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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 1, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
TO AMEND ARTICLE 4 OF THE BOARD POLICY AND PROCEDURES MANUAL FOR
MANAGEMENT AND GOVERNMENT
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT

WHEREAS, the Board of Trustees of Community College District No. 508 is empowered under Section 805/3-30 of the Illinois Public Community College Act, 110 ILCS 805 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board”;

WHEREAS, Section 4.2 of the Board Bylaws provides that the Board may amend any Bylaw, Policy or Procedure issued for the governance of the Board, the District and the Colleges;

WHEREAS, the Office of Human Resources and Staff Development has determined that a revision to Article 4 of the Board Policies and Procedure Manual is necessary to assist the District in maintaining efficient operations and management flexibility; and

WHEREAS, the Chancellor supports the recommendation of the Office of Human Resources and Staff Development;

NOW THEREFORE BE IT RESOLVED, that the Chancellor recommends that the Board of Trustees approves the amendment Article 4 of the Board Policies and Procedures (See Exhibit A – Executive Summary, Exhibit B – Proposed Revisions and Exhibit C – Revised Article 4). Said policy revisions will be reflected in updated publications of the Board Policies and the City Colleges of Chicago website and shall be effective immediately.

August 1, 2013 – Office of Human Resources and Staff Development

EXHIBIT A
EXECUTIVE SUMMARY
PROPOSED REVISIONS TO
ARTICLE 4 PERSONNEL OF THE
BOARD POLICIES AND PROCEDURES FOR MANAGEMENT & GOVERNMENT

The Office of Human Resources & Staff Development (Human Resources) conducted a thorough review of Article 4 Personnel of the Board Policies and Procedures for Management & Government (Board Rules) which governs the hiring pre-requisites, appointment, promotion and treatment of City Colleges of Chicago employees. The review incorporated current business policies, procedures and best practices. In addition, the proposed revisions streamlined language and/or updated language to reflect current City Colleges of Chicago personnel practices.

The policy revisions to Article 4 are summarized below, and apply to all District employees unless otherwise noted in a Collective Bargaining Agreement.

▪ **4.3 The Employee Manual**

The proposed policy revision authorizes the Vice Chancellor of Human Resources to update the Employee Manual based on changes already approved by the Board of Trustees.

▪ **4.4 Hiring Authority**

The proposed policy revision indicates that all pre-employment requirements must be satisfied before Board recommendation. The policy is changed to specify that, unless otherwise decided by the Chancellor, discretion to not post an open position is reserved for positions at a salary grade of twelve (12) and above, which elevates the minimum salary grade level from the current level of ten (10) or higher.

▪ **4.5 Equal Employment Opportunity**

The proposed policy revision adds “genetic information” in accordance with the Genetic Information Nondiscrimination Act (GINA). It also changes EEO “Officer” to EEO “Office.”

▪ **4.6 Hiring Pre-Requisites**

The proposed policy revision indicates independent contractors and temporary workers are also required to submit to the pre- and post-employment requirements. §4.6(c) of this policy - this section is retitled to “Background Checks” and revised to include education (credential) verification and employment verification. And §4.6(f) of this policy is retitled to “Employee Indebtedness” and revised to indicate the consequences of failure to disclose or pay a debt.

▪ **4.9 Hours of Work and Scheduling**

The proposed policy revision changes the number of hours worked by part-time employees to on average less than 30 hours in a workweek. The policy is also revised to omit §4.9(e) Compensatory Time.

4.10 Classroom Size, Assignments and Staffing

The policy is omitted because similar language exists in the Academic Policy and Procedures Manual of the City Colleges of Chicago.

- **4.11 Time and Attendance Monitoring**

The proposed policy is updated to include electronic timecards as a method of timekeeping due to the Human Resources department initiative to implement a time and attendance system. The policy revision to §4.11(f) changes notification to employees of their Family Medical Leave Act (FMLA) rights from ten (10) or more work days to five (5) business days, in accordance with FMLA.

- **4.12 Post-Employment Drug and Alcohol Testing**

The proposed policy revision adds additional circumstances in which employees must complete post-employment drug and alcohol testing. Policy is renumbered to §4.7.

- **4.14 Full-Time Employee Benefits**

The proposed policy revision to §4.14(e) eliminates the conversion of vacation days to sick days and requires advance written approval of vacation time by the supervisor; personal and floating holidays which are accrued by employees at the beginning of each fiscal year must be used by June 30th or forfeited; adds language specifying that there is no accrual of vacation, sick, personal and floating days while employees are on paid or unpaid leave of absence. The proposed policy revision adds §4.14(e)(ix) "Victims' Economic Security and Safety Act Leave" in accordance with the Victim's Economic Security and Safety Act; incorporates the Resolution to Amend District Personal Leave Policy, and to indicate the process employees must follow to request personal leaves of absence; aligns with the Illinois Military Leave of Absence Act; omits Employer Assisted Housing Program.

- **4.15 Market/Equity Salary Adjustments**

The proposed policy revision adds this policy to address the need to make market or equity based salary adjustments for Administrators and Non-bargained for employees.

- **4.17 Reduction in Force**

The proposed policy revision modifies that Board approval is required for mass reductions in force that affect full-time employees.

- **4.18 Suspensions and Terminations**

The proposed policy revision omits the restriction that an employee may not be suspended without pay for more than twenty-nine (29) days.

**PROPOSED REVISIONS TO
“ARTICLE 4 PERSONNEL” OF THE BOARD POLICIES AND PROCEDURES FOR MANAGEMENT & GOVERNMENT**

Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Revised to grant authorization to the Vice Chancellor of Human Resources to update the Employee Manual based on new or revised policy or resolution approved by the Board of Trustees</p>	<p>4.3 “The Employee Manual”</p>	<p>“The Board reserves the right to alter or amend the Employee Manual at any time by Board resolution.”</p>	<p>“...at any time by Board resolution <u>and authorizes the Vice Chancellor of Human Resources to amend the Employee Manual to reflect changes in personnel, contact or address information, benefits, organizational structure and any other policy, Work Rule or resolution already approved by the Board without seeking an additional resolution for said changes.</u>”</p>
<p>Revised to:</p> <ul style="list-style-type: none"> ▪ Remove military personnel ▪ Add full-time temporary employees ▪ Define temporary workers ▪ Specify pre-employment requirements must be satisfied before Board recommendation ▪ Add discretion not to post positions salary grade 12 and above 	<p>4.4 “Hiring Authority”</p>	<p>“Except for the hiring of military personnel in full-time positions at District facilities outside the State of Illinois and full-time faculty, the hiring of full-time employees...</p> <p>All administrative and non-bargained for appointments shall be recommended to the Board...after the candidate has satisfied all other requirements of the District...The selection of a candidate for appointment will be made competitively from among the best qualified candidates, provided however, appointments to positions at a Salary Grade of ten (10) or higher are excepted from competitive selection procedures...”</p>	<p>“...the hiring of full-time faculty <u>and full-time temporary employees...The classification of “temporary employee” is an individual brought on to work full- or part-time on a short-term assignment without being treated as a “permanent” employee and lacking the benefits of permanent employees. ...</u></p> <p>...after the candidate has satisfied all <u>pre-employment requirements of the District...The recruitment and selection of qualified candidates is a competitive and transparent process, however, unless otherwise decided by the Chancellor, discretion to not post is reserved for positions at a salary grade of twelve (12) and above...</u>”</p>
<p>Revised to add “genetic information” per GINA (Genetic Information Nondiscrimination Act)</p>	<p>4.5 “Equal Employment Opportunity”</p>	<p>“...sexual orientation, marital status, disability... through its EEO Officer...”</p>	<p>“...sexual orientation, marital status, disability, <u>genetic information... through its EEO Office...</u>”</p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
<ul style="list-style-type: none"> ▪ Revised to add independent contractors and temporary workers are also required to submit to the pre- and post-employment requirements ▪ Defined independent contractors 	4.6 “Hiring Pre-Requisites”	“...Applicants for employment shall be subject to the following pre- and post-offer requirements and all requests for Board approval and ratification of hiring decisions shall certify that the requirements have been met:”	“... <u>All applicants for employment, including full-time temporary employees</u> , shall be subject to the pre- and post-offer requirements <u>listed below</u> and all requests for Board approval and ratification of hiring decisions shall certify that the requirements have been met. <u>Independent contractors, while not City Colleges of Chicago employees, are subject to the same pre-employment and post-offer drug test and background check requirements listed below. An independent contractor is an individual or sole proprietor who is contracted to perform work for the City Colleges of Chicago. An independent contractor is not an employee of City Colleges of Chicago and is treated differently with respect to tax withholdings, employee benefits and payment methods.</u> ”
Revised to add that temporary employees are also excluded from residency requirement	4.6(a), B “Residency/Definitions”	“Employees” mean all full-time employees. “Employees” does not include part-time employees.”	“Employees” mean all full-time employees. “Employees” does not include part-time employees <u>and temporary employees.</u> ”
Revised to be consistent with current process which requires employees to access Self Service to update their personal information	4.6(a) “Notification of Change of Address”	“All employees must notify the Office of Human Resources of a change in their address within fourteen (14) calendar days of their change of address. Notification of a change of residency shall be in writing, or if permitted by the Office of Human Resources, using the procedures, forms and documentation established...”	“All employees must <u>access Employee Self Service to update their home address on record</u> within fourteen (14) calendar days of their change of address.”

