



# SUPERVISORY MANAGEMENT HANDBOOK



October 2024  
HARPER COLLEGE

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# Mission, Vision, Philosophy, Core Values

## **Mission**

Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

## **Vision Statement**

We will be an innovative and inclusive institution, the community's first choice, and a national leader for student success.

## **Philosophy Statement**

We, at Harper College, believe that our charge is to facilitate active learning and foster the knowledge, critical thinking and life/work skills required for participation in our global society. We work with our community partners to enrich the intellectual, cultural and economic fabric of our district. We believe that excellence in education must occur in an ethical climate of integrity and respect. We hold that the strength of our society is rooted in our diversity and that it is through synergy that we achieve excellence.

## **Core Values**

*We value **Respect, Integrity, Collaboration and Excellence**. We guide our work and support our philosophy, mission, and vision by these core values.*

### **RESPECT**

We demonstrate Respect by interacting with and caring for others in a way that adds dignity to ourselves, our relationships and our organization by:

- valuing and celebrating the uniqueness of individuals and their strengths;
- expressing appreciation for our colleagues' time, efforts and contributions;
- encouraging multiple perspectives.

### **INTEGRITY**

We demonstrate Integrity by supporting an honest and ethical environment by:

- respecting confidentiality and acting in a trustworthy manner;
- being accountable for our actions and adhering to policies and procedures;
- making decisions that are fiscally and socially responsible.

### **COLLABORATION**

We demonstrate Collaboration by working internally and externally toward shared goals to create a more positive outcome by:

- actively listening, responding to others with empathy;
- practicing open and honest communication and sharing information that is essential for success;
- using positive humor to foster a healthy and enjoyable environment.

## **EXCELLENCE**

We demonstrate Excellence by setting and pursuing high standards of professionalism and competency by:

- providing exceptional service to all while demonstrating pride in our work;
- welcoming new challenges and seeking opportunities for growth and development;
- encouraging and empowering each of us to achieve our best.

## **WAIVER**

**This handbook summarizes most of our employee programs and benefits. In the event of any variation between the information in this handbook and the provisions of the appropriate Board policies and/or insurance contracts, the latter will prevail.**

**This handbook is not intended to create any contractual or other legal rights. It is designed solely as a source of information for employees and as a guide for supervisors and managers.**

**Employment at Harper College is at will, and nothing in this manual is intended or should be construed as altering this employment at will relationship.**

# SECTION I. EMPLOYMENT PRACTICES AND PROCEDURES

## DEFINITIONS

### A. Supervisory Management

This manual applies to:

**Supervisory Management employees** – Exempt employees who are not covered by a collective bargaining agreement, annual contract or assigned a temporary contingent position.

1. **Full-time**: The employee regularly works thirty-seven and one-half (37.5) hours per week and 52 weeks per year; OR Part-time; The employee regularly works less than thirty-seven and one-half (37.5) hours per week or less than 52 weeks per year.
2. **Regular**: The position which the employee occupies is line-item budgeted on an annual basis.

### B. Service

Service is defined as a period of continuous employment. Service is not affected by long-term disability, short-term disability, leave of absence, or vacation. No bridging of service after employment break of 30 days or longer. Service is determined on regular employment only.

Employees hired on a temporary basis will not accrue service time.

### C. Immediate Family

Immediate family shall be interpreted to mean parent, spouse, domestic partner, civil union partner, child, child in-loco-parentis, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece, parent-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

## II. RECRUITMENT

### A. General Qualifications

Promotion or transfer from one position to another shall be based on job qualifications, performance, service and the needs of the College.

### B. Equal Opportunity Statement

Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge



from military service. This policy governs the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of the College's programs and activities as specified by federal laws and regulations. It is also the policy of Harper College that no student or employee shall be subjected to sexual harassment, which is regarded as a form of discrimination. Statutory references which support this practice include, but are not limited to the following:

- [The Americans with Disabilities Act \(ADA\)](#)
- [The Illinois Human Rights Act \(IHRA\)](#)
- [The Nursing Mothers in the Workplace Act \(IL\)](#)
- [Family Bereavement Act](#)
- [Child Extended Bereavement Leave Act \(Zachary's Parent Protection Act\)](#)
- [Gender Violence Act](#)
- [Title VII of the Civil Rights Act](#)
- [The Vietnam Era Veterans and Veterans Act](#)
- [The Cook County Human Rights Ordinance](#)
- [The Family Medical Leave Act \(FMLA\)](#)
- [Title VI and Title IX of the Educational Amendments Act](#)
- [The Family Education Rights Privacy Act \(FERPA\)](#)
- [The Prevailing Wage Act](#)
- [The Freedom of Information Act \(FOIA\)](#)
- [The Gift Ban Act](#)
- [The Open Meetings Act](#)
- [The Investment of Public Funds Act](#)
- [The Tort Immunity Act](#), and
- [The Health Insurance Portability and Accountability Act \(HIPAA\)](#).
- Illinois Dept. of Labor for more <https://labor.illinois.gov/laws-rules.html>

*Inquiries should be directed to the Chief Human Resources Officer.*

### **C. Employment of Relatives**

Employees shall not participate in or have authority over college actions affecting members of their immediate family.

### **III. EMPLOYMENT**

#### **A. Introductory Period**

This introductory period allows for both the employee and the College to evaluate the appropriateness of the employment relationship. A review will be conducted prior to the end of the introductory period.

The introductory period for a Supervisory/Management employee is six (6) months. Upon supervisor's recommendation, the introductory period may be extended for up to ninety (90 additional days).

Holidays, sick leave, vacation leave, personal business leave and insurance benefits (subject to any otherwise applicable waiting period) shall be made available to a newly employed employee immediately after employment.

#### **B. Salary Review**

Salaries are reviewed annually and, subject to Board approval, increases become effective July 1 for all employees hired or promoted prior to April 1 of the calendar year. New pay rates can be viewed after July 1 under the 'ME' tab in Oracle.

#### **C. Workweek**

The workweek is defined as the period from 12:00 AM Monday through 11:59 PM Sunday. The number of hours in the normal workweek is currently 37.5 and is prescribed by the Board of Trustees. Normal business hours at the College are currently Monday through Friday, 8:00 AM to 4:30PM. Please note, some positions may require work schedules outside of the Monday through Friday 8:00 AM – 4:30 PM listed above, and there are certain times that employees are required to work hours beyond the normal workweek.

An employee and his/her respective administrator may adjust the starting time of the employee's workday due to employee and/or College staffing considerations, up to one (1) hour before or after the normal starting time. During the academic year, the one (1) hour lunch period may not be adjusted to reflect an alternate work schedule.

### **IV. PROMOTION, TRANSFER, SALARY INCREASES**

#### **A. General Qualifications**

Promotion or transfer from one position to another shall be based on job qualifications, performance, service and the needs of the College.

## **B. Promotion of College Employees**

A regular employee wishing to apply for another position may make a request for the particular position following the appropriate on-line guidelines. Employees must complete the introductory period of their initial position with the College before applying for a promotion.

The promoted employee must complete an introductory period for the new exempt position of six (6) months.

An employee selected for promotion to a classification with a higher pay level will receive a salary increase of nine percent (9%). For multiple level moves, additional increases are at the discretion of the College not to exceed 3% per level. The resulting increase shall not exceed the midpoint of the new salary range.

A regular employee who is appointed by an Executive Council member to a temporary position assignment for thirty (30) consecutive workdays or more, which is normally paid at a higher salary level than the employee's regular position, may receive a temporary stipend not to exceed 10% for the duration of the temporary assignment.

## **C. Reclassification**

1. If an employee believes that his/her job classification may no longer be correct due to significant changes in the job duties and/or responsibilities of the position, the employee may obtain a position classification study form from the Human Resources Department, complete it and submit the request to his/her immediate dean/director. The written request shall include the reason(s) for the job evaluation study and detail the significant changes in the job duties and/or responsibilities.
2. The administrator/supervisor shall review the request and respond to the employee within twenty (20) working days.
3. If the administrator/supervisor agrees with the changes in the job duties and responsibilities of the position, they shall forward a request, no later than November 1 of each year, to the Human Resources Department. A job description questionnaire will be sent to the employee to complete.
4. If the administrator/supervisor does not agree with the changes in the job duties and responsibilities of the position, the employee has the option to review the request with the next level of supervision and receive an answer within ten (10) working days.
5. The two (2) completed forms shall be returned to the administrator/supervisor and they shall review the responses to determine the responsibilities accurately represent the duties and responsibilities of the position. Any discrepancies shall be reviewed with the employee and corrected prior to forwarding the completed forms to the Human Resources Department for evaluation. The completed forms must be received by the Human Resources Department between January 15 and

February 15 of each year.

