

8.0 Human Resources

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Subject: Classifications of Employees
Policy Number: 8.1
Officer Responsible: VP, Administrative Services

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 or librarian.

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 12 credit hours or fewer 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. Professional employees may or may not be exempt from overtime provisions under the Fair Labor Standards Act dependent upon established exemptions and the salary test.

Classified: An employee of the College who generally performs services in support of the duties of administrators, professionals and/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.

Subject: Employment Practices
Policy Number: 8.2
Officer Responsible: VP, Administrative Services

Policy Statement:

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

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 Cabinet-Level Administrator to determine whether the position should be filled or whether the needs of the College could be met in some other manner. This will include a review of the vacant position and approval to fill by the members of the President's Cabinet. Once Cabinet verbally approves filling the position, the supervisor will contact Human Resources to begin the process.

Human Resources will have the supervisor review the current job description for the vacant position and make any necessary updates by completing a modification within the Position Management module. Modifications will need approval by appropriate Cabinet-Level Administrator and, if warranted, the President. Human Resources will direct the supervisor to complete a Position Requisition through PeopleAdmin that will be routed electronically for approval by Budget, the appropriate Cabinet-Level Administrator, the President and Human Resources.

Application Materials: All applicants shall be required to submit a cover letter, resume, a Lincoln Land Community College application completed in full, unofficial transcripts (for positions requiring any level of college coursework) and copies of certifications (for positions requiring a specific certification). For some classified positions, a LLCC application may be the only item required. All required materials will be identified in the Position Requisition. Applicants will not be allowed to submit an application unless all required materials are included in the application. The applicant tracking system can accommodate requests for specific documents and can designate each document as either required or optional in regard to what is necessary in order to submit the application. Please refer to the Procedures for Creating a Position Requisition document for more information on how to set up applicant documents. Some applicants might not have copies of their transcripts, or the copies might not be readable when scanned. Therefore, applicants often will request that their institution of higher education send transcripts directly to the Human Resources office. When received, the transcripts will be uploaded by a Human Resources representative to the application for the search committee's review.

Supplemental Questions: As an applicant completes the application, they may be asked a series of supplemental questions to determine if they meet minimum qualifications. Please refer to the Procedures for Creating a Position Requisition document for more information on how to include supplemental questions within the application. If an applicant is deemed

not qualified based on their answers to a disqualifying supplemental question(s), they will receive email correspondence indicating such. All applicants who successfully submit an application will receive email correspondence confirming receipt of their application.

3. Advertising and Recruiting:

All benefit-eligible positions shall be advertised internally and externally unless otherwise designated by the President. Vacancy announcements and advertisements shall be drafted using the information contained in the requisition created in PeopleAdmin. Human Resources will work with the supervisor to determine an advertising strategy. Positions may be advertised on social media, in local, regional, and national publications and on websites. Human Resources shall work with the supervisor to determine other avenues for advertising such as professional organizations, discipline-specific publications, listservs and institutions within the state that offer graduate programs. For faculty vacancies, the Dean shall give departmental faculty an opportunity to review the vacancy announcement and provide feedback. Faculty shall also be solicited for feedback and participation in recruiting activities.

4. Composition of Search Committee:

Search 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 Cabinet-Level Administrator and/or President. As the advertising process gets underway, the chair shall finalize the group of employees who will screen application materials and interview those candidates selected for interview.

For faculty vacancies, the department Dean shall notify all full-time departmental faculty in appropriate disciplines that a search committee is to be formed. The search 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.

For non-faculty vacancies, the size of the search committee will vary depending on the position, but in no case shall it be fewer than three including the chair.

Search committee members must have previously completed the Faculty and Staff Vacancy Process and Guidelines Training (see Section 5A) within the last 12 months and must be able to attend all meetings, screen all application materials and participate in all interviews. If a search committee member is unable to fulfill his/her obligations, the chair and Human Resources will determine if accommodations can be made or if the search committee member must be removed from the process. The chair shall forward the names of all search committee members to Human Resources who will verify that all members' training is current and they have an account set up to access PeopleAdmin.

5. Pre-screening Activities:

The activities identified below must be completed before applications can be reviewed.

Faculty and Staff Vacancy Process and Guidelines Training: Any member of the faculty or staff who wishes to serve on a search committee must first complete this training. Employees are required to complete training once every twelve months, or as requested by Human Resources. Human Resources recommends training be completed as soon as

employee agrees to serve on committee; however, training must be completed prior to screening applications. The training includes a review of:

1. the vacancy guidelines;
2. the advisory role of the search committee in the process;
3. the confidential nature of the entire process and the consequences of breaching confidentiality (including removal from the search process and/or disciplinary action which may include termination);
4. the College's Non-Discrimination policy and potential pitfalls and discriminatory practices that search committee members should avoid during the process; and
5. the College's commitment to diversity.

Committee Chair Duties: The chair will discuss with their designated Human Resources contact the appropriateness of conducting first interviews/initial conversations virtually prior to bringing candidates to campus. This option should be discussed and considered especially in cases where the College would incur expenses bringing candidates to campus.