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Comment	Section	Current Rule	Proposed New Rule or Revision
Revised to include hire documents, and Self Service entries made by employees	4.6(a) “Proof of Residency”	“...the address an employee gives on a completed Residency Form is that employee’s correct address.”	“...the address an employee gives <u>while completing hiring documents or has entered via Employee Self Service</u> is that employee’s correct address.”
Revised to add an additional affirmation why an employee is not a resident of the City	4.6(a) “Annual Certification of Residency”	“...The employee’s certification shall include an oath or affirmation that the employee is not required to be an actual resident because he/she falls within one of the exceptions listed above or that the employee is an actual resident of the City of Chicago.”	“... <u>a new full-time hire or a current employee newly promoted to a full-time position and not an actual resident of the City of Chicago, and working toward establishing a principal residence within the City.</u> ”
Revised to add former employees being re-hired	4.6(b) “Pre-employment drug testing”	“No applicant for employment subject to drug testing...”	“No applicant for employment, <u>or a former employee being re-hired regardless of the length of break in service,</u> subject to drug testing...”
Retitled to “Background Checks” and revised to include education (credential) verification and employment verification	4.6(c) “Criminal history verification” retitled “Background Checks”	“All applicants for employment shall be required to disclose and certify their criminal history and shall be subject to criminal history background verification, excluding current City Colleges of Chicago students applying for non-sensitive student job titles. For purposes of this section “criminal history” shall mean a history of criminal convictions in any State or territory of the United States of America. A program for criminal history verification has been implemented...”	<p>“...shall be required to <u>undergo a background check, which includes but is not limited to the following: criminal history verification, education verification, and employment verification.</u></p> <ul style="list-style-type: none"> i. <u>Criminal history check - All applicants for employment must disclose and certify their criminal history and shall be subject to criminal history background verification...</u> ii. <u>Education (Credential) Verification - The Human Resources department will conduct credential verification for all applicants for employment...</u> iii. <u>Employment Verification – The Human Resources department will conduct employment verification...</u>

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Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Retitled to “Employee Indebtedness” and revised to include the consequences of failure to disclose a debt, pay or make payment arrangement for payment of an overdue debt within thirty (30) calendar days after receipt of notification of debt</p>	<p>4.6(f) “Obligations to City, County and State Agencies” retitled “Employee Indebtedness”</p>	<p>“All applicants for employment shall be required to disclose any past-due debt to the City of Chicago, County of Cook or State of Illinois and, as a condition of hire and continued employment, provide satisfactory proof that arrangements for payment have been made either through payroll deduction or other means.”</p>	<p><u>“Pursuant to City Colleges of Chicago Policies and Work Rules, all applicants must disclose on their new hire paperwork whether they are in default for any obligation to the City Colleges of Chicago, City of Chicago, County of Cook, or State of Illinois. Applicants who are, as well as employees who become, in default on any obligation or owe any past due debt will be required to provide satisfactory proof that payment has been made or that arrangements...</u></p> <p><u>Failure to pay an overdue debt to City Colleges of Chicago, City of Chicago, County of Cook, or State of Illinois within thirty (30) calendar days of receiving a demand therefore is a violation... unless the employee:</u></p> <ul style="list-style-type: none"> i. <u>has entered into an agreement...and remains in compliance with the agreement;</u> ii. <u>is contesting liability for the amount of the debt...and provides satisfactory proof of such proceeding; or</u> iii. <u>has filed a petition in bankruptcy...</u> <p><u>Failure to disclose such debts or obligations on the employment application, or failure to pay or make arrangements for payment within thirty (30) days of hire date shall subject the employee to disciplinary action, up to and including termination.”</u></p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
Revised to add the Chancellor’s designee may also establish qualifications for classifications	4.6(h) “Job Qualifications”	“The Chancellor may establish “minimum” and “desired” qualifications for each classification.”	“The Chancellor or <u>his/her designee</u> may establish “minimum” and “desired” qualifications for each classification”
Revised to shorten section. The process to onboard a volunteer will exist in separate internal policy and procedure document.	4.6(i) “Volunteerism”	“Volunteer programs have emerged as an important component of increasing the capacity of organizations to accomplish their goals. Volunteers may be employees, retirees, current students, alumni, or the general public over the age of 14. Volunteering is done by personal choice...”	“Volunteers may be retirees, current students, alumni, or the general public over the age of 14...are volunteering for, are subject to drug screening, criminal background and personal reference checks.“
Revised to include additional circumstances in which employees must complete post-employment drug and alcohol testing	4.7”Post-Employment Drug and Alcohol Testing” (currently numbered 4.12)	“...(e) Employees promoted who have never been drug tested.”	<p>“...(e) Employees promoted <u>or demoted</u> who have never been drug tested.</p> <p>(f) <u>Employees moving from part-time employment to full-time employment who have not previously submitted to a drug screen, including employees who are being promoted.</u></p> <p>(g) <u>Employees moving from one full-time position to another full-time position, who have not previously submitted to a drug screen.</u></p> <p>(h) <u>Employees in positions that are being reclassified, who have not previously submitted to a drug screen.</u>”</p>

**PROPOSED REVISIONS TO
“ARTICLE 4 PERSONNEL” OF THE BOARD POLICIES AND PROCEDURES FOR MANAGEMENT & GOVERNMENT**

Comment	Section	Current Rule	Proposed New Rule or Revision
Revised number of hours worked by part-time employees to be consistent with industry standard	4.10(b) “Hours of Work and Scheduling” <i>(currently numbered 4.9)</i>	“Part-time, non-academic employees are employees who are regularly assigned to work less than 35 hours in a workweek but may be assigned more than those hours on a temporary, intermittent or sporadic basis with the prior written approval of their immediate supervisor.”	“Part-time, non-academic employees are employees who are regularly assigned less than <u>30 hours</u> in a workweek but may be assigned more than those hours on a temporary or sporadic basis with the prior written approval of their immediate supervisor.”
Revised to omit last sentence regarding use of accumulated leave time	4.10(d) “Public Accountability” <i>(currently numbered 4.9)</i>	“Consistent with the Fair Labor Standards Act, the Board adopts principles of public accountability...All employees shall be required to use accumulated leave time for days or fractions of days that they are absent and shall be accountable to the Board for recording such time accurately.”	“Consistent with the Fair Labor Standards Act, the Board adopts principles of public accountability which require time and attendance monitoring of all employees including those employees who are otherwise exempt under the Fair Labor Standards Act.”
Omitted as HR will not make policy regarding compensatory time for non-exempt, non-bargained for personnel	4.10(e) “Compensatory Time” <i>(currently numbered 4.9)</i>	“The Chancellor shall develop a policy for compensatory time off <i>in lieu</i> of overtime pay premiums consistent with the Fair Labor Standards Act and the Policies and regulations promulgated there under.”	Omitted
Omitted as similar language may be found in the Academic Policy or bargaining agreements	4.10 “Classroom Size, Assignments and Staffing”	“Decisions with respect to classroom size and classroom assignment and staffing are decisions within the sole authority of the Board. This Policy...”	Omitted
Revised to incorporate and add electronic time-cards as a method of timekeeping	4.11 (a) “Certificates of Attendance” retitled “Timekeeping”	“All District employees shall be required to complete and sign certificates of attendance in which they verify their attendance and hours of work during each pay period...”	“All District employees shall be required to <u>verify and submit their attendance</u> and hours of work during each pay period <u>using time-keeping methods such as electronic time-cards, certificates of attendance or time clocks...</u> ”

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Comment	Section	Current Rule	Proposed New Rule or Revision
Revised to include electronic time-cards and require employees to verify supervisor’s certification of their attendance	4.11(b) “Inability to submit certificates of attendance”	“Employees who are...unable to complete the certificate of attendance...provided, however, that said employees shall be required to verify those certificates no later than the first payroll period...”	“Employees who are...unable <u>to submit electronic time-cards, certificates of attendance or time off requests</u> ,...provided, however, that said employees shall be required to verify <u>their supervisors’ certification of their attendance</u> no later than the first payroll period...”
Revised to include electronic time-cards and correction of errors for time off	4.11(c) “Correction of erroneous certificates of attendance”	“Employees...shall be required to correct any erroneously submitted certificate of attendance no later than the first payroll period in which they actively work following submission of the erroneous certificate.”	“Employees...shall be required to correct any erroneously submitted <u>electronic time-cards, certificates of attendance or time off requests in the current pay period</u> but no later than the first payroll period in which they actively worked.”
Revised to omit “in lieu of certificate of attendance” due to initiative to implement electronic time and labor	4.11(d) “Other time-keeping methods”	“Nothing in this Policy shall preclude the Chancellor or designee from using time-keeping methods such as electronic time-cards, timesheets or other timekeeping methods in lieu of the certificate of attendance.”	“Nothing in this Policy shall preclude the Chancellor or his/her designee from using time-keeping methods such as electronic time-cards, timesheets or other timekeeping methods.”
Revised to omit advance or lump-sum payment and return of such payment if assignment is not performed	4.11(e) “Time-keeping for Special Assignments”	“The Chancellor or designee may authorize advance and/or lump-sum payments for special assignments...”	Omit

