Step)							
Title	**Doctorate**	**Masters + 45**	**Masters + 30**	**Masters + 15**	**Masters**	**Bachelors**	**Asso-ciate**	**<Asso-ciate**
Professor	4 or >	6 or >	10 or >	15 or >	20	X	X	X
Associate Professor	3	4-5	6-9	10-14	15-19	20	X	X
Assistant Professor	0-2	3	4-5	6-9	10-14	15-19	20	X
Instructor	X	0-2	0-3	0-5	0-9	0-14	0-19	0-n