

Human Resources

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Human Resources

Pre-Employment

ADVERTISING

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide for the consistent handling of all recruiting advertisements.

Procedure

All requests for recruitment advertising must be made to the Human Resources/Recruitment Office.

The following guidelines are to be practiced for all recruitment advertising. Exceptions must be approved by the appropriate Executive.

A. Print advertisements:

1. The deadline for print ads in the Chicago Tribune or Daily Herald is Thursday at 12:00 noon.
2. Contact the Human Resources/Recruitment Office for all other print publication deadlines.

B. Internet Advertisements

1. The Harper College online employment site is integrated with InsideHigherEd.com and HigherEdJobs.com, so all job postings (except temporary positions) migrate to these sites automatically.
2. Additional position specific websites will be limited to five. Site contact information should be provided to the Human Resources/Recruitment Office from the hiring department.

CANDIDATE TRAVEL

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide for a consistent and cost effective travel and lodging procedure for qualified, non-local candidates visiting Harper College as an on-campus interviewee for a Board approved position.

Procedure

Candidate air travel procedures apply to faculty and administrator candidates who live in excess of 200 miles from the College, but within the continental United States. Other employee group candidates must have the approval from the Diverse Workforce Recruiter prior to coverage.

Mileage reimbursement is only for those candidates living in excess of 50 miles roundtrip from Harper College. Reimbursement will follow the College's rate per mile as established by Accounting Services.

Candidates will make their own travel arrangements and will be reimbursed for expenses incurred up to \$500. These expenses include coach class airfare service, food, airport parking, and/or automobile mileage and tolls. If approximate expenses exceed \$500, contact the Diverse Workforce Recruiter prior to making reservations.

Transportation to/from the airport will be directly billed to Harper College by the limousine service. Contact information may be obtained through the Human Resources/Recruitment Office. Contact the Diverse Workforce Recruiter if candidate requests a car rental.

Hotel expenses will be covered at approximately \$100 for a one-night stay. Candidates should stay at the College's designated hotel, in which the cost will be directly billed to Human Resources. The designated hotel will direct bill the room, tax, and one long distance phone call. The candidate must pay other miscellaneous expenses.

Meals will be reimbursed upon submission of the original itemized receipt, and will be dependent upon arrival/departure time. Meals will be reimbursed based upon itemized receipts, though candidates should not exceed established per diem rates set forth for the Chicagoland area. These rates may be obtained by accessing the Travel Reimbursement page under the Administrative Services Division Portal page.

Candidate must complete the Employment Candidate Expense Reimbursement Form and return the form with their receipts to the hiring department. After the department approves and signs the form, it should be forwarded to the Human Resources/Recruitment Office for processing.

Candidate travel expenses must be processed through the Human Resources/Recruitment Office and must be approved by the Diverse Workforce Recruiter. Accounting Services procedures apply for processing.

Accounting Services will send reimbursement checks directly to the candidate.

CRIMINAL BACKGROUND INVESTIGATION

Area: Administrative Services/Human Resources
Location: Administrative Services Procedure Manual/Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policies 09.15.00 and 11.15.19

Criminal background investigations are required prior to employment for all new hires (including temporary workers and volunteers).

Procedure

Final external candidates will be required to undergo a criminal background check prior to employment. Student workers who handle cash, IT equipment, or work with children are also required to have a background check.

A criminal background check on the final candidate must be completed prior to the written offer of employment. Any exceptions must be approved by the Chief Human Resources Officer. With the exception of Child Care Services and Harper Police, all background checks will be initiated by Human Resources via the Online Employment Site.

The results of a candidate's background check will be reviewed by Human Resources on a case-by-case basis. If a candidate is not selected due to the background check, he or she will be notified in compliance with the Fair Credit Reporting Act and the Fair and Accurate Credit Transactions Act.

INTERVIEWING AND REFERRAL OF APPLICANTS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide applicants with adequate knowledge of their duties and requirements of the position, the salary and benefit programs available at Harper College, and a statement of our goals for the position.

Procedure

All applicants are required to complete an application via the online employment site. Certain positions will require additional materials such as transcripts and letters of recommendation. Classified Staff employees may require testing for particular positions. A member of the Human Resources staff will administer the appropriate Classified Staff test(s) based upon the responsibilities of the job. The IEA/NEA candidates are required to pass a Work Capacity screening prior to employment.

The appropriate hiring department representative(s) or search committee will interview a pool of candidates via telephone and/or in-person on campus. Human Resources will provide benefit summary documents or an overview of benefits upon request.

The appropriate Administrator responsible for the position will work with Human Resources to determine an appropriate salary. Upon approval of a criminal background check, the Administrator will notify Human Resources in writing of their recommended candidate, including the starting salary, start date, and any contingencies to employment.

PERSONNEL REQUISITION

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To allow orderly recruitment of personnel needed for the operation of the College.

Procedure

Once a position has been approved by the President's Cabinet, the department prepares and routes the online Personnel Requisition for approval.

- A job description must be created and approved by Human Resources for all new regular positions, prior to posting the job online.

The Human Resources/Recruitment Office finalizes all requisitions. If additional approvals are required, the Human Resources/Recruitment Office will forward the posting accordingly. Executive and Presidential approval is required for all regular positions. The Human Resources/Recruitment Office will post the position both online and internally.

In especially hard to fill positions, national search agencies and the use of professional employment associations or placement services may be recommended.

If the supervisor is aware of a special source of recruitment, (s)he should contact the Human Resources/Recruitment Office so these agencies may be contacted.

POSTING REQUIREMENTS:

- Classified Staff positions are posted for 3 business days
- Supervisory/Management positions are posted for 3 business days
- IEA/NEA positions are posted for 5 business days
- Professional/Technical positions are posted for 10 calendar days
- ICOPS positions are posted for 7 calendar days

SEARCH PROCESS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide a consistent process for faculty and administrator searches in accordance with Board policies.

Procedure

Upon obtaining Presidential approval to conduct a search for a faculty/administrator replacement or new position, the appropriate Executive will select members for a search committee.

In collaboration with the search committee and Executive, the Human Resources/Recruitment Office will post the position(s) according to advertising guidelines set forth in this manual.

All search committee members are required to have attended the Administrator and Faculty Search Process Workshop sponsored by Human Resources. A search committee may not convene until all members have attended this workshop. Exceptions must be approved and documented by the Diverse Workforce Recruiter.

The Diverse Workforce Recruiter will attend the initial search committee meeting to discuss procedures and responsibilities. At this meeting, a step-by-step task list will be provided to the committee to assist in the search process. A copy of the Task and Responsibility List may be obtained by contacting the Human Resources/Recruitment Office or via the Human Resources Portal.

STUDENT WORKER PROCEDURES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide a consistent procedure for hiring student workers on campus.

Procedure

Hiring Process for All Student Workers:

- Departments planning to hire student workers must post a job-specific position on Harper's on-line recruiting system. (See Student On-Campus Employment Handbook from Human Resources.)
- Students must apply for positions via the on-line employment site.
- Students must interview and be accepted by the hiring manager.
- All standard employment forms are submitted to Human Resources.

For Regular Student Aide Workers:

- The following documents are required by Human Resources (HR forms are available on-line via the portal or Oracle.)
 - On-line Personnel Action Notice – *Provide the number of credit hours the student is enrolled in the comment section.*
 - Signed application
 - Federal and State tax forms
 - I-9 Employment Eligibility Form with copies of appropriate verification documents (Note: If an International Student, a copy of the I-20 form must be provided. Students should have this form available.)
 - Confidential information sheet
 - Direct deposit form (If no form is submitted, the student will receive a debit pay card.)

For Federal Work Study Student Aide Workers:

- The following documents are required by the Office of Student Financial Assistance (mail code: OSFA) (for student eligibility) and the Human Resources Department:
 - Student Employment Contract (available in OSFA)
 - Student employment guidelines on-line
 - All HR documents (listed above) required for Regular Student Aide Workers.

Human Resources may change/add additional required documents at any time, as necessary.

It is recommended that new hires start at the Illinois Minimum wage and if the student continues to work in the same department, an optional 25 cent increase can be given each semester depending upon performance. If there are special skills required for a position, a higher rate of pay could be considered.

WORKFORCE REQUEST

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Workforce Requests are the means by which vacancies are made known to the Human Resources Office for the purpose of securing required staff.

Procedure

- A. All requests for regular personnel positions must be made on the Workforce Request Form, indicating the Division/Department, position title, hiring rationale, and the funding source for the position. The Administrator submits rationale for placement/replacement of new/vacant positions to the appropriate Executive for approval.
- B. The Executive sends the position information and rationale to the Chief Human Resources Officer.
- C. The Chief Human Resources Officer presents the Workforce Request Form for approval at the President's Cabinet.
- D. Once the President's Cabinet and the President approve the position, the approval is forwarded to Human Resources and the appropriate Administrator for posting.

Human Resources

Employment

ACCESS TO HUMAN RESOURCE RECORDS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 11.15.17

To provide employees the right to examine their Human Resource records, in compliance with the Illinois Personnel Records Review Act.

Procedure

- A. An employee may inspect his/her Human Resource records if he/she is:
 - 1. currently employed by the College,
 - 2. a former employee of the College during that period that they are subject to recall,
 - 3. a former employee in the two years following termination.
- B. All requests to review a Human Resource record must be requested in advance to the Human Resources Office. An employee may question data in his/her Human Resource file by giving his/her reasons in writing to the Chief Human Resources Officer or designee as to why he/she feels the information contained in his/her file is in error and should be changed or deleted. Information in the record may be removed or corrected with the mutual consent of the employee and the Chief Human Resources Officer or designee.
- C. An employee involved in a current grievance against the College may designate in writing a union representative or other representative to inspect the Human Resource record having bearing on the grievance, under the same inspection rights as the employee as outlined above.
- D. The records subject to inspection are Human Resource records and the contents therein, including test scores (but not the documents themselves) and any documents which are, have been or are intended to be used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action and are maintained by the College. Records subject to inspection also include anecdotal records maintained by supervisory personnel. These anecdotal records must be placed in an employee's Human Resource record prior to any usage of these records. The employee shall also have any rights to access records, which may be found in other statutes.
- E. Records not subject to inspection are:
 - 1. Letters of reference
 - 2. Medical records

3. Test documents
 4. Management planning documents
 5. Information of a personal nature about another person that would be an invasion of that person's privacy.
 6. If there is a pending claim or dispute, records which may be discovered in a judicial proceeding.
- F. A request by an employee to review his/her Human Resource record will be honored within seven (7) working days after the request has been made, except that the College shall have an additional seven (7) days to comply, if reason can be shown why the deadline cannot be met. An employee may obtain a copy of the information or part of the information in a Human Resource record at or after the time provided for inspection. However, the College may charge the employee a fee for providing a copy, which will be no greater than the actual cost of duplication of the information.
- G. Inspection of Human Resource records shall take place in the Human Resources Office during normal working hours. The Chief Human Resources Officer or designee shall be present during any review of a Human Resource record. If an employee demonstrates that he/she is unable to review his/her Human Resource records at the Human Resources Office, the College shall, upon written request, mail a copy of the record requested to the employee. The College may also request that the employee pay for the cost of the mailing.
- H. The College shall not divulge to a third party who is not a part of the College's organization, or to a party who is not part of a labor organization representing the employee, the records of that employee or former employee concerning discipline reports, letters of reprimand or other disciplinary action without written notice to the employee on or before the day of the dissemination. That notice shall be by first class mail, mailed to the employee's last known address. Prior to releasing an employee's Human Resource record to a third party, the employer shall delete any disciplinary reports, letters of reprimand or other records of disciplinary action which are more than four years old except if these records are released pursuant to legal action or arbitration. Notice is not required if:
1. The records are requested by a government agency as a result of a complaint or claim by an employee or as a result of a criminal investigation by such agency.
 2. Disclosure is offered to a party in a legal or arbitration action, or
 3. The employee has waived such notice as part of a written, signed employment application with another employer.
- I. The Human Resources Department will only verify the following information on current or previous employees:
1. Employee name
 2. Date of hire
 3. Job Title
 4. Full- or Part-time status

5. Date of termination, when applicable

No information regarding quantity of work, quality of work or the employee's personal habits will be released without the express written consent of the employee; nor will salary information be released without the employee's express written consent.

