

## TABLE OF CONTENTS

WAIVER . . . . .	1
MISSION STATEMENT AND CORE VALUES . . . . .	2

### **SECTION I. EMPLOYMENT PRACTICES AND PROCEDURES**

<b>I. DEFINITIONS</b>	
A. Supervisory Management . . . . .	3
B. Service . . . . .	3
C. Immediate Family . . . . .	3
<b>II. RECRUITMENT</b>	
A. General Qualifications . . . . .	4
B. Equal Opportunity Statement . . . . .	4
C. Employment of Relatives . . . . .	4
<b>III. EMPLOYMENT</b>	
A. Introductory Period . . . . .	4
B. Salary Review . . . . .	5
C. Workweek . . . . .	5
<b>IV. PROMOTION, TRANSFER, SALARY INCREASES</b>	
A. General Qualifications . . . . .	5
B. Promotion of College Employees . . . . .	5
C. Reclassification . . . . .	6
D. Evaluation . . . . .	7

### **SECTION II. LEAVE WITH PAY**

<b>I. HOLIDAYS</b> . . . . .	8
<b>II. VACATION LEAVE</b>	
A. Rate of Earning/Accumulation. . . . .	10
B. Use of Vacation . . . . .	10
C. Vacation Leave at Termination . . . . .	11
<b>III. PERSONAL BUSINESS</b> . . . . .	11
<b>IV. SICK LEAVE</b>	
A. Rate of Earning/Accumulation . . . . .	12
B. Use of Sick Leave . . . . .	12
<b>V. BEREAVEMENT LEAVE</b> . . . . .	14
<b>VI. JURY DUTY</b> . . . . .	14

VII.	<b>RELIGIOUS LEAVE</b>	15
VIII.	<b>RESERVE DUTY</b>	15
IX.	<b>TIME OFF FOR VOTING</b>	15
X.	<b>WEATHER</b>	15
XI.	<b>FAMILY MEDICAL LEAVE</b>	16

**SECTION III. INSURANCE PROGRAMS**

A.	Eligibility	17
B.	Medical Insurance	17
C.	Dental Insurance	17
D.	Extended Medical/Dental Insurance	17
E.	Life Insurance and Death Benefits	18
F.	SURS - Death and Survivor's Benefits	18
G.	Disability Leaves	18
H.	Worker's Compensation Act	19

**SECTION IV. PAYROLL PRACTICES AND PROCEDURES**

I.	<b>PAYDAYS</b>	21
II.	<b>PAYROLL DEDUCTIONS</b>	
A.	Withholding Tax	21
B.	Medicare Deduction	21
C.	State Universities Retirement System	21
D.	Community College Health Insurance Plan	22
E.	Garnishment of Wages	22
F.	Tax-Sheltered Annuity Program	22
III.	<b>NOTIFICATION OF CHANGE OF STATUS</b>	22

**SECTION V. FAIR LABOR STANDARDS ACT (FLSA)** 23

**SECTION VI. LEAVE WITHOUT PAY**

I.	<b>SHORT-TERM LEAVE</b>	25
II.	<b>LONG-TERM LEAVE</b>	25
III.	<b>PARENTAL LEAVE</b>	25
IV.	<b>MILITARY SERVICE LEAVE</b>	26

**SECTION VII. RETIREMENT**

I.	STATE UNIVERSITIES RETIREMENT SYSTEM . . . . .	27
II.	RETIREMENT GROUP HEALTH INSURANCE. . . . .	27
III.	RETIREMENT LIFE INSURANCE . . . . .	27
IV.	RETIREMENT TUITION WAIVER . . . . .	27

**SECTION VIII. TERMINATION PROCEDURES**

I.	<b>EMPLOYEE RESIGNATION</b>	
A.	Notice of Resignation . . . . .	28
B.	Abandonment of Position . . . . .	28
C.	Return of College Property . . . . .	28
II.	<b>REDUCTION IN FORCE . . . . .</b>	28