Next, the chair will complete the steps below with the search committee:

1. review the job description and requirements listed in the Position Requisition;
2. review other desirable qualifications and traits that candidates should possess;
3. elect to do one interview or conduct second interviews, as well. This must be determined at the beginning of the process. First interviews can be conducted face-to-face or virtually;
4. determine a timeline for completing the process including the date committee members will complete their review of the applications and tentative interview dates and times;
5. work with the committee members 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; and develop a Resume Rating Form for each committee member to use. A sample Resume Rating Form is available on the Human Resources Portal as well as from designated Human Resources contact;
6. prepare a list of expectations within appropriate categories, such as teaching, knowledge, skills, experience, compatibility, communication, etc. which will be used to create the Expectations Worksheet and Analysis of Strengths and Weaknesses. These documents will serve as tools to assess each candidate both individually and comparatively. Samples of the

Expectations Worksheet and Analysis of Strengths and Weaknesses are available on the Human Resources Portal as well as from designated Human Resources contact;

7. prepare a list of questions that each interview candidate will be asked. Make sure you are asking questions that allow you to assess the candidate's ability to meet the identified expectations;
 8. determine other interview activities, such as short teaching demonstrations, role playing scenarios, writing demonstrations or skills testing. These additional activities will be reviewed for appropriateness with your designated Human Resources contact;
 9. determine other appropriate activities, such as campus tours, meetings with Cabinet-Level Administrator(s) and/or President, luncheons, and/or open forums; and
 10. determine if the candidates will partake of a meal with the chair (or alternate committee member) at the College's expense.
6. Candidate Screening:
Once all pre-screening activities have been completed, all training acknowledgement forms have been signed and submitted to the Human Resources office, and all documents have been submitted for review and subsequently approved, application review may begin. The search committee will be notified by the designated Human Resources contact that they may access and begin reviewing applications. Committee members will individually review the credentials received from each candidate and ultimately indicate the candidate's acceptability for an interview using the developed Resume Ratings Form. Committee members and chairs should not cyber-vet candidates, including internet and social media searches. Committee members will access applications through PeopleAdmin found on the Human Resources Portal page. This is a web-based system, so committee members will be able to review applications at their convenience, as long as they have access to the Internet. Each committee member will sign his or her Resume Rating Form and forward to the chair who will tabulate the total score for each candidate using the Resume Ratings Total spreadsheet provided by Human Resources. All signed Resume Rating Forms must be returned to Human Resources to be kept in the file.
7. Selecting Interview Candidates:
The search committee shall meet and review the point total 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 will forward the Resume Ratings Total spreadsheet, identifying the names of those candidates selected for an interview, to the designated Human Resources contact. The chair will need to identify any individuals 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-rated candidates from the screening process, the chair must note the job-related reasons for this on the documentation.
8. Interview:
The Human Resources office supports the use of phone and virtual interviews as a means to save the College money (especially when the vacancy qualifies for candidate

reimbursement); save time for the search committee; ensure only those candidates truly interested and qualified for the position are scheduled for an interview; and meld our processes with recruiting trends and applicant expectations. There are many ways to incorporate phone and/or virtual interviews and Human Resources can discuss various options with the chair.

Human Resources will contact candidates selected for a first interview. If there are internal candidates who have not been selected for an interview, Human Resources shall contact those candidates by telephone to inform them that they have not been selected for an interview at this time. In certain circumstances, Human Resources may direct the hiring manager or another designee to notify the internal candidate of non-selection. 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. Candidates will be sent applicable information on College benefits and SURS retirement. If appropriate, arrangements are made for materials and/or data to be forwarded to each candidate and assistance is offered with overnight accommodations, etc.

For faculty and administrator positions, transportation expenses (airfare, mileage-when driving personal vehicle, rental car, gas-when driving rental car, taxi/ride share, etc.) shall be reimbursed up to \$750 (any exceptions to this will require the approval of the appropriate Cabinet-Level Administrator 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 and tips will only be reimbursed at the standard 15% rate. Everyone involved in the search process shall make every effort to make each candidate feel welcome. Hospitality can be conveyed in the following ways:

1. meeting the candidate at the airport and providing a ride to the airport at the completion of all interview activities;
2. having a meal with the candidate;
3. providing a departmental and/or campus tour; and
4. introducing candidates to key personnel.

While on campus, faculty and administrator candidates shall have a scheduled meeting with the appropriate Cabinet-Level Administrator and Human Resources designee.

Human Resources will provide the search committee the interview schedule, Interview Questions, Expectations Worksheet, and any other necessary document(s).

During the interview, members of the search 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 search committee member shall ask any question inquiring into race, religion, ethnicity, sexual orientation, or other areas covered by the College's Non-Discrimination 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 administrator on the committee, the offending committee member shall be asked to leave the interview and shall

be prohibited from further participation in the 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.

9. Committee Deliberations:

After all interviews are concluded, the search committee shall meet to discuss each candidate interviewed. Each candidate will be evaluated on each question answered, any demonstration/presentation performed and any skills testing. Candidates are not to be ranked. The Expectations Worksheets will be used to facilitate a discussion of each candidate's strengths and weaknesses working toward a consensus from the search committee. Upon completion of this discussion, the chair shall prepare an Analysis of Strengths and Weaknesses that will be signed by all committee members. This Analysis should consist of a comparison of the strengths and weaknesses of all candidates interviewed. If there are any exceptions to the narrative, an addendum may be added.

If the chair has determined that second interviews will occur, the foregoing discussion of strengths and weaknesses will be repeated after the second interviews. If second interviews were not pre-determined but are deemed necessary, the chair will provide written justification for extending the interview process. The search committee shall recommend at least two candidates for a second interview. In no case shall more than five candidates be recommended for a second interview for a single position.

10. Reference Checks:

Before second interviews are conducted or at the conclusion of the interview process, the chair will complete the necessary background check of experience, performance, references, etc. using the Reference Check Form provided by Human Resources. In addition to the provided references, the chair must also contact the current or most recent supervisor. If a candidate states that their current employer/supervisor may not be contacted, please contact Human Resources for assistance. When conducting reference checks, the chair should ask additional person-specific questions beyond what is on the form in order to get a better idea of the candidate's abilities, past performance and experiences; all of which will help predict how successful the candidate will be in the position.