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Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Revised to replace “physician’s statement” with “medical certification”; in accordance with FMLA, included notification of FMLA rights within five (5) business days; and application of other leave if ineligible for FMLA</p>	<p>4.11(f) “Responsibility for Reporting Absences”</p>	<p>“Employees who are absent from work for more than five (5) consecutive work days... must submit a physician’s statement which verifies the illness upon return to work. Employees who are absent or anticipate that they will be absent for ten (10) or more work days must apply for a family and medical leave or personal leave consistent with the provisions of Board Policy 4.16(e).”</p>	<p>“Employees who are absent from work for more than <u>three (3) consecutive work days...</u> must submit <u>medical certification</u> which verifies the illness upon return to work. <u>When an employee provides adequate notice to Human Resources that their absence may be for a FMLA-qualifying reason, Human Resources will notify the employee of their FMLA rights within five (5) business days, absent extenuating circumstances. If the employee is ineligible for FMLA, the employee may apply for other applicable leaves consistent with the provisions of Board Policy 4.14(e). (See Board Policy 4.13(e)(viii), <i>Family and Medical Leave</i>).</u>”</p>
<p>Revised to add voluntary long-term disability</p>	<p>4.13(a) “Insurance Program” (currently numbered 4.14)</p>	<p>“...offered enrollment in medical, dental, vision and life insurance plans, which shall be in accordance in with terms, policies...”</p>	<p>“...offered enrollment in medical, dental, vision, life insurance plans <u>and voluntary long-term disability</u>, which shall be in accordance in with terms, policies...”</p>
<p>Revised to:</p> <ul style="list-style-type: none"> ▪ Eliminate conversion of vacation days to sick day ▪ Require advance written approval of vacation time by the supervisor ▪ Add no accrual of vacation time while on paid or unpaid leave of absence 	<p>4.13(e), (i), a “Paid Vacation” retitled “Vacation” (currently numbered 4.14)</p>	<p>“Administrators will be allowed to accumulate up to 30 days of paid vacation days in their vacation leave bank. Vacation days earned in excess of 30 days shall be automatically and immediately converted to sick days and credited to the Administrators accumulated sick day bank up to a maximum of ten (10) days per year... Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.”</p>	<p>“Administrators will be allowed to accumulate up to 30 days of paid vacation days in their vacation leave bank. <u>No vacation days shall be accrued in excess of 30 days. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing. Employees will not accrue vacation days while on a paid or unpaid leave of absence.</u> Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.”</p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Revised to:</p> <ul style="list-style-type: none"> ▪ Eliminate conversion of vacation days to sick day ▪ Require advance written approval of vacation time by the supervisor ▪ Add no accrual of vacation time while on paid or unpaid leave of absence 	<p>4.13(e), (i), b “Paid Vacation” retitled “Vacation” <i>(currently numbered 4.14)</i></p>	<p>“Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. Full-time, non-bargained for employees who accumulate in excess of the maximum number of vacation days shall have those excess vacation days automatically and immediately converted to and credited to their accumulated sick leave bank up to a maximum of five (5) excess vacation days per year. Any excess vacation days over five (5) days shall be forfeited. Full-time, Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.”</p>	<p>“Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. <u>No vacation days shall be accrued in excess of the maximum number of vacation days set forth below.</u> <u>Advance approval of vacation days is required.</u> <u>Approval must be sought by the employee and granted by the supervisor in writing.</u> <u>Employees will not accrue vacation days while on a paid or unpaid leave of absence.</u> Full-time, Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.”</p>
<p>Revised in accordance with the Resolution Amending Unused Accrued Sick Leave Policy (#31415), and to add when sick leave is to be used and employees will not accrue sick days while on paid or unpaid leave of absence</p>	<p>4.13(e), (ii) “Paid Sick Days” retitled “Sick Days” <i>(currently numbered 4.14)</i></p>	<p>“...Sick days shall be awarded on the second paycheck of each month of employment during the fiscal year. Eligible employees may accumulate an unlimited number of paid sick days for use during their employment. Unused accumulated sick days shall be forfeited upon termination of employment for any reason except as provided in the Board’s early retirement program.</p> <p>Administrators and Non-Bargained for Employees hired on or after January 1, 2012 may accrue a maximum of 200 days in their sick</p>	<p>“<u>Sick leave is an employee benefit to be used only for a legitimate illness or injury of an employee, or a member of an employee’s immediate family which requires the employee’s absence from work....Sick leave shall be awarded on the second paycheck of each month.</u> <u>Employees will not accrue sick days while on a paid or unpaid leave of absence.</u></p> <p><u>a. Administrators and full-time Non-Bargained For employees hired before January 1, 2012</u></p> <p><u>Sick leave accrued as of July 1, 2012, shall be retained in the employee’s sick leave bank. If an employee has reached or exceeded 200 days in his/her bank as of July 1, 2012, the employee is not eligible for sick leave</u></p>

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		<p>bank, and those hired on or after that date who retire from service with the District are not eligible for payment of any unused accrued sick time in their sick banks as of the last day of employment.”</p>	<p><u>accrual until the bank falls below 200 days.</u></p> <p><u>If an employee has not reached 200 days of sick leave in his/ her bank as of July 1, 2012, he or she may continue to accrue sick leave to a maximum of 200 sick leave days. These employees are also eligible to receive a payment for his/her accumulated sick leave pursuant to the Board’s Early Retirement Program; that payment shall be limited to either the amount of sick leave accumulated through July 1, 2012, or the amount of sick leave the employee has at the time of retirement, whichever is less. Any sick leave accrued in the employee’s sick leave bank as of July 1, 2012, excluding any sick leave used as of the date of retirement may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS).</u></p> <p><u>b. Administrators and full-time Non-Bargained For employees hired on or after January 1, 2012</u></p> <p><u>These employees may accrue a maximum of 200 days in their bank. These employees are ineligible for payment of any unused accrued sick leave in their sick banks as of the last day of employment, but any sick leave remaining in an employee’s sick leave bank may be used for service credit in accordance with the rule of the State University Retirement System (SURS).”</u></p>
<p>Revised to state personal and floating days shall be forfeited if unused by June 30th, and days will not accrue while on paid or unpaid leave of absence</p>	<p>4.13(e), (iii) “Personal Day Leave and Floating Holiday Leave” (currently numbered 4.14)</p>	<p>“...Approval must be sought by the employee and granted by the supervisor in writing.”</p>	<p>“...Approval must be sought by the employee and granted by the supervisor in writing. <u>Both personal days and floating holidays shall be forfeited if unused by June 30th, unless specifically noted otherwise in a collective bargaining agreement. Employees will not accrue personal days and floating holidays while on a paid or unpaid leave of absence.”</u></p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
New Rule in accordance with the Victims' Economic Security and Safety Act (820 ILCS 180/)	4.13(e), (ix) “Victims’ Economic Security and Safety Act Leave”, NEW SECTION	No current policy	<u>“Consistent with Illinois Victims’ Economic Security and Safety Act (“VESSA”), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave. Any accrued paid vacation, sick days, or personal leave may be substituted for any unpaid leave. Employees will not accrue paid leave time while on a paid or unpaid leave of absence.”</u>
Revised in accordance with the Illinois Election Code (10 ILCS 5/)	4.13(e), (ix) “Voting (Election Day) leave”, renumbered 4.13(e), (x) <i>(currently numbered 4.14)</i>	“In accordance with applicable law, all full-time Administrators and Non-Bargained For employees may be granted up to two (2) hours leave on Election Day in order to fulfill their civic responsibilities to vote...”	“In accordance with applicable law, all full-time Administrators and Non-Bargained For employees may be granted up to two (2) hours leave on Election Day in order to fulfill their civic responsibilities to vote, <u>provided that the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls...</u> ”
Revised in accordance with the Resolution to Amend District Personal Leave Policy (#31527), and to add process for how employees must request personal leave; also revised to add language indicating that	4.13(e), (x) “Personal Leave of Absence”, renumbered 4.13(e), (xi) <i>(currently numbered 4.14)</i>	“...Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available.”	”...Employees <u>desiring to take a personal leave of absence must submit a written formal request to the Human Resources department at his/her work location as soon as the need for personal leave of absence is known.</u> Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. <u>Employees will not accrue paid leave time while on a</u>

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<p>personal leave is discretionary and subject to approval by the Office of Human Resources</p>			<p><u>paid or unpaid leave of absence.</u> Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available. <u>Personal leave of absence is discretionary and is subject to approval by the Office of Human Resources.</u></p> <p><u>Notwithstanding this provision or any other provision in the Board policies, the Chancellor may grant a paid personal leave only to critical Full-time Administrators and Non-bargained For employees under exceptional circumstances, which include:</u></p> <ul style="list-style-type: none"> • <u>A pending internal review or investigation where it is deemed necessary to remove the employee from the work place while the review or investigation ensues;</u> • <u>A pending discharge or termination for disciplinary reasons where the discharge or termination process has been initiated;</u> • <u>Emergency conditions where no other suitable administrative option exists; or</u> • <u>Other special circumstances where it is in the District’s interest to place the employee on a paid personal leave.”</u>
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Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Revised to be consistent with the Military Leave of Absence Act (5 ILCS 325/)</p>	<p>4.13(e), (xii) “Military Leave”, renumbered 4.13(e), (xiii) <i>(currently numbered 4.14)</i></p>	<p>“...who are called to active duty or who leave their positions for extended active duty in the military service of the United States during a state of war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency. An employee granted this leave shall be entitled to return to his/her position at the beginning of the semester following his/her discharge from service provided that the employee passes a health examination given by a physician designated by the Board of Trustees. Applications to return to the City Colleges position must be made within sixty (60) days of the discharge from services. The position to which the employee is returned shall be at the same salary level as the position the employee held prior to the leave, including salary increases the employee would have received but for the leave. Employees returning from military leave shall not suffer any break in service or seniority. Services and seniority dates shall be calculated as if the employee was continuously employed.”</p>	<p><u>“...who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period actively spent in military service, including:</u></p> <ul style="list-style-type: none"> a. <u>basic training;</u> b. <u>special or advanced training, whether or not within the State, and whether or not voluntary;</u> c. <u>annual training; and</u> d. <u>any other training or duty required...</u> <p><u>During these leaves, the employee’s seniority and other benefits shall continue to accrue.</u></p> <p><u>During leaves for annual training, the employee shall continue to receive his or her regular compensation as a City Colleges of Chicago employee. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee’s compensation for military activities is less than his or her compensation as a City Colleges of Chicago employee, he or she shall receive his or her regular compensation as a City Colleges of Chicago employee minus the amount of his or her base pay for military activities.”</u></p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
Revised to be consistent with the Military Leave of Absence Act (5 ILCS 325/)	4.13(e), (xiii) “Reserve or National Guard Leave” (currently numbered 4.14)	“Full-time Administrators may take leaves of absence to perform temporary active duty with the Reserve or National Guard. During such leaves of absence and while engaging in the performance of this military duty, such employees shall be paid their base salary provided any sum of money paid as compensation for the performance of the Reserve or National Guard duty are remitted to the Board.”	<u>“A Full-time Administrator and Non-Bargained For employee who is a member of the Illinois National Guard or a reserve component of the United States Armed Forces or the Illinois State Militia and who is mobilized to active duty shall continue during the period of active duty to receive his or her benefits and regular compensation as a City Colleges of Chicago employee, minus an amount equal to his or her military service duty base pay.”</u>
Revised to shorten section. The policy that supports this Rule will exist in a separate internal policy and procedure document.	4.13(g) “Tuition Reimbursement” (currently numbered 4.14)	“Full-time Administrators and Non-Bargained For employees are eligible to apply for tuition reimbursement for colleges and universities accredited by the Higher Learning Commission or vocational/technical institutions licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools. Courses at schools not so accredited may be approved by the Provost, if such courses have been authorized by a licensing board and/or professional association. A course will not be reimbursed if a comparable class is offered at City Colleges...”	“Full-time Administrators and Non-Bargained For employees are eligible to apply for tuition reimbursement... Courses of study must be related to the employee’s current or probable future work with the City Colleges of Chicago. Reimbursement is limited based on the yearly budget allotment set annually during the month of July by the Office of Human Resources. Reimbursement is for tuition only; costs of books, lab fees, late penalties, supplies and other special fees are NOT reimbursable. Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed.”
Revised to be consistent with language found in the Employee Manual	4.13(h) “Tuition Waivers” (currently numbered 4.14)	“The Chancellor or designee shall develop policies and procedures for tuition waivers for full-time employees in classes in any College credit curriculum.”	<u>“All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse, domestic partner, and dependent children up to age 25. Free tuition is limited to credit classes only. The individual is still required to pay any student fees.”</u>

