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**BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508
County of Cook and State of Illinois**

**RESOLUTION: AMENDMENT TO THE EMPLOYEE MANUAL
of the
CITY COLLEGES OF CHICAGO**

AMENDING BOARD RESOLUTION No. 22815 Adopted September 6, 2001

WHEREAS, The Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, (hereinafter referred to as "the Board") is a body politic and corporate established pursuant to the provisions of the Illinois Public Community College Act, 110 ILCS, 805/1-1, *et seq.* (hereinafter referred to as the "State Act") with all the powers and duties stated in the State Act; and

WHEREAS, The District currently utilizes several publications to advise bargained for and non-bargained for employees of the District's personnel policies, employee benefits and important information about the District and other terms and conditions of employment; and

WHEREAS, It is necessary for the effective management of the District to adopt unified employee work rules which set forth employee conduct that the District prohibits; and

WHEREAS, paragraph 3 of "About the Employee Manual - Welcome" provides for the amendment and revision of policies to said manual; and

WHEREAS, Section IV, Work Rules, of the Employee Manual for City Colleges of Chicago, item #1 deals with absence without leave and references Article 3.8.17 of the Board Rules for Management & Government, revised July 1, 2002; and

WHEREAS, Article 3.8.17 of the Board Rules has been re-numbered to Article 3.22 of the Board Rules; and

WHEREAS, the Employee Manual reference to the Board Rules needs to be updated to reflect the re-numbering.

NOW, THEREFORE, BE IT RESOLVED, that Board Resolution No. 22815 adopted September 6, 2001, is hereby amended.

BE IT FURTHER RESOLVED, that the Employee Manual, Section IV, Work Rules, item #1, referencing Article 3.8.17 is hereby changed and updated to referencing Article 3.22 of the Board Rules.

Respectfully submitted,

Wayne D. Watson
Chancellor

August 4, 2005