11. Recommendation Determination:

The chair shall first review the recommended candidate and completed Reference Check Forms and Analysis of Strengths and Weaknesses with their immediate supervisor. Next, the chair and Cabinet-Level Administrator (and President for faculty or administrator positions) shall decide to either:

- A. select from the candidate(s) sent forward; or
- B. void the search and re-advertise the position.

Once a determination has been made that a candidate will be recommended and which candidate that is, a Hiring Proposal shall be prepared via PeopleAdmin by the chair. The Hiring Proposal must document the reason for the recommendation; summarize information obtained from reference checks; and highlight the candidate's qualifications, experiences, etc. which qualify him/her for the position. The completed Reference Check Forms and signed Analysis of Strengths and Weaknesses must be uploaded to the Hiring

Proposal. The Hiring Proposal will be automatically routed through the appropriate Budget Manager, Cabinet-Level Administrator (and President for faculty and administrator positions) for approval.

Any and all produced narratives and forms used by the search committee during the process must be returned to the designated Human Resources contact to be kept on file.

12. Notification of the Recommended Candidate:

Upon receipt of approved Hiring Proposal, including Reference Check Forms and signed Analysis of Strengths and Weaknesses, the chair may need to meet with Human Resources to discuss salary offer and strategy.

Human Resources will contact the recommended candidate to determine his/her continuing interest, notify the candidate of the intended recommendation, and finalize the starting salary and date of conditional employment. All employment offers are contingent upon the successful completion of a criminal background check, drug-screen and, when necessary, a function capacity exam, physical, psychological exam, credit check and motor vehicle record check. If applicable, a request for official transcripts will also be made and 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 administrator 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, an offer will be made to the next recommended candidate upon receipt of approved Hiring Proposal, including Reference Check Forms. If there are none, the chair shall meet with their Cabinet-Level Administrator (and President for faculty or administrator positions) to determine if

- A. there is another candidate to recommend;
- B. an extended search is warranted; or
- C. the search shall close indefinitely.

13. Pre-Employment Checks:

Human Resources will schedule pre-employment checks that will include, at a minimum, a criminal background check and drug screen. Additional pre-employment checks such as functional capacity exams, physicals, motor vehicle record checks, psychological exam and credit checks will be conducted for positions with responsibilities or requirements that warrant such checks. Pre-employment checks are conducted after an offer is made to and accepted by the candidate.

14. Notification to Search Committee Members:

Once the successful candidate has been contacted and has expressed his/her acceptance of the position, the chair will be copied on the email to the candidate confirming his/her acceptance of the employment offer, contingent upon successful completion of all pre-employment activities. Upon receipt of such email, the chair shall inform the search committee of the candidate's acceptance. This information is still confidential and should remain with the committee only as pre-employment checks (identified in Section 15) must still be successfully completed.

15. Notification to Unsuccessful Candidates:

Human Resources will provide internal candidates notification by telephone upon acceptance by the candidate of choice. In certain circumstances, Human Resources may direct the hiring manager or another designee to notify the internal candidate of non-selection. After the candidate of choice has accepted the offer, successfully completed all pre-employment activities and, if applicable, received approval by the Board of Trustees, email correspondence 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, Human Resources shall notify the recommended candidate and the search committee who shall await further instruction from the President.

16. Final Steps:

After the candidate of choice has accepted the offer, successfully completed all pre-employment activities and, if applicable, received approval by the Board of Trustees, notification will be sent to the supervisor indicating candidate has been approved to start and will include the first steps to start the onboarding process.

The chair is responsible for ensuring all Resume Rating Forms, Interview Questions, Expectations Worksheets, copies of applications and any and all other documents related to the search are returned to Human Resources. These pertinent documents must be kept on file for the specified retention period.

Subject: Annual Appointment/Reappointment of Contractual Employees
Policy Number: 8.3
Officer Responsible: VP, Administrative Services

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.

Subject: Position Vacancies – Current Employees
Policy Number: 8.4
Officer Responsible: VP, Administrative Services

Policy Statement:

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

Procedure:

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).

Subject: Changes in Assignment
Policy Number: 8.5
Officer Responsible: VP, Administrative Services

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.

Subject: Employee Discipline
Policy Number: 8.6
Officer Responsible: VP, Administrative Services

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.

Procedure:

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 workdays 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 workday when, in such administrator's judgment, the employee would benefit from a "cooling off" period in connection with any allegation of misconduct.

Subject: Disciplinary Suspension
Policy Number: 8.7
Officer Responsible: VP, Administrative Services

Policy Statement:

For just cause as determined by the President, any employee may be suspended for up to 30 workdays 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.

Subject: Termination of Employment
Policy Number: 8.8
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

Subject: Resignation
Policy Number: 8.9
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

Subject: Employee Performance Evaluation
Policy Number: 8.10
Officer Responsible: VP, Administrative Services

Policy Statement:

The College shall establish procedures for evaluation the performance of all employees.

Procedure:

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.

Subject: Employee Benefits/Limitations
Policy Number: 8.11
Officer Responsible: VP, Administrative Services

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

Subject: Leaves
Policy Number: 8.12
Officer Responsible: VP, Administrative Services

Policy Statement:

Except as may otherwise be provided by the terms of a collective bargaining agreement, the College shall provide benefit leave time for its employees holding benefit-eligible positions or as prescribed by law. Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law*. Employees shall be eligible for military leave in accordance with the provisions of federal law**.

Sick Leave: The College shall advance 15 workdays of sick leave per fiscal year to accumulate to a maximum of 360 workdays. For employees on a leave of absence and not actively at work, sick leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment. Upon separation 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.