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Comment	Section	Current Rule	Proposed New Rule or Revision
Office of Human Resources will phase out this program	4.14(i) “Employer Assisted Housing Program”	“Eligible employees that are first-time home buyers in the City of Chicago can receive an interest-free, mortgage related loan...”	Omitted
No significant change to this section. Omitted section 4.15 and incorporated in section 4.13	4.13(2) “Part-Time Employees”, NEW SECTION		<p>“2. PART TIME EMPLOYEES</p> <p>...part-time employees shall be eligible for the following employee benefits:</p> <p>(a) <u>Retirement Program</u> All part-time employees shall be enrolled in the State Universities Retirement System...</p> <p>(b) <u>Unpaid Holidays</u> ...all part-time employees shall observe the holidays set forth in Board Policy...</p> <p>(c) <u>Family and Medical Leave</u> Part-time employees may be eligible for Family and Medical Leave...</p> <p>(d) <u>Victims’ Economic Security and Safety Act Leave.</u> Consistent with Illinois Victims’ Economic Security and Safety Act (“VESSA”)...”</p>
New section to address the need to make salary adjustments for market-based reasons, to be competitive.	4.15 “Market/Equity Salary Adjustments”, NEW SECTION	No current policy	<p>“<u>When necessary and appropriate, salary adjustments not related to performance, but intended to correct market or equity disparities may be proposed for Administrators and Non-Bargained For employees. Institutional resources regarding market data are available and should be utilized. All salary adjustments shall be recommended to the Board by the Chancellor, upon the recommendation of the Vice Chancellor of Human Resources.</u>”</p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Revised to make relevant to “mass” reductions in force for full-time employees, and to omit Office of Human Resources providing resume and interview skill training to employees affected by a reduction in force</p>	<p>4.16 “Reduction in Force” <i>(currently numbered 4.17)</i></p>	<p>“(a) The Board shall approve all reductions in force. Reductions in force may be approved due to lack of funds, lack of work, contracting of functions, reorganizations or other reasons approved by the Board. Except with respect to reductions in force involving full-time faculty and part-time and/or other non-bargained for employees, employees who are to be laid off shall be afforded twenty-one (21) days advance notice of the layoff, or, upon approval of the Board, pay <i>in lieu</i> of notice...</p> <p>b. ...The Office of Human Resources will provide resume and interview skill training by appointment if requested. These services will be made available to employees notified of impending layoff or on layoff status for a period of one year after layoff. Employees notified of impending layoff ...”</p>	<p>“(a) The Board shall approve <u>mass</u> reductions in force for <u>full-time employees</u>. Reductions in force may be approved due to lack of funds, lack of work, contracting of functions, reorganizations or <u>other business or operational</u> reasons. Employees who are to be laid off shall be afforded twenty-one (21) days advance notice of the layoff, or, upon approval of the Board, pay <i>in lieu</i> of notice...</p> <p>b. ...Employees notified of impending layoff or laid off employees shall have the right to apply for all vacant positions, and shall have priority over all applicants for positions for which they are qualified unless another applicant is, in the judgment of the Chancellor or the Chancellor’s designee, more qualified to perform the required work...”</p>
<p>Revised to omit introductory statement</p>	<p>4.17.1 “At Will Employees” <i>(currently numbered 4.18)</i></p>	<p>“Except as provided by explicit provision of a collective bargaining agreement or the tenure provisions of the State Act, District employees are employed at-will and serve at the pleasure of the Board. At-will employees include administrators...”</p>	<p>“District employees are employed at-will and serve at the pleasure of the Board. At-will employees include administrators...”</p>

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Comment	Section	Current Rule	Proposed New Rule or Revision
Revised to omit language regarding the employee providing evidence in contradiction or mitigation of charges	4.17.2(b), (ii) “Suspensions, Demotions & Termination of Employment” <i>(currently numbered 4.18)</i>	“At the pre-disciplinary meeting, the employee will be afforded an opportunity to respond to the charges and provide evidence in contradiction or mitigation of the charges. To the extent provided by applicable law, a Union representative may assist the employee during the pre-disciplinary meeting.”	“At the pre-disciplinary meeting, the employee will be afforded an opportunity to respond to the charges. To the extent provided by applicable law, a Union representative may assist the employee during the pre-disciplinary meeting.”
Revised to shorten and make text easier to understand.	4.17.3(a), (i) “Egregious misconduct” <i>(currently numbered 4.18)</i>	“In cases in which the Chancellor or designee recommends termination of employment of an employee subject to the provisions of Policy 3.20.2, based upon a charge that the employee engaged in egregious conduct, the employee may be immediately suspended without pay pending the completion of the process set forth in Policy 3.20.2 after the Chancellor or designee convenes and concludes an emergency pre-disciplinary meeting with the employee. At said emergency meeting, the employee shall be notified of the charges against him and the evidence upon which they are based and the employee shall be afforded an opportunity to respond to the charges and evidence.”	“ <u>In cases in which the Chancellor or designee determines an employee’s conduct to be egregious, the employee may be immediately suspended without pay pending the completion of the process set forth in Policy 4.18.2. The Chancellor or designee shall convene a pre-disciplinary meeting with the employee, and the employee shall be notified of the charges and the evidence upon which they are based.</u> The employee shall be afforded an opportunity to respond to the charges and evidence.”
Revised to omit emergency language, and replace with pre-disciplinary language.	4.17.3(a), (ii) “Egregious misconduct” <i>(currently numbered 4.18)</i>	“The emergency meeting shall be convened immediately or as expeditiously as possible under the circumstances.”	“The <u>pre-disciplinary</u> meeting shall be convened immediately or as expeditiously as possible under the circumstances.”

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Comment	Section	Current Rule	Proposed New Rule or Revision
Revised to omit restriction that an employee may not be suspended without pay for more than twenty-nine (29) days.	4.17.3(a), (ii) “Egregious misconduct” <i>(currently numbered 4.18)</i>	“In the event the charges are determined to be without foundation at the conclusion of the process set forth in Policy 3.20.2, the employee shall be paid full back pay. In no event may an employee be suspended without pay under this provision for more than twenty-nine (29) days without Board approval.”	“In the event the charges are determined to be without foundation at the conclusion of the process set forth in Policy 4.18.2, the employee shall be paid full back pay.”
Revised to indicate that list of examples are not exhaustive; also revised to expand list of examples.	4.17.3(a), (ii) “Egregious misconduct” <i>(currently numbered 4.18)</i>	“For purposes of this Policy, “egregious conduct” shall include violence, harassment of any kind, theft of Board, student or co-employees’ property, a positive drug or alcohol test, fraud involving the property of the Board, students or co-employees or any other conduct in which the employee’s continued presence at the work site poses a risk of imminent harm to the personal safety of District employees or to Board assets.”	“ <u>Examples of serious employee conduct issues that the Chancellor or designee may determine to be “egregious conduct” include but are not limited to:</u> violence; <u>illegal discrimination or harassment of any kind;</u> <u>theft of Board, student or co-employees’ property;</u> a positive drug or alcohol test; fraud involving the property of the Board, students or co-employees; <u>severe disregard for Board and District policies, rules, and regulations;</u> <u>grossly unethical, inappropriate, and/or criminal behavior;</u> or any other conduct in which the employee’s continued presence at the work site poses a risk of imminent harm to the personal safety...”
Revised to allow Chancellor to approve suspensions of thirty (30) days or more and subsequent ratification by the Board.	4.17.2(b) “Suspensions, Demotions & Terminations...” <i>(currently 4.18.2.(b))</i>	“Board approval of all suspensions of thirty (30) days or more, demotions or termination of employment is required after recommendation of the Chancellor. All employees whose suspensions (regardless of length), demotions or termination of employment must be for cause shall be afforded pre-disciplinary process as follows:”	“ <u>The Chancellor shall approve all suspensions of thirty (30) days or more, demotions or termination of employment and such actions shall be ratified by the Board at its next regularly scheduled public meeting following the suspension, demotion or termination. If the Board declines to ratify the suspension, demotion of termination of employment, the employee shall be reinstated and made whole for all wages and benefits lost...”</u> ”

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Comment	Section	Current Rule	Proposed New Rule or Revision
<p>Revised to insert language requiring employees to provide written notice of resignation to their supervisor</p>	<p>4.20 “Resignations” <i>(currently numbered 4.21)</i></p>	<p>“District employees are requested, but not required, to give two (2) weeks or more written notice of their intent to resign in writing to the Chancellor and Vice Chancellor for Human Resources as a matter of professional courtesy. Resignations are irrevocable except where the Chancellor determines that revocation of the resignation is in the best interest of the District.”</p>	<p>“District employees are requested, but not required, to give two (2) weeks or more written notice of their intent to resign in writing to <u>their supervisor/department head with a copy</u> to the Chancellor and Vice Chancellor for Human Resources as a matter of professional courtesy. Resignations are irrevocable except where the Chancellor determines that revocation of the resignation is in the best interest of the District.”</p>

ARTICLE 4 PERSONNEL

4.1 AUTHORITY/SEVERABILITY.

These Personnel Policies are promulgated in accordance with the provisions of the State Act. If any Policy or provision of these policies is determined to be void or unenforceable by a court of law, then such policy shall be excised and the authority to address the subject of the void provision is reserved to the Board.

4.2 COLLECTIVE BARGAINING AGREEMENTS.

Except as provided below, Board Policies concerning personnel matters are Policies of general application for all District employees. If there is a conflict between any Board Policy and a specific provision of a Collective Bargaining Agreement entered by Board, the provision of the Collective Bargaining Agreement shall control as to those employees covered by the Collective Bargaining Agreement except that any provision of a Collective Bargaining Agreement that is void or voidable by operation of law shall be void, in which case, the applicable Board Policy shall apply. In no event shall Board Policies be construed to enhance or increase benefits or terms and conditions of employment specifically set forth in Collective Bargaining Agreements.