**SECTION IX. DISCIPLINE AND DISMISSAL**

A.	Disciplinary Procedures . . . . .	29
B.	Discipline and Dismissal Circumstances . . . . .	29
C.	Dismissal . . . . .	30

**SECTION X. APPEAL PROCEDURE**

I.	<b>GENERAL . . . . .</b>	31
II.	<b>APPEAL PROCEDURE . . . . .</b>	31
A.	First Step . . . . .	31
B.	Second Step . . . . .	31
C.	Third Step . . . . .	31
D.	Fourth Step . . . . .	32
E.	Introductory Employment Discipline and Dismissal Subject to Grievance Procedure . . . . .	33

**SECTION XI. POLICIES**

I.	<b>ETHICS . . . . .</b>	33
II.	<b>GIFTS &amp; ENTERTAINMENT . . . . .</b>	33
III.	<b>DRUG &amp; ALCOHOL ABUSE . . . . .</b>	33
IV.	<b>SEXUAL HARASSMENT</b>	
A.	Definition . . . . .	34
B.	Reporting . . . . .	35
C.	Investigation . . . . .	35
D.	Dissemination of Policy . . . . .	36
E.	Mandated Reporters . . . . .	36

F. Confidentiality . . . . .	37
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**SECTION XII. GENERAL**

I. <b>EDUCATIONAL ASSISTANCE PROGRAM</b>	
A. Tuition for Courses at Harper College . . . . .	38
B. Tuition for Courses at Other Institutions/ Professional Development . . . . .	39
II. <b>TRAVEL PAY . . . . .</b>	40
III. <b>WORK/LIFE EMPLOYEE ASSISTANCE PROGRAM . . . . .</b>	41
IV. <b>EMPLOYEE PERSONNEL FILES . . . . .</b>	41
V. <b>HEALTH SERVICE . . . . .</b>	41
VI. <b>LOST AND FOUND . . . . .</b>	42
VII. <b>PARKING . . . . .</b>	42
VIII. <b>SERVICE RECOGNITION . . . . .</b>	42
IX. <b>SMOKING . . . . .</b>	42
X. <b>SOLICITATION . . . . .</b>	42
XI. <b>ACCEPTABLE USE OF COLEGE RESOURCES . . . . .</b>	42
XII. <b>STUDENT ACTIVITIES RELATED BENEFITS . . . . .</b>	45

## **WAIVER**

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

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

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

## **MISSION STATEMENT AND CORE VALUES**

### **Mission Statement**

Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society. The specific purposes of the College are:

- To provide the first two years of baccalaureate education in the liberal and fine arts, the natural and social sciences and pre-professional curricula designed to prepare students to transfer to four-year colleges and universities;
- To provide educational opportunities that enable students to acquire the knowledge and skills necessary to enter a specific career;
- To provide continuing educational opportunities for professional job training, retraining and upgrading of skills and for personal enrichment and wellness;
- To provide developmental instruction for under-prepared students and educational opportunities for those who wish to improve their academic abilities and skills;
- To provide co-curricular opportunities that enhance the learning environment and develop the whole person. Essential to achieving these purposes are all of the College's resources, support programs and services.

### **Core Values**

- **INTEGRITY**  
Result: An environment where relationships and practices are based on trust.  
Action: Be responsible and accountable for your own actions.
- **RESPECT**  
Result: Interactions which add dignity to ourselves, our relationships with others and our organization.  
Key Action: Value and celebrate the uniqueness of individuals.
- **EXCELLENCE**  
Result: Student, employee and organizational success through a creative and responsive work environment by exceeding the needs and expectations of all.  
Key Action: Effectively anticipate, identify and respond to learner, employee and organizational needs.
- **COLLABORATION**  
Result: Accomplishment of better results by working together than otherwise likely to occur by working alone.  
Key Action: Address issues as they arise and take necessary actions to productively resolve them.

# SECTION I. EMPLOYMENT PRACTICES AND PROCEDURES

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## I. DEFINITIONS

### A. Supervisory Management

This manual applies to:

**Supervisory Management employees** – Exempt employees who are not covered by a collective bargaining agreement or annual contract.