Personal Leave: The College shall advance two (2) workdays of personal leave per fiscal year to accumulate to a maximum of five (5) workdays. Upon separation of employment, employees shall not be compensated for any unused personal leave. 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.

Part-Time Paid Time Off: The College shall advance paid time off to non-benefit-eligible, part-time employees who work at least two consecutive fiscal year quarters and 40 or more hours within the fiscal year and who have a reasonable expectation that they will be rehired in a subsequent fiscal year. Such paid time off shall be advanced on the first day of the employee's assignment. The amount of paid time off advanced will be determined by the number of expected work hours of the assignment, earning one hour for every 40 hours of expected work within the fiscal year. Any unused balance at the end of the fiscal year will not carry over to the next fiscal year. Upon separation of employment, employees shall not be compensated for any unused paid time off. For employees who hold a part-time position with the College in addition to their primary, benefit-eligible position, this leave does not apply. This also does not apply to student employees.

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

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. For employees on a leave of absence and not actively at work, vacation leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment.

Professionals: Employees holding a position designated as professional shall accrue 10.00 to 13.34 hours per month of vacation leave depending upon their number of years of service. 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 6.67 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employees shall receive compensation for any earned but unused vacation leave.

Other Available Leaves:

- *Leave Without Pay*
- *Military Leave*
- *Bereavement Leave*
- *Family/Medical Leave*

Legal Citations:

* 29 USC, Sections 2601-2619

** 38 USC, Sections 2021-2027

Procedure:

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 to accumulate to a maximum of 2,880 hours. Benefit-eligible 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. Employees must be actively at work, not on a leave of absence, on July 1 in order to be advanced sick leave. If an employee is on a leave of absence on July 1, sick leave will accumulate on a monthly basis until such time as the employee returns to active employment. Upon return to active employment, the employee will be advanced the remaining sick leave due at the end of the month following the month in which the employee returns to work. If the employee returns to work on the first working day of the month, leave will be advanced at the end of the month.
- C. 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, illness in the immediate family or household, extension of bereavement leave as approved by the immediate supervisor, and/or Family and Medical Leave Act (FMLA) leave to care for a child after birth or adoption.
- D. Immediate members of the family or household shall mean spouse (either by marriage or civil union), domestic partner, child or stepchild, parent or stepparent, sibling, mother-in-law, father-in-law, grandchild, grandparent, or any person for

- whom the employee is a legal guardian.
- E. Employees who find it necessary to be absent from duty because of illness as defined above shall personally notify their 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 within 5 working days of the employee's return.
 - F. Employees who shall miss three consecutive workdays without notifying their immediate supervisor or the appropriate Vice President or designee of the reasons for such absence, shall be deemed to have tendered their 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. The College may require, at any time, 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 to the Human Resources Office. Absences of 10 or more consecutive workdays shall be deemed leave under the Family and Medical Leave Act and counted as such.
 - H. Any employee whose employment shall terminate under circumstances where such employee has used advanced sick leave that has not yet been earned, 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 their final paycheck.
 - I. 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 shall be advanced 16 hours of personal leave on July 1 of each fiscal year to accumulate to a maximum of 40 hours. New employees hired on or after January 1st of any given fiscal year 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 within 5 working days of the employee's return.
- C. Any employee whose employment shall terminate under circumstances where such employee has used advanced personal leave that has not yet been earned, shall repay the College for such leave and consent to the withholding of the amount of the repayment, or portion thereof, from their final paycheck.
- D. Employees shall not be compensated for any unused personal leave at the time of termination or retirement.

Part-Time Paid Time Off:

- A. Part-time employees who work at least two consecutive quarters within the fiscal year shall be advanced paid time off in accordance with the expected number of work hours of their assignment. Calculations of leave time to be advanced will be based on earning one hour of leave for every 40 hours of expected work within the fiscal year. Such paid time off will be advanced on the employee's first day of assignment. However, new hires are not eligible to use available leave time until

- 90 days from the first day of their assignment.
- B. Paid time off may be used for any reason. The employee is not required to provide a reason for using this leave nor provide documentation as proof or support of use of this leave.
 - C. For foreseeable leave, the employee must provide 7 calendar days' notice for use of leave. Such request for leave may be denied due to operational necessity such as low staffing or a loss of services to students. If the leave is unforeseeable, the employee shall provide notice as soon as practicable prior to the start of their scheduled day. Upon return from any such absence, the employee must submit their use of time using the prescribed reporting process.
 - D. Any unused balance at the end of the fiscal year will not carry over to the next fiscal year.
 - E. Employees shall not be compensated for any unused paid time off at the date of separation of employment.
 - F. For employees who hold a part-time position with the College in addition to their primary, benefit-eligible position, this leave does not apply. This also does not apply to student employees.

Legal Leave:

- A. The College shall provide paid leave in the event that an employee is subpoenaed to appear as a juror or witness. Employees who receive an official, court-ordered notification to appear as a juror or witness shall notify their 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 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 or may reasonably interfere with the employee's sleep schedule.
- 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 may request to use available personal or vacation leave.

Leave Without Pay:

- A. The Board may at its sole discretion grant an employee, upon written request, a non-FMLA leave of absence without pay and under such conditions as the Board may specify.
- B. Employees may submit a written request for a leave of absence without pay to their 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.
- C. The beginning date of such request must normally provide time for the necessary administrative review and ultimately the Board of Trustees must approve it.
 - D. The Board may in its sole discretion include any special condition(s) in such approval.
 - E. If approved, the employee must return to active duty at the conclusion of such leave.
 - F. Any employee on such leave may request an extension. Such request must be made in writing at least 30 days prior to the ending date of the leave. The Board may at its sole discretion grant an extension.
 - G. Employees who do not return to work on such date, shall be deemed to have tendered their 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.
 - H. 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 Associate Vice President-Human Resources.