4.3 THE EMPLOYEE MANUAL.

The Board has authorized the publication and distribution of an Employee Manual to all District employees, which sets forth a statement of all Board personnel policies, employee work Policies and general descriptions of employee benefits. The Employee Manual shall not be construed as creating any rights to continued employment by any employee or as a guarantee to any employee of a certain level of compensation and/or benefits and shall not alter the at-will status of employees. The Board reserves the right to alter or amend the Employee Manual at any time by Board resolution and authorizes the Vice Chancellor of Human Resources to amend the Employee Manual to reflect changes in personnel, contact or address information, benefits, organizational structure and any other policy, Work Rule or resolution already approved by the Board without seeking an additional resolution for said changes.

4.4 HIRING AUTHORITY.

Except for the hiring of full-time faculty and full-time temporary employees, the hiring of full-time employees is reserved exclusively to the Board. The classification of “temporary employee” is an individual brought on to work full- or part-time on a short-term assignment without being treated as a “permanent” employee and lacking the benefits of permanent employees. Subject to the provisions of Board Policy 4.8, the hiring of all other employees, including full-time faculty, is delegated to the Chancellor or his/her designees subject to post-employment ratification by the Board, which shall occur no later than the second regular public meeting of the Board following the end of the calendar quarter in which the employee is hired, if feasible.

All administrative and non-bargained for appointments shall be recommended to the Board by the Chancellor, upon the recommendation of the College President or Vice Chancellor, after the candidate has satisfied all pre-employment requirements of the District. All candidates recommended for an appointment must meet the minimum qualification requirements established for the position. The selection of a candidate for appointment will be made competitively from among the best qualified candidates. The recruitment and selection of qualified candidates is a competitive and transparent process,

however, unless otherwise decided by the Chancellor, discretion to not post is reserved for positions at a salary grade of twelve (12) and above. The Board shall have sole authority, in its discretion, to appoint and to terminate an administrative or non-bargained for employee position at any time.

4.5 EQUAL EMPLOYMENT OPPORTUNITY.

Except as allowed by law, discrimination with respect to hire, terms and conditions of employment or continued employment, based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability, genetic information, veteran status or the exercise of rights guaranteed by local, state or federal law is prohibited. Consistent with this Policy, the Board has adopted policies including uniform internal complaint procedures to enable the Board, through its EEO Office, to detect and eliminate discrimination prohibited by this Policy.

4.6 HIRING PRE-REQUISITES.

The decision or recommendation to hire a full-time job applicant shall be a revocable offer of employment pending Board approval, or in the case of applicants for part-time positions, Board ratification. All applicants for employment, including full-time temporary employees, shall be subject to the pre- and post-offer requirements listed below and all requests for Board approval and ratification of hiring decisions shall certify that the requirements have been met. Independent contractors, while not City Colleges of Chicago employees, are subject to the same pre-employment and post-offer drug test and background check requirements listed below. An independent contractor is an individual or sole proprietor who is contracted to perform work for the City Colleges of Chicago. An independent contractor is not an employee of City Colleges of Chicago and is treated differently with respect to tax withholdings, employee benefits and payment methods.

(a) Residency.

All full-time employees hired on or after July 1, 1977 shall be residents of the City of Chicago within six (6) months from their date of employment.

The purposes of this Policy are to establish consistent, equitable and enforceable guidelines concerning the Board's requirement that all officers and employees of the City Colleges of Chicago be residents of the City of Chicago and to establish new provisions to the residency requirement.

Definitions.

- A. "Residency" means an employee's domicile, the actual place where an employee lives and has his or her true, permanent home to which, whenever he or she is absent, he or she has an intention of returning.
- B. "Employees" mean all full-time employees. "Employees" does not include part-time employees and temporary employees.
- C. "Continuously employed" means employment that has not been interrupted by a break in service.
- D. "Break in service" means a loss of employment as a result of dismissal, separation, and resignation not followed by rehire within one year.
- E. "Material omission of fact" means the employee's intentional failure to disclose his/her actual residence for purposes of concealing from City Colleges of Chicago his/her non-compliance with the residency requirements of this Policy.

Exemptions.

All full-time employees recommended for hire or hired on or after July 1, 1977 shall be residents of the City of Chicago except for the following employees:

- i. Military personnel employed at locations outside the City of Chicago;
- ii. Full-time employees who marry another full-time District employee hired prior to July 1, 1977 and who actually reside with that employee;
- iii. Full-time employees in janitorial, operating engineer and firemen classifications (Job families 811, 821, and 831) hired prior to January 1, 1980; and
- iv. Full-time employees of the Washburne Trade School who were transferred to City Colleges employment from the Chicago Board of Education in or about January 1984.

Timeline for establishing Residency/Extensions.

A certificate of residence within the City of Chicago shall be required as part of the employment application process for all new hires. Continued residence within the City of Chicago shall be a condition of continued employment for all employees subject to this Policy. A nonresident of the City of Chicago may be hired, provided that such person agrees, as a condition of employment, to establish actual residency within the City of Chicago within six (6) months after the commencement of employment. The Chancellor may extend the time during which a new employee may establish residency in the City for up to two (2) additional three-month periods, if warranted by the individual circumstances of the employee and if the Chancellor determines that it is in the best interests of the District to do so.

The Chancellor may also grant up to two (2) additional three-month periods when a nonresident is able to show a good faith effort toward selling his/her existing primary residence located outside the City of Chicago in order to meet the residency requirement.

The Inspector General shall conduct an annual audit of the District's compliance with this Policy and shall submit a report of audit findings to the Board no later than the first regularly scheduled public meeting of the Board following July 1st of each year.

Notification of Change of Address.

All employees must access Employee Self Service to update their home address on record. A full-time employee who represents to the Office of Human Resources that he/she resides in the City of Chicago at the time of his/her hire or at any time thereafter and 1) who subsequently moves his/her actual residence from the City of Chicago, and 2) fails to notify the Human Resources Department of his/her change of address as required by this Section shall be deemed to have made a material omission of fact for the purpose of concealing his/her actual residence.

Proof of Residency.

For the purposes of this Policy, the question of an employee's residence is principally one of where an employee intends to live and have his or her one true, permanent home or domicile to which an employee intends to return following an absence. The presumption in this Policy is that the address an employee gives while completing hiring documents or has entered via Employee Self Service is that employee's correct address. In disputed cases, the burden of proof rests with the employee to show that his or her claimed residence is the one where the employee intends to live and have as his or her one

true permanent home or domicile. Based on the fact that intent may be manifested in innumerable ways, any residency inquiry must consider all of the pertinent factors on a case-by-case basis. Such an inquiry shall consider, but not be limited to, the following factors: voter registration, place of filing tax returns, property ownership, driver's license and car registration.

Annual Certification of Residency.

On February 1st of each year every full time employee of the City Colleges of Chicago will be required to certify their compliance with this residency policy. The employee's certification shall include an oath or affirmation that the employee is:

- i. an actual resident of the City of Chicago; or
- ii. not required to be an actual resident of the City of Chicago because he/she falls within one of the exceptions listed above; or
- iii. a new full-time hire or a current employee newly promoted to a full-time position and not an actual resident of the City of Chicago, but six months has not yet elapsed since the commencement of employment/promotion or the employee received an approved extension of time that has not yet elapsed.

(b) Pre-employment drug testing.

The Board has approved a policy and program for the pre-employment drug screening of applicants for full-time and part-time employment at a medical laboratory certified to conduct such testing by the National Institute for Drug Abuse. Said policy may be amended from time to time as the Board deems in the District's best interest. Usual and customary procedures and protocols for drug screening have been established and may be amended or revised from time to time by the Chancellor or designee, in consultation with the medical laboratory.

No applicant for employment, or a former employee being re-hired regardless of the length of break in service, subject to drug testing under the policy and program implemented by the Chancellor shall be recommended for hire or hired if the pre-employment drug screen reveals the presence of illegal or non-prescribed controlled substances. Applicants shall not begin work prior to the receipt of pre-employment drug testing results.

(c) Background Checks.

All applicants for employment shall be required to undergo a background check, which includes but is not limited to the following: criminal history verification, education verification, and employment verification.

- i. Criminal history check - All applicants for employment must disclose and certify their criminal history and shall be subject to criminal history background verification, excluding current City Colleges of Chicago students applying for non-sensitive student job titles. For purposes of this section "criminal history" shall mean a history of criminal convictions in any State or territory of the United States of America.
- ii. Education (Credential) Verification - The Human Resources department will conduct credential verification for all applicants for employment to verify the applicant possesses appropriate academic credentials commensurate with the requirements of the position applied for and that academic degrees, where required, have been awarded by regionally accredited

institutions. Applicants for faculty positions shall in addition comply with the credential review process set forth by the Office of Academic Affairs.

iii. Employment Verification – The Human Resources department will conduct employment verification for all applicants to include the applicants' last three employers over a ten year period.

(d) Medical examinations.

The Chancellor may require post-employment medical or psychological examinations to determine an employee's fitness for continued employment consistent with applicable laws.

(e) Child and spousal support obligations.

All applicants for employment shall be required to disclose any unpaid court-ordered child or spousal support obligations currently owed by the applicant. As a condition of hire and continued employment, the applicant shall be required to demonstrate that satisfactory arrangements for the payment of the unpaid and current obligation have been made, either through payroll deduction or other means.

(f) Employee Indebtedness.

Pursuant to City Colleges of Chicago Policies and Work Rules, all applicants must disclose on their new hire paperwork whether they are in default for any obligation to the City Colleges of Chicago, City of Chicago, County of Cook, or State of Illinois. Applicants who are, as well as employees who become, in default on any obligation or owe any past due debt will be required to provide satisfactory proof that payment has been made or that arrangements for payment have been made either through payroll deduction or other means.

Failure to pay an overdue debt to City Colleges of Chicago, City of Chicago, County of Cook, or State of Illinois within thirty (30) calendar days of receiving a demand therefore is a violation of City Colleges of Chicago Policies and Work Rules, as well as Board Policy, unless the employee:

- i. has entered into an agreement with City Colleges of Chicago, the City of Chicago, County of Cook, or State of Illinois through the appropriate department for the payment of all debts owed, and remains in compliance with the agreement;
- ii. is contesting liability for the amount of the debt in a pending administrative or judicial proceeding, and provides satisfactory proof of such proceeding; or
- iii. has filed a petition in bankruptcy and the debts are dischargeable in bankruptcy.