6. Based on the results of the evaluation, a determination will be made as to whether there have been significant changes in job duties and/or responsibilities to warrant a change in level. The results of the evaluation will be sent to the administrator/supervisor by March 15 of that year for discussion with the employee.
7. The employee may appeal the decision and submit his/her written rationale for the appeal to the appropriate Executive Council member by April 1 of that year. The Executive Council member shall review the evaluation and issue a final decision by May 1 of that year. The decision of the Executive Council member shall be final and non-precedential.
8. Any reclassification salary increase will be retroactive to January 1 of the current fiscal year. Employees receiving a reclassification increase will not be eligible for a general increase within the same year.
9. An employee approved for reclassification to a higher pay level will receive a salary increase of nine percent (9%). The resulting increase shall not exceed the maximum of the new salary range.

#### **D. Evaluation**

The following procedures are established for rating employee performance:

1. For a new employee, the immediate supervisor shall complete an Employee Evaluation at the end of the introductory period for submission to the Chief Human Resources Officer or designee. An annual evaluation is not required if the introductory evaluation period is April through June.
2. For a promoted employee, an Employee Evaluation Form shall be submitted prior to the expiration of the promotional introductory period.
3. At least once each year the employee will complete a self-evaluation and receive a job performance evaluation via the Oracle Fusion system. This confidential evaluation is kept in the employee electronic personnel file.

## SECTION II. LEAVE WITH PAY

The Paid Leave for All Workers Act allows workers to earn up to five (5) days of leave from work each year. Workers can use paid leave for any reason and employers may not require workers to provide a basis for their time off request. Workers earn one (1) hour of paid leave for every 37.5 hours they work. While some employees are exempt from the act, all regular Supervisory Management employees are eligible.

### I. HOLIDAYS

- A. Regular full-time and regular part-time employees working nineteen (19) hours a week or more will be entitled to the following paid holidays if they fall on their regularly scheduled workdays:
  - 1. New Year's Day (January 1)
  - 2. Martin Luther King's Birthday (3<sup>rd</sup> Monday in January)
  - 3. Lincoln's Birthday (as observed in college calendar)
  - 4. Reading Day (Friday before Easter)
  - 5. Memorial Day (as observed in college calendar)
  - 6. Juneteenth (as observed in college calendar)
  - 7. Independence Day (July 4)
  - 8. Labor Day (1<sup>st</sup> Monday in September)
  - 9. Columbus Day (to be used during winter break)
  - 10. General Election Day (first Tuesday after the first Monday of November in even years)
  - 11. Veteran's Day (November 11—to be used during winter break)
  - 12. Day before Thanksgiving
  - 13. Thanksgiving Day (4<sup>th</sup> Thursday in November)
  - 14. Day after Thanksgiving
  - 15. December 24
  - 16. December 25
  - 17. New Year's Eve Day (December 31)

**Note:** A holiday falling on a Saturday will normally be observed on Friday; should it fall on a Sunday, it will normally be observed on Monday. The Board reserves the right to alter this procedure for specific situations.

- B. Employees absent the working day before or following a college recognized holiday will be requested to submit an acceptable written reason for the absence which must be approved by their supervisor to be absent for the day or days in question. Failure to provide such evidence will result in loss of pay for both the holiday and the days of absence.
- C. A paid holiday occurring during an employee's scheduled vacation or authorized sick leave will not be charged to the employee's vacation or sick leave accrual.
- D. If a holiday occurs on a day that a regular, full-time employee (thirty-seven and one-half [37.5] hours or more per week) is not scheduled to work because of the particular requirement of his/her department, such employee will be allowed time off equivalent

to their regular scheduled hours for that day. This time should be taken in the pay period in which the holiday occurs or in the immediate pay period following said holiday, with the exception of the holidays which are accumulated for use during the Winter Break.

- E. If a scheduled holiday occurs or is celebrated on a Friday and the College is then officially closed on the weekend following the Friday holiday, a regular part-time employee who is eligible for paid holidays and whose work schedule does not include Friday shall be allowed to allocate the Friday holiday to their weekend work schedule due to the College being officially closed on the weekend. Vacation leave or leave without pay will be required for the normal weekend work hours not covered by the holiday pay.

If the College remains open on the weekend after a Friday holiday, the employee will not be eligible for the holiday and shall work their regular weekend work schedule.

- F. During the Winter Break between December 24 and January 1, when the College is officially closed, the College may provide an additional one or two days off with pay for those workdays not covered by the previously designated holidays. A regular employee eligible for this benefit is one who would normally have been scheduled to work but is prohibited from working because the College is officially closed.

## II. VACATION LEAVE

### A. Rate of Earning/Accumulation

Regular full-time employees and regular part-time employees working nineteen (19) hours or more for at least 36 weeks per year will receive the vacation leave allowance detailed below. Vacation leave will be accumulated in accordance with the number of hours worked. This complies with the Paid Leave for All Workers Act in Illinois.

#### 1. Full-Time Supervisory Management Employees

| Years Of Service | Days Per Year | Hours Per Pay Period |
|------------------|---------------|----------------------|
| 0-5*             | 15            | 4.33                 |
| 6-15             | 20            | 5.77                 |
| 16               | 21            | 6.06                 |
| 17               | 22            | 6.35                 |
| 18               | 23            | 6.64                 |

\* Vacation leave will begin accruing on employees' first day of employment.

- Vacation leave will be prorated for employees who work less than twelve (12) months but at least 36 weeks per year, or less than 37.5 hours per week. Regular part-time employees will accumulate vacation leave in the same proportion as their normal time worked bears to the normal full-time schedule.
- Total vacation accumulation which is allowed to be carried over from one (1) year to the next includes that year's earned vacation plus one (1) week, if unused. Any excess leave will be forfeited on July 1 of each year. For record keeping purposes, vacation is calculated from July 1 through June 30.

### B. Use of Vacation

- Employees are encouraged to use a minimum of five (5) consecutive working days each year.
- Vacation leave must be approved in advance by the immediate supervisor.
- Vacation leave may be taken in 15-minute increments.
- Vacation leave will not accumulate while an employee is on unpaid leave of absence, short-term disability or long-term disability.
- Vacation leave must be recorded using the on-line Oracle time sheet system or as defined by Payroll guidelines.

6. Vacation leave can be taken only to the extent it is actually earned.
7. Employees absent the working day before or following a vacation period will be requested to submit to their supervisor for approval an acceptable written reason for the absence. Failure to provide such evidence will result in loss of pay for the day or days of absence.

**C. Vacation Leave at Termination**

Vacation will not be paid in the final two (2) weeks of employment without approval from both the supervisor and HR. Upon termination of employment, unused earned vacation time will be paid at the employee's current salary rate up to a maximum of 56 days.

**III. PERSONAL BUSINESS**

- A. A regular employee working thirty (30) or more hours a week is eligible for three (3) non-cumulative days of personal business leave to be used each fiscal year if the employee cannot attend to personal business on their own time. Personal business days are calculated on a fiscal year basis (July 1 through June 30). An employee hired after January 1 shall be eligible for only one (1) personal business day for the balance of the fiscal year. Those hired on or after April 1 do not receive personal business leave until July 1.
- B. Employees wishing to be excused for personal business leave must have the approval of their supervisor in advance of the Personal Business Leave.
- C. Personal business leave will not be allowed the day before or after a holiday, vacation, or sick leave. Personal business leave will also not be allowed during the last two (2) weeks of employment.
- D. Personal Business leave may be taken in 15-minute increments.
- E. Every July 1 any unused personal business days you have are converted to sick days. These converted sick days are recorded as "Unused Personal Business Days to Sick". These days will still be available for use as sick but will not be reported to SURS upon retirement.

**IV. SICK LEAVE**

**A. Rate of Earning/Accumulation**

A regular full-time employee or a regular part-time employee working nineteen (19) hours a week or more for at least 36 weeks per year, is eligible for sick leave earned at the rate of one and one-quarter (1.25) days per month. Sick leave will be pro-rated for part-time employees. This complies with the Paid Leave for All Workers Act of Illinois.



1. Regular full-time employees are eligible for sick leave accumulated at a rate of 4.33 hours per pay period. (15 days per year).
2. Sick leave may be taken in 15-minute increments.
3. Sick leave may accumulate to an unlimited number of days.
4. Regular part-time employees accumulate sick leave in the same proportion as their hours actually worked bears to the regular full-time schedule.
5. Any of the three (3) personal business days which are unused each year shall be added to the employee's accumulated "Unused Personal Business Days to Sick" but will not be reported to SURS upon retirement.
6. Sick leave will not accumulate while an employee is on unpaid leave of absence, short-term disability or long-term disability or any period of time off work without pay.