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

**Temporary positions are not budgeted on an annual basis and** are not covered by the provisions of this handbook. Temporary/Short Term employees are hired to work for a specific project or a specific period of time that shall not exceed 90 days. If the project has not been completed at the end of the 90 day appointment, a one-time extension up to 90 days may be approved. If the project is projected to exceed the 180 day period, then it must be submitted for reclassification via the workforce request process. Employees in this classification are not eligible for SURS, but participate in the Federal Social Security System.

### B. Service

Service is determined on regular employment only.

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

### C. Immediate Family

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

## II. RECRUITMENT

### A. General Qualifications

A prospective employee must meet the minimum qualifications for a particular position as defined in the job specifications of the job description. The College reserves the right to waive minimum qualifications for the best interest of the College and such waiver shall be non-precedential.

### B. Equal Opportunity Statement

Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service. This policy governs the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of the College's programs and activities as specified by federal laws and regulations. It is also the policy of Harper College that no student or employee shall be subjected to sexual harassment, which is regarded as a form of discrimination.

### C. Employment of Relatives

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

## III. EMPLOYMENT

### A. Introductory Period

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

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

Generally, benefits such as vacation days are not available during the introductory period.

## **B. Salary Review**

Salaries are reviewed annually and, subject to Board approval, increases become effective July 1 for all employees hired prior to April 1 of the calendar year. Notices of salary increases are sent to each employee.

## **C. Workweek**

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

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

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

## **A. General Qualifications**

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

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

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

The promoted employee must complete an introductory period for the new exempt position of six (6) months. However, vacation days are available for use during the introductory period for the new position.

An employee selected for promotion to a classification with a higher pay level will receive a salary increase of nine percent (9%). The resulting increase shall not exceed the midpoint of the new salary range.

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

**C. Reclassification**

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

7. Should the employee disagree with the evaluation decision, the employee may appeal the decision and submit his/her written rationale for the appeal to the appropriate Executive Council member by April 1 of that year. The Executive Council member shall review the evaluation and issue a final decision by May 1 of that year. The decision of the Executive Council member shall be final and non-precedential.
8. Any reclassification salary increase will be retroactive to January 1 of the current fiscal year. Employees receiving a reclassification increase will not be eligible for a general increase within the same year.

**D. Evaluation**

The following procedures are established for rating employee performance:

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

## SECTION II. LEAVE WITH PAY

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### I. HOLIDAYS

A. Regular full-time and regular part-time employees working nineteen (19) hours a week or more will be entitled to the following paid holidays if they fall on their regularly scheduled workdays:

1. New Year's Day (January 1)
2. Martin Luther King's Birthday (3rd Monday in January)
3. Lincoln's Birthday (as observed in College calendar)
4. Reading Day
5. Memorial Day (as observed in College calendar)
6. Independence Day (July 4)
7. Labor Day (1st Monday in September)
8. Columbus Day (to be used during Christmas recess)
9. Veteran's Day (November 11--to be used during Christmas recess)
10. Day before Thanksgiving
11. Thanksgiving Day (4th Thursday in November)
12. Day after Thanksgiving
13. Christmas Eve Day (December 24)
14. Christmas Day (December 25)
15. New Year's Eve Day (December 31)

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

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

should be taken in the pay period in which the holiday occurs or in the immediate pay period following said holiday, with the exception of the holidays which are accumulated for use during the Winter Break.

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

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

- F. During the Winter Break between December 24 and January 1, when the College is officially closed, the College shall provide an additional one or two days off with pay for those work days not covered by the previously designated holidays. A regular employee eligible for this benefit is one who would normally have been scheduled to work but is prohibited from working because the College is officially closed.
- G. The Independence Day (July 4) holiday that falls on a Saturday, (or possibly Sunday if the College is open on Monday, July 5) shall be provided as a Floating Holiday to be taken within a designated time period, which shall be identified by the Administration each year. The Administration reserves the right to alter this procedure for specific situations.