Failure to disclose such debts or obligations on the employment application, or failure to pay or make arrangements for payment within thirty (30) days of hire date shall subject the employee to disciplinary action, up to and including termination.

(g) Educational Loan Obligations.

All applicants for employment shall be required to disclose any unpaid, past-due obligation for educational loans and, as a condition of hire and continued employment, shall be required to provide satisfactory proof that arrangements for payment of the past-due education loan have been made through payroll deduction or other means.

(h) Job Qualifications.

The qualifications to fill any position shall be determined by the Chancellor or his/her designee and shall be consistent with the duties, responsibilities and goals of the job classification. The Chancellor or his/her designee may establish “minimum” and “desired” qualifications for each classification. No applicant for employment shall be recommended for hire to the Board, or hired unless they meet the minimum qualifications for the position; provided, however, that upon written justification by the Chancellor, the Board may permit substitute minimum qualifications. In accordance with the State Act, all applicants for full or part-time teaching or instructional positions shall be required to demonstrate their oral proficiency in the English language in accordance with the Board’s Oral English Proficiency Program.

(i) Volunteerism

Volunteers may be retirees, current students, alumni, or the general public over the age of 14. Volunteering is done by personal choice, without monetary reward, compensation, personnel benefits or the expectation of future employment.

All volunteers must establish proof of identity and regardless of the work position or responsibilities they are volunteering for, are subject to drug screening, criminal background and personal reference checks.

4.7 POST-EMPLOYMENT DRUG AND ALCOHOL TESTING

Consistent with the Board’s Drug Free Work Place Policy (Board Resolution 14088, adopted July 6, 1989), the Chancellor shall develop and implement a program for drug and alcohol testing of employees under the following circumstances:

- (a) Employees for whom there is a reasonable suspicion, as defined by law, that they have reported to work or are conducting the business of the District while under the influence of non-prescribed drugs or alcohol.
- (b) Employees for whom District Administration has reasonable and credible evidence that they have participated in the unlawful: manufacture, distribution, dispensation, possession or use of cannabis, a controlled substance, or alcohol while on City College premises or while participating in any function sponsored by or held at any City Colleges’ facility.
- (c) Employees who occupy critical safety positions.
- (d) Employees who have been involved in a motor vehicle accident while operating a vehicle on District business.
- (e) Employees promoted or demoted who have never been drug tested.
- (f) Employees moving from part-time employment to full-time employment who have not previously submitted to a drug screen, including employees who are being promoted.
- (g) Employees moving from one full-time position to another full-time position, who have not previously submitted to a drug screen.
- (h) Employees in positions that are being reclassified, who have not previously submitted to a drug screen.

4.8 EMPLOYMENT STATUS.

Subject only to specific provisions of Collective Bargaining Agreements, District employees are employed at-will and either the Board or the employee may terminate the employment relationship for any or for no reason, with or without notice. District employees are public employees and, as such, shall be subject to the highest standards of integrity, competence and confidence. All District employees have a fiduciary relationship with the Board.

4.9 TENURE POLICY.

- (a) Full-time faculty members may be awarded tenure in accordance with the tenure provisions of the State Act and the District Tenure Policy Manual.
- (b) Tenure shall not be granted or awarded to Part-time Faculty, Lecturers or Instructors.

4.10 HOURS OF WORK AND SCHEDULING.

Subject only to applicable Collective Bargaining Agreements, the following shall be the hours of work for District employees:

(a) Full-time, non-academic employees

All full-time employees who are “non-exempt” as defined under the United States Fair Labor Standards Act shall generally work an eight (8) hour day and forty (40) hour work week exclusive of meal breaks as their regular workweek. These employees shall be afforded a one (1) hour unpaid meal break each eight-hour workday. These employees shall generally work for five (5) consecutive workdays. The Chancellor or his/her designees may adopt policies for staggered working hours and schedules to ensure adequate staffing during all days and hours of business operation. Nothing in this Policy shall be construed as a guarantee of a certain number of hours of work. The Chancellor or his/her designees may alter the regular work to fewer than forty (40) hours as operational or financial needs dictate.

(b) Part-time, non-academic employees

Part-time, non-academic employees are employees who are regularly assigned less than 30 hours in a workweek but may be assigned more than those hours on a temporary or sporadic basis with the prior written approval of their immediate supervisor.

(c) Academic employees

The Chancellor may adopt and implement policies for minimum and maximum hours of work for academic employees as the Chancellor deems in the best interest of the District. Any such policies shall be published to all applicants for academic employee positions. For purposes of this Policy, “academic employee” means any employee assigned to teach District students.

(d) Public accountability

Consistent with the Fair Labor Standards Act, the Board adopts principles of public accountability which require time and attendance monitoring of all employees including those employees who are otherwise exempt under the Fair Labor Standards Act.

4.11 TIME AND ATTENDANCE MONITORING.

- (a) Time-keeping

All District employees shall be required to verify and submit their attendance and hours of work during each pay period using time-keeping methods such as electronic time-cards, certificates of attendance or time clocks. Employees' regular paychecks, including wages and salary for time worked, holiday pay and other paid leaves, shall be generated based upon time submitted.

(b) Inability to submit electronic time-cards, certificates of attendance and time off requests

Employees who are on leave or who, due to exigent circumstances, are unable to submit electronic time-cards, certificates of attendance or time off requests, shall be paid based upon their supervisors' certification of their attendance or approved leave; provided, however, that said employees shall be required to verify their supervisors' certification of their attendance no later than the first payroll period upon their return to work.

(c) Correction of erroneous electronic time-cards, certificates of attendance and time off requests

Employees, including employees on leave, shall be required to correct any erroneously submitted electronic time-cards, certificates of attendance or time off requests in the current pay period but no later than the first payroll period in which they actively worked.

(d) Other time-keeping methods

Nothing in this Policy shall preclude the Chancellor or his/her designee from using time-keeping methods such as electronic time-cards, timesheets or other timekeeping methods.

(e) Time-keeping for Special Assignments

The Chancellor or his/her designee shall establish policies with respect to certification that special assignments work is being or has been satisfactorily performed.

(f) Responsibility for Reporting Absences

Employees who will be absent from work due to illness or personal business must report their absences to their immediate supervisor prior to the start of their scheduled work day unless exigent circumstances make such reporting impossible consistent with the provisions of Board Policy 4.19. Employees who are absent from work for more than three (3) consecutive work days due to personal illness or the illness of a child, spouse or parent as defined by the Family and Medical Leave Act (FMLA) must submit medical certification which verifies the illness upon return to work. When an employee provides thirty (30) days advance notice, or gives notice as soon practicable, to Human Resources that their absence may be for a FMLA-qualifying reason, Human Resources shall notify the employee of their FMLA rights within five (5) business days, absent extenuating circumstances. If the employee is ineligible for FMLA, the employee may apply for other applicable leaves consistent with the provisions of Board Policy 4.13(e). (See Board Policy 4.13(e)(viii), *Family and Medical Leave*).

4.12 PERFORMANCE EVALUATIONS.

Subject only to specific provisions of applicable collective bargaining agreements entered into by the Board, the Chancellor or his/her designee shall implement a program for performance evaluation for all employees. Said evaluations shall evaluate the employee's performance of the duties of the classification held by the employee. Employees whose performance falls below expectations may be provided a remediation or performance improvement plan, be subject to disciplinary action or a

combination thereof. Nothing in this Policy shall preclude the Chancellor from including other elements in employee evaluations.

4.13 BENEFITS.

1. FULL TIME EMPLOYEES

Subject to the terms and conditions of the applicable Collective Bargaining Agreements, all full-time employees of the Board shall be offered certain benefits as follows:

(a) Insurance Program

Full-time employees shall be offered enrollment in medical, dental, vision, life insurance plans and voluntary long-term disability, which shall be in accordance in with terms, policies and procedures adopted by the Board from time to time, pursuant to Board Resolution. Single, couple and family plan options may be offered to the employees. Employees offered enrollment in insurance plans may be required to pay a portion of the insurance costs as determined, from time to time, by the Board.

(b) Flexible Spending Accounts

Full-time employees shall be eligible to participate in a voluntary, pre-tax flexible-spending program for medical/dental and childcare expenses. The eligibility criteria of said plan shall be consistent with the Internal Revenue Code and regulations promulgated there under as they now exist or as they may be amended from time to time.

(c) Retirement Program

All full-time employees shall be enrolled in the State University Retirement System subject only to eligibility criteria establish by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria there under.

(d) Voluntary Tax-deferred Savings

All full-time employees shall be offered the opportunity to participate in a voluntary tax-deferred savings plan created and maintained pursuant to the authority of Section 403(b) (7) of the United States Internal Revenue Code. The Chancellor or designee shall determine employee eligibility for participation in the plan in accordance with applicable Internal Revenue Service Policies and regulations.

(e) Leaves

Full-time administrators (Job Family 110) and full-time Non-Bargained For personnel (Job Families 411-415) shall be granted or earn paid or unpaid leaves as provided for below. Full-time bargained for employees shall have paid leave days consistent with the terms and conditions of applicable collective bargaining agreements and may be eligible for bereavement leave, jury duty leave, witness leave, voting leaves, personal leaves, and military, reserve or national guard or peace corps leaves set forth below if their collective bargaining agreement does not otherwise provide for such leaves.

(i) Vacation

- a. Administrators (Job Family 110) shall accrue paid vacation days monthly at a rate of twenty (20) vacation days per fiscal year during the period of July 1st to June 30th. Full-time administrators will be credited with 1.67 days of paid vacation on the second paycheck of each month of employment. Administrators will be allowed to accumulate up to 30 days

of paid vacation days in their vacation leave bank. No vacation days shall be accrued in excess of 30 days. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing. Employees will not accrue vacation days while on a paid or unpaid leave of absence. Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.

- b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. No vacation days shall be accrued in excess of the maximum number of vacation days set forth below. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing. Employees will not accrue vacation days while on a paid or unpaid leave of absence. Full-time, Non-bargained For employees' accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.