**B. Use of Sick Leave**

1. Sick leave can be taken only to the extent that is actually earned.
2. Sick leave must be reported using the on-line Oracle time sheet system or as defined by Payroll guidelines.
3. Documentation from an employee's doctor may be requested to verify an illness or to ensure that the employee has recovered sufficiently to return to work.
4. Sick leave can be used only in case of personal illness or because of a medical emergency in the immediate family. Medical emergency would typically include an emergency hospital admission or critical care of a member of the immediate family or the illness of a young dependent child. These short-term situations are normally limited to a maximum of five (5) working days. Continued use of sick leave for an immediate family member requires physician documentation. Appointments with doctors or dentists should be scheduled on Saturdays or during the first or last hour of the workday if possible.
5. The employee must call the supervisor promptly on the first day of illness and every day thereafter, unless hospitalized or convalescing at home for the period of sickness or accident. All calls should be placed to the supervisor and made no later than one (1) hour after the start of the scheduled workday. If the call is not made within that period of time, it will be considered a "no call." Three consecutive days of "no call" will be considered a resignation without notice and treated accordingly. An employee convalescing at home from an illness or accident must report to the supervisor in person, by telephone, or by email at least once a week during this convalescence.

The College reserves the right to have the employee see a physician of the

College's choice in order to determine whether an individual may be entitled to benefits and/or is able to return to work.

6. The following procedure is in effect for employees who are absent from work for a period of one (1) week or more due to illness or injury:
  - a) Supervisors will notify Human Resources of all staff absences of five (5) consecutively scheduled workdays or more due to illness or injury.
  - b) The Human Resources Department will in turn notify the employee that they are required to acquire the following written information from his/her physician before returning to work:
    - 1) Diagnosis of illness or injury.
    - 2) Pertinent tests and/or treatment received.
    - 3) Approval to return to work.
  - c) The employee will present the physician's report to Human Resources before returning to work. Human Resources will review the information and do one of the following:
    - 1) Clear the employee to return to work.
    - 2) Refer the employee to their physician for additional information.
    - 3) Refer the employee to the College physician for further evaluation in relation to work activity.
7. In the case of an extended illness when all available sick leave has been exhausted, any unused personal business days and unused vacation time will be used, in that order, to extend paid sick leave. In the event an employee has been out for a period of 12 months, the College has the right to terminate the employment relationship subject to any applicable American's with Disabilities Act (ADA) accommodation obligations as determined by the College. Any unused vacation time will be paid out as a lump sum payment to the employee and any unused sick time will be reported to the State University Retirement System (SURS).
8. An employee may make up sick time, at the supervisor's option, within the next work week.
9. Sick leave will not be paid during the last two [2] weeks of employment without the approval of the immediate supervisor and the Chief Human Resources Officer or designee.
10. Unused accumulated sick leave will not be paid upon termination.

## **V. SICK LEAVE BANK**

The purpose of the Sick Leave Bank is to aid Supervisory/Management employees, who are experiencing serious medical hardship or an extended illness and who have exhausted all paid leave, by providing them with additional salary continuation. This applies to the prolonged illness of the employee and does not apply to the prolonged illness of family members. Leaves related to pregnancy are not covered by this benefit. The benefit can only be used for current needs and not to pay someone retroactively. The sick leave bank can only be accessed once in a two (2) year rolling period of time.

Eligibility begins after completion of one year of continuous service at the College. The recipient is a Supervisory Management employee who is eligible to accrue leave and has exhausted all paid leave and has a serious medical hardship or extended illnesses or injury which severely impacts the health of the employee and requires absence from work. These conditions must also meet the eligibility conditions for the Family and Medical Leave Act (FMLA). Employees are ineligible to use leave from this bank if they are receiving or have applied for Workers' Compensation Benefits or they are receiving payments through Harper's short-term or long-term disability policy. No leave time will accrue during the period of time the employee is being paid from the sick leave bank.

The maximum number of days an employee may receive from the bank is 40 working days per year. The amount of pay received will be based on the receiving employee's base salary. All monies received will incur appropriate taxes and other required deductions. If more than one eligible member is approved to receive days from the bank, a pro-rated amount of the total remaining days available in the bank will be given to each, not to exceed forty (40) days each. Human Resources will administer the donated time and pay the recipient based on the current payroll schedule.

Employees may donate personal business days, sick leave and vacation hours that are not used through the end of the fiscal year. The processing of donations to the sick leave bank may take up to 60 days to ensure balances are adjusted accurately.

To obtain days from the Sick Leave Bank, the requesting employee must complete a written request form and send it to Human Resources at [benefits@harpercollege.edu](mailto:benefits@harpercollege.edu) who will validate the individual's FMLA and pay status. Paperwork for planned absences must be completed and submitted ten (10) days prior to the anticipated use of sick leave bank. In unforeseen circumstances or emergencies, the employee shall submit their request as soon as possible. The college will follow all HIPAA laws and regulations at all times.

## **VI. BEREAVEMENT LEAVE**

Provided the days fall on the employee's regularly scheduled workdays, a leave with pay up to five (5) consecutive workdays may be granted in the event of the death of:

- Spouse or domestic partner
- Child (or any child that the employee is acting in loco-parentis)
- Parent (stepparent, adoptive parent, foster parent or parent in-law)

Provided the days fall on the employee's regularly scheduled workdays, a leave with pay up to three (3) consecutive workdays may be granted in the event of the death of:

- Sibling (step sibling, adoptive sibling, or foster sibling)
- Aunt and Uncle

- Nephew and niece
- Grandchildren
- Grandparents
- Current in-laws (son/daughter, brother/sister)

In the event that additional time is needed or the relationship to the deceased is not covered above, the employee may use personal business days and/or vacation days (in that order) to extend the absence as approved by the supervisor. Personal business and vacation days may only be used to the extent they have been accrued. Additional unpaid time off may be granted under supervisor discretion. Proof of death may be requested by the College.

## **VII. JURY DUTY**

A regular employee, who is summoned and reports for jury duty or has been subpoenaed as a witness, may be granted special leave to fulfill such duty. The College shall compensate the employee, who is required to serve as a juror or witness during a working day on which they otherwise would have been scheduled to work, for his/her regular salary during such a period of leave. The employee shall present proof of such service to their Supervisor and may retain the jury duty compensation and any witness reimbursement fees.

## **VIII. RELIGIOUS LEAVE**

An employee may utilize up to three (3) days in a calendar year without loss of pay or deduction of personal leave to observe recognized religious holidays of their faith if such observance reasonably requires such leave. Notice of intention to utilize such leave shall be given in writing to the immediate supervisor at least fifteen (15) calendar days in advance.

## **IX. RESERVE DUTY**

An employee who is a member of an Armed Forces Reserve or National Guard unit, when called for summer camp, will be granted leave up to fifteen (15) calendar days to fulfill such duty. If the unit is called for special duty, up to thirty (30) calendar days will be granted. The College shall, upon full disclosure by the employee to the Chief Human Resources Officer, compensate the employee for any difference in pay during such a period of leave.

## **X. TIME OFF FOR VOTING**

Only when an employee's work schedule would preclude voting, an employee may make a request of supervisor for appropriate work release time to vote in general elections. This period will be either immediately following the opening of the polls or immediately prior to the closing of the polls and must be approved by the supervisor in advance.

## **XI. WEATHER**

If campus closes due to inclement weather:

- Online classes continue as scheduled.
- Events and activities are canceled.
- Services are provided virtually.
- Employees work remotely (*Harper facilities, police department and other designated essential personnel report to campus as necessary*).

Weather-related campus closures will be announced through the **Harper Alert** emergency notification system, Harper's website and social media channels.

- A. If an employee who is required to report for work during the closing for hazardous or inclement weather is unable to report for work, it shall be necessary to charge the absence of the employee to leave without pay. The employee will have the option of using a vacation day or a personal business day.
- B. If the College remains open or re-opens for Supervisory Management employees and a Supervisory Management employee is unable to report to work at all because of inclement weather conditions, the employee will have the option of using a vacation day, be charged for leave without pay or use a personal business day.

## **XII. FAMILY MEDICAL LEAVE**

During the time period that an employee is eligible for benefits under the Family Medical Leave Act, group health, dental, life and accidental death and dismemberment insurance benefits shall be maintained under the same conditions as if the employee were actively employed. See Board Policy Manual (11.11.21) for the FMLA Policy in its entirety.

## **XIII. PAID PARENTAL LEAVE**

Full-Time regular Supervisory/Management employees who have been employed by the College for at least one (1) year and are eligible for FMLA shall also be eligible for paid parental leave connected to the birth or adoption of a child. Employees should first initiate the FMLA paperwork directly with [benefits@harpercollege.edu](mailto:benefits@harpercollege.edu). Parental leave consists of two types of leave; Birth Leave (to recover medically from childbirth) and Bonding Leave (to bond with a child). All applicable accrued leave must be used first and then the following paid parental leave applies:

### **Using Paid Parental Leave for Birth:**

- Should accrued Sick, Vacation, and Personal Business time be exhausted before six (6) weeks for a vaginal delivery or the first eight (8) weeks for a C-Section, then Short-Term Disability benefits of 60% of salary will be paid for the balance of the disability period (six or eight weeks).
- Should accrued Sick, Vacation, and Personal Business, and Short-Term Disability benefits be exhausted before the end of the twelve (12) week FMLA period, paid parental leave will be paid up to a maximum of four (4) weeks regular pay or until the end of the 12-week FMLA period, whichever happens first.