Bereavement Leave:

- A. The College shall provide up to 3 leave days for each death in the employee's immediate family or household to include spouse (either by marriage or civil union), domestic partner, child, parent, sibling, corresponding in-law or step relation, or any person for whom the employee is a legal guardian. Up to 1 day will be provided for each death of a relative once removed to include grandparent, grandchild, aunt, uncle, cousin, or niece/nephew, by birth or marriage.
- B. In addition, the College shall provide up to 3 leave days for a stillbirth,

- miscarriage, an unsuccessful reproductive procedure, a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility. Employees must contact the Human Resources office under these conditions for the certification form that will be required.
- C. Employees who are absent from work because of the death of a family member as set forth above, shall personally notify their 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.
 - D. Bereavement leave must be used within 60 days after the date the employee receives notice of the event.
 - E. Employees may take an additional 7 leave days for immediate family members, either unpaid or using the employees' personally accumulated benefit leave time. An extension of leave beyond 10 days total must have the approval of the immediate supervisor.
 - F. Upon return from any such absence, the employee must submit the required certificate of absence within 5 working days of the employee's return.
 - G. 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 at least 12 months and have worked at least 1,000 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 amount of FMLA leave available to an employee at the time of request will be determined by the amount of FMLA leave used by the employee in the previous 12 months, if any.
- 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 their 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, including 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. 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.
 - L. Upon return from any such absence, employees will be required to submit a return-to-work certification from their 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 will receive vacation leave on a prorated basis.
- B. Employees must be actively at work, not on a leave of absence, on July 1 in order to be advanced vacation leave. If an employee is on a leave of absence on July 1, vacation leave will accumulate on a monthly basis until such time as the employee returns to active employment. Upon return to active employment, the employee will be advanced the remaining vacation leave due at the end of the month following the month in which the employee returns to work. If the employee returns to work on the first working day of the month, leave will be advanced at the end of the month.
- 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. An administrator may make a one-time, voluntary election, effective July 1, to change to a monthly accrual method. If such option is elected, the monthly accrual method will remain in place until such time as the administrator makes written request to the Human Resources office to revert back to the annual accrual method. This option may only be elected once during the duration of the administrator's employment at the College.
- E. The use of vacation leave requires the prior approval of the administrator's immediate supervisor. A certificate of absence must be completed and approved prior to the use of any vacation leave.
- F. 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 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 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.

- D. The use of vacation requires the prior approval of the professional employee's immediate supervisor. A certificate of absence 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 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.

Subject: Sick Leave Bank
Policy Number: 8.13
Officer Responsible: VP, Administrative Services

Policy Statement:

Except as may be otherwise provided by the terms of a collective bargaining agreement, a voluntary sick leave bank program shall be provided for faculty and staff who meet the eligibility criteria of the respective sick banks. Human Resources will be responsible for the administration of the sick bank procedures.

Procedure:

Staff Sick Leave Bank – Membership in the sick leave bank is voluntary for benefit eligible employees. Sick leave bank membership is never automatic. No member of the classified, professional, or administrative staff who submits an enrollment request within the specified time limits shall be denied membership. New administrative, professional, and classified staff members shall be given an enrollment form at the time of their initial employment in which they will have 30 days from their employment date 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 during an open enrollment held every July. Completed enrollment forms shall be submitted to the Human Resources Office. Upon receipt of an enrollment request, the Human Resources Office shall be empowered to deduct the appropriate number of hours from each enrollee's individually accumulated sick leave time.

Membership will continue for the specified fiscal year and 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 Human Resources Office.

To join the bank, each member is required to contribute one (1) day of sick leave time at the time of enrollment. Each participating member will have to contribute one (1) day to the bank during the open enrollment held every July to continue their membership status. Current members will be allowed to donate up to two (2) additional days of their individually accumulated sick leave time to the bank during said open enrollment. If at the beginning of any such fiscal year the number of days totals 1,000 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. Upon voluntary termination or retirement, a participating member will be allowed to donate up to five (5) days of their remaining individually accumulated sick leave time balance to the sick leave bank.

Any member who has been or will be out of work for three (3) work weeks or more and has been deemed temporarily or permanently unable to work due to illness or injury by a physician qualifies for sick leave bank usage. The member must be continuously under a doctor's care and provide proper certification from his or her treating physician to the Human Resources Office along with a completed sick leave bank application. Members must exhaust all compensatory time and all but five (5) days (combination of your choice) of your personally accumulated sick, vacation, personal and floating leave time.

**Administrator exception: Due to the accrual difference with the administration staff,*

administrators will be allowed to keep 5 days (combination of their choice) of their personally accumulated sick, vacation and personal time along with any vacation time that has been advanced but not yet earned.

Members can receive up to a maximum of thirty (30) days (based on employment status) of paid leave from the sick leave bank. A maximum of thirty (30) days will be allowed on a rolling twelve (12) month calendar. Sick leave bank days will be awarded in the amount equal to the employee's normally scheduled hours. A written application must be completed and submitted to the Human Resources Office prior to the leave start date. If the leave is unforeseen, the application will be accepted after the leave begins but no later than fifteen (15) working days after the start of the leave. A family member does have the right to make application for any employee who may be unable to due to their medical condition. Sick leave bank days can be used for immediate family members, as defined in the Lincoln Land Community College Board Policy 8.12, under sub-title *Sick Leave*.