Years of Service	Paid Vacation Days Accrued Per Month	Annual Accrual Rate	Maximum Accumulation
0 to 6 years	0.834 days	10 days	15 days
7 to 14 years	1.25 days	15 days	22.5 days
15 or more years	1.67 days	20 days	30 days

(ii) Sick Leave

Sick leave is an employee benefit to be used only for a legitimate illness or injury of an employee, or a member of an employee's immediate family which requires the employee's absence from work. Administrators and full-time Non-Bargained For employees (Job Families 110 and 411-415) shall accrue paid sick leave at a rate of twelve (12) days each fiscal year. Sick leave shall be awarded on the second paycheck of each month. Employees will not accrue sick days while on a paid or unpaid leave of absence.

- a. Administrators and full-time Non-Bargained For employees hired before January 1, 2012

Sick leave accrued as of July 1, 2012, shall be retained in the employee's sick leave bank. If an employee has accrued 200 days or more in his/her bank as of July 1, 2012, the employee is not eligible for sick leave accrual until the bank falls below 200 days.

If an employee has not accrued 200 days of sick leave in his/ her bank as of July 1, 2012, he or she may continue to accrue sick leave to a maximum of 200 sick leave days.

These employees are also eligible to receive a payment for his/her accumulated sick leave pursuant to the Board's Early Retirement Program; that payment shall be limited to either the amount of sick leave accumulated through July 1, 2012, or the amount of sick leave the employee has at the time of retirement, whichever is less. Any sick leave accrued in the employee's sick leave bank as of July 1, 2012, excluding any sick leave used as of the date of retirement may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS).

b. Administrators and full-time Non-Bargained For employees hired on or after January 1, 2012

These employees may accrue a maximum of 200 days in their bank. These employees are ineligible for payment of any unused accrued sick leave in their sick banks as of the last day of employment, but any sick leave remaining in an employee's sick leave bank may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS)

(iii) Personal Day Leave and Floating Holiday Leave

Full-time Administrators and full-time Non-Bargained For employees shall receive three (3) personal days and two (2) floating holidays per year effective with the first payroll period following July 1st of each year. Except in the case of emergencies, advance approval of personal days and floating holidays is required. Approval must be sought by the employee and granted by the supervisor in writing. Both personal days and floating holidays shall be forfeited if unused by June 30th, unless specifically noted otherwise in a collective bargaining agreement. Employees will not accrue personal days and floating holidays while on a paid or unpaid leave of absence.

(iv) Holidays

The Office of Human Resources shall publish a list of building closures annually with the approval of the Board. Full-time Administrators and Non-bargained for employees generally shall have the following paid holidays.

Independence Day
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King's Birthday
Presidents' Day
Thursday and Friday of College Spring Recess
Memorial Day

(v) Jury Duty or Witness Leave

All employees shall be granted leave to fulfill their responsibilities as jurors and granted leave if they are subpoenaed as witnesses in any legal proceeding provided that they have no pecuniary interest in the outcome of the matter in which they are called to testify. Full-time Administrators and Full-time Non-Bargained For employees shall receive paid jury duty leave to fulfill their jury duty responsibilities provided that the jury duty pay will be deducted from the employee's pay. Employees subpoenaed as witnesses must sign over their witness fee pay to City Colleges immediately upon their receipt of the pay in order to be eligible for paid witness leave. Employees summoned to jury duty or subpoenaed as witnesses shall present their summons to their immediate supervisor in advance of the leave.

(vii) Bereavement Leave

Full-time Administrators and Non-Bargained For employees may be granted paid bereavement leave for a period not to exceed five (5) workdays. If the leave is granted for the death of a parent, grandparent, parent-in-law, spouse, child, brother or sister, the leave shall be granted in addition to other paid leaves. If the leave is granted for other relatives or close friends, the leave will be charged against the employee's accumulated sick leave bank.

(viii) Family and Medical Leave

Consistent with the Family and Medical Leave Act of 1993 ("FMLA"), employees shall be eligible for a family and medical leave up to twelve (12) weeks under the FMLA provided that: (a) the employee has worked for City Colleges of Chicago for at least twelve (12) months; (b) the employee has worked at least 1250 hours in the immediately preceding twelve (12) month period; and (c) the employee does not exhaust the twelve (12) week maximum during any twelve month period. Employees shall be required to submit a Health Care Certification as a condition of leave. Employees may use appropriate paid leave days during the period of the family and medical leave or may elect to take the leave without pay. Employees will not accrue paid leave time while on a paid or unpaid leave of absence.

(ix) Victims' Economic Security and Safety Act Leave

Consistent with Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave. Any accrued paid vacation, sick days, or personal leave may be substituted for any unpaid leave. Employees will not accrue paid leave time while on a paid or unpaid leave of absence.

(x) Voting (Election Day) leave

In accordance with applicable law, all full-time Administrators and Non-Bargained For employees may be granted up to two (2) hours leave on Election Day in order to fulfill their civic responsibilities to vote, provided that the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. Colleges and departments will schedule times for voting leave depending on their operational needs.

(xi) Personal Leaves of Absence

Full-time Administrators and Non-Bargained For employees who are not eligible for any other type of paid or unpaid leave may be granted a personal leave of absence by the Chancellor for a period not to exceed five (5) months for good cause. Employees desiring to take a personal leave of absence must submit a written formal request to the Human Resources department at his/her work location as soon as the need for personal leave of absence is known. Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees will not accrue paid leave time while on a paid or unpaid leave of absence. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available. Personal leave of absence is discretionary and is subject to approval by the Office of Human Resources.

Notwithstanding this provision or any other provision in the Board policies, the Chancellor may grant a paid personal leave only to critical Full-time Administrators and Non-bargained For employees under exceptional circumstances, which include:

- A pending internal review or investigation where it is deemed necessary to remove the employee from the work place while the review or investigation ensues;
- A pending discharge or termination for disciplinary reasons where the discharge or termination process has been initiated;
- Emergency conditions where no other suitable administrative option exists; or
- Other special circumstances where it is in the District's interest to place the employee on a paid personal leave.

(xii) Administrators' Professional Advancement Leaves (paid and unpaid)

Full-time Administrators may request leaves for professional advancement that may be granted in the exercise of discretion by the Chancellor and subject to approval by the Board of Trustees. Such leaves may be granted for the purpose of advance study research, writing, exchange teaching, or any other professional experience relating to a field of employment which will be of benefit to City Colleges of Chicago. Professional advancement leaves may be granted with full pay, with one-half (1/2) pay, or without pay within the Chancellor's discretion and subject to approval by the Board of Trustees. Employees will not accrue paid leave time while on a paid or unpaid leave of absence. Upon conclusion of the leave, full-time Administrators granted this leave may return to their former position or, if not available, any other position for which they qualify as determined by the Chancellor in the exercise of his discretion.

Leaves with pay under this section will be subject to written agreement between City Colleges and the Administrator which sets forth the terms and conditions of the leave. In the case of paid professional advancement leave the Administrator must agree not to accept any full-time employment during the period of the leave unless the employment is ancillary or part of the advance study, research, writing, exchange teaching or the professional services done as part of the leave. The compensation to be paid to the Administrator during the leave shall be reduced by the amount of pay for full-time employment earned by the Administrator from other sources during the leave.

(xiii) Military Leave

A Full-time Administrator or Non-Bargained For employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period actively spent in military service, including:

- a. basic training;
- b. special or advanced training, whether or not within the State, and whether or not voluntary;
- c. annual training; and
- d. any other training or duty required by the United States Armed Forces.

During these leaves, the employee's seniority and other benefits shall continue to accrue.

During leaves for annual training, the employee shall continue to receive his or her regular compensation as a City Colleges of Chicago employee. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's compensation for military activities is less than his or her compensation as a City Colleges of Chicago employee, he or she shall receive his or her regular compensation as a City Colleges of Chicago employee minus the amount of his or her base pay for military activities.

(xiv) Reserve or National Guard Leave

A Full-time Administrator or Non-Bargained For employee who is a member of the Illinois National Guard or a reserve component of the United States Armed Forces or the Illinois State Militia and who is mobilized to active duty shall continue during the period of active duty to receive his or her benefits and regular compensation as a City Colleges of Chicago employee, minus an amount equal to his or her military service duty base pay.

(xv) Peace Corp Leave

Full-time employees who leave their positions to serve with the United States Peace Corps shall be afforded the same benefits as employees who take active-duty military leave except that no contributions shall be made to the State University Retirement System on behalf of an employee on Peace Corps Leave.

(f) Learning Opportunities Reimbursement

Employees may be allowed reimbursement of fees paid for outside learning opportunities. Outside learning opportunities are defined as short term seminars, educational and training classes but do not include tuition for credit toward degrees or seminars, educational and training classes provided by the District or that the District requires employees to attend. Costs include tuition, fees, books and supplies. The Chancellor and designees shall develop a policy for reimbursement of such fees, including eligibility criteria. Employees who resign or are terminated prior to one (1) year of employment shall be required to reimburse the District for any costs reimbursed under the policy so promulgated. An Outside Learning Opportunities Reimbursement Agreement consistent with this Policy must be signed by the employees prior to the employee's attendance or enrollment.

(g) Tuition Reimbursement

Full-time Administrators and Non-Bargained For employees are eligible to apply for tuition reimbursement for courses offered by colleges and universities accredited by the Higher Learning Commission or vocational/technical institutions licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools. Courses at schools not so accredited may be approved by the Provost, if such courses have been authorized by a licensing board and/or professional association. A course will not be reimbursed if a comparable class is offered at City Colleges.

Courses of study must be related to the employee's current or probable future work with the City Colleges of Chicago. Reimbursement is limited based on the yearly budget allotment set annually in July by the Office of Human Resources. Reimbursement is for tuition only; costs of books, lab fees, late penalties, supplies and other special fees are NOT reimbursable. Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed.

(h) Tuition Waivers

All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse, domestic partner, and dependent children up to age 25. Free tuition is limited to credit classes only. The individual is still required to pay any student fees.

2. PART TIME EMPLOYEES

Subject to the terms of applicable collective bargaining agreements, part-time employees shall be eligible for the following employee benefits:

(a) Retirement Program

All part-time employees shall be enrolled in the State Universities Retirement System subject only to eligibility criteria established by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria there under.