### **Using Paid Parental Leave for Bonding:**

- First five (5) days Sick days can be used without documentation
  - Additional Sick days can be used with supporting documentation
  - Accrued Vacation and Personal Business can always be used.
  - Should accrued leave be exhausted before the end of the twelve (12) week FMLA period, paid parental leave will be paid up to two (2) weeks regular pay or until the end of the 12-week FMLA period, whichever happens first.
- Paid parental leave taken will run concurrently with leave under FMLA.

### **XIV. PAID ELDER CARE LEAVE**

Full-Time Supervisory/Management employees who have been employed by the College for at least one (1) year and are eligible for FMLA shall also be eligible for paid elder care leave. Employees should first initiate the FMLA paperwork directly with [benefits@harpercollege.edu](mailto:benefits@harpercollege.edu). All applicable accrued leave must be used first and then the following paid elder care leave applies:

- First five (5) days Sick days can be used without documentation
- Additional Sick days can be used with supporting documentation
- Accrued Vacation and Personal Business can always be used.
- Should accrued leave be exhausted before the end of the twelve (12) week FMLA period, paid elder care leave will be paid up to two (2) weeks regular pay or until the end of the 12-week FMLA period, whichever happens first.

Paid elder care leave taken will run concurrently with leave under FMLA.

### **XV. VESSA**

The Victims' Economic Security and Safety Act ("VESSA") provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

The three events that qualify as an eligible VESSA event are:

- To seek medical help and recover from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
- To obtain victim's services, psychological or other counseling, and legal assistance or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.
- Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase health and safety, or to ensure economic safety of covered persons.

VESSA leave runs concurrently with FMLA leave when the reason for VESSA leave also qualifies as an FMLA event, such as a serious health condition. If the VESSA

leave is taken for reasons other than an FMLA qualifying event, the 12-week VESSA leave entitlement is in addition to the 12-week FMLA entitlement.

Amended to provide an employee a total of not more than 2 workweeks of unpaid leave for specified reasons relating to a family or household member who is killed in a crime of violence, which must be completed within 60 days after the date on which the employee receives notice of the death of the victim.

## **XVI. CHILD BEREAVEMENT LEAVE**

Eligible employees of public and private employers with more than 50 employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid bereavement time following the death of a child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period.

The time may be used to attend the funeral or alternative to a funeral, make arrangements necessitated by the death, or to grieve the death of the child. The leave must be completed within 60 days after the date employee receives notice of the death of the child. Employers are entitled to 48 hours of notice before the leave, unless it is not practicable. Employers may require documentation to verify the necessity of the leave.

An employee is eligible for the leave after 1,250 hours of service with the employer during the prior 12-month period. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA).

## **XVII. FAMILY BEREAVEMENT LEAVE**

Amends the above to provide expanded allowances to employees for bereavement leave. Per the amendment, covered Illinois employers must provide up to 10 workdays of Unpaid leave to employees who are absent due to any of the following events:

- A miscarriage
- An unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure
- A failed adoption match or an adoption that is not finalized because it is contested by another party.
- A failed surrogacy agreement
- A diagnosis that negatively impacts pregnancy or fertility
- A stillbirth

- Attending the funeral of a covered family member, to include children, grandchildren, stepchildren, spouses, domestic partners, siblings, parents, parents-in-law, stepparents or grandparents.

#### **XVIII. VIOLENT CRIME BEREAVEMENT LEAVE**

Eligible employees of public and private employers with more than 50 employees are entitled to attend the funeral, an alternative to a funeral, or the wake of a “family or household member” (as defined in 820 ILCS 180/10(12)) killed in a crime of violence;

- to make arrangements for a family or household member killed in a crime of violence; and
- to grieve a family or household member killed in a crime of violence.



## **SECTION III. INSURANCE**

### **I. INSURANCE PROGRAMS**

#### **A. Eligibility**

All regular employees working thirty (30) or more hours a week for at least thirty-six (36) weeks per year are eligible to participate in the Harper College Insurance Program. This eligibility terminates on the last day of employment at Harper College.

#### **B. Medical Insurance**

Subject to a waiting period of thirty (30) calendar days, employees are eligible to participate in the College's health insurance plan. An employee's spouse and any eligible dependents are also eligible. A percentage of the cost of coverage is paid by the employee. An employee eligible for medical insurance coverage who works thirty-six (36) weeks per year shall be eligible to receive the College medical insurance contribution during the time they are not scheduled to work during the summer break provided appropriate premium deductions were made during the academic year.

Summary Plan Descriptions explaining the coverage in detail are available on the Benefits page of HIP. Questions concerning coverage should be referred to the Human Resources Department.

#### **C. Dental Insurance**

Employees are eligible to participate in the College's dental insurance plan after completing a thirty (30) calendar day waiting period. Dependent coverage is also available at the employee's expense.

A summary Plan Description explaining the coverage in detail is available on the Benefits page of HIP. Questions concerning coverage should be referred to the Human Resources Department.

#### **D. Extended Medical/Dental Insurance**

Harper College follows all requirements under COBRA legislation. Questions concerning extended medical/dental insurance under this provision should be referred to the Human Resources Department.

#### **E. Life Insurance and Death Benefits**

The following benefits are applicable should an employee die while in the active employment of the College:

1. Group term life insurance equal to two (2) times the employee's annual salary to a maximum of one hundred twenty thousand dollars (\$120,000).

2. Accidental Death or Dismemberment benefit, if applicable, would be in addition to the life insurance amount.

**F. Voluntary Life & Accidental Death & Dismemberment Benefits**

Additional life and accidental death and dismemberment insurance (AD&D) is available for purchase through payroll deductions.

- One, two, three, four or five times your annual salary to a maximum of the lesser of five times your salary or \$500,000.
- Spouse coverage in \$10,000 increments up to \$50,000 or 50% of your own voluntary amount.
- Coverage for your dependent children in \$1,000 increments up to \$10,000.
- AD&D benefits can be selected separately from the life benefits.
- The plan is completely portable.

**G. Voluntary Vision Plan**

Coverage for contacts and glasses provided currently through VSP. A basic plan and a premier plan are offered with varying levels of coverage.

**H. Voluntary Identity Theft Protection**

Coverage through Norton LifeLock provides identity theft protection using monitoring technology and alert tools to help proactively safeguard your credit and finances.

**I. State Universities Retirement System - Death and Survivor's Benefits**

Employees may be eligible for death and survivor's benefits from SURS provided the employee had at least eighteen (18) months' service. Further information is available in the Member Guide provided by the State Universities Retirement System, or by visiting their web site, [www.surs.org](http://www.surs.org).

**J. Disability Leaves**

**1. Short-Term Disability**

After 30 days of employment, the College provides the employee with short-term disability insurance. In the event of a disability, short-term disability benefit payments extend for a maximum of twenty-six (26) weeks from the date of disability and would begin after the expiration of accrued sick, personal business, and vacation time. Payments are equal to approximately sixty percent (60%) of normal weekly salary up to a maximum of Four Thousand Five Hundred Dollars (\$4,500) per month. Appropriate medical certifications of disability will be required by the insurance carrier.

FMLA leave is counted simultaneously with the use of any paid time (i.e. sick, vacation, personal business) the college provides or any disability benefits the employee may be eligible to receive.

Insurance coverage, while the employee is on short-term disability, will be paid by the College at the same rate as if the employee were actively at work. The employee will still be responsible for paying his/her share of insurance coverage.

## 2. Long-Term Disability

When a disabled employee has exhausted all accrued paid time off or benefits under the Short-Term Disability plan (maximum twenty-six [26] weeks from date of disability), additional protection is provided at no cost for as long as the employee is totally disabled and unable to engage in any employment.

Benefit payments are approximately sixty percent (60%) of monthly earnings up to a maximum of Four Thousand Five Hundred dollars (\$4,500) per month.

The monthly benefit payments will be reduced by any amount received from other sponsored disability benefit plans, such as Social Security.

Insurance coverage will be paid by the College at the same rate as if the employee were actively at work until the earlier of 365 days of absence or the commencement of Long-Term Disability benefits.

## K. Worker's Compensation Act

Harper College operates under the provisions of the Workers' Compensation Act, which provides for medical expenses and partial salary compensation for accidental injury claims.

Employees who are injured during working hours at Harper College must immediately report the accident to their supervisor and obtain appropriate medical care. For non-life-threatening emergencies, Northwest Community Healthcare (NCH) in Building M is available for care during their posted business hours. It is important that an official report of the accident be initiated, even if the injury does not seem to warrant medical attention.

If an employee is absent from work due to a work-related injury or illness, the College must receive proper documentation from the employee's physician to verify the absence. Accumulated sick leave cannot be used for absences due to a Workers' Compensation injury or illness. Instead, the Workers' Compensation carrier will pay the employee compensation in the amount of 66 2/3% of the employee's salary.

An injured employee must immediately secure a letter from a physician stating inability to perform normal duties in order to begin receiving Workers' Compensation benefits. Depending on the length of disability, further written statements will be requested.