- J. The Human Resources Office will not provide personal recommendations regarding an employee. Employees who desire letters of recommendation should seek those recommendations from their supervisors. All inquiries regarding verification of employment or information regarding past or present employees will be processed through the Human Resources department. Individual supervisors will be responsible for transferring any requests for information that they receive to the Human Resources department.

CALCULATION OF PARTIAL SALARIES AND DEDUCTIONS FOR FACULTY

Area: Administrative Services / Human Resources

Location: Administrative Services Procedure Manual

Revision Date: July 1, 2011

Purpose

To establish the necessary procedures for calculation of partial salaries and deductions for faculty.

Procedure

Deductions will be made from the contracted salaries of faculty members who are absent from duty and whose absence is not due to sickness, bereavement, jury duty, or College related activities approved by their supervisor. These calculations are based on the number of working days in each semester.

A. Deductions will be based on the following formula to arrive at daily pay:

Annual contracted salary divided by thirty-six (36) weeks in the academic calendar, divided by five (5) working days in each week.

B. The Human Resources Office will notify Payroll of any deductions to be made from the faculty members pay.

C. Deductions will be made for each day of absence, regardless of whether classes are scheduled for the faculty member.

EBS ORACLE SELF SERVICE PROCEDURES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide a self service web-based application that allows employees to manage their personal and professional information online. This functionality is accessible at all times to employees. Changes and updates are sent directly to the payroll system.

Procedure

- A. The Oracle EBS Self Service function allows employees access to the following functions:
 - 1. Payslips
 - 2. Personal Information
 - 3. Education/Degree Information
 - 4. Federal and State Tax Forms
 - 5. Benefit Enrollment Information
 - 6. My Information – provides personal and employment information
 - 7. W-2
 - 8. Tuition Waiver Form – used to request a waiver each semester for dependents
 - 9. Ethnic or Racial Origin – used for governmental statistics
- B. Time Reporting
 - 1. Past timecards
 - 2. Create new timecards
- C. Access
 - 1. Log into Oracle EBS Self Service
 - 2. Add or change information as needed
 - 3. Information is routed through the system for approval. Human Resources may contact employees when additional documentation is required.
- D. New options for the Oracle EBS system may be added or changed at any time.

EMPLOYMENT

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide for the consistent handling of all new employees in accordance with the Board Policies governing them.

Procedure

A. Administrators

1. A contract is issued by the Chief Human Resources Officer or designee upon approval by the Board of the position.
2. Any adjustment or change in the initial terms of appointment will be made by a rider approved in advance by the Board. The Chief Human Resources Officer or designee will prepare this rider.
3. New employees should be referred to the Human Resources Office for completion of the necessary employment, retirement, insurance and related forms.
4. Benefits are provided in accordance with Board policy for all eligible employees.

B. Faculty

1. Full-time (regular) faculty

Full-time faculty members are employees with academic rank whose primary duties are the direct instruction and counseling of students, or who have learning resource responsibilities connected with instruction.

- a. A contract is issued by the Chief Human Resources Officer or designee upon approval by the Board of the position.
- b. Summer school and overload teaching assignments are made by Salary Notification and Assignment, approved by the appropriate Dean.
- c. All other contract adjustments for additional services or special assignments are made by contract riders to be approved by the Board.
- d. New employees should be referred to the Human Resources Office for completion of the necessary employment, retirement, insurance and related forms.
- e. Benefits are provided in accordance with the negotiated faculty agreement for all full-time faculty.

2. Part-time (temporary) faculty [Adjunct Faculty or Adjunct Librarians/Counselors]

Part-time faculty is defined as teaching or counseling less than 12 hours a semester, or equivalent. Employment is on a semester by semester basis with no guarantee of future assignments.

- a. Intent to employ is made by Salary Notification and Assignment and approved by the appropriate Dean in accordance with the Board of Trustees' Policy.
- b. Benefits are provided in accordance with the negotiated adjunct faculty and librarian/counselor collective bargaining agreements.

C. Regular Professional/Technical, Supervisory/Management, Classified, Service, Police and Hourly Staff

An offer letter confirming the date of employment, position title and starting salary will be issued by the College President to the new employee in accordance with Board policies.

1. Changes in the terms of the employment will be initiated by a Personnel Action Notice (PAN), approved by two levels of Supervisors, and Human Resources.
2. Benefits are provided in accordance with Board policy for all regular full-time and regular part-time employees working 19 hours or more.

HIRING OF RELATIVES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Harper College wishes to afford employment opportunities consistent with sound management policies.

Employees shall not initiate, supervise, or otherwise participate in, or have authority over, the College's review and decision-making process involving a direct benefit, such as initial employment, termination, retention, non-renewal, tenure, promotion, transfer, salary adjustment, or leaves of absence to a near relative.

Procedure

- A. No person will be employed, transferred, or promoted if a relationship as mentioned above would result.
- B. No person will be employed who is a near relative of a Board member.
- C. Peer review by near relatives is prohibited.

“Near relative” shall be interpreted to mean father, brother, son, husband, grandfather, grandson, uncle, nephew, son-in-law, father-in-law and corresponding feminine relationships.

HIRING OF STAFF EMPLOYEES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To allow supervisors to make the hiring decision from among several qualified candidates.

Procedure

The supervisor interviews prospective employees and decides whether to recommend the applicant for hire, reject the applicant, or continue searching for more applicants.

The Human Resources Office will work with the appropriate Administrator or designee to determine a recommended salary rate based on experience, education and internal equity review criteria.

After a salary has been agreed upon, the supervisor contacts the prospective employee and recommends the position and salary to him/her. Once verbally accepted, the supervisor must notify his/her Administrator, who will approve and notify the Human Resources Office in writing of the new hire, providing the proposed start date and salary. The Administrator then must initiate the criminal background check via the online Recruitment site. Once the background check has been completed and reviewed, the Human Resources department will prepare and forward a signed offer letter from the College President confirming employment to the individual, setting forth the conditions of employment, as well as a reporting date for the position.

On the scheduled start date, the supervisor should bring the applicant to the Human Resources Office to complete necessary paperwork. A new employee orientation will be provided within two weeks of hire as indicated on the offer letter. This orientation will review policies, procedures, insurance and other Harper Benefits.

The Human Resources Office is responsible for following up on missing documents and for maintaining a Personnel file for each employee. The Human Resources Office will also follow up with the department to ensure that all probationary reports are submitted on new employees at the expiration of their introductory period.

NEW EMPLOYEE ORIENTATION

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide new employees with specific information that will assist in orienting them to their new position and the policies, activities, and developmental opportunities of Harper College.

Procedure

A. Supervisors

1. Bring new employees to the Human Resources Office on their first day to complete required paperwork. Provide a detailed departmental orientation to ensure a solid start to the new position and department.
2. Release new employee to attend both modules of the new employee orientation. Module 1 should be attended within the first two weeks of employment and will be identified on the offer letter. Module 2 will be determined and arranged shortly thereafter.

B. Human Resources

1. Module One

Twice per month, the Human Resources department will conduct the first module of orientation for all new employees. Sessions will provide an overview of Harper policies, practices, benefits, and payroll information.

2. Module Two

Once every other month, the Human Resources department will conduct a second module of orientation for all new employees. Session 2 will:

- a. Provide a further review of policies and practices.
- b. Provide an overview of the Institutional Core Values.
- c. Provide an overview of developmental opportunities and activities available at Harper College.
- d. Provide guest speakers from across campus to share the role and contributions made by their respective areas.

PERSONNEL ACTION NOTICE (PAN)

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

On-line form used to process all actions affecting employment or changes in status of employment for employees and student workers.

Procedure

Personnel Action Notices (PAN's) are the on-line processing module used by the EBS Oracle System to initiate employment, make changes to employee or position information, and terminate employment. The PAN ensures that the Human Resources and Payroll offices receive up-to-date information on all employees. The PAN follows a workflow of approvals prior to the final Human Resources approval. All PAN's are initiated by the department, with the following exceptions:

A. Salary Action

Upon receipt of a satisfactory Performance Evaluation Form for probationary employees, the Human Resources Office will initiate a salary increase for Classified Staff to the appropriate rate, if the employee's salary rate is below the rate assigned to his/her classification.

Upon reclassification of a position, the Human Resources Office will initiate a salary increase, if appropriate, to reflect the increased duties and responsibilities.

A. Miscellaneous Changes

Changes in job title, job grade and transfer due to a reclassification may be initiated by the Human Resources Office.

Leaves of absence must be approved by the appropriate Executive and Chief Human Resources Officer or designee before they are considered. The Human Resources Office will initiate system changes for all leaves of absence.

B. Terminations

All terminations are initiated by the department. Any hard copy Resignation or Retirement Letter should be forwarded to the Human Resources Office upon receipt.

TEMPORARY STAFF

DRAFT-PENDING REVIEW OF PROCESS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To ensure staffing of temporary non-academic vacancies in the College.

Procedure

For temporary vacancies due to illness, vacation, or other reasons, the hiring department may opt to create a posting via the Online Employment Site for temporary help. Otherwise, a temporary replacement may be secured through an agency with the understanding that the fee for such services will be billed to the requesting budgetary unit. If an agency temporary is desired, the department should contact the Human Resources/Recruitment Office.

Procedures as outlined in this manual apply for Temporary postings.

TUITION WAIVERS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 11.15.11

To ensure consistent procedures and rules for employee tuition waiver processing.

Procedure

A. General Information

Tuition Waivers are set up automatically each semester for active Regular employees. No action is required by the employee to waive tuition costs other than proper class registration. Fees associated with the class must be paid by the employee according to established student payment timelines. If payment is not made by the payment due date, course registrations will be cancelled and the employee will need to re-enroll for those courses. There is a fee charged for re-registration when dropped for non-payment.

An online Tuition Waiver is required prior to registration of credit classes for any employee dependent who is eligible for waived tuition. Specific eligibility requirements exist for dependents and are only available to dependents of Regular employees working more than 30 hours per week. A waiver must be submitted *by the employee each semester* via the Employee Self Service function in the EBS Oracle System.