(b) Unpaid Holidays

Subject to applicable collective bargaining agreements, all part-time employees shall observe the holidays set forth in Board Policy 4.13 (e) (iv) as unpaid days off.

(c) Family and Medical Leave

Part-time employees may be eligible for Family and Medical Leave consistent with Board Policy 4.13 (e) (viii), provided however that they have worked 1250 hours in the twelve (12) month period immediately preceding the leave and meet the other criteria set forth in that Policy.

(d) Victims' Economic Security and Safety Act Leave.

Consistent with Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave.

4.14 PROMOTIONS AND TRANSFERS.

Promotions are appointments of existing District employees to higher graded job classifications. A transfer is a movement by a District employee between Departments, Colleges and work locations with no associated change of pay, salary grade or job classification or title. Rank promotions pertain to honorific titles of full-time faculty. The Board encourages District employees to seek professional advancement by seeking promotions to higher graded positions, transfers within the District and rank promotions. To that end, job opportunity notices shall be published to all District employees on the Board's internet site with instructions on application processes. Nothing in this Policy shall be construed to afford a preference to current employees in the application process or to prohibit involuntary transfer of District employees based upon operational needs. The Chancellor and designee shall develop standards, criteria and schedules for applications for full-time faculty rank promotions. All rank promotions shall be subject to approval by the Board.

4.15 MARKET/EQUITY SALARY ADJUSTMENTS

When necessary and appropriate, salary adjustments not related to performance, but intended to correct market or equity disparities may be proposed for Administrators and Non-Bargained For

employees. Institutional resources regarding market data are available and should be utilized. All salary adjustments shall be recommended to the Board by the Chancellor, upon the recommendation of the Vice Chancellor of Human Resources.

4.16 REDUCTION IN FORCE.

- (a) The Board shall approve mass reductions in force for full-time employees. Reductions in force may be approved due to lack of funds, lack of work, contracting of functions, reorganizations or other business or operational reasons. Except with respect to full-time faculty and non-bargained for employees, employees who are to be laid off shall be afforded twenty-one (21) days advance notice of the layoff, or, upon approval of the Board, pay *in lieu* of notice. Reductions in force in full-time faculty or non-renewal of full-time faculty shall not be limited by this Policy. Reductions or non-renewal of full-time faculty shall be implemented in accordance with the provisions of the State Act.
- b. Employees notified of impending layoff or on layoff status will be provided the City Colleges website address where the most current vacancies are posted. Employees notified of impending layoff or laid off employees shall have the right to apply for all vacant positions, and shall have priority over all applicants for positions for which they are qualified unless another applicant is, in the judgment of the Chancellor or the Chancellor's designee, more qualified to perform the required work.
- c. Employees who are rehired within two (2) years after layoff shall not suffer any break in seniority.

4.17 SUSPENSIONS AND TERMINATIONS.

4.17.1 At Will Employees.

Except as provided by explicit provision of a collective bargaining agreement or the tenure provisions of the State Act, District employees are employed at-will and serve at the pleasure of the Board. At-will employees include administrators, employees who serve in a confidential, supervisory and/or management capacity, part-time, probationary, and temporary employees. The employment relationship between the Board and these employees may be terminated by either the employee or the Board at any time, for any reason, with or without cause. These employees may have their hours reduced or changed within the discretion of the Chancellor or designee. Suspensions, demotions or termination of full-time at-will employees shall be ratified by the Board at its next regularly scheduled public meeting following the suspension, demotion or termination. If the Board declines to ratify the suspension, demotion or termination of a full-time at-will employee, the employee shall be reinstated and made whole for all wages and benefits lost. Board approval for the suspension, demotion or termination of part-time, at-will employees shall not be required and all such authority to implement these actions is delegated to the Chancellor or designee.

4.17.2 Employees covered by Collective Bargaining Agreements with Just Cause Provisions.

(a) Cause.

District employees who are subject to the terms and conditions of a collective bargaining agreement with an explicit "for cause" provision may not be disciplined, demoted or terminated from employment without cause. Disciplinary procedures for suspension, demotion and termination of employment set forth in collective bargaining agreements shall serve as the employee's due process. Collective Bargaining Agreements that do not contain specific disciplinary procedures shall be governed by the provisions of Board Policy 4.17.2(b) or, in the case of a recommendation to terminate full-time, tenured faculty, Board Policy 4.17.2 (c).

(b) Suspensions, Demotions & Termination of Employment – Pre-disciplinary Meeting and Board approval requirements.

The Chancellor shall approve all suspensions of thirty (30) days or more, demotions or termination of employment and such actions shall be ratified by the Board at its next regularly scheduled public meeting following the suspension, demotion or termination. If the Board declines to ratify the suspension, demotion or termination of employment, the employee shall be reinstated and made whole for all wages and benefits lost.

All employees whose suspensions (regardless of length), demotions or termination of employment must be for cause shall be afforded pre-disciplinary process as follows:

- (i) Management or supervisory personnel shall recommend disciplinary action of suspension, demotion or termination of employment for employees under their supervision by scheduling a pre-disciplinary meeting with a management representative and provide five (5) business days advance written notice of the disciplinary meeting to the employee and to the appropriate bargaining representative(s). Said notice shall contain a brief explanation of the evidence in support of the recommendation. The Chancellor or his designee shall appoint the management representative to conduct the pre-disciplinary meeting.
 - (ii) At the pre-disciplinary meeting, the employee will be afforded an opportunity to respond to the charges and provide evidence in contradiction or mitigation of the charges. To the extent provided by applicable law, a Union representative may assist the employee during the pre-disciplinary meeting.
 - (iii) At the conclusion of the meeting, the management representative, through the College President or Vice Chancellor, shall recommend to the Chancellor whether, and, if so, what disciplinary action should be taken against the employee. If the recommendation is for a suspension of thirty (30) or more calendar days, a demotion or termination of employment, the Chancellor shall submit the recommendation to the Board for approval at the next regularly scheduled public meeting of the Board. If the recommendation is for discipline of a suspension of less than thirty (30) days and that recommendation is approved by the Chancellor, the Chancellor or designee shall implement the discipline immediately without Board action.
 - (iv) For purposes of this Policy, a “pre-disciplinary meeting” or “disciplinary meeting” shall be synonymous with a “pre-disciplinary hearing” or “disciplinary hearing” or “Chancellor’s level hearing.”
- (c) Termination of full-time, tenured faculty shall be in accordance with tenure provisions of the State Act. Non-renewal of the regularly employed, non-tenured, full-time faculty shall be in accordance with the State Act.

4.17.3 Suspensions and Leave Pending Investigation, Pre-disciplinary Meetings and Board Action.

(a) Egregious misconduct

- (i) In cases in which the Chancellor or designee determines an employee’s conduct to be egregious, the employee may be immediately suspended without pay pending the completion of the process set forth in Policy 4.17.2. The Chancellor or designee shall convene an emergency meeting with the employee, and the employee shall be notified of

the charges and the evidence upon which they are based. The employee shall be afforded an opportunity to respond to the charges and evidence.

- (ii) The emergency meeting shall be convened immediately or as expeditiously as possible under the circumstances.
- (iii) In the event the charges are determined to be without foundation at the conclusion of the process set forth in Policy 4.17.2, the employee shall be paid full back pay.
- (iv) Examples of serious employee conduct issues that the Chancellor or designee may determine to be “egregious conduct” include but are not limited to: violence; illegal discrimination or harassment of any kind; theft of Board, student or co-employees’ property; a positive drug or alcohol test; fraud involving the property of the Board, students or co-employees; severe disregard for Board and District policies, rules, and regulations; grossly unethical, inappropriate, and/or criminal behavior; or any other conduct in which the employee’s continued presence at the work site poses a risk of imminent harm to the personal safety of District employees or to Board assets.
- (v) For purposes of this Policy, a “pre-disciplinary meeting” or “disciplinary meeting” shall be synonymous with a “pre-disciplinary hearing” or “disciplinary hearing” or “Chancellor’s level hearing.”

(b) Other cases

In all other cases in which employees subject to Policy 4.17.2 are being recommended for termination, charged with or suspected of misconduct, the Chancellor may place such employees on paid administrative leave pending investigation, a pre-disciplinary meeting or hearing, or Board action on a recommended termination, if the Chancellor determines that the employee’s continued presence at the workplace is detrimental to District operations. In no event may a paid administrative leave under this section exceed ninety (90) calendar days.

4.18 TERMINATION DUE TO LACK OF ACTIVE SERVICE AND/OR BREAKS IN SENIORITY.

Employees who have not actively worked for a period of twelve (12) continuous months shall be administratively terminated as District employees and their continuous service or seniority shall be broken unless the Board has approved a leave in excess of twelve (12) months under the leave provisions of this Article or the Employee Manual. Employees who have been administratively terminated shall be eligible for rehire provided they re-apply and re-qualify for Board employment.

4.19 ABANDONMENT OF EMPLOYMENT.

Consistent with the procedures outlined in the Employee Manual, an employee will be considered to have abandoned his/her employment and shall be subject to termination of his/her employment if:

- a. The employee is absent for three (3) consecutive work days without prior written approval and without speaking directly with his/her supervisor; or
- b. The employee is on an approved leave or vacation and fails to either return to work on the scheduled date of return or to obtain a written approval for an extension of leave and/or vacation prior to the scheduled date of return.

Termination of employment under this Policy shall be effective as of the last date of actual work or the last date of the approved leave and/or vacation, whichever applies.

4.20 RESIGNATIONS.

District employees are requested, but not required, to give two (2) weeks or more written notice of their intent to resign in writing to their supervisor/department head with a copy to the Chancellor and Vice Chancellor for Human Resources as a matter of professional courtesy. Resignations are irrevocable except where the Chancellor determines that revocation of the resignation is in the best interest of the District.

4.21 RETIREMENT.

- a. All statements of intent to retire shall be in writing and shall be revocable by the employee for a period up to forty-eight (48) hours after submittal. The Board shall act upon the retirement as soon as practicable.
- b. Administrators, age 55 and over, who have served continuously for ten (10) years and are eligible for an annuity under the State Universities Retirement System (SURS) are eligible for consideration in the Board's early retirement plan.