The treating physician's return to work certification will be required from each member who has utilized the sick leave bank. This certification must be submitted prior to the employee's return to work. If an employee has assigned physical requirements within their job description, they will also be required to complete and successfully pass a physical fit for duty test prior to their return to work. All benefits from the sick leave bank will cease once the physician has released the employee back to work in any capacity. Sick leave bank hours cannot be used for follow-up visits beyond the return-to-work date. The Human Resources Office shall review and approve all requests for use of time from the sick leave bank. The number of days in the bank at the end of one (1) 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. An award of sick leave bank days shall be made on a first come, first serve basis, based on the first date of usage.

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

Subject: Holidays
Policy Number: 8.14
Officer Responsible: VP, Administrative Services

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.

Subject: Retirement
Policy Number: 8.15
Officer Responsible: VP, Administrative Services

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.

Subject: Employee Life, Medical and Dental Insurance
Policy Number: 8.16
Officer Responsible: VP, Administrative Services

Policy Statement:

Subject to the other provisions of this policy, College employees who hold a benefit-eligible position shall be eligible for life, 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.

Procedure:

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.

Subject: Payroll Deductions
Policy Number: 8.17
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

Subject: Tuition Waivers
Policy Number: 8.18
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

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.

Subject: Administrative, Professional and Classified Employees
Taking Classes during Scheduled Work Hours
Policy Number: 8.19
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

A. 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.

Subject: Workers' Compensation
Policy Number: 8.20
Officer Responsible: VP, Administrative Services

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.

Procedure:

Employees are expected to operate in a manner which promotes a safe working environment for themselves and others, using only LLCC sanctioned equipment, materials and supplies in the course of their work or within their workspace. 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 their immediate supervisor within 24 hours to report the injury. 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. The immediate supervisor should report all incidents to the Human Resources office within 48 hours and an incident report is required to be completed 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 may return to work with restrictions, the supervisor of such employee will contact the Human Resources department. The supervisor and Human Resources will work together to assess whether the employee's essential job functions and responsibilities, per the employee's job description, can be performed given the types of restriction in place and not place the employee or the college at risk of exacerbating the injury or potentially causing injury to others. However, if modified assignments are unavailable or would place an undue hardship on the department or the college deems that performing the essential job functions and responsibilities would place the employee or others in risk of injury, the employee may be sent home until such time that the 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 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, if available. After three days, compensation in the amount of two-thirds of the employee's weekly salary may be available to the employee. The employee's health insurance benefits will continue. The employee may choose one of the following options:
 - 1. The employee may keep the workers' compensation pay and forfeit his or her LLCC salary for the designated time period. The employee would be responsible for monthly payment of any health insurance premiums due to plan selection or coverage level and monthly payment of premiums for any voluntary insurance coverages that s/he has elected and contributions to SURS would cease until the employee's salary would begin again; 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.

Subject: Employee Assistance
Policy Number: 8.21
Officer Responsible: VP, Administrative Services

Policy Statement:

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

Procedure:

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 Deer Oak EAP Services. To set an appointment, call 1-888-993-7650. 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.

Subject: Sabbatical Leave
Policy Number: 8.22
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

Subject: Moving Expenses
Policy Number: 8.23
Officer Responsible: VP, Administrative Services

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.

Subject: Personnel Records
Policy Number: 8.24
Officer Responsible: VP, Administrative Services

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

Procedure:

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.

Subject: Medical Examination
Policy Number: 8.25
Officer Responsible: VP, Administrative Services

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.

Subject: Employee Salaries
Policy Number: 8.26
Officer Responsible: VP, Administrative Services

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.

Procedure:

Salary Structure: To facilitate effective administration, a salary structure has been established for all benefit-eligible positions at Lincoln Land Community College, not covered by a collective bargaining agreement. 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, budget managers must submit a request through the budget and planning process and receive approval before making any significant changes to the responsibilities of the position. If approved, the supervisor must complete a JDQ and submit it to the Human Resources office for evaluation to determine if such changes affect salary grade placement. Changes to position responsibilities may only occur outside of the budget and planning process in the event that there is a critical need for change to ensure optimal college operations or a position becomes vacant, and changes are necessary prior to posting the vacancy. If such changes are deemed significant, a revised JDQ will be sent for salary grade placement evaluation with the President's approval.

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 Associate Vice President, Human Resources (or designee) with input sought from the supervisor.

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 circumstances. 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.

Salary Upon Equity Review: For recruitment and retention purposes, the college may review an employee's salary to determine if an equity adjustment to base salary is necessary. Factors such as internal equity within the current salary range, the impact of current salary range placement on recruitment of new employees, state and federal legislation, and the current job market will be utilized in the decision-making process. Such an adjustment will be evaluated by Human Resources and approved by the President. Any adjustment must be approved by the President.

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. Exempt employees who are assigned responsibilities for a position in the same or lower pay range may be eligible for an interim salary adjustment of five percent (5%) if it is sufficiently demonstrated that such additional responsibilities will cause the employee to consistently work more than 45 hours per week for a planned period of at least six (6) weeks. A salary adjustment of greater than five percent (5%) may be approved by the Associate Vice President, Human Resources and the President, provided substantial reasons are given. Non-exempt employees who are assigned responsibilities on an interim basis for a position in the same or lower pay range are eligible for overtime pay in the event that such additional responsibilities cause the employee to work more than 40 hours per week.

Longevity Pay Program: For employees who reach ten years of consecutive full-time service with the College, an additional \$500 will be added to their base pay on July 1, in addition to the annual percentage increase approved by the Board of Trustees.

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.

Subject: Pay Periods
Policy Number: 8.27
Officer Responsible: VP, Administrative Services

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 workday preceding such weekend or College holiday.