B. Eligibility

Participation in a course utilizing a tuition waiver shall not permit the course to be conducted if it would otherwise be terminated for lack of sufficient enrollment.

1. Regular employees working 30 or more hours per week, their spouse, and dependent children 24 years of age and under are eligible to enroll in credit courses without tuition charges. Continuing Education course tuition is 100% waived for the employee. Continuing Education course waivers for Dependents are not available except for the summer InZone program. InZone tuition will be waived at 80%.
2. Regular part-time employees working between 19-29 hours per week are eligible for two courses (credit or Continuing Education) each semester without tuition charges. This benefit is limited to the employee only. If the registration exceeds the eligible waiver amount, the employee will be required to pay the difference
3. Adjunct Faculty, Continuing Education Instructors, Coaches and Clinical Supervisors are eligible for one credit course tuition waiver, for themselves only, each semester,

provided they work during that semester. If the registration exceeds the eligible waiver amount, the employee will be required to pay the difference.

C. Dependent Waiver System Procedure (only available as outlined in B.1. above)

1. Employee must complete an on-line Tuition Waiver per dependent each semester using the Employee Self-Service function in Oracle. The waiver must indicate for which semester the course is being requested. Continuing Education courses are only available for the InZone program.
2. Upon email confirmation of approval, the dependent may register for classes following student registration guidelines. *Please note: The system may take up to one hour of processing time before the tuition credit is applied to the student's account.*

Human Resources
Performance Management

ADMINISTRATOR PERFORMANCE EVALUATION

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide for an evaluation of an Administrator's work performance at Harper College as it relates to the Annual Plan, focusing on performance results that are objective and quantitative.

Procedure

A. Administrator

Using the Executive Management Review (EMR), create a summary listing of outcomes obtained to date with respect to each specific objective. The EMR focuses upon the review of all objectives for progress, validity, and modification if changes were made.

Use the Administrator Performance Evaluation Form to focus on softer skilled areas that are not included on the EMR.

B. Annual Evaluations

At mid-year and during July/August, every Administrator should schedule a conference with his or her Supervisor to discuss their work performance.

1. Using the defined performance standards, each objective is rated by both the Administrator and their Supervisor in preparation for the EMR.
2. Using the Administrator Performance Evaluation Form, each area on the form must be rated and an explanation given to the employee for the rating.

The employee should sign the form to indicate that he/she has reviewed it with the Supervisor. This does not necessarily signify agreement with the contents, only that it has been reviewed.

After the form has been reviewed and signed, it should be forwarded to the Human Resources Office. It will become a part of the permanent record of the employee for determining promotions, demotions, transfers and other personnel actions.

EMPLOYEE DEVELOPMENT PLAN PROCEDURE

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

The creation of an Employee Development Plan is a collaborative process that should be used by a supervisor and employee to improve the employee's current level of performance from *needs improvement to meets expectations*.

Procedure

After performing the annual evaluation, using the standard Performance Evaluation Form appropriate to the employee's classification, the supervisor and the employee must collaboratively create a plan for the employee to improve their performance if they have been rated as *needs improvement*. They must jointly identify the specific criteria from the Performance Evaluation Form that do not meet expectations and develop a plan for the employee to improve their performance in these areas. This should be done by utilizing the Employee Development Plan document which is located on the College's portal.

The supervisor and employee should identify any knowledge or skills related to the criteria that should be targeted for development. They should identify the steps the employee will take (e.g., job rotation, classes/seminars, special projects/assignments, etc.) to improve performance and meet performance expectations. The supervisor and the employee should also establish a reasonable timeframe for completion of the plan; check-points to evaluate the employee's progress; and a deadline by which the employee must get their performance to the level of *meets expectations*.

The Employee Development form must be completed by the supervisor and employee within two weeks of the Performance Evaluation meeting.

EVALUATION OF STAFF EMPLOYEE PERFORMANCE

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 11.15.29

To provide for an evaluation of an employee's work performance at Harper College.

Procedure

A. Introductory Period Evaluations

No later than 3 months for classified staff, IEA/NEA and some ICOPS employees and 6 months for professional/technical, supervisory/management, and some ICOPS employees after the beginning of employment, the supervisor must complete an introductory period evaluation form, setting forth his/her evaluation of the employee's performance during the introductory period. This evaluation states whether the supervisor recommends the employee be retained as regular status. Upon completion, this form should be discussed with the employee and initialed by him/her to allow a chance for review. Should a recommendation be made that the employee not be retained for regular status, notice of termination should be given no later than 15 days before the expiration of the introductory period.

B. Annual Evaluations

Every July/August, all supervisors should schedule a conference with each employee in his or her department to discuss the employee's work performance over the past year.

This is a good time to discuss both the strong and weak points of an employee's work performance for the past year and the goals to be met for the coming year. Each area on the appraisal form must be rated and an explanation given to the employee for the rating. The form should be reviewed with the appropriate Administrator prior to discussion with the employee.

The employee should sign the form to indicate that he/she has reviewed it with the supervisor. This does not necessarily signify agreement with the evaluation, only that it has been reviewed.

After the form has been discussed with and signed by the employee, the supervisor and the appropriate administrator, it should be forwarded to the Human Resources Office. It will become a part of the permanent record of the employee for determining promotions, demotions, transfers and other personnel actions.

EXIT INTERVIEW

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide objective feedback to determine fully why an employee has decided to resign and to assist in identifying work conditions or patterns of management behavior that may have contributed to an employee's decision to leave.

Procedure

When an employee gives notice of resignation, a representative of that department will complete an on-line Personnel Action Notice (PAN) to terminate the employment.

When the Human Resources department receives the PAN, a time for the Exit Interview will be scheduled to take place and will be conducted by a representative of the Human Resources department.

If a PAN is not received before the terminating employee leaves Harper, an Exit Interview Form will be mailed to the employee's home with instructions requesting the employee to complete and return the Exit Interview Form to the Human Resources department.

To ensure all terminating employees are included, the Human Resources Manager or designee will review the Clearance Form, which lists all terminating employees each pay period.

Human Resources

Employee Benefits

EMPLOYEE BENEFITS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To explain very briefly the benefits available to Harper College personnel and to refer to sources of additional information to describe the procedure for obtaining these benefits.

Procedure

- A. Reimbursement for professional expenses is described in the Administrative Services Procedure Manual.
- B. For details concerning other employee benefits, such as sick leave, family illness or bereavement, and sabbatical leave, please refer to the appropriate Union Agreement or Employee Procedure Manual.
- C. Group Insurance

Harper College pays for employee life insurance, dental insurance and long-term disability insurance. An enrollment form should be completed at the time of employment.

The College pays for a portion of the cost of the employee and dependent medical insurance while the employee pays the total cost of dependent dental insurance and remainder of the medical insurance cost.

Deductions for employee and dependent medical coverage and dependent dental insurance will be taken each pay period. Coverage is effective on the 31st day of employment for Classified Staff employees, Supervisory/Management employees, IEA/NEA employees, ICOPS employees and Professional/Technical employees, and on the first day of employment for Administrators and Faculty.

See “Your Group Life and Health Insurance Plan”, a booklet describing benefits under the group policy in more detail. Questions should be referred to the Human Resources Office.

- D. Membership in the State University Retirement System (SURS) is required for all employees expected to work at least one academic term or four months. Student workers, SURS annuitants, Continuing Education Instructors, Short Term/Temporary and intermittent employees are not eligible. The employee cost is 8 percent of all wages paid, which is tax sheltered. The cost for Police Officers is 9 ½ percent.

The State University Retirement System of Illinois provides retirement, disability, and death and survivor benefits to eligible SURS participants and annuitants. As of April 1998, SURS active members must choose from one of three retirement options: Traditional, Portable and Self-Managed.

Full-time active Community College employees pay 0.5% of gross earnings to help fund the College Insurance Program (CIP).

For further details, see the appropriate “Member Guide” of the State University Retirement System.

- E. Social Security taxes are not deducted by Harper College except for under certain circumstances (student workers, SURS annuitants, Continuing Education Instructors, short term/temporary and intermittent employees).
- F. Harper employees may join the Arlington Area Educational Council Credit Union, the Premier Credit Union or the Metro Federal Credit Union on a payroll deduction basis.
- G. A 1.45 percent Medicare deduction per pay period will be made from all employees whose employment began after April 1, 1986.
- H. Paychecks will be distributed via direct deposit or Debit Pay Cards.

FAMILY AND MEDICAL LEAVE POLICY

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 11.15.21

It is the policy of the Board of Trustees of William Rainey Harper College District 512 to comply with the provisions of the federal Family and Medical Leave Act (FMLA) of 1993 and the regulations promulgated hereunder as amended effective January 28, 2008.

The [Family and Medical Leave Act \(FMLA\)](#) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

Procedure

- A. To qualify for family and medical leave, the employee must meet all of the following conditions:
1. The employee must have been employed by Harper College for at least 12 months (52 weeks). Any accrued leave taken will count toward the 12 months or 52 weeks.
 2. The employee must have worked at least 1250 hours during the previous 12-month period before the date the leave will begin.

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of **seven** years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service.

- B. To be eligible for family and medical leave, the employee must be taking the leave for one or more of the following reasons:
1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.

2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

A serious health condition is basically defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a health care provider as defined in the federal Family and Medical Leave Act of 1993, as amended. In general, a serious health condition would result in a period of incapacity of more than three days. Questions about what illnesses are covered under this procedure should be directed to the Human Resources department.

5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Harper College also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of **26 work weeks of unpaid** leave during a "single 12-month period" to care for the service member. For specific information regarding military family leave, contact the Human Resources department,

- C. An eligible employee can take up to 12 weeks of unpaid leave under the FMLA during any 12-month period. Harper College will measure the 12-week period as a "rolling" 12-month period measured backward from the date an employee uses any leave under FMLA. Each time an employee takes leave, Harper College will compute the amount of leave the employee has taken under FMLA and subtract it from the 12 weeks of available leave, and the balance remaining will be the amount the employee is entitled to take. If a husband and wife both work for Harper College and each wishes to take leave for the birth of a child, adoption or placement of a child with the employee for foster care, or to care for a parent (not a parent-in-law) with a serious health condition, the husband and wife may take only a combined total of 12 weeks of FMLA leave.
- D. While an employee is on leave, Harper College will continue the employee's health, dental, and life insurance benefits at the same level and under the same conditions as if the employee had continued to work.

Under current College practice, the employee pays a portion of the health care premium, and depending on coverage, may also pay a portion of the dental premium. While on available paid leave, the College will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Office by the first day of each month. If the payment is more than 30 days late, the employee's health and dental coverage may be dropped for the duration of the leave.

- E. At the end of the leave period taken pursuant to this procedure, the employee shall be returned to the position held immediately prior to taking the leave, except for key employees under the circumstances set forth below. If that position is unavailable, Harper College shall return the employee to an available position the employee is qualified to hold with equivalent pay and benefits and other terms and conditions of employment. The right to reinstatement ceases and the employment relationship between the employee and Harper College will be deemed terminated if the employee unequivocally informs Harper College of their intent not to return to their employment at the end of the leave period.