## II. VACATION LEAVE

### A. Rate of Earning/Accumulation

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

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

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

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

### B. Use of Vacation

1. Employees are encouraged to use a minimum of five (5) consecutive working days each year.
2. Vacation leave must be approved in advance by the immediate supervisor.

3. A new hire employee will accumulate but cannot take vacation leave during the introductory period. Vacation leave, however, will not be paid if the introductory period is not successfully completed.
4. Vacation leave must be approved in half-day or full day increments.
5. Vacation leave will not accumulate while an employee is on an unpaid leave of absence, short-term disability or long-term disability.
6. Vacation leave must be recorded using the on-line Oracle time sheet system or as defined by Payroll guidelines
7. Vacation leave can be taken only to the extent it is actually earned.
8. Employees absent the working day before or following a vacation period will be requested to submit to their supervisor for approval an acceptable written reason for the absence. Failure to provide such evidence will result in loss of pay for the day or days of absence.

**C. Vacation Leave at Termination**

Upon termination of employment, unused earned vacation time will be paid at the employee's current salary rate.

**III. PERSONAL BUSINESS**

- A. A regular employee working thirty (30) or more hours a week is eligible for two (2) non-cumulative days of personal business leave to be used each fiscal year if the employee cannot attend to personal business on their own time. Personal business days are calculated on a fiscal year basis (July 1 through June 30). An employee hired after January 1 shall be eligible for only one (1) personal business day for the balance of the fiscal year.
- B. Employees wishing to be excused for personal business leave must have the approval of their supervisor in advance of the Personal Business Leave.
- C. Personal business leave will not be allowed the day before or after a holiday, vacation, or sick leave. Personal business leave will also not be allowed during the new hire introductory period or during the last two (2) weeks of employment.
- D. Any of the two (2) personal business days, which are unused each fiscal year, shall be added to the employee's accumulated sick leave.
- E. Personal Business leave must be taken in half-day or full day increments.

## **IV. SICK LEAVE**

### **A. Rate of Earning/Accumulation**

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

1. Regular full-time employees are eligible for sick leave accumulated at a rate of 4.33 hours per pay period. (15 days per year).
2. Sick leave must be approved in half day or full day increments.
3. Sick leave may accumulate to an unlimited number of days.
4. Regular part-time employees accumulate sick leave in the same proportion as their hours actually worked bears to the regular full-time schedule.
5. Any of the two (2) personal business days which are unused each year shall be added to the employee's accumulated sick leave.
6. Sick leave will not accumulate while an employee is on an unpaid leave of absence, short-term disability or long-term disability.

### **B. Use of Sick Leave**

1. Sick leave can be taken only to the extent that is actually earned.
2. Sick leave must be reported using the on-line Oracle time sheet system or as defined by Payroll guidelines.
3. A certificate from an employee's doctor may be requested to verify an illness or to ensure that the employee has recovered sufficiently to return to work.
4. Sick leave can be used only in case of personal illness or because of a medical emergency in the immediate family. Medical emergency would typically include an emergency hospital admission or critical care of a member of the immediate family or the illness of a young dependent child. These short-term situations are normally limited to a maximum of five (5) working days. A supervisor may authorize more than five (5) working days of paid sick leave for a medical emergency of extenuating

circumstances in the immediate family with the approval of the Chief Human Resources Officer or designee. Appointments with doctors or dentists should be scheduled on Saturdays or during the first or last hour of the workday if possible, and such time off must be made up on another day in the same pay period.

5. The employee must call the supervisor promptly on the first day of illness and every day thereafter unless hospitalized or convalescing at home for the period of sickness or accident. All calls should be placed to the supervisor and made no later than one (1) hour after the start of the scheduled workday. If the call is not made within that period of time, it will be considered a "no call." Three consecutive days of "no call" will be considered a resignation without notice and treated accordingly. An employee convalescing at home from an illness or accident must report to the supervisor in person, by telephone, or by email at least once a week during this convalescence.

The College reserves the right to have the employee see a physician of the College's choice in order to determine whether an individual may be entitled to benefits and/or is able to return to work.