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

Procedure:

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.

Subject: Conflicts of Interest/Outside Work
Policy Number: 8.28
Officer Responsible: VP, Administrative Services

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.

Subject: Community Service
Policy Number: 8.29
Officer Responsible: VP, Administrative Services

Policy Statement:

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

Subject: Commencement Ceremony
Policy Number: 8.30
Officer Responsible: VP, Administrative Services

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.

Subject: Classified Staff Overtime
Policy Number: 8.31
Officer Responsible: VP, Administrative Services

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.

Procedure:

- 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.

Subject: Teaching by Non-Faculty
Policy Number: 8.32
Officer Responsible: VP, Administrative Services

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 or as determined by the terms of the adjunct faculty collective agreement, if applicable. As compensation for adjunct teaching assignments may not exceed compensation as outlined in a collective bargaining agreement, non-exempt employees are not eligible for adjunct assignments that will cause them to work more than 40 hours per workweek, as determined by overtime pay provisions in the Fair Labor Standards Act.

Procedure:

Compensation:

When a benefit-eligible employee teaches, who is not a member of the faculty, she or he shall be compensated according to the terms of the adjunct faculty collective bargaining agreement unless designated otherwise by classification or grandfathered status.

Approval of Assignment:

Each Academic Dean, or designee, will complete and sign a "Request for Non-Faculty to Teach as Adjunct Instructor" form for each staff member he or she wishes to offer an adjunct assignment. The form is sent to the staff member for his/her signature and the signatures of his/her supervisor and Cabinet-level administrator. The completed form, with all required signatures, will be returned to the Adjunct Faculty Employment Coordinator in the Human Resources office who will notify the Dean that the assignment has been approved.

Teaching During Regular Work Hours:

When a benefit-eligible employee, who is not a member of the faculty, teaches during his or her scheduled hours of work, he or she must receive approval from his or her supervisor and 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 position.

Subject: Position Descriptions
Policy Number: 8.33
Officer Responsible: VP, Administrative Services

Policy Statement:

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

Subject: Oral English Proficiency
Policy Number: 8.34
Officer Responsible: VP, Administrative Services

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

Procedure:

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.

Subject: Employee Grievances
Policy Number: 8.35
Officer Responsible: VP, Administrative Services

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.

Procedure:

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.

Subject: Classified and Professional Employee Representation
Policy Number: 8.36
Officer Responsible: VP, Administrative Services

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.

Subject: Employee Attire
Policy Number: 8.37
Officer Responsible: VP, Administrative Services

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.

Subject: Drugs and Alcohol in the Workplace
Policy Number: 8.38
Officer Responsible: VP, Administrative Services

Policy Statement:

Lincoln Land Community College is committed to providing a safe work environment and to fostering the wellbeing and health of its employees. In an effort to provide an alcohol and drug free workplace and environment, the College prohibits the use, possession and/or distribution of alcohol, marijuana and/or any controlled substance while in the workplace or on call, and further prohibits employee impairment from alcohol, marijuana and/or any controlled substance while in the workplace or on call. For the purposes of this policy, the term “workplace” shall include any building, real property, and parking area under College control, any other area used by an employee while in the performance of College job duties, and any College vehicle (whether leased, rented, or owned by the College). The term “controlled substance” shall refer to all illegal drugs and to legal drugs, excluding marijuana, used without a valid prescription issued to the employee by a licensed health care professional. This policy does not prohibit the use of lawful products away from the workplace during non- work hours so long as such use shall not impair employee performance in the workplace.

In order to ensure an alcohol and drug free workplace and environment, the College shall conduct drug testing of its employees in accordance with approved procedure, including pre- employment and reasonable suspicion testing. The College may conduct drug testing via breath, saliva, urine, and/or blood samples. Any employee requested to take a test shall be required to execute a test consent form. Refusal to sign the form, leaving the work area prior to the test, and/or refusal to cooperate in any way with the testing process shall be grounds for disciplinary sanction up to and including termination from employment. The College reserves the right to test for the presence of alcohol, cannabis and/or controlled substances upon reasonable suspicion of impairment. All drug testing shall be conducted by a licensed facility at which a confirmed positive drug test shall be reviewed by a medical review officer and where proper collection, chain of custody and lab procedures are followed. Any testing shall be at the expense of the College and shall be conducted during time for which the employee shall be paid. The employee may be placed on administrative leave with pay while awaiting test results. The College shall provide transportation to and from the testing facility.

Violations of this policy may result in rescission of offer of employment or disciplinary sanction in accordance with Board Policy 8.6.

If an employee’s ability to perform job duties shall be impaired or becomes impaired due to the use of prescription drugs or marijuana or any other reason, then the employee must report such impairment to the Human Resources Office before commencing work or during work hours if impairment occurs during the work shift.

Procedure: In accordance with College policy, the following drug testing procedures shall be followed.

Pre-Employment

For all new, full and part-time employees, pre-employment testing shall be conducted.

New employees shall include any previous employees who have not worked for the college for two or more years. Drug testing shall screen for the presence of amphetamines, cocaine, opiates, and PCP. New employees in the Truck Driver Training program will be subject to drug testing as prescribed by the Department of Transportation. New employees in safety-sensitive positions, such as police officer, Child Development Center staff, and employees in credit and non-credit health professions programs, shall be subject to drug testing that screens for the presence of amphetamines, cocaine, opiates, PCP, and THC. A positive result may lead to rescission of an offer of employment.