Questions concerning coverage and how it may affect the employee's salary and benefits should be referred to the Human Resources Department.

**L. Illinois Benefits Transportation Program Act**

Provides a “pre-tax” commuter benefit allowing covered employees to use pre-tax dollars for the purchase of a transit pass through payroll deduction. A transit pass is any pass, token, fare card, and the like entitling the employee to take public transit. Employees may also use pre-tax dollars for parking expenses, including parking at or near the place of work or at the location from which the employee takes mass transit to get to work. Eligibility is the same for our other insurance plans.

## **SECTION IV. PAYROLL PRACTICES AND PROCEDURES**

### **I. PAYDAYS**

Salary is paid on a bi-weekly basis. All employees will receive their pay either through direct deposit or via a paper check. The authorization agreement for direct deposit can be submitted online in the Employee Self Service function or 'ME' of Oracle.

### **II. PAYROLL DEDUCTIONS**

#### **A. Withholding Tax**

Federal and state tax deductions are based on tax tables and the number of exemptions claimed by an employee on the W-4 forms. Should the exemption status change, another W-4 form should be submitted on-line using the Employee Self Service function of Oracle.

#### **B. Medicare Deduction**

Medicare contributions (currently of 1.45 percent {1.45%}) are deducted from the earnings of employees who were hired after March 31, 1986, in compliance with federal legislation. Contribution amounts may be adjusted based on changes in Medicare requirements.

#### **C. State Universities Retirement System (SURS)**

All employees except temporary, intermittent, contingent and student employees are required to participate in the State Universities Retirement System.

Retirement contributions currently totaling eight percent (8%) are deducted from the earnings of an employee participating in the State Universities Retirement System. Contribution amounts may be adjusted based on changes in SURS requirements. This is in lieu of social security.

Contributions for SURS are deducted on a pre-tax basis.

An employee who terminates employment with the College before retirement may apply for a refund from SURS.

Further information is available in the Member Guide provided by the State Universities Retirement System or by visiting their web site [www.surs.org](http://www.surs.org).

#### **D. Community College Health Insurance Plan**

The College Insurance Program established by SURS provides health insurance benefits to retired community college employees receiving a SURS annuity. The program is funded by equal contributions from employees, employers and the State.

Contributions are deducted from the earnings of insurance benefit eligible employees at a rate determined by the Department of Central Management Services (CMS). Beginning July 1, 2024, contributions are (.085%) and are indexed to inflation in subsequent years.

Further information is available by visiting the website of the State Universities Retirement System at [www.surs.org](http://www.surs.org).

#### **E. Garnishment of Wages**

Harper College is required to comply with Illinois garnishment rules as outlined in the Illinois Code of Civil Procedure, Article XII, Chapter 7: Garnishment and Part 8. Wage Deductions.

#### **F. Voluntary Retirement Savings (403b & 457 plans)**

Available to regular full-time and part-time employees of the College. Questions concerning this plan should be referred to the Human Resources Department or by visiting the Retirement page on HIP at [Retirement](#)

### **III. NOTIFICATION OF CHANGE OF STATUS**

It is the responsibility of the individual employee to notify the Human Resources Department of any change of status in personal information, address or insurance coverage. This should be done through the Employee Self-Service function of Oracle. Please Note: Name changes cannot be processed without a copy of the new Social Security Card with the new name.

## SECTION V. FLSA

### I. FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, certain employees are exempt from the minimum wage and overtime pay requirements of the FLSA.

To qualify for an overtime exemption, an employee must meet certain tests regarding job duties and generally must be paid on a “salary basis” as set by the Department of Labor. Effective July 1, 2024, the standard salary threshold for overtime exemption is \$844 per week. The Department of Labor periodically reviews the salary threshold and makes changes as they see fit.

Job titles do not determine whether an employee is exempt or not. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor.

Being paid on an exempt basis means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employees’ work. There are only certain circumstances in which the employer may make deductions from pay.

The following deductions from pay for an exempt employee are permissible:

- When the employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When the employee is absent from work for one or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts received as jury pay, witness fees, or military pay;
- When the employee is on an unpaid disciplinary suspension for one or more full days, imposed in good faith for workplace conduct rule infractions; or
- When the employee takes unpaid leave under the Family Medical Leave Act.

It is the policy of the College to comply with the salary basis requirements of the FLSA and only make pay deductions for exempt employees as outlined above. We want employees to be aware of this policy and that the College does not allow deductions that violate the FLSA.

Employees are encouraged to review their pay slips and promptly report any problems with pay as soon as the employee becomes aware of the issue. If you believe that an improper deduction has been made to your salary, you should immediately report this to your direct supervisor, or to the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **SECTION VI. LEAVE WITHOUT PAY**

### **I. SHORT-TERM LEAVE**

A short-term leave of absence without pay may be granted to an employee with greater than three (3) years of service, for an aggregate period not to exceed thirty (30) working days. Leave may be pro-rated for employees with less than three (3) years of service. A short-term leave of absence without pay does not result in loss of service, status, or accrued sick leave. Any accrued vacation leave will be paid prior to the leave of absence. Benefits do not accrue during an unpaid short-term leave. If requested, insurance coverage will be provided at the employee's expense during the period of the leave.

A request for a short-term leave of absence without pay must be approved by the immediate supervisor, the appropriate Executive Council member, and the Chief Human Resources Officer. Reasonable cause for the request must be shown, and individual cases will be decided on their own merit. An employee granted a leave of absence not exceeding thirty (30) working days shall, upon return from leave, be reinstated in his/her original position.

### **II. LONG-TERM LEAVE**

A leave of absence for a period of up to one (1) year without pay may be granted by the Board of Trustees. A request for leave of absence must be approved by the immediate supervisor, the appropriate Administrator and the Chief Human Resources Officer before being submitted to the Board of Trustees. If desired, insurance coverage will be provided at the employee's expense during the period of the leave. Upon indication that the employee wishes to return, the employee shall be reinstated in the same or like position, if such a position becomes available within ninety (90) calendar days from termination of the leave.

### **III. PARENTAL LEAVE**

A regular full-time Supervisory Management employee who has completed two (2) years of full-time service to the College shall be eligible for parental leave of absence, without pay or other benefits except for those benefits specifically identified in this Article, for up to one (1) year. The time period of the leave shall commence with and include the date of delivery of the baby. This section shall also apply to the adoption of a child under five (5) years of age. Such leave will entitle the employee to reinstatement, without loss of accumulated service, to the same or like position if such a position becomes available within ninety (90) calendar days from termination of the leave.

A request for parental leave of absence should normally be submitted in writing to the appropriate Executive Council member or designee at least four (4) months prior to the start of the leave. The Parental Leave without pay goes into effect on the date of delivery, however, the terms of the Family Medical Leave Act will apply concurrently for the designated 12-week FMLA period. Sick leave shall not be applicable during the period of parental leave that the mother is not certified as disabled.

As provided in the Family and Medical Leave Act of 1993, the College will continue to pay for insurance coverage during the first 12 weeks of the Parental Leave. As a matter of information, any leave time used for the mother's disability prior to the date of birth, is



counted as part of this total 12-week FMLA leave time. After the first 12 weeks of this FMLA leave time are used, the College will no longer make contributions for insurance coverage. However, you may continue to participate in the health and dental insurance provided you pay the full cost of the medical and dental premiums.

#### **IV. MILITARY SERVICE LEAVE**

An employee shall be granted a leave of absence for the duration of the term of enlistment plus ninety (90) calendar days, upon submission of evidence of being drafted into the armed services or otherwise being placed on active duty. One (1) day with pay will be granted upon submission of orders for taking an induction physical examination. A person on military leave shall declare intention to return, in writing, to the Chief Human Resources Officer, a minimum of thirty (30) days prior to the expiration of leave. All provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) shall apply.

## **SECTION VII. RETIREMENT**

### **I. STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)**

Retirement information on the State Universities Retirement System is available in Human Resources or by contacting (SURS) at 1-800-ASK-SURS. You may also visit their website at [www.SURS.org](http://www.SURS.org).

### **II. RETIREMENT GROUP HEALTH INSURANCE**

A Supervisory Management employee who was hired prior to July 1, 2017, who retires under the State Universities Retirement System, and who has been employed by the College for the preceding ten (10) years on a regular basis of at least thirty (30) hours per week for at least thirty-six (36) weeks per year for each of the ten (10) years and who is at least fifty-five (55) years of age, shall change medical and dental insurance coverage to the plans offered through Central Management Services or other comparable benefits and shall be eligible for a Board reimbursement for premium, deductible and co-payment medical expenses up to the Board premium contribution available for individual coverage for active employees. This reimbursement will take place for a period of 5 years from the date of retirement.

### **III. RETIREMENT LIFE INSURANCE**

A Supervisory Management employee who was hired prior to July 1, 2017, who retires under the State Universities Retirement System, and who has been employed by the College for the preceding ten (10) years on a regular basis of at least thirty (30) hours per week for at least thirty-six (36) weeks per year for each of the ten (10) years and who is at least fifty-five (55) years of age, shall receive a Board contribution toward the premium for retiree group term life insurance coverage. The retiree group life insurance benefit shall be \$10,000 for up to five (5) years, or age sixty-five (65), whichever shall occur first.