For key employees (a salaried FMLA eligible employee whose gross income is among the highest paid 10% of all the employees employed by Harper College) reinstatement may be denied under the following circumstances:

- 1 the employee has been notified, in writing, either when leave is requested or when leave begins that they qualify as a key employee and as such the possibility exists that they will not be reinstated at the end of the leave;
 - 2 Harper College determines the denial is necessary to prevent substantial and grievous economic injury to the College's operations;
 - 3 Harper College notifies the key employee of its intent not to reinstate the employee on this basis; and
 - 4 in cases where the key employee begins the leave and elects not to return to employment after receiving notice from Harper College of its intent not to reinstate the employee.
- F. If the employee has accrued paid leave, the employee must use paid leave first in accordance with the following paragraph of Section F and take the remainder of the 12 weeks as unpaid leave.

An employee who is taking FMLA leave because of his or her own serious health condition must use all accrued paid sick, vacation, and personal leave prior to being eligible for unpaid leave.

An employee who is taking FMLA leave because of the serious health condition of a family member must use all available accrued paid vacation and personal leave prior to being eligible for unpaid leave. The use of accrued paid sick leave for this purpose would typically include an emergency hospital admission or the actual care of an immediate family member, or the illness of a young dependent child. These short-term situations are normally limited to a maximum of five (5) working days, but may be extended for an additional five (5) working days of paid sick leave for a medical emergency of extenuating circumstances.

An employee taking leave for the birth of a child must use accrued paid sick leave for physical recovery following childbirth. The employee may then use all accrued paid vacation and personal leave to the extent to which it is available. Pregnancy disability or other leave taken under the short-term disability plan is considered paid sick leave for the purposes of family and medical leave substitution.

An employee who is taking leave for the adoption or foster care of a child must use all accrued paid vacation and personal leave prior to being eligible for unpaid leave. The use of accrued paid sick leave for this purpose would normally be limited to a maximum of five (5) working days.

- G. An employee may take family and medical leave in 12 consecutive weeks, or, under certain circumstances, may use the leave intermittently, which generally means using the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12-month period.

Harper College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption, or foster care of a child, the employee and the appropriate Administrator must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced schedule. An employee needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt the College's operation.

Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition, or because of the serious health condition of a family member, the employee must provide medical documentation that the use of the intermittent leave is medically necessary.

- H. Harper College may ask for certification of the serious health condition of the employee or employee's family member. The employee should try to respond to such a request within 15 days, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of the leave. Medical Certification may be provided by using the Medical Certification Form, which is available in the Human Resources department.

Certification of the serious health condition shall include the following:

1. The date when the condition began
2. The condition's expected duration
3. A diagnosis
4. A brief statement of treatment

For a medical leave for the employee's own medical condition, the certification also must include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.

For a leave for a serious health condition of a family member, the medical certification must include a statement that the eligible employee is needed to care for the family member and an estimate of the amount of time that the employee is needed to care for the family member.

If the employee plans to take intermittent leave or work a reduced schedule, the certification also must include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or for working a reduced schedule.

Harper College reserves the right to ask for a second opinion if it has reason to doubt the certification. Harper College will pay for the employee to get a certification from a second doctor.

Harper College will require the employee to submit medical certification from their health care provider that the employee is able to resume work if the basis for the leave was the employee's own serious health condition that made the employee unable to perform the functions of their job. Harper College will deny the employee's return to work until the certification is submitted.

- I. Except when leave is not foreseeable, all employees requesting family or medical leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department. The employee may also use the request form attached to this procedure.

When an employee plans to take leave under this policy, the employee must give the College 30 days' notice if possible. If it is not possible to give 30 days' notice, the employee must give as much notice as is practical. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to their department's operations.

While on leave, employees are requested to report periodically to their supervisor regarding the status of their medical condition and their intent to return to work.

PRIVACY / CONFIDENTIALITY / HIPAA

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.21.00

To comply with the Standards for Privacy of Identifiable Information (Privacy Rule), promulgated under the Health Insurance Portability and Accountability Act (HIPAA), as and when applicable.

Procedure

With respect to the benefit plans provided to eligible Harper College employees, protected health information (PHI) is kept secure by the following measures:

- A. To the extent technologically feasible, Oracle users are granted access only to information required to perform their functions at the College.
- B. Physical files in Human Resources containing protected health information (PHI) are kept in secure, locked cabinets with physical access only available to Benefits personnel.
- C. Current personnel with access to protected health information (PHI) have received training in the HIPAA Privacy rules and new hires will be given the same training.

Please Note: There are other areas of the College that require additional responsibilities regarding the reporting of patient information (i.e. Health Services, Nursing Lab, Dental Clinic, etc.) Refer to specific departments for additional information.

REPORT OF INJURY

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide a record and justification of payment for injuries compensable under the Workers' Compensation Act.

Procedure

A. LIFE-THREATENING INJURIES

Examples of life-threatening circumstances are severe chest pain, gunshot wounds, severe burns, hemorrhaging, severe head injury, open (compound) fractures, etc.

1. Call **911** to let them know the need for an ambulance.
2. Notify the injured person's supervisor of the incident.

B. OTHER INJURIES (NON-LIFE THREATENING)

1. Notify the injured person's supervisor of the incident. (If the supervisor is not available, notify Harper Police.)
2. Notify Harper Police at extension **6330**.
3. Harper Police shall notify Health and Psychological Services.
4. Health and Psychological Services will evaluate the injured person and provide treatment, or refer them to the external Occupational Health Clinic.
5. After hours when Health and Psychological Services is closed, proceed to the external Occupational Health Clinic.

C. INCIDENT / INJURY REPORTING

All employees have the responsibility to report all accidents and near-miss incidents (those unplanned events that do not result in injury, financial loss, or property damage) to their supervisor immediately.

The injured person's supervisor shall fill out an Incident Investigation Report (see Section 5.2 of the Environmental Health and Safety Manual). This report shall be sent to the Manager of Environmental Health and Safety in the Physical Plant Department. The Human Resources Department becomes involved if the injured employee misses time from work for purposes of FMLA and pay administration.

The Manager of Environmental Health and Safety will complete the state required Form 45-Employers First Report of Injury or Illness and will notify the insurance company.

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 may be requested.

REPORTING OF ABSENCES (EXEMPT)

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Ensure the orderly recording of leave taken by Exempt staff members.

All Full-time Faculty, Administrators, Supervisory/Management and Professional/Technical personnel are required to record absences to comply with the State University Retirement System regulations and with Board policy.

Procedure

Full-time Faculty, Administrators, Supervisory/Management and Professional/Technical or other exempt employees must submit an on-line or paper time sheet when they have had an absence in the previous pay period. They must indicate the number of hours during the previous pay period that are chargeable to vacation, sick leave, personal business leave, religious leave, bereavement leave, etc. and finally, those that are to be taken as leave without pay. The completed time sheet must be approved by the supervisor prior to the Wednesday following a pay date. If not submitted and approved on time, payment for absences may be withheld. A supervisor has the option to require bi-weekly time sheets of salaried employees for purposes of recording absences.

In cases where there is a discrepancy or a question whether a person is allowed a certain type of absence with pay, a representative from Human Resources will contact the supervisor and obtain clarification. Based upon this clarification, the time will be either approved for payment or disapproved for payment, in which case the time will be charged to leave without pay.

REPORTING OF ABSENCES (NON-EXEMPT)

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To report all absences for hourly paid non-academic staff.

To ensure that payments made to employees conform to time actually worked or officially excused and that overpayment is not made to individuals.

Procedure

All timecards must have the approval of the appropriate supervisor.

All non-exempt and hourly paid personnel must include on their on-line or paper bi-weekly time sheet the number of hours worked each day during the previous pay period, the number of hours which are chargeable to vacation, sick leave, personal business leave, religious leave, bereavement leave, etc. and finally, those that are to be taken as leave without pay. Time taken for lunches should be deducted from the total hours worked. Time sheets must be submitted on the Monday following each Friday payday. If not submitted on time, payment for absences may be withheld.

In cases where there is a discrepancy or a question whether a person is allowed a certain type of absence with pay, a representative from Human Resources will contact the supervisor and obtain clarification. Based upon this clarification, the time will be either approved for payment or disapproved for payment, in which case the time will be charged to leave without pay. Disallowance of leave reported for pay would be caused by the lack of sufficient accrued leave to cover the entire amount of the absence, or in the case of personal business leave, disallowance of the reason given as being valid for personal business leave.

TAX SHELTERED ANNUITY PLAN

Area: Administrative Services / Human Resources

Location: Administrative Services Procedure Manual

Revision Date: July 1, 2011

Purpose

Refer to Board Policy 11.15.13

To describe the process of participating in Tax Sheltered Annuities (403(b)), 457 and Roth plans available at the College through payroll deductions.

Procedure

A tax sheltered annuity is a method of saving money for retirement and deferring the tax until the funds are withdrawn at retirement, in the case of 403(b) and 457 plans.

- A. The employee needs to be enrolled in a tax sheltered annuity plan with one of the vendors currently offered through the College.
- B. A salary reduction agreement form must be signed by the employee designating the amount of the salary reduction and submitted for approval by the Human Resources department. This form will stay active until a new form is signed and submitted to the Human Resources department or until the employee is notified that they will be over the designated limit for the calendar year. Please see the portal page for a copy of the current salary reduction agreement.
- C. The annual maximum amount contributed (MAC) must follow the current IRS guidelines. Information regarding the current limits can be found at <http://www.irs.gov/pub/irs-pdf/p571.pdf>
- D. The annual limits are based on a calendar year, not an academic or fiscal year
- E. Periodic checking by the Human Resources staff ensures that employees are not exceeding the IRS limits. Employees will be notified if a problem exists.

Human Resources

General Human Resources

ABUSED AND NEGLECTED CHILD REPORTING ACT

Area: Administrative Services / Human Resources / Internal Affairs
Location: Administrative Services Procedure Manual / Human Resources / Internal Affairs
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.17.00

This procedure is established by the College to fully comply with the Abused and Neglected Child Reporting Act (“Act”) (325 ILCS 5/1 et seq.). All teachers, administrators, nurses, social workers, psychologists, and school personnel with similar responsibilities or child care workers (hereafter “employees”) having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (“DCFS”). Employees shall also cooperate in the investigation of such cases.

Procedure

REPORTING REQUIREMENTS AND PROCEDURES

NOTE: Definitions of key terms used below are provided in Part V of these administrative regulations.

- A. An employee who has reasonable cause to believe abuse or neglect has occurred to children known to him in a professional or official capacity shall:
1. Immediately report to DCFS that he believes that a child may be abused or neglected. The report may be made either in person or by telephone to the DCFS Child Abuse Hotline (1-800-252-2873).
 2. Within 48 hours of its making, the initial report should be confirmed in writing to DCFS’ appropriate Child Protective Service Unit, using the two-page report format, Form No. 5, of these administrative regulations. That report shall be mailed to the local DCFS office at 4320 W. Montrose, Chicago, IL 60644 with a copy to the State Central Register, DCFS, 406 East Monroe Street, Station No. 70, Springfield, Illinois 62701-1499. A copy of the report shall also be furnished to the Director of the program, which the child attends as a confidential record for the Director's information and not as a school record. A copy of the report shall not be placed in the student’s file. If the child is dead and there is reasonable cause to believe the death was caused by abuse or neglect, the initial report, in addition to being sent to DCFS, shall be sent to the Medical Examiner or Coroner, located at 2121 W. Harrison Street, Chicago, IL 60612, telephone number 312-666-0500. (Statute 325 ILCS 5/7)
 3. Notify the Chief Human Resources Officer or designee of the program in which the child is enrolled that a report has been made.