6. The following procedure is in effect for employees who are absent from work for a period of one (1) week or more due to illness or injury:
  - a) Supervisors will notify Human Resources of all staff absences of five (5) consecutively scheduled work days or more due to illness or injury.
  - b) The Human Resources Department will in turn notify the employee that he or she is required to acquire the following written information from his/her physician before returning to work:
    - 1) Diagnosis of illness or injury.
    - 2) Pertinent tests and/or treatment received.
    - 3) Approval to return to work.
  - c) The employee will present the physician's report to the Health Service staff before returning to work. The staff will review the information and do one of the following:
    - 1) Clear the employee to return to work.
    - 2) Refer the employee to his/her physician for additional information.

- 3) Refer the employee to the College physician for further evaluation in relation to work activity.
7. In the case of an extended illness when all available sick leave has been exhausted, any unused personal business days and unused vacation time will be used, in that order, to extend paid sick leave. In the event an employee has been out for a period of 12 months, the College has the right to terminate the employment relationship. Any unused vacation time will be paid out as a lump sum payment to the employee and any unused sick time will be reported to SURS.
8. An employee arriving at work two (2) hours after the employee's normal starting time or quitting two (2) hours before the employee's normal quitting time due to illness shall be charged for one-half (.5) day of sick leave. The employee may make up the time, at the supervisor's option, within the next workweek.
9. Sick leave will not be paid during the last two [2] weeks of employment without the approval of the immediate supervisor and the Chief Human Resources Officer or designee.
10. Unused accumulated sick leave will not be paid upon termination.

## **V. BEREAVEMENT LEAVE**

Up to three (3) consecutive days leave with pay will be granted in the event of the death of an immediate family member (see definition, page 4) provided the days fall on the employee's regularly scheduled workdays. An additional two (2) consecutive days leave with pay will be granted in the event of the death of an employee's spouse, domestic partner, civil union partner, child, child in-loco-parentis, parent, mother-in-law or father-in-law. This leave is for the purpose of attending the funeral, which includes such related events as the wake or visitation.

## **VI. JURY DUTY**

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

## **VII. RELIGIOUS LEAVE**

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

## **VIII. RESERVE DUTY**

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

## **IX. TIME OFF FOR VOTING**

Only when an employee's work schedule would prevent them from voting, an employee may request time off (up to three (3) consecutive hours) to vote in general elections. This period will be either immediately following the opening of the polls or immediately prior to the closing of the polls, and must be approved by the supervisor in advance.

## **X. WEATHER**

- A. The College President reserves the right to close the campus for students and employees during hazardous or inclement weather, but to have it remain open for purposes of carrying out required business. If the College President authorizes employees to be released from work early because of existing or anticipated inclement weather, the time missed will not be charged to earned leave.
- B. If an employee who is required to report for work during the closing for hazardous or inclement weather is unable to report for work, it shall be necessary to charge the absence of the employee to leave without pay. The employee will have the option of using a vacation day or a personal business day.
- C. If the College remains open or re-opens for Supervisory Management employees and a Supervisory Management employee is unable to report to work at all because of inclement weather conditions, the employee will have the option of using a vacation day, be charged for leave without pay or use a personal business day.

## **XI. FAMILY MEDICAL LEAVE**

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

## SECTION III. INSURANCE

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### I. INSURANCE PROGRAMS

#### A. Eligibility

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

#### B. Medical Insurance

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

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

#### C. Dental Insurance

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

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

#### D. Extended Medical/Dental Insurance

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

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

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

1. Group term life insurance equal to two (2) times the employee's annual salary to a maximum of one hundred twenty thousand dollars (\$120,000).
2. Accidental Death or Dismemberment benefit, if applicable, would be in addition to the life insurance amount.
3. The College provides an option to purchase voluntary life and accidental death & dismemberment insurance. Employees may select 1, 2, 3, 4, or 5 time their annual base salary up to a maximum of \$500,000. Proof of good health may be required.