### **IV. RETIREE TUITION WAIVER**

A Supervisory Management employee who retires from Harper College and is receiving retirement benefits from the State Universities Retirement System shall be eligible to enroll himself/herself and eligible dependent(s) in credit and continuing education offerings under the current tuition waiver policy outlined later in this manual.

### **V. RETIREE REMPLOYMENT**

Retirees currently receiving a SURS annuity are not eligible for employment at Harper College.

## **SECTION VIII. TERMINATION PROCEDURES**

### **I. EMPLOYEE RESIGNATION**

#### **A. Notice of Resignation**

An employee resigning from the College must submit a notice in writing to the immediate supervisor, with a copy to the Chief Human Resources Officer at least two (2) weeks before the effective date.

#### **B. Abandonment of Position**

Absence without a leave authorized by the immediate supervisor, or failure to report for work or failure to return from an approved leave without notifying the supervisor for a period of three (3) consecutive working days will be considered resignation without notice. Such resignation will result in immediate termination and will render the employee ineligible for rehiring by the College.

#### **C. Exit Interview**

After Human Resources receives the written notice of resignation, the employee will be invited to electronically participate in an exit interview. The information received through exit interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed. If an employee prefers a face-to-face interview, they can schedule one by contacting the Human Resources Department.

#### **D. Return of College Property**

After receiving the termination notice, the Human Resources Department will notify certain departments to ensure that all College property, such as keys, books, equipment, etc., are returned. The supervisor will work with the exiting employee to collect all Harper-related equipment.

### **II. REDUCTION IN FORCE**

In the event the Board of Trustees shall determine that a Reduction in Force is necessary, resulting in a decrease of regular full-time and part-time staff, the decrease shall be based upon a variety of factors, including but not limited to job performance, skill, ability, experience, and the needs of the College.

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## **SECTION IX. DISCIPLINE AND DISMISSAL**

### **A. Disciplinary Procedures**

Employees are expected to meet the performance standards for their position. When this is not the case, the College has established a progressive discipline process. Generally, the steps include the following with documentation to the personnel file:

1. verbal warning, during conference.
2. written warning.
3. three (3) day suspension without pay.
4. dismissal.

Suspension or dismissal may result as the first step in the disciplinary procedure for more serious offenses, as determined by the Chief Human Resources Officer upon the recommendation of the supervisor.

Except when detrimental to the general welfare of the College, the supervisor will schedule a conference with the employee to discuss his/her performance issues, prior to dismissal.

### **B. Discipline and Dismissal Circumstances**

Some situations are so serious they may result in immediate action, up to, and including, termination of employment. Examples include, but are not limited to:

1. Insubordination
2. Refusal to perform assigned tasks
3. Unsatisfactory performance of duties or assigned tasks
4. Excessive tardiness and/or absence
5. Willful damage and/or inappropriate use of college property and/or equipment (including, but not limited to, computers, phones and copy machines).
6. Abusive behavior to co-workers, superiors or subordinates

7. Immoral, indecent, or disorderly conduct
8. Unauthorized release of confidential information
9. Falsification of a time sheet or any employee record
10. Theft or dishonesty
11. Intoxication on the job or possession or drinking of intoxicating beverages on college premises
12. Possession and/or use of illegal drugs on college premises

**C. Dismissal**

An employee may be dismissed by the appropriate Administrator upon recommendation of the employee's immediate supervisor and the Chief Human Resources Officer. Such a recommendation must be submitted in writing, substantiating the reason for such action.

## **SECTION X. APPEAL PROCEDURE**

### **I. GENERAL**

An appeal is defined as an assertion by an employee or a small group of employees that the Board policies and procedures have not been followed. Formal review and decisions may be obtained only by following the steps outlined below. If any of the steps have been bypassed, the administration will request that the procedure be followed to resolve the issue. Cases of discipline and dismissal during the introductory period of employment are not subject to the regular appeal procedure.

### **II. APPEAL PROCEDURE**

The appeal procedure is as follows:

#### **A. First Step**

Within three (3) working days after the occurrence leading to the appeal becomes known, the employee must discuss it with the immediate supervisor. If no response is received within ten (10) working days of the conference, or the response is not satisfactory, the employee may proceed to the second step.

#### **B. Second Step**

The employee must submit the appeal in writing to the next appropriate supervisor or administrator, giving the reason for the appeal and the remedy sought. This must be done within five (5) working days of the receipt of the supervisor response and, in any event, no later than fifteen (15) working days after the occurrence leading to the appeal becomes known. The appropriate administrator or a designee will schedule a conference with the employee within five (5) working days of receipt of the written appeal. If no response is received within five (5) working days of such a conference, or the answer is not satisfactory, the employee may proceed to the third step.

#### **C. Third Step**

The employee shall refer the appeal in writing within three (3) working days of the date of the response in the second step to the appropriate Executive Council member or designee. The Executive Council member or designee will arrange a meeting to be held within ten (10) working days of the request to review the appeal. A written answer to the appeal shall be provided to the employee within ten (10) working days of the meeting. The determination of the Executive Council member or designee will be binding in all matters involving interpretation of procedure and/or policy.

If the appeal arises from a decision at the Executive Council member's level, the appeal may be initiated at the fourth step provided such is filed within seven (7) working days after the occurrence leading to the appeal becomes known.

**D. Fourth Step**

If the employee feels that the decision of the Executive Council member or the designee is arbitrary or capricious, a review of the appeal by the President of the College may be requested. Appeals to the President or a designee must be made in writing no later than ten (10) working days after receipt of the third step determination. The President or designee will review the case. If the President's review of the case determines that the decision was against the manifest weight of the information presented, an additional hearing may be held, or additional information requested, if needed.

## **SECTION XI. POLICIES**

Harper College employees are expected to perform their job responsibilities in a manner which is consistent with institutional policies and procedures. It is the employee's responsibility to ensure personal awareness of these employment requirements. These policies include but are not limited to anti-discrimination, code of ethics, sexual harassment, workplace violence etc. A comprehensive listing of these policies is detailed in the institution's [Board Policy Manual](#) which is available electronically on HIP. The Manual is to be used to guide the conduct of relationship and responsibilities relative to the operation of the College. Procedures related to the Board policies are also posted on HIP. [Administrative Services Procedure Manual](#)

### **I. ETHICS**

All Harper College employees are expected to work on behalf of the College in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity they allow values to guide their actions and decisions. Harper's Confidential Reporting of Wrongdoing Policy also provides a mechanism for anonymous reporting of alleged wrongdoing and may be accessed through HIP.

### **II. GIFTS AND ENTERTAINMENT**

Gifts or entertainment offered by vendors directly or indirectly as a result of employment at Harper College, are to be declined by employees.

### **III. DRUG AND ALCOHOL ABUSE**

The College is committed to providing a drug and alcohol-free environment and work place as defined by the Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act (Public Law 101-226).

The College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs by students and employees on its property or as part of any College activity.

The Board has established a policy to regulate the delivery of alcoholic beverages in all College centers or conference facilities in connection with cultural, political or educational activities. This policy is pursuant to Section 5/6-15 of the Liquor Control Act (Illinois Compiled Statutes, 235 ILCS 5/1-1, et. seq.).

As a general policy, alcoholic beverages are not served on college premises. Upon specific authorization by the President, exceptions to the general policy may be made in accordance with the provisions set forth in and maintained by the food service area. The Board authorizes and directs the President or his designee to implement such provisions.

Employees who violate this policy will be subject to disciplinary action up to and including suspension, termination of employment and referral for prosecution.



In addition, all employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 must notify the College within five (5) days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall, within ten (10) days after receiving such notice, inform the federal agency providing the grant of such conviction. Within thirty (30) days following such notification of conviction, appropriate disciplinary action shall be taken against such employee and/or the employee may be required, at his or her own expense, to participate satisfactorily in a substance abuse assistance or rehabilitation program.

With the intent to provide a drug and alcohol free educational and work environment, the College has established a Drug, Alcohol and Wellness Network committed to providing proactive drug and alcohol abuse prevention programs, confidential counseling, intervention and referral for its employees. An Employee Assistance Program is also available for employees and their immediate family members.

#### **IV. SEXUAL DISCRIMINATION, HARASSMENT & MISCONDUCT**

##### **A. DEFINITION**

William Rainey Harper College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation and gender-related identity and expression. It is the policy of the College that no employee, student or other members of the College community shall be subject to sexual discrimination, harassment or misconduct.

This Policy applies to students, employees, appointees, or third-parties, whenever the misconduct occurs:

1. On College property; or
2. Off College property if:
  - a. The conduct was in connection with a college or college-recognized program or activity; or
  - b. The conduct may have the effect of creating a hostile environment for a member of the College community.