- B. The name of the reporting employee shall not be disclosed to the parent or guardian, and his name shall not be disclosed within the College.
- C. The Chief Human Resources Officer shall assist the employee in further compliance with these regulations if requested to do so.

COOPERATION IN INVESTIGATING AND PROSECUTING CHILD ABUSE AND NEGLECT

College employees shall cooperate with DCFS in identifying child abuse or neglect.

D. Interviews

If DCFS employees or local law enforcement officers seek to interview at the College a student suspected of being abused or neglected, they shall make a request to the Chief Human Resources Officer or his/her designee.

1. An interview may be allowed at the discretion of the Chief Human Resources Officer or designee, if the Chief Human Resources Officer or designee believes that there is good reason for conducting the interview at school. The Chief Human Resources Officer or designee should request that (s)he be present during the interview. If an interview is permitted to take place at school, the Chief Human Resources Officer or designee should request that Form No. 1 (accompanying these regulations) be executed before the interview.
2. An interview of the student at school shall be allowed upon presentation of a court order.

If the interview takes place based upon a court order, the Chief Human Resources Officer or designee shall request a copy of the order. The presence of the Chief Human Resources Officer or designee at the in-school interview shall be at the discretion of the DCFS employee(s) or law enforcement official(s).

3. After the interview has been conducted, the Chief Human Resources Officer or designee may notify the parent or guardian of the fact that an interview was conducted, but may not disclose any information about the interview.

E. Examinations and photographs

If DCFS employees or law enforcement officials seek to physically examine or photograph at school a child suspected of being abused or neglected, they shall make a request to the Chief Human Resources Officer or designee. (Statute 325 ILCS 5/6)

1. The Chief Human Resources Officer or designee may grant the request if the Chief Human Resources Officer or designee believes there is good reason for conducting the examination at school. The Chief Human Resources Officer's decision whether to grant the request shall take into consideration the sex of the child and of the examiner; the age, maturity and sensitivities of the child; and the location of the trauma and its seriousness. The presence of the Chief Human Resources Officer or designee at the examination and photographing shall be at the discretion of the DCFS or law enforcement official. If the Chief Human Resources Officer or designee is present

during the examination or photographing, they shall not participate in the examination or photographing of the child. If the examination or photographing is permitted, the Chief Human Resources Officer or designee should request that Form No. 2 be executed before the examination or photographing.

2. Examination or photographing of the student at school shall be allowed upon presentation of a court order. The presence of the Chief Human Resources Officer or designee at the photographing or examination shall be at the discretion of the DCFS employee or law enforcement official. If the Chief Human Resources Officer or designee is present at the examination or photographing, he or she shall not participate in the examination or photographing of the child. If the examination or photographing takes place based upon a court order, the Chief Human Resources Officer or designee shall request a copy of the order.
3. The person seeking to take such photographs or x-rays shall make every reasonable effort to notify the person responsible for the child's welfare.
4. The Chief Human Resources Officer or designee may notify the parent or guardian of the fact of the examination or photographing session after it has occurred, but shall not otherwise disclose information about the occurrence.

F. Temporary custody / temporary protective custody

If a law enforcement official assumes temporary custody pursuant to the Juvenile Court Act (705 ILCS 405/1-1 *et seq.*), or if a local law enforcement official or a DCFS employee assumes temporary protective custody pursuant to the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 *et seq.*), the Chief Human Resources Officer or designee shall request that Form No. 3 accompanying these regulations be executed before custody is assumed.

G. Judicial proceedings

College employees shall testify fully in any judicial proceeding resulting from a report of abuse or neglect, and shall comply with all court orders and subpoenas.

DISSEMINATING COMPLIANCE INFORMATION TO EMPLOYEES

- A. The Chief Human Resources Officer shall inform annually all affected employees under his/her charge of the legal requirements and protections enumerated in the Act. The information to be furnished shall include:
 1. The legal responsibility to report suspected cases of child abuse or neglect to DCFS;
 2. The responsibility to cooperate with DCFS;
 3. The duty to maintain confidentiality with respect to reports made and follow-up measures taken in suspected child abuse and neglect cases;
 4. The fact that school employees who participate in good faith in making or investigating grounds for a report are immune from any liability that might otherwise result by reason of such actions.
- B. Each new employee and any employee hired after 7/1/86 shall sign the statement provided in Form No. 4 to acknowledge the employee's knowledge and understanding of the Act's

reporting requirements. Form No. 5 shall be distributed to each new employee and all other employees annually as a reminder of the reporting requirements.

CHILD ABUSE OR NEGLECT ALLEGATIONS AGAINST COLLEGE EMPLOYEES

A. Procedures

If allegations of child abuse or neglect committed at the College or on College grounds are made against a College employee, the procedure set forth in the foregoing provisions of this policy shall apply unless the alleged perpetrator is the Chief Human Resources Officer. In that event, the functions to be performed under this policy by the Chief Human Resources Officer shall be conducted by a designee of the President. (Statute 325 ILCS 5/7.4)

1. Time of investigation

If a teacher is alleged to have engaged in child abuse or neglect, the investigation shall not, to the extent possible, take place when the teacher is scheduled to conduct classes. If the allegation is against any other College employee, the investigation shall be conducted so as to minimize disruption of the school day. (Statute 325 ILCS 5/7.4 Section c1)

2. Representative present

Any College employee who is accused of child abuse or neglect may have his or her supervisor, association or union representative attend any investigatory interview or meeting at which the employee is present.

3. Employee's rights

At any interview or meeting held by DCFS with a College employee regarding an allegation of sexual abuse or neglect, the DCFS representative shall inform the employee of the employee's due process rights, and of the steps in the investigative process.

4. Coordination of investigation with employee's supervisor

If the report against a teacher or administrator does not involve allegations of sexual abuse or extreme physical abuse, DCFS shall make reasonable efforts to conduct the initial investigation in coordination with the employee's supervisor.

If the report against a teacher or administrator involves allegations of sexual abuse or extreme physical abuse, the *Abused and Neglected Child Reporting Act* requires DCFS to commence its investigation immediately.

DEFINITIONS

A. Child

"Child" means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

B. DCFS

"DCFS" means the Illinois Department of Children and Family Services.

C. Local law enforcement agency

"Local law enforcement agency" means the police of a city, town, village or other incorporated area, or the sheriff of an unincorporated area, or any sworn officer of the Illinois Department of State Police.

D. Abused child

"Abused child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same house as the child, or a paramour of the child's parent:

1. inflicts, causes to be inflicted, or allows to be inflicted upon such child, physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
2. creates a substantial risk of physical injury to such child by other than accidental means, which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the *Criminal Code of 1961*, as amended, and extending those definitions of sex offenses to include children under 18 years of age;
4. commits or allows to be committed an act or acts of torture upon such child; or
5. inflicts excessive corporal punishment.
6. Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the *Criminal Code of 1961*, against the child; or
7. causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription; or
8. commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services as defined in Section 10-9 of the *Criminal Code of 1961* against the child (P.A. 96-1464)

E. A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act.

F. Neglected child

"Neglected child" means any child:

1. who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care; or
2. otherwise is not receiving the proper or necessary support, or medical or other remedial care recognized under State law as necessary for a child's well-being, including adequate food, clothing and shelter; or

3. who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care; or
4. who has been provided with interim crisis intervention services under Section 3-5 of the Juvenile Court Act of 1987 and whose parent, guardian, or custodian refuses to permit the child to return home and no other living arrangement agreeable with said person can be made, and no other appropriate living arrangement for the child has been made; or
5. who is a newborn infant whose blood, urine, or meconium (other than medically administered) contains any amount of a controlled substance as defined in subsection (f) of Section 1202 of the Illinois Controlled Substances Act.
 - A child shall not be considered neglected for the sole reason that the child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time.
 - A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act.
 - A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act.
 - A child shall not be considered neglected or abused solely because the child is not attending school as required by Article 26 of *The School Code*, as amended.

G. Child Protective Service Unit

"Child Protective Service Unit" means certain specialized state employees of DCFS assigned by the DCFS Director to perform duties and responsibilities under Section 7.2 of this Act.

H. Person responsible for the child's welfare

"Person responsible for the child's welfare" means the child's parent, guardian, foster parent, or any other person responsible for the child's welfare at the time of the alleged abuse or neglect, or any person who came to know the child through an official capacity or position of trust, including but not limited to health care professionals, educational personnel, recreational supervisors, members of the clergy, and volunteers or support personnel in any setting where children may be subject to abuse or neglect.

I. Temporary protective custody

"Temporary Protective Custody" refers to the authority of a local law enforcement official, physician, or a DCFS employee under the Abused and Neglected Child Reporting Act (325 ILCS 5/5) to take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) such a person has reason to believe that the child cannot be cared for at home or in the custody of the person responsible for the child's welfare without endangering the child's health or safety; (2) there is not time to apply for a court order under the Juvenile Court Act of 1987 for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall

immediately notify DCFS. DCFS shall promptly initiate proceedings under the *Juvenile Court Act* for the continued temporary custody of the child.

REQUEST TO CONDUCT AN IN-SCHOOL INTERVIEW
RELATING TO AN INVESTIGATION OF ABUSE AND/OR NEGLECT

The undersigned certifies that (he) (she) is a designated employee of the Department of Children and Family Services ("DCFS") or local law enforcement officer who is authorized, pursuant to the *Illinois Abused and Neglected Child Reporting Act* ("Act") (325 ILCS 5/1 *et seq.*) to investigate cases of suspected child abuse and/or neglect and to interview the child who is the subject of a report. The undersigned states:

1. That (he) (she) has received a report that _____, age _____, may be an abused or neglected child, based upon a report made on _____ to DCFS and/or _____; and
2. That (he) (she) is authorized pursuant to the Act to make the investigation and to conduct an interview; and
3. That the undersigned is requesting to interview the child during the College day on the College premises because _____

_____.

Date: _____

SIGNATURE

AGENCY

PRINT NAME

ADDRESS

(Title of Authorized Official)

TELEPHONE

INTERVIEW AUTHORIZED BY:

(Chief Human Resources Officer or Designee)

**REQUEST TO CONDUCT IN-SCHOOL INVESTIGATION OF ABUSE
AND/OR NEGLECT AND TO PHYSICALLY EXAMINE
AND/OR PHOTOGRAPH CHILD IN COLLEGE**

The undersigned certifies that (he) (she) is a designated employee of the Department of Children and Family Services ("DCFS") or local law enforcement officer who is authorized, pursuant to the *Illinois Abused and Neglected Child Reporting Act* ("Act") (325 ILCS 5/1 *et seq.*) (Statute 325 ILCS 5/6) to investigate cases of suspected child abuse or neglect and to make a physical examination and/or take photographs of the child who is the subject of a report. The undersigned states:

1. That (he) (she) received a report(s) that _____, age _____, may be an abused or neglected child, based upon a report made on _____ to DCFS; and
2. That (he) (she) is authorized pursuant to the Act to make the investigation and to examine and/or take photographs of the child; and
3. The undersigned is requesting to conduct an interview and the following investigation on the College premises (circle appropriate item(s)):
 - (a) Photograph the child; and
 - (b) Examine the child.
4. The undersigned is requesting to examine and/or photograph the child during the College day on the College premises because _____
_____; and
5. The undersigned has made every reasonable effort to notify the person responsible for the child's welfare.