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

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

## **G. Disability Leaves**

### **1. Short-Term Disability**

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

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

Insurance coverage, while the employee is on short-term disability, will be paid by the College at the same rate as if the employee were actively at

work. The employee will still be responsible for paying his/her share of insurance coverage.

## 2. Long-Term Disability

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

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

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

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

## H. Worker's Compensation Act

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

Employees who are injured during working hours at Harper College must immediately report the accident to their supervisor and obtain appropriate medical care from Health Service. It is important that an official report of the accident be initiated, even if the injury does not seem to warrant medical attention.

If an employee is absent from work due to a work related injury or illness, the College must receive proper documentation from the employee's physician to verify the absence. Accumulated sick leave cannot be used for absences due to a Workers' Compensation injury or illness. Instead the Workers' Compensation carrier will send the employee a compensation check for part of the employee's salary. The College shall pay the employee the difference between Workers' Compensation disability payments and the employee's full wages for the first ninety (90) calendar days of any work related absence. This College reimbursement will be paid in a lump sum at the end of the ninety (90) calendar day period or the end of the disability period, whichever comes first.

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

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

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

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### **I. PAYDAYS**

Salary is paid on a bi-weekly basis. All employees will receive their pay either through direct deposit or through a Pay Card. The authorization agreement for direct deposit can be submitted on line In the Employee Self Service function of Oracle.

### **II. PAYROLL DEDUCTIONS**

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

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

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

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

#### **C. State Universities Retirement System**

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

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

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

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

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

**D. Community College Health Insurance Plan**

Contributions currently of a half-percent (.5%) are deducted from the earnings of Insurance benefit eligible employees for the Community College Health Insurance Program. This plan was established by SURS to provide health insurance benefits to eligible retirees. Contribution amounts may be adjusted based on changes in the State requirements.

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

**E. Garnishment of Wages**

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

**F. Tax-Sheltered Annuity Program (403b & 457 plans)**

A Tax-Sheltered Annuity Program is available to regular full-time and part-time employees of the College. Questions concerning this plan should be referred to Human Resources.

**III. NOTIFICATION OF CHANGE OF STATUS**

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

## SECTION V. FAIR LABOR STANDARDS ACT (FLSA)

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

To qualify for an overtime exemption, an employee must meet certain tests regarding job duties and generally must be paid on a “salary basis” at least \$455 per week. Job titles do not determine whether an employee is exempt or not. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor.

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

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

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

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

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

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

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

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

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

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

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

### **III. PARENTAL LEAVE**

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

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

As provided in the Family and Medical Leave Act of 1993, the College will continue to pay for insurance coverage during the first 12 weeks of the Parental Leave. As a matter of information, any leave time used for the mother's disability prior to the date of birth, is counted as part of this total 12 week FMLA leave time. After the first 12 weeks of this FMLA leave time are used, the College will no longer make contributions for insurance coverage. However, you may continue to participate in the health and dental insurance provided that you pay the full cost of the medical and dental premiums.

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

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

## **SECTION VII. RETIREMENT**

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

Retirement information on the State Universities Retirement System is available in Human Resources or by contacting (SURS) at 1-800-ASK-SURS.

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

A Supervisory Management employee who retires under the State Universities Retirement System, and who has been employed by the College for the preceding ten (10) years on a regular basis of at least thirty (30) hours per week for at least thirty-six (36) weeks per year for each of the ten (10) years and who is at least fifty-five (55) years of age, shall change medical and dental insurance coverage to the plans offered through Central Management Services or other comparable benefits and shall be eligible for a Board reimbursement for premium, deductible and co-payment medical expenses up to the Board premium contribution available for individual coverage for active employees. This reimbursement will take place for a period of 5 years from the date of retirement. Notice of retirement shall be submitted in writing at least six (6) months prior to retirement. This six (6) months notice of retirement may be waived with approval of the area Administrator and the Chief Human Resources Officer.

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

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

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

A Supervisory Management employee who retires from Harper College and is receiving retirement benefits from the State Universities Retirement System shall be eligible to enroll himself/herself and eligible dependent(s) in credit and continuing education offerings under the current tuition waiver policy outlined on page 38 of this manual.