The College designates one or more Title IX Coordinator(s) to ensure adherence to the policy and promote a respectful College environment free of sexual discrimination, harassment and misconduct.

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited.

The College (under the oversight of the Title IX Coordinator(s)) will maintain and publish procedures implementing this policy on the College's publicly available Title IX/Sexual

Misconduct website, as well as in other formats useful to a variety of College audiences. These sources contain information that includes but is not limited to:

- Definitions of prohibited conduct.
- Responsibilities of and contact information for the College's Title IX Coordinator(s).
- Options for assistance following an incident of sexual discrimination, harassment and/or misconduct.
- Procedures for reporting and confidentially disclosing sexual discrimination, harassment and/or misconduct.
- Complaint investigation, resolution, and appeal procedures.
- Prevention and education programming provided to College students.
- Training and education provided to employees, including the Title IX Coordinator(s), Department of Human Resources, College Police, victim advocates, and anyone involved in responding to, investigating or adjudicating sexual discrimination, harassment and misconduct incidents; and
- Any other relevant information as required by federal and state law.

**B. Reporting of Sexual Discrimination, Harassment, & Misconduct**

1. If an employee believes that they has been sexually harassed, the employee should report the alleged act immediately to the Chief HR Officer.
2. In the event that an Executive Council member is the employee against whom the complaint is filed, the complainant should report the alleged act to the President of the College.

**C. Investigation of Sexual Discrimination, Harassment, & Misconduct**

1. The Chief HR Officer or designee shall undertake an investigation of all such complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant. After a written complaint has been filed, the person accused of sexual harassment shall be notified of the substance and content of the complaint expeditiously.
2. The investigator shall file a written report as to his/her findings with the Chief HR Officer or the designee within twenty-eight (28) days after a written complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reason(s) for the delay. The complainant and the person accused shall be notified of the findings of the investigation.
3. If the investigation discloses evidence that an act or acts of sexual harassment have been committed, the person accused of sexual harassment may be subject to disciplinary action up to and including termination of employment in accordance with established procedures. Also,

one or both parties may be referred to the Employee Assistance Program or recommended for counseling in order to understand the nature and/or deal with the consequences of the complaint.

4. Any employee is encouraged to raise questions they may have regarding sexual harassment with Student Development faculty or other faculty members or administrators, including Executive Council members or the president.
5. A copy of the Board Policy and implementing regulations are available on HIP.

#### **D. Mandated Reporters**

Under the requirements of the Illinois Abused and Neglected Child Reporting Act (ANCRA), [325 ILCS 5/4], all Harper College employees are designated "mandated reporters." This requirement covers all regular full-time and part-time employees, temporary workers, and student workers.

##### **1. What is required of a "mandated reporter"?**

A "mandated reporter" is required to make a report to the state Department of Children and Family Services (DCFS) Child Abuse Hotline number (1-800-252-2873) whenever the "mandated reporter" has reasonable cause to believe that a child known through the work capacity may be abused or neglected.

##### **2. Why have college employees been given this designation?**

A new amendment designates "personnel of higher education", all "athletic program or facility personnel" as mandated reporters as well as all student workers. This means that all employees must electronically sign the online DCFS [Acknowledgement of Mandated Reporter Status Form](#) available via Employee Onboarding. Prior to the amendment, only college employees working with children in the course of their regular duties were considered "mandated reporters" under the ANCRA.

##### **3. Campus Security Authorities (CSA's)**

The Clery Act identifies certain institutional employees as "Campus Security Authorities" (CSAs). These individuals have a mandated duty to report crimes they witness or that are reported to them. By virtue of their position and function in regard to official job duties, ad hoc responsibilities, or volunteer engagements, CSAs have an obligation under the Clery Act to notify the University (via Campus Police) of specific crimes. Non-law enforcement personnel may be designated as CSA's by virtue of their function, not title. Employees identified as a CSA will be required to complete annual training and annual report to the campus Clery Officer.

#### **E. Confidentiality**

college functions. Employees will, as part of their duties, need to access individual student or employee information from various sources, including, but not limited to, the Registrar's records, student loan records, student financial records, personnel records, and academic records. With respect to these records and information, and all other confidential and proprietary Harper College information and records, the employee has read, understands, and agrees to the following:

1. The employee acknowledges the confidentiality of all student and employee information, records, and other confidential and proprietary Harper College information. This information will not be revealed to, distributed to, or discussed with anyone other than the appropriate designated supervisor and other College officials as designated by the supervisor. Employee further acknowledges and understands the *Family Educational Right and Privacy Act of 1974 (FERPA)*, which states that due to employment with Harper College, employee may have access to student individually identifiable information. Disclosure of this information to any unauthorized person could subject employee to criminal and civil penalties imposed by the FERPA law. Disclosure violates the Harper College policy on privacy rights for students and could constitute just cause for disciplinary action including termination of employment.
2. The employee will not attempt to alter, change, modify, add, or delete student or employee record information or College documents unless specifically instructed to do so by the employee's supervisor or other College official.
3. The employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other College information.
4. All procedures, creative work, written documents, records, computer programs, policies and materials are created and documented according to standards set by the supervisor and the Executive Management Team. These materials are considered property of Harper College and not for public disclosure or use.

The employee understands that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the College.

## SECTION XII. GENERAL

### I. EDUCATIONAL ASSISTANCE PROGRAM

Harper College believes the foundation of a dynamic learning organization is the ongoing professional growth of its faculty and staff. Investing in professional development enhances the skills of our employees, enabling them to more creatively and comprehensively drive student success and deliver Harper's mission.

#### A. Tuition for Courses at Harper College (Tuition Waiver Benefit)

It is incumbent upon the employee to maintain the skills necessary to perform the requirements of their job in an ever-changing technological environment. The College offers the following assistance to help employees in this endeavor. The participation of an employee, spouse, or child in any course shall not permit such course to be conducted if it would otherwise be terminated for lack of sufficient enrollment.

##### 1. Eligibility for Credit Courses

- a) Each regular Supervisory Management employee who works thirty (30) or more hours a week, their spouse and dependent child twenty-four (24) years of age and under shall have the right to enroll in credit courses offered at the College without tuition charge.
- b) Each regular part-time Supervisory Management employee who works nineteen (19) hours a week or more, but less than thirty (30) hours a week will have the right to enroll in two (2) credit course offerings each semester. This benefit is limited to the employee only.
- c) All customary fees will be paid by the employee or member of the family.
- d) Courses may be taken before or after normal working hours.
- e) Employees who retire from Harper College and are receiving retirement benefits from the State Universities Retirement System shall be eligible to enroll themselves and eligible dependent(s) in credit offerings under the current tuition waiver policy adopted by the Board of Trustees.

##### 2. Eligibility for Continuing Education Courses

The amount of continuing education tuition waived per class shall be one hundred percent (100%) for the employee/retiree. Dependent child waiver for the Summer In-Zone program shall be 80%.

#### B. Tuition for Courses at Other Institutions (Professional Development Benefit)

##### 1. Eligibility

Regular Supervisory Management employees who work thirty (30) or more hours a week are eligible for Professional Development Benefit.

Tuition for college courses, other than that provided by Harper's tuition waiver program will be reimbursed to a maximum of one thousand and one hundred fifty dollars (\$1,150) per fiscal year for job-connected or job-oriented courses only. These courses must be from an accredited School, College or University. However, in certain instances this benefit may be used, with prior approval of the appropriate Executive Council member, to pay for membership fees and incidental expenses related to professional

organizations, subscriptions to professional journals, books or periodicals, course fees, and seminars, workshops or other non-traditional courses taken during normal paid working hours. If an employee is hired mid-year, the current maximum benefit amount will be pro-rated accordingly.

## 2. Part-Time Employees

A regular part-time employee, who has been employed for at least two (2) years and is scheduled to work between 19-29 hours per week, may apply for up to \$250 during the fiscal year for reimbursement of Professional Development benefits that are not available at Harper College. The normal application procedure for Professional Development benefits shall be followed. Total expenditures for all eligible part-time employees shall not exceed \$5,000 per year. We haven't changed these amounts since I've worked here. Maybe these amounts should be updated to meet inflation.

## 3. Professional Development Aggregation

A Full-Time employee may aggregate tuition reimbursement and professional development benefits from one or more employees along with his/her professional development benefit up to a total of \$3,300 per fiscal year for the following instances: (Based on the current PD amount)

a) approved degree credit courses

b) certifications which are required or preferred by the employee's position description.

This aggregation may only take place within the Supervisory Management employee group.

A Supervisory Management employee may aggregate the total benefit amount per fiscal year for travel to approved meetings and conferences.

Professional Development aggregation requests and approvals must be submitted online using Oracle Self Service. The aggregation from one or more employees shall not exceed a total of \$2,200 per fiscal year and \$1,150 for travel per fiscal year. Any such approval will be considered on a case-by-case basis.

4. Professional Development Pre-pay for travel related expenses.

A pre-pay may be disbursed in advance for amounts over \$50.00 for one of the following instances: approved travel (airline tickets), meeting or conference registration fees.