Date: _____

SIGNATURE

AGENCY

PRINT NAME

ADDRESS

(Title of Authorized Official)

INTERVIEW, PHOTOGRAPHY, EXAMINATION AUTHORIZED BY:
(strike out activities not authorized)

(Chief Human Resources Officer or Designee)

**NOTICE OF ASSUMING TEMPORARY CUSTODY OR
TEMPORARY PROTECTIVE CUSTODY OF A CHILD**

The undersigned states that (he) (she) is a designated employee of the Department of Children and Family Services ("DCFS") or local law enforcement officer or treating physician who is authorized, pursuant to the *Illinois Abused and Neglected Child Reporting Act* (325 ILCS 5/1 *et seq.*) and the *Juvenile Court Act* (705 ILCS 405/1-1 *et seq.*) ("Acts") to assume temporary protective custody or temporary custody to protect a child's welfare where certain conditions and circumstances warrant.

The undersigned states also that the requisite conditions and circumstances, as required under either the *Illinois Abused and Neglected Child Reporting Act* or the *Juvenile Court Act*, exist for the assumption of Temporary Protective Custody or Temporary Custody.

The undersigned acknowledges that the authorized College official who released this child into temporary protective custody has done so on the good faith belief that the above representations are true.

The undersigned shall make every necessary effort pursuant to the Acts to notify the parent, guardian or other person responsible for the child's welfare, as well as DCFS, that he/she has taken temporary protective custody of this child as required by the Acts.

(Child's Name)

Time child was released into Temporary Protective Custody:
_____:

Date: _____

SIGNATURE

AGENCY

PRINT NAME

ADDRESS

(Title of Authorized Official)

RELEASE AUTHORIZED BY: _____

TELEPHONE NO. _____

(Chief Human Resources Officer or designee)

ACKNOWLEDGMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee name)
_____, I will become a mandated reporter under the *Illinois*
(Type of Employment)

Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) This means that I am required to report or cause a report to be made to the Child Abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24 hours per day, 7 days per week, 365 days per year.

I further understand that any privileged quality of communication between me and my student is not grounds for failure to report suspected child abuse or neglect. I know that if I willfully fail to report suspected child abuse or neglect I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the *Illinois Nursing Act*, the *Medical Practice Act*, the *Psychologist Registration Act*, the *Social Workers Registration Act*, the *Dental Practices Act*, the *School Code*, or "An Act to regulate the practice of Podiatry," I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements which apply to me under the *Illinois Abused and Neglected Child Reporting Act*.

Signature of Applicant/Employee

Date

**EXPLANATION OF THE RESPONSIBILITY OF
COLLEGE PERSONNEL TO REPORT SUSPECTED
CASES OF CHILD ABUSE AND NEGLECT**

Any College personnel including teachers, administrators, nurses, social workers, educational support personnel and psychologists, who have reasonable cause to believe a child known to them in their professional capacity may be an abused or neglected child are required by law to immediately report the case to the Department of Child and Family Services ("DCFS"), pursuant to the *Illinois Abused and Neglected Child Reporting Act*, 325 ILCS 5/1 *et seq.*

An "abused child" is one whose parent, or immediate family member, or other person responsible for the child's welfare, or any individual residing in the same home, or a paramour of the child's parent, inflicts upon or creates a substantial risk of physical or emotional injury to the child, commits a sex offense against the child, or commits torture or inflicts excessive corporal punishment upon the child. A "neglected child" is one whose parent or other person responsible for the child's welfare fails to provide the child with the necessary care and support, such as nourishment, medical care, education as required by law, clothing and shelter, or who is abandoned. A child may not be considered abused or neglected solely because a parent or guardian, in good faith, depends upon spiritual prayer alone for the treatment of disease. A child may not be considered neglected or abused solely because the child is not attending school as required by *The Illinois School Code*.

A report of suspected child abuse or neglect must be made orally to DCFS either by calling the statewide 24-hour child abuse and neglect hotline number (1-800-252-2873) or by contacting the nearest DCFS office by telephone or in person. The oral report must be confirmed in writing to the appropriate Child Protective Service Unit within 48 hours (See pages 3 and 4 attached). College personnel should inform the Chief Human Resources Officer that they have reported a suspected abuse or neglect case to DCFS.

When making a report to DCFS, the following information is required, if known:

1. The name and address of the child and his or her parent(s) or guardian.
2. The child's age, sex and race.
3. The nature and extent of the abuse or neglect.
4. Any evidence of previous injuries.
5. The names of persons apparently responsible for the abuse or neglect.
6. The family's composition, including the names, ages, sexes, and races of other children.
7. The reporter's name, occupation, and a place where he or she may be reached.
8. The actions taken by the reporter.
9. Any other information the reporter believes may be helpful.

College personnel who report a suspected case of child abuse or neglect have immunity if the report was made in good faith. College personnel who willfully fail to report a case of abuse or neglect to DCFS are guilty of a Class A misdemeanor and subject to a \$1,000 fine or up to one year in prison, or both, and also may have their certificates suspended for a period not to exceed one year. Anyone who knowingly transmits a false report to DCFS commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the *Illinois Criminal Code*. A violation of this subsection is a Class A misdemeanor, punishable by a term of imprisonment for up to one year or by a fine not to exceed \$1,000, or both. A subsequent violation of the false reporting provision is a Class 4 felony.

STATE OF ILLINOIS
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
WRITTEN CONFIRMATION OF SUSPECTED
CHILD ABUSE,/NEGLECTED REPORT:
MANDATED REPORTERS

Date: _____

ABOUT: _____

Child's Name	Child's Birthdate	Sex	Race
_____	_____	_____	_____
2nd Child's Name (if any)	2nd Child's Birthdate	Sex	Race
_____	_____	_____	_____
3rd Child's Name (if any)	3rd Child's Birthdate	Sex	Race
_____	_____	_____	_____

Street Address of Child(ren)	City	Zip Code
------------------------------	------	----------

Parent(s)/Custodians: _____

Name(s) and Address(es)

Occupation(s)

This is to confirm my oral report of _____, 20____, made in accordance with the *Abused and Neglected Child Reporting Act*. Please answer the following questions. If you need more space, use the back of this page.

1. What injuries or signs of abuse/neglect are there?
2. How and approximately when did the abuse/neglect occur?
How do you know?
3. Had there been evidence of abuse/neglect before now? Yes No
4. When was the evidence first seen?
5. If you answered "yes" to question 3, explain the nature of the past evidence of abuse/neglect.
6. Names and addresses of other persons who may be willing to provide information about this case.
7. Your Relationship to Child(ren):
8. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

- _____ I saw the child(ren).
- _____ I heard about the child(ren). From whom? _____
- _____ I have / have not (strike out inapplicable term) told the child's family of my concern and of my report to the Department
- _____ I am / am not (strike out inapplicable term) willing to tell the child's family of my concern and of my report to the Department.
- _____ I do / do not (strike out inapplicable term) believe the child is in immediate physical danger.

_____ (Signature)

_____ (Title)

_____ (Organization)

_____ (Phone)

INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the Act.

The report should be made immediately by telephone to the DCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

Mail a copy to: State Central Register
 Illinois Department of Children and Family Services
 406 East Monroe, Station No. 70
 Springfield, Illinois 62701-1499

AMERICANS WITH DISABILITIES ACT – JOB ACCOMODATION

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.19.00

It is the policy of Harper College to comply with the Americans with Disabilities Act (ADA) in all employment practices. In accordance with the ADA, an individual with a disability as defined under the Act and who is qualified to perform the essential functions of his/her job, is provided protection from discrimination on the basis of his/her disability.

The procedure for an employee request of a job accommodation in accordance with the Americans with Disabilities Act is provided below.

Procedure

Persons Protected By The ADA

The Americans with Disabilities Act (ADA) protects employees and applicants who have a physical or mental impairment that substantially limits a major life activity. The ADA also protects an individual who has a history of such disability or if an employer believes that the individual has such a disability. A substantial impairment is defined under the Act as one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for one's self, learning, or working or impairment of major bodily functions such as immune system, normal cell growth, neurological, brain, respiratory, circulatory, or endocrine functions. Refer to ADA for full definition.

An employee or applicant is a qualified individual with a disability under the ADA if he/she has such a disability and is qualified to perform the job in question with or without reasonable accommodation. This means two things: 1) the individual must be able to satisfy the employer's requirements for the job such as education, employment experience, skills, or licenses; and 2) the individual must be able to perform the essential functions of the job with or without reasonable accommodation. Essential functions are the fundamental job duties which are generally set forth in the subject job description. An employer cannot refuse to hire an individual because a disability prevents that individual from performing duties that are not essential to the job.

Reasonable Accommodation

As stated above, a qualified individual with a disability is one who can perform the essential functions of the job with or without reasonable accommodation. If an employee or applicant can establish through medical documentation that he or she has an impairment which constitutes

a disability under the ADA, the issue of reasonable accommodation can be addressed. The medical documentation is a necessary first step in the process as it will guide the consideration of a reasonable accommodation. The College may require an employee to undergo a physical examination by an independent health care professional, at College expense, to obtain a second opinion concerning an impairment.

Under the ADA, reasonable accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits or privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include the following:

- Provide or modify equipment or devices needed in the working environment
- Job restructuring
- Modifying work schedules
- Reassignment to a vacant position
- Adjusting or modifying examinations, training materials or policies
- Providing qualified readers and interpreters
- Making the workplace readily accessible to and usable by people with disabilities

Employers are required to provide a reasonable accommodation to a qualified employee or applicant with a disability unless the employer can show that the accommodation would be an undue hardship. Also, accommodations are subject to ongoing review and modification if the employee's condition and/or the job responsibilities change.

Employment Practices Covered

The ADA makes it unlawful to discriminate in all employment practices such as: Recruitment, Hiring, Job Assignments, Pay, Layoff, Termination, Training, Promotions, Benefits, Leaves, and other employment related activities.

It is not permissible for an interviewer to make medical inquiries of an applicant beyond asking if there is any reason why he or she could not perform the job duties of the subject position. However, if an applicant volunteers information indicating the physical or mental impairment, the interviewer may respond by discussing the College's compliance with the ADA.