## **SECTION VIII. TERMINATION PROCEDURES**

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### **I. EMPLOYEE RESIGNATION**

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

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

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

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

#### **C. Return of College Property**

After receiving the termination notice, the Human Resources Department will notify certain departments to ensure that all College property, such as keys, books, equipment, etc., are returned. When all clearances have been received, a final paycheck will be issued.

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

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

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

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### **A. Disciplinary Procedures**

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

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

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

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

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

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

1. Insubordination
2. Refusal to perform assigned tasks
3. Unsatisfactory performance of duties or assigned tasks
4. Excessive tardiness and/or absence
5. Willful damage and/or inappropriate use of College property and/or equipment (including, but not limited to, computers, phones and copy machines).

6. Abusive behavior to co-workers, superiors or subordinates
7. Immoral, indecent, or disorderly conduct
8. Unauthorized release of confidential information
9. Falsification of a time sheet or any employee record
10. Theft or dishonesty
11. Intoxication on the job or possession or drinking of intoxicating beverages on College premises
12. Possession and/or use of illegal drugs on College premises

**C. Dismissal**

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

## SECTION X. APPEAL PROCEDURE

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### I. GENERAL

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

### II. APPEAL PROCEDURE

The appeal procedure is as follows:

#### A. First Step

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

#### B. Second Step

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

#### C. Third Step

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

Council member or designee will be binding in all matters involving interpretation of procedure and/or policy.

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

**D. Fourth Step**

If the employee feels that the decision of the Executive Council member or the designee is arbitrary or capricious, a review of the appeal by the President of the College may be requested. Appeals to the President or a designee must be made in writing no later than ten (10) working days after receipt of the third step determination. The President or designee will review the case. If the President's review of the case determines that the decision was against the manifest weight of the information presented, an additional hearing may be held, or additional information requested, if needed. If a solution cannot be reached, the appeal may be presented to the Board of Trustees for final disposition. A written appeal to the Board of Trustees will be allowed in matters, which require their deliberation and consent and must be submitted within ten (10) working days of the President's determination. The Board will review the case and allow or deny the appeal.

## **SECTION XI. POLICIES**

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Harper College employees are expected to perform their job responsibilities in a manner which is consistent with institutional policies and procedures. It is the employee's responsibility to ensure personal awareness of these employment requirements. These policies include but are not limited to anti-discrimination, code of ethics, sexual harassment, work place violence etc. A comprehensive listing of these policies is detailed in the institution's Board Policy Manual. This manual is available electronically through Portal. The Manual is to be used to guide the conduct of relationship and responsibilities relative to the operation of the College. Policies and procedures are also posted on the HR page on Portal.

### **I. ETHICS**

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

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

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

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

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

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

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

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

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

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

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

#### **IV. SEXUAL HARASSMENT**

##### **A. Definition**

It is the policy of Harper College that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution as determined by such administrative or Board action as is required by Illinois law or Board policy. This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the College community (i.e., supervisor/subordinate, faculty/student, employee/peer).

#### **B. Reporting**

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

#### **C. Investigation**

1. The Chief HR Officer or designee shall undertake an investigation of all such complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant. After a written complaint has been filed, the person accused of sexual harassment shall be notified of the substance and content of the complaint expeditiously.
2. The investigator shall file a written report as to his/her findings with the Chief HR Officer or the designee within twenty-eight (28) days after a written complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reason(s) for the delay. The complainant and the person accused shall be notified of the findings of the investigation.

3. If the investigation discloses evidence that an act or acts of sexual harassment have been committed, the person accused of sexual harassment may be subject to disciplinary action up to and including termination of employment in accordance with established procedures. Also, one or both parties may be referred to the Employee Assistance Program or recommended for counseling in order to understand the nature and/or deal with the consequences of the complaint.

#### **D. Dissemination of Policy**

1. Any employee is encouraged to raise questions he/she may have regarding sexual harassment with Student Development faculty or other faculty members or administrators, including Executive Council members or the president.
2. A copy of the Board Policy and implementing regulations are available on the Harper College Portal.