Directions for how to complete the request can be found at the link below:  
[Professional Development Instructions](#)

## **II. TRAVEL PAY**

Employees required to use their private automobiles for college business will be reimbursed for mileage at the prescribed rate published by the Internal Revenue Service.

## **III. WORK/LIFE (EMPLOYEE ASSISTANCE PROGRAM)**

The Employee Assistance Program (EAP) provides an avenue of confidential professional assistance to the employee and their immediate family members relating to a host of subjects, including;

- Child Care Consultation & Referrals
- Adoption Consultation & Referrals
- Education Consultation & Referrals
- Elder Care Consultation & Referrals
- Daily Living “Concierge” Services such as pet sitters, fitness centers, home maintenance, travel services, etc.
- Legal-Financial Solutions
- Counseling Sessions & Referrals

The program is staffed and administered by Workplace Solutions. All referrals, interviews and records concerning College employees who participate in the EAP are strictly confidential. Participation in EAP does not affect an employee's job status, job security or promotional opportunities.

For further EAP information, contact:

- Human Resources [www.benefits@harpercollege.edu](mailto:www.benefits@harpercollege.edu)
- [Wseap.com](http://Wseap.com)
- Workplace Solutions Referral Coordinator, 1-800-215-6614.

## **IV. EMPLOYEE PERSONNEL FILES**

An employee has the right to examine his or her personnel file by appointment. A member of the Human Resources staff will be present during such an examination. Nothing will be removed from or added to the file without the permission of the Chief Human Resources Officer or designee.

The Illinois' Personnel Record Review Act generally allows employees to inspect their personnel file upon request. Effective January 1, 2024, employees will be allowed to obtain a copy of their personnel record by email or mail for such inspection. Employers may continue to charge a fee for the actual cost of the copy.

## **V. LOST AND FOUND**

Lost articles may be claimed at the Harper College Police Department in Building B.

## **VI. PARKING**

Reserved parking area is available for the staff. For additional information, please contact the Harper College Police Department, Building B, extension 6330.

## **VII. SERVICE RECOGNITION**

A Service Anniversary Recognition Award will be given to all eligible employees. The program recognizes employees who have completed five (5) years of service and then the completion of five (5) year milestone anniversaries thereafter.

## **VIII. SMOKING**

Harper College is a smoke-free campus. The [smoke-free campus policy](#) and Illinois state law requires everyone to refrain from smoking while on campus. The policy covers all College indoor and outdoor property including college-owned vehicles, green spaces and parking lots. It does not apply to personal vehicles.

Smoking (burning, inhaling or exhaling) includes:

- Pipes
- Cigars
- Cigarettes
- Hookahs
- Weed
- Herbs
- E-cigarettes
- Any other lighted smoking equipment

## **IX. SOLICITATION**

To ensure a focused and respectful work environment, solicitation at the workplace during working hours is prohibited. Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to the college. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services 44
- Requesting support for a political candidate



- Engaging in religious proselytism

This applies to all employees, as well as external visitors, that may be on campus during working hours.

## **X. ACCEPTABLE USE OF COLLEGE RESOURCES**

### **I. Philosophy:**

Harper College provides for the use of technology and information equipment, software, networks and facilities to further the College's mission of instruction, communication, research, and public service. Access and use of facilities is a privilege and must be treated as such by all users. Acceptable use is based on common sense, common decency, and civility, and users are subject to such procedures and processes which operate in the College. Responsibility for the provision and support of the resources resides with Information Technology.

### **II. Risk and Responsibility: E-Mail, Internet Resources, and Electronic Files:**

#### **A. Security**

Harper College utilizes industry standard tools, processes, and equipment to protect electronic files stored on its computer systems and to filter materials that are transmitted or received via the College computer resources. Harper College does not assume liability for offensive material that any user may encounter such as material that is illegal, defamatory, obscene, inaccurate, or controversial.

#### **B. Privacy**

Users are strictly prohibited from accessing files and information other than their own, those which were intended for the user, and those for which the user has permission from authorized College personnel to access.

The College reserves the right, to access its computer and network systems, including current and archival files of users' accounts; if that access would be imperative to conducting College business; if there is strong evidence of improper usage; or if there is strong evidence of impropriety. Under the Illinois Freedom of Information Act ("IFOIA"), electronic files are treated in the same way as paper files. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable federal and state laws and by College policies.

#### **C. Education and Training**

All users have the responsibility to use the facilities and all forms of technology resources in an ethical and legal manner. Users are expected to follow

equipment and lab usage guidelines and, when necessary, receive training in the use of these resources. They should accept responsibility for their own work by learning appropriate uses of software to maintain the integrity of work created. Users should keep archives and backup copies of important work. Users are responsible for learning and properly using the features of securing and/or sharing access to files.

### **III. Unacceptable Uses:**

It is the joint responsibility of all users to help avoid unacceptable uses such as but not limited to:

- Using the resources for any purpose, which violates federal laws, state laws or College policies.
- Using the resources for commercial purposes.
- Misrepresenting the user's identity or affiliation in the use of information technology resources.
- Creating, sending, storing or soliciting patently harassing, intimidating, abusive, or offensive material to or about others.
- Intercepting, disrupting, or altering electronic communications.
- Using another person's account, user ID, name, or password.
- Sharing of individual user accounts and resources with another person or another organization.
- Attempting to exceed, evade or change assigned specifications or limitation of an account without the approval of appropriate College personnel. Impeding the use of systems by others.
- Attempting to corrupt the system.
- Reproducing, copying, downloading or distributing copyrighted materials without authorization.

Use of networks, technology, and information resources accessed from the College, such as Internet and distance learning facilities, is subject to the same principles and guidelines that are present within the College. Networks, technology, or information resource providers outside the College may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources.

### **IV. Consequences:**

Abuse of these guidelines will result in possible legal action and/or official campus disciplinary procedures. Incidents involving unacceptable uses will be handled through existing processes.

## **XI. STUDENT ACTIVITIES RELATED BENEFITS**

A discount is available for campus activities to all regular full-time staff and regular part-time (19 hours or more/week) staff. Employee discounts are available for many events held on campus as well as for discounted tickets such as to AMC Movie Theaters, Six Flags Great America, Medieval Times, etc. Discounts are visible online during the ticket selection process or call the Box Office.

## **XII. HYBRID WORK SCHEDULE**

Harper College has adopted a hybrid workplace model “3-2-5”, (blend of working on campus and from home) on an ongoing basis. Most employees will be on campus a minimum of 3 days a week and may work from home up to 2 days, while on-campus offices will have 5 days of coverage.

- Employees whose functions are essential to campus operations will work on campus as necessary.
- Supervisors will work with their teams to determine scheduling options.

## **XIII. DRESS FOR YOUR DAY**

### **A. Overview:**

Dress for Your Day is intended to provide flexibility with your work attire with the expectation that you will dress for the nature of your business on a given day.

### **B. Purpose:**

Dress for Your Day allows employees to be more comfortable and authentic at work while still projecting professionalism and positively representing Harper.

### **C. Categories of attire:**

Business professional/business casual, business relaxed, inappropriate

### **D. Guidelines:**

Harper supports business professional or business casual attire if your workday includes representing Harper in the community or interactions with:

- External partners
- Vendors
- Donors
- Alumni
- Students should the type of engagement call for business professional/business casual attire.

If your workday is more low-key and does not include these types of meetings, you may choose to dress in business relaxed attire (including nice jeans – no rips, fraying, etc.).

**Examples of business professional and business casual:** Suits; dresses; dress pants; khakis; capris; skirts; blazers; dress shirts; button-down shirts; polo or golf shirts; knit tops; sweaters.

**Examples of business relaxed attire:** Khakis; nice jeans (no rips, fraying, etc.); capris; spirit wear; pullovers; clean sneakers in good shape; exercise apparel if related to the job or role (coaches, fitness instructors, etc.)

**Examples of inappropriate attire:** Ripped, torn or frayed clothing; non-spirit wear t-shirts; shorts; beachwear; exercise apparel (unless appropriate for role such as coach or fitness instructor); flip flops; dirty or torn sneakers; overly revealing clothing; clothes with potentially offensive language or graphics.

**This is not an exhaustive list.** Employees should exercise good judgment when selecting appropriate attire. If you're unsure or have questions, please consult with your supervisor. Supervisors may also consult with HR if the need arises.

**Reminder:** Every day we represent our college to our students and our community.

*\*Dress for Your Day does not apply to teams requiring a uniform.*

#### **XIV. SPIRIT DAYS – EVERY THURSDAY**

Keep the Harper spirit alive! Employees are encouraged to wear Harper-Branded apparel or dress in Harper colors every Thursday. Harper t-shirts and nice jeans (no rips, fraying, etc.) are acceptable on these days. Clothing can be purchased at the Bookstore in Building L or [online](#).

Submit pictures of employees wearing Harper-Branded clothing on Wednesday to [news@harpercollege.edu](mailto:news@harpercollege.edu).