Procedures for Addressing a Request for Reasonable Job Accommodation

The specific steps a qualified employee or applicant with a disability should follow to obtain a reasonable accommodation related to work duties and/or the workplace is as follows:

1. A qualified employee or applicant with a disability should discuss with his/her supervisor (or interviewer, if individual is an applicant) the need for accommodation, i.e. an interpreter, materials in alternate media (Braille, large print), accessible work site, assistive technology, modifications in work duties, etc. An employee or applicant is not required to use specific words in order to advise the employer that he or she may have a disability and that he or she

may need an accommodation. An employer's obligations under the ADA may arise where the employee or applicant appraises the employer of a health condition and/or appraises the employer that he or she is having difficulty performing the essential functions of the job because of a qualifying disability. If an employee or applicant identifies a qualifying physical or mental disability which may affect the performance of the essential job duties, the supervisor or interviewer should discuss Harper College's compliance with the ADA.

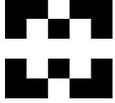
2. An employee requesting a reasonable accommodation should contact Human Resources. As part of the interactive process, the employee may be asked to provide medical documentation to establish that he/she is a qualified individual with a disability and to support their request for accommodation. An Evaluation Team that shall normally consist of representatives from Human Resources, Access and Disability Services, and the Health and Psychological Services departments will review the medical documentation. The medical documentation will be kept confidential and maintained in a secured file and physically separated from Personnel records. The College may require an employee to undergo a physical examination by an independent health care professional, at College expense, to obtain a second opinion concerning an impairment.
3. The employee should next complete the Job Accommodation form which follows this procedure. The individual should suggest accommodations that have been effective in the past, if appropriate.
4. The Evaluation Team may choose to meet with the employee or applicant, appropriate supervisor and other qualified personnel (as appropriate) to discuss the disability and any suggested accommodation. Any accommodation provided is to assist the employee in performing the essential functions of the job. An accommodation may need to be reviewed and modified if the disability and/or the job responsibilities change.
5. If the accommodation an individual has requested is not approved, the individual may be offered other accommodations in accordance with the medical documentation provided.
6. If an individual finds the reasonable accommodation(s) provided to be unacceptable, he/she may file a written appeal of the accommodation(s) to the Executive Vice President of Finance and Administrative Services for further consideration.
7. This appeal process is as follows:
 - A written appeal must be submitted within 10 school days of the employee's having received the written decision to approve or deny the requested accommodation.
 - This appeal must be submitted to the Executive Vice President of Finance and Administrative Services.
 - This appeal should include the following: 1) identification of the alleged disability; 2) identification of the accommodation requested; and 3) rationale to support why the decision should be overturned.
 - The Executive Vice President of Finance and Administrative Services will respond to the employee in writing within 10 school days with respect to whether or not the appeal will be granted.

- If the results of the appeal are unsatisfactory to either party, an appeal in writing can be made to the President of the College. The President shall issue a written response within 10 school days of receipt of the appeal. The decision of the President shall be final.

Note: School days are defined as those weekdays (Monday through Friday) when classes are in session.

If it is determined that law and/or College policy was violated, a remedy to the problem will be offered. If it is determined that there was no violation, the complainant will be informed and other options for possible resolution for this employee request will be identified and reviewed.

A copy of the Job Accommodation Request form is attached to this procedure.



William Rainey Harper College
 Human Resources
 Phone: (847) 925-6360 Fax: (847) 925-6028

JOB ACCOMMODATION REQUEST

Name: _____ Social Security No: _____

Job Title: _____ Department: _____

TYPE OF ACCOMMODATION: ___ Worksite ___ Work Assignment/Duties ___ Other

LENGTH OF ACCOMMODATION (estimate duration if possible):

Is this accommodation related to an on-the-job injury? ___ Yes ___ No

Indicate the physical or psychological disability you have that affects your ability to perform assigned duties:

Is your disability permanent, or does it fluctuate? (i.e. Total blindness is permanent, but some types of visual disabilities fluctuate.) _____

AUTHORIZATION TO RELEASE REQUESTED INFORMATION:

I hereby authorize the release of any requested information to the Harper College Chief Human Resources Officer regarding the above-listed mental and/or physical limitation(s) and any requested accommodation set forth herein.*

Your health care provider should submit complete documentation of your disability and of its impact on your functioning at work. This information will help the College decide how to best accommodate your request.

Employee Signature _____ Date _____

* Please be advised that in determining what, if any, accommodations are appropriate, it may require that you undergo an examination by a health care provider chosen by Harper College. You must be able to supply the college with documentation of the nature and extent of your disability and how this impacts the performance of your duties.

JOB ACCOMMODATION PROPOSAL:

Describe type of accommodation requested (include estimated cost, if known):

Employee Signature _____ Date _____

FOR HUMAN RESOURCES USE ONLY

Medical documentation received on: _____

Documentation review took place on: _____

Comments _____

Met with employee and _____
on _____ to discuss accommodations.

OUTCOME

_____ **Accommodation Approved** _____ **Accommodation Denied**

Accommodations Provided on _____

Feedback from
employee _____

CAMPUS AND WORKPLACE VIOLENCE PREVENTION

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.13.00

This procedure is established by the College to provide an environment for its students and employees which is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the College and vendors with which the College does business.

Procedure

EMERGENCY PROCEDURES

Call 911 or Harper Police at extension 6330

A. Immediate Physical Danger

- a. Get out of the area and away from the immediate threat.
- b. Call Harper Police immediately after you are in a safe place.

B. Violence Committed

Call Harper Police immediately if a person commits an act of violence against you or another person.

C. Intimidating Situation

- a. Call Harper Police if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions).
- b. Call Harper Police immediately from a location away from the person who is causing the intimidation. Be prepared to give the telecommunicator all the facts, and remain on the line until the officers arrive.

NON-EMERGENCY PROCEDURES

If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment and Offense policy and procedures) or intimidation.

- A. Report instances of intimidation or concerns about workplace violence to your direct supervisor. Determine with your supervisor if the issue can be resolved at this level.

* If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the Workplace Violence Investigation Officer (WVIO) or Chief Human Resources Officer.

- B. If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the WVIO (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought (Use Workplace Violence Incident Report Form).
- C. Upon receipt of the written complaint, the WVIO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s), the WVIO will determine what further investigative action is required.
- D. After the initial discussion(s) with the complainant, the WVIO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:
 - 1. Interviewing the party(ies) alleged to have committed the act;
 - 2. Interviewing witnesses identified by the complaining or accused party; and
 - 3. Reviewing documents relevant to the complaint.
- E. As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the WVIO will determine the appropriate actions to be taken.
- F. The WVIO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the WVIO believes a violation of the College's Workplace Violence policy has occurred and whether or not resolution has been achieved. The WVIO's report shall be completed within thirty days of receipt of any complaint(s); however, such time may be extended for an additional thirty days if necessary.
- G. If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment. 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.
- H. A copy of the confidential report will be sent to and maintained by the Chief Human Resources Officer of the College. The WVIO's findings shall be sent to the complaining and accused parties.
- I. Either party may appeal, in writing, the decision of the WVIO by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within thirty calendar days of receipt of the appeal.
- J. All reports of concerns made under this policy are confidential. Supervisors, the WVIO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the WVIO and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this policy, those interviewed in an investigation under this policy

and those who are the subject of a report under this policy are requested to limit their disclosure of information to their supervisor, the WVIO, and/or other necessary persons.

The Workplace Violence Complaint Procedure will be evaluated each year by the Workplace Violence Investigation Officer and the Chief Human Resources Officer. Recommendations for changes in this procedure will be brought to the Human Resources Committee.

CHRONIC COMMUNICABLE DISEASES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.05.03

This procedure is established by the College to provide an employee with a chronic communicable disease or who is a carrier of a chronic communicable disease to retain his/her position whenever permitted, through reasonable accommodation, provided there is no significant risk of transmission of the disease to others. An employee who cannot retain his/her position shall remain subject to the Board's employment policies, including but not limited to sick leave, physical examinations, temporary and permanent disability, and termination.

Procedure

A. Temporary Exclusion

In the event there is a dispute as to the right of an employee to remain in his/her position, such employee may be temporarily excluded from work or transferred to another position by the President or his/her designee pending determination of the employee's continued employment status. During any period of temporary exclusion, the employee shall be entitled to utilize sick leave and other related benefits. In the event it is determined the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.

B. Medical Examinations

An employee who has a chronic communicable disease or who is a carrier or is suspected of having a chronic communicable disease or of being a carrier may be required to undergo an examination at the College's expense by a physician licensed in Illinois to practice medicine and surgery in all its branches.

The employee shall be allowed to select the physician from a list supplied by the President. In the event the employee unreasonably delays in selecting the physician or making an appointment for an examination, the President or designee will select the physician and/or make the appointment on behalf of the employee.

C. Evaluation

An employee with a chronic communicable disease shall be evaluated by a team that may consist of appropriate College personnel, the appropriate Executive, a physician, the employee's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations, including any dissenting opinions, shall be forwarded to the President or his/her designee. Every effort

shall be made to complete the evaluation in a timely and prompt manner. The President shall take appropriate action.

D. Subsequent Evaluations

The employee shall be periodically reevaluated by the evaluation team to determine whether the employee's placement continues to be appropriate. The frequency of the reevaluations shall be determined by the Team.

E. Confidentiality

The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others.

CONFIDENTIAL REPORTING OF WRONGDOING

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 02.07.00

To provide a mechanism for confidential anonymous reporting of perceived wrongdoing, using an external, independent party via the Internet.

Procedure

Wrongdoing may include, but is not limited to:

- A. Crimes, or violations of the law or governmental regulations
- B. Fraud or financial irregularity
- C. Improper use of College funds, property or assets
- D. Corruption, bribery or blackmail
- E. Endangering the health or safety of an individual
- F. Harming College property
- G. Abuse of students, staff, patrons, College guests, or visitors
- H. Other unethical conduct

The College will not tolerate any harassment or victimization of employees who report wrongdoing and will take appropriate action to protect them, including their anonymity (if name is known), who raise concerns in good faith.

The alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If the wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The President of the College will designate a senior administrator who will have overall responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the employee may instead submit a report to the President of the College.

The senior administrator will maintain a record of raised concerns and related outcomes. At a minimum, the President will provide the Board of Trustees with a quarterly update of any complaint received and action taken, although the Board may ask for reports at any time. If a complaint involves the President, the senior administrator will notify the Chair of the Board of Trustees immediately upon receipt of the complaint. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the complaint.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

To report an anonymous wrongdoing, go to: www.alertline.com.

DISCRIMINATION COMPLAINTS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To ensure complaints are resolved in a prompt and confidential manner.

Procedure

A. Informal Reporting Procedure

Before filing a formal complaint, students and employees are encouraged to discuss their concerns with the Non-Discrimination Investigation Officer (NDIO) who is currently the Chief Human Resources Officer, appointed by the President, to investigate alleged discrimination within the guidelines of existing legislation, College policy and appropriate contracts. This discussion is the first step in the resolution procedure. It allows for sharing of information, giving of advice, and achieving mutual resolution between/among parties. During this discussion, if it is discovered that there is a substantive claim of discrimination, the NDIO reserves the right to pursue a more formal investigation.

B. Formal Reporting Procedure

A formal investigation of a claim of discrimination will be undertaken by the Non-Discrimination Investigation Officer (NDIO) upon the receipt of a written complaint, or as determined through the informal discussion. The NDIO will review and discuss the complaint with all parties directly involved. On the basis of the complaint and interview(s), the NDIO will determine what further investigative action is required.