#### **E. Mandated Reporters**

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

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

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

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

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

## **F. Confidentiality**

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

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

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

## SECTION XII. GENERAL

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### I. EDUCATIONAL ASSISTANCE PROGRAM

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

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

##### 1. Eligibility for Credit Courses

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

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

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

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

1. Eligibility

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

Tuition for college courses, other than that provided by Harper's tuition waiver program will be reimbursed to a maximum of nine hundred dollars (\$975) per fiscal year for job-connected or job-oriented courses only. These courses must be from an accredited School, College or University. However, in certain instances this benefit may be used, with prior approval of the appropriate Executive Council member, to pay for membership fees and incidental expenses related to professional organizations, subscriptions to professional journals, books or periodicals, course fees, and seminars, workshops or other non-traditional courses taken during normal paid working hours. If an employee is hired mid-year, the current maximum benefit amount will be pro-rated accordingly.

2. Part-Time Employees

A regular part-time employee, who has been employed for at least two (2) years and is scheduled to work between 19-29 hours per week, may apply for up to \$250 during the fiscal year for reimbursement of Professional Development benefits that are not available at Harper College. The normal application procedure for Professional Development benefits shall be followed. Total expenditures for all eligible part-time employees shall not exceed \$5,000 per year.

3. Professional Development Aggregation

A Full-Time employee may aggregate tuition reimbursement and professional development benefits from one or more employees along with his/her professional development benefit up to a total of \$2,925 per fiscal year for the following instances:

- a) approved degree credit courses
- b) certifications which are required or preferred by the employee's position description

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

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

Professional Development aggregation requests and approvals must be submitted online using Oracle Self Service. The aggregation from one or more employees shall not exceed a total of \$1,950 per fiscal year and \$975 for travel per fiscal year. Any such approval will be considered on a case by case basis.

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

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

The following documentation must be submitted at least two weeks prior to payment deadline:

- a) A completed Professional Development Form (both Part A and Part B must be filled out)
- b) Supporting documentation.
- c) A check requisition made out directly to the designated Payee.

Upon receipt of the above, a check will be issued directly to the designated Payee.

Professional Development balances may be monitored using Oracle Self Service.

## II. TRAVEL PAY

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

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

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

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

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

For further EAP information, contact:

- Human Resources.
- Workplace Solutions Referral Coordinator, 1-800-327-5071.

In the event of a crisis during the evening or weekend hours, call 1-800-327-5071.

### **IV. EMPLOYEE PERSONNEL FILES**

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

### **V. HEALTH SERVICE**

The College provides limited health services to its employees. Health and Psychological Services is staffed by registered nurses and is located in Building A, Room 362.

There is a minimal cost for some services available to faculty and staff. For additional information, contact Health and Psychological Services at extension 6268.

## **VI. LOST AND FOUND**

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

## **VII. PARKING**

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

## **VIII. SERVICE RECOGNITION**

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

## **IX. SMOKING**

It is the policy of the College to maintain a smoke/tobacco free environment consistent with its efforts to promote wellness and a campus environment conducive to work, study and activities for students, employees and the public. Smoking is allowed in designated smoking areas only.

## **X. SOLICITATION**

Solicitation during working hours is prohibited.

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

Acceptable Use of Harper College Communications Network (HCCN)

I. Philosophy:

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

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

### A. Security

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

### B. Privacy

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

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

### C. Education and Training

All users have the responsibility to use the facilities and all forms of technology resources in an ethical and legal manner. Users are expected to follow equipment and lab usage guidelines and, when necessary, receive training in the use of these resources. They should accept responsibility for their own work by learning appropriate uses of software

to maintain the integrity of work created. Users should keep archives and backup copies of important work. Users are responsible for learning and properly using the features of securing and/or sharing access to files.

### III. Unacceptable Uses:

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

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

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

#### **IV. Consequences:**

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

#### **XII. STUDENT ACTIVITIES RELATED BENEFITS**

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