Reasonable Suspicion

An employee may be required to submit to a drug test if a supervisor of the employee and the Vice President of Administrative Services or Associate Vice President of Human Resources (or administrative designee) reasonably determine, based on observed behaviors, that the employee is impaired at the workplace. Such behaviors shall be promptly documented by a supervisor or college administrator and may include, but shall not be limited to, on the job accidents or injuries caused or incurred by the employee and/or demonstration of behavior such as impaired speech, constricted pupils, muscular incoordination problems, acts of violence, possession of drug paraphernalia or loss of consciousness. Reasonable suspicion drug testing shall screen for the presence of amphetamines, cocaine, opiates, PCP and THC. Should such testing lead to a positive result and a recommendation for disciplinary action, the employee may request a meeting with the Associate Vice President of Human Resources and may appeal the results of the drug test and present evidence to support the invalidation of test results.

Subject: Faculty Emeritus Status
Policy Number: 8.39
Officer Responsible: VP, Academic Services

Policy Statement:

At the conclusion of a career at Lincoln Land Community College, select members of the full-time faculty with exceptional records of teaching excellence and service to the institution may be honored with the title “emeritus.” Faculty who have served as administrators during part of their tenure may also be considered for this honor. To be considered for emeritus status, a faculty member should have served a minimum of twenty (20) full-time years at Lincoln Land Community College, have an exceptional personnel record, and not sought full-time academic employment elsewhere after leaving the College.

Procedure: The following procedure will be used to select faculty for honor:

1. Each September, the department of Human Resources will provide the Faculty Development and Recognition Committee a list of eligible former faculty who left the institution during the previous two academic years.
2. The committee will consider the list and made recommendations to the Faculty Senate.
3. Faculty Senate will consider the merit of these recommendations and make a recommendation to the Vice President, Academic Services. The Vice President, Academic Services will present the recommendation to the President’s Cabinet, which will make a final recommendation to the Board.

Subject: Faculty Title System
Policy Number: 8.40
Officer Responsible: VP, Academic Services

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	Associate	<Associate
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

Subject: Employee Reimbursement for Use of Personal Electronic Devices
Policy Number: 8.41
Officer Responsible: VP, Administrative Services

Policy Statement:

In accordance with the Illinois Wage Payment and Collection Act (Public Act 100-1094), the college will establish reimbursement levels to employees for reasonable and necessary expenses that are required in the performance of the employee's job duties for the College and that primarily benefit the College. Reimbursement is subject to an employee's compliance with this policy and related procedure.

Procedure:

Employees are expected to use the equipment, computers, phones, fax, offices or workspaces, supplies, software, and network and email access, and other resources provided or made accessible by the College at the employee's assigned worksite or approved campus location in the performance of their duties. Unless the College requires an employee in the performance of their job duties to have a cell phone, personal computer, home phone or home internet access, such expenses are not eligible for reimbursement. If such expenses are required, a reasonable stipend may be set by the College and paid to the employee to defray part of the expense, or the College may require the employee to submit documentation to show that the expense is actually attributable to the employee's performance of their job duties and that it primarily benefits the College. A request by an employee to temporarily work from home due to the employee's personal extenuating circumstances will be considered to be of primary benefit to the employee.

In general, an employee will not be reimbursed for personally owned mobile communication devices and related services or be provided with such by the College. Limited exceptions are provided for employees with job responsibilities requiring essential and significant use of such services.

Employee stipends that defray the cost of using personally owned mobile communications equipment and related service plans for College business may only be approved by the President. This applies to wireless/handheld devices that require a service or data contract for operation, such as cell phones, smart phone devices or push-to-talk phones. Qualifications for a stipend requires at least two of the following conditions to be met:

1. The employee must be in an exempt, non-grant funded position.
2. The employee's job requires significant use of mobile communications equipment and related service plan.
3. The employee serves in one of the following positions:
 - President
 - Vice President
 - Chief Communications Officer
 - Vice President, Advancement Office/Executive Director, LLCC Foundation

- Chief Information Officer
- Associate Vice President, Human Resources
- Associate Vice President, Finance
- Associate Vice President, Academic Services
- Chief of Police
- Police Sergeant
- Director, Facilities
- Assistant Vice President, Student Success
- Associate Vice President, Enrollment Services
- Director, LLCC – Litchfield
- Director, LLCC – Beardstown
- Director, LLCC – Taylorville
- Director, LLCC – Jacksonville
- Director of Athletics
- Head Coaches (Athletics or Livestock Judging Teams)
- Directors of IT Systems, IT Support, & IT Development
- Systems Administrators I & II
- Network Administrator
- IT Trainer/Technical Writer
- IT & Audio Specialist
- IT Specialist

Employees in positions not specifically listed in #3 may be recommended to receive the stipend by their supervisor and approved by the appropriate Vice President or President. Supervisors must submit justification as to how the employee's position appropriately satisfies criteria #1 and #2.

Payment of a stipend is initiated by the appropriate unit Vice President or President and processed through the Human Resources Department. Upon documented approval by the President for the employee stipend, Human Resources will process the request. Stipends remain in force until the employing unit notifies the Human Resources to remove the stipend from the employee's appointment. Annually each June, the President's Cabinet shall review all stipends to identify those that should be discontinued.

The monthly per employee stipend amount shall be \$15.00 for mobile communications equipment and any related service plan. Stipend shall be paid in accordance with IRS guidelines.

Employees who misrepresent information to the College about expenses or who submit or sign any related forms that contain false statements or information may be subject to disciplinary action, up to and including termination, as well as possible criminal prosecution.

All expense reimbursement documents, and information submitted to the College are subject to disclosure under the Freedom of Information Act, unless otherwise exempt from disclosure under that law.

In the event of a conflict between this Policy and a provision contained in a Collective Bargaining Agreement or individual contract, the CBA or individual contract shall control.