The following procedure will be used for investigating complaints of discrimination:

1. Within 21 business days of the alleged discriminatory act or conduct, an employee or student should:
 - a. Submit a specific and detailed written complaint setting forth the nature of the alleged discrimination;
 - b. Identify the person(s) against whom the complaint is being filed; and
 - c. Identify the date(s) of the action(s) which is (are) the subject of the complaint, AND the remedy or relief sought.
2. After the initial interview(s) with the complainant, the NDIO will conduct further investigations as deemed appropriate. Such investigation may include but is not limited to:
 - a. Interviewing the parties alleged to have committed the discriminatory act;
 - b. Interviewing witnesses identified by the complaining or accused party; and

- c. Reviewing documents relevant to the complaint.
- 3. The NDIO will determine and recommend appropriate actions to be taken and will summarize these recommendations in a written report. The report shall state whether or not the NDIO believes discrimination has occurred and whether or not resolution has been achieved with disciplinary action being taken, if appropriate. The report will state whether further investigation is required. This report shall be completed within 30 business days of receipt of any allegation(s). The outcome statement will be sent to the complaining and accused parties. A copy of the confidential report will be maintained by the Chief Human Resources Officer.
- 4. Either party may submit an appeal in writing to the President within five business days of receipt of the NDIO's report. The Discrimination Complaint Procedure will be evaluated each year by the Non-Discrimination Investigation Officer. Recommendations for changes in this procedure will be brought to the Human Resources Committee.

DRUG AND ALCOHOL ABUSE POLICY

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.03.01

This procedure is established by the College to provide 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 of 1989 (Public Law 101-226).

Procedure

Violations of this policy may be dealt with in accordance with procedures followed by Harper College Police Department and/or with procedures set forth in the various employee manuals (Agreements).

Drug and Alcohol Abuse Policy

William Rainey Harper College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity. Any employee or student who violates this policy may be subject to disciplinary action, including termination or expulsion from the institution.

In conformance with these Acts, the President of the College shall establish a program and rules to implement this policy. The rules will be delineated in the Administrative Services Procedures Manual, the Academic Affairs Procedure Manual, and in the Student Handbook/Datebook and other appropriate publications.

EEO/AFFIRMATIVE ACTION

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 03.29.00

It is the policy of Harper College that job discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability, or unfavorable discharge from military services is specifically prohibited.

Harper College programs and activities are operated in compliance with federal laws and regulations. Accordingly, equal opportunity for employment in both contracted and appointed positions shall be extended to all persons; and the College shall promote equal opportunity through a positive and continuing affirmative action program. This program also applies to the recruitment and admission of students.

This equal opportunity and affirmative action program shall have as its firm objective equal opportunity in admission, recruitment, hiring, rate of pay, promotion, training, termination, benefit plans, and all other forms of compensation and conditions and privileges of employment for all employees and applicants for employment. The plan is designed to provide equal opportunity and an atmosphere of non-discrimination with respect to minorities, women veterans and persons with disabilities.

EQUAL OPPORTUNITY ASSURANCE STATEMENTS:

Harper College complies with all applicable Federal and State laws including, but not limited to, the following Acts:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
2. The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibit discrimination against qualified individuals with disabilities.
3. Section 188 of the Workforce Investment Act of 1998 (WIA), which provides that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities.
4. The Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age.

EEO complaints should be directed to the Chief Human Resources Officer as described in the Discrimination Complaint procedure of this manual.

GIFT BAN

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 02.05.00

No employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This gift ban applies to and includes spouses of and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this policy.

Procedure

The President of the College shall designate an employee to serve as the Ethics Officer for the College. The Ethics Officer shall:

1. Review statements of economic interest and disclosure forms of employees before they are filed with the County Clerk; and
2. Provide guidance to employees in the interpretation and implementation of this policy.

Complaints alleging the violation of this Policy should be filed with the Legislative Ethics Commission.

PROFESSIONAL ATTIRE GUIDELINES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide a guideline for appropriate employee attire during working hours at Harper College.

To enable students to succeed in a global economy and to that end, all employees of Harper College serve as role models to our students. We model how capable, committed and creative people interact in a collaborative and respectful work environment.

Procedure

Attire is business/business casual and reflects Harper's mission.

As Harper caters to a diverse student body, its functions within the College are different and may require some exceptions to the professional attire guidelines. Exceptions are approved in advance by managers and are based on job-specific criteria. Examples of exception criteria are shown below. This list is not all inclusive.

1. Jobs where clothing gets excessively dirty, torn or damaged on a routine basis.
2. Industry or specialty positions with established attire such as health care or athletics.
3. Short-term project work such as moving an office or searching archived files.
4. Jobs where safety equipment/clothing is required such as vests, steel-toed boots, etc.
5. College-wide special events.
6. Job-appropriate, clean clothing with Harper College branding or logo.

By setting an example of professionalism, everyone supports Harper College's vision of building community through student success.

SEXUAL HARASSMENT AND SEXUAL OFFENSES

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.01.00

To provide information regarding the steps an employee should follow if he/she believes he/she was sexually harassed.

Sexual harassment is illegal and violates state and federal laws. It is the policy of Harper College that no staff member or student shall be subject to sexual harassment. Individuals who believe they have been subjected to sexual harassment (as defined in the Board Policy) in violation of this policy shall have the right to submit complaints to the College in accordance with the following procedures.

Procedure

A. Reporting

1. If an employee believes that he/she has been sexually harassed, the employee should report the alleged act immediately to the Chief Human Resources Officer, an Administrator, or Harper Police, who then must forward the report to the Chief Human Resources Officer.

There are no expressed time limits for initiating reports under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. The victim should make every effort to preserve evidence as may be necessary for the proof of any sexual offense.

2. In the event that the Chief Human Resources Officer is the employee against whom the complaint is filed, the complainant should report the alleged act to the President of the College.

B. Notification to Victims of a Sexual Offense/Harassment

Upon receipt of a report of an alleged sexual offense, the Chief Human Resources Officer, or designee, shall notify the victim of his/her rights:

1. To report the sexual offense to other law enforcement authorities, including Harper Police or local police.
2. To be assisted in reporting the sexual offense to such law enforcement authorities.
3. To seek the services of existing counseling, mental health, medical, or student services for victims of sexual offense, both on-campus and in the community.

C. Investigation

- 1 The Chief Human Resources Officer or the President 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 Human Resources Officer or the President 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 reasons 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.

D. Dissemination of Policy

1. Any employee is encouraged to raise questions s/he may have regarding sexual harassment with Student Development faculty or administrators, including Executive Council members or the President.
2. A copy of the Board Policy and implementing regulations shall be made available to each employee annually.

E. Disciplinary Procedures

1. Individuals found to have violated this policy shall be subject to disciplinary action up to and including termination as determined by such administrative or Board action as is required by Illinois law or by Board policy.
2. Individuals who retaliate against any employee for filing a complaint or participating in a sexual harassment investigation shall also be subject to disciplinary action.
3. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
4. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual offense or harassment.

SOCIAL MEDIA

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 07.09.03

To provide a social networking/electronic communication policy for employees.

Each year employees are also required to electronically sign the IT 'Acceptable Use of Harper College Communications Network (HCCN)' statement.

Procedure

Employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, staff members, and others. Harper employees are expected to exhibit the same level of appropriateness and professionalism in their use of online/internet-based electronic communication tools as that which is expected for classroom communication.

When Harper employees use online/internet-based electronic devices to communicate with students, such communications should occur only on social network accounts, blogs, discussion forums and websites which are approved and hosted by the College, and should be for school purposes and/or related to the student's participation in school activities.

Prior to using a social networking site to post content, employees should be aware of the following:

1. Employees may not post any content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. This includes content containing sexual content, or which are sexually explicit or sexually provocative; advocating the use of drugs; or are harassing, threatening or discriminatory.
2. Employees must use good judgment about content and respect privacy laws.
3. Employees do not have control over who does and does not have access to the information that is posted on the Internet.
4. Information posted online may continue to be available via the Internet even after erased or deleted.
5. Any text or photo posted online is completely out of the employee's control the moment it is posted.

6. Use of social networking sites is subject to all aspects of the Harper College Acceptable Use Procedure in accordance with the William Rainey Harper College Board of Trustees Policy Manual 07.09.03.
7. Posting information or photos that could reflect negatively on Harper College is prohibited.
8. Posting personal/confidential information or photos about Harper College, Harper College students, faculty, or staff is prohibited.

Investigation of violations may result in termination of employment and referral to law enforcement authorities and/or other legal action as deemed appropriate.

STATEMENT OF ECONOMIC INTEREST

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 02.03.00

To ensure filing requirements are met for the Illinois Governmental Ethics Act.

Procedure

Unless exempted by law, members of the Board of Trustees and College employees who meet the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interest with the Cook County Clerk by May 1 of each year.

A memo will be forwarded by the Human Resources Department each year to all required recipients with further explanation and due dates.

If a Board of Trustee Member or employee who is required to do so fails to file within the time required by law, any fines because of that failure shall be paid by the Board of Trustee member or employee and not by the College.

SUMMER WORK HOURS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

To provide guidelines for summer work schedules for non-faculty employees.

Procedure

During the summer, the College will be open as usual on Monday through Thursday, but will also be open from 8 AM to 12 Noon on Friday. A few areas, such as maintenance, police and InZone, will continue to function on Friday afternoons as determined by the College.

Summer work schedules will be set by supervisors based on the needs of each area, but, in general, most non-faculty employees will be working 8.5 hours Monday through Thursday with a half-hour lunch period and 3.75 hours on Fridays. There will be some variations to this schedule based on department needs and contractual obligations.

Below are some general guidelines for the summer schedule:

1. Full-time employees must work the total weekly hours they are normally scheduled for during Spring and Fall semesters, such as 37.5, 40.0 etc.
2. Half days for sick and vacation time will be calculated as half of the day's hours but must be a minimum of 3.75 hours. For example, if someone is working 8:00 am to 5:00 p.m. with a ½ lunch for a total of 8.5 hours for the day and takes a half day of vacation, it would be calculated as 4.25 hours. Taking Fridays off in the summer would be accounted for as a minimum of 3.75 hours. Summer hours can be accounted for in 15 minute increments.
3. Compensatory time off accrued during the 10 summer weeks may be taken up to 45 calendar days after the end of the summer period in the year it is earned.
4. There will be no IT support on Friday afternoons and various IT systems may not be running at that time due to routine maintenance and upgrades.

USE OF TOBACCO PRODUCTS

Area: Administrative Services / Human Resources
Location: Administrative Services Procedure Manual / Human Resources
Revision Date: July 1, 2011

Purpose

Refer to Board Policy 09.09.00

This procedure is established by the College to provide a smoke/tobacco free environment consistent with its efforts to promote wellness and a campus environment conducive to work, study and other educational activities for students, employees and the public. It is the policy of the College to comply with requirements of the Smoke Free Illinois Act, as well as with Section 5 of the Right to Privacy in the Workplace Act.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to designated areas outside College buildings and vehicles. As defined in this policy, tobacco products include cigarette, cigar or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Procedure

Violations of this policy will be dealt with in accordance with procedures set forth in the various employee manuals (Agreements).