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ADOPTED

BOARD OF TRUSTEES - COMMUNITY COLLEGE DISTRICT NO. 508

December 9, 2021

COUNTY OF COOK AND STATE OF ILLINOIS

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION

TEMPORARY POLICIES AND AUTHORIZATION

HUMAN RESOURCES DEPARTMENT

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board”; and

WHEREAS, Section 4.3 of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois (the “Board”) Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges”; and

WHEREAS, the **BYLAWS** of the Board (as revised March 9, 2017) and the **BOARD POLICIES AND PROCEDURES FOR MANAGEMENT AND GOVERNMENT** (Adopted December 1, 2011 and revised May 29, 2019) (the Board Policies and Procedures”) codify rules, policies and procedures and further provide for specific authorities for the Board, Board Chair and other Officers of the Board, the Chancellor, Provost, and other Officers of the District; and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois issued a disaster declaration related to an outbreak of Coronavirus Disease 2019 (COVID-19); and

WHEREAS, temporary restrictions on travel and gatherings of large groups have been implemented by the City of Chicago to stem the spread of this virus; and

WHEREAS, the Board deems it both prudent and necessary to authorize certain interim and emergency authorities to deal with the current health threat.

NOW, THEREFORE BE IT RESOLVED, that the Board hereby:

- (i) Adopts and amends the Sick Leave Policy Concerning the COVID-19 Pandemic (the “Temporary Sick Leave Policy”), substantially in the form attached hereto as Attachment 2 which shall be effective as of July 3, 2020 and which shall terminate upon the earlier of (1) June 30, 2022, or (2) revocation of such temporary policy by the Board; and

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- (ii) Authorizes the Chancellor, upon receiving the prior approval of the Chair and the Vice Chair or their respective trustee designees, to approve temporary policies (the “Approved Chancellor Temporary Policies”) that revise or replace (1) the Employee Manual; (2) the Student Employee Handbook, (3) the City Colleges of Chicago Academic and Student Policies, (4) Sections 4.10, 4.11, 4.13 and 9.10 of the Board Policies and Procedures, and (5) the Temporary Sick Leave Policy; provided that such Approved Chancellor Temporary Policies along with the Chancellor’s authorization to implement such policies shall terminate upon the earlier of (i) June 30, 2022 or (ii) revocation of such Approved Chancellor Temporary Policies and Chancellor authorization by the Board.

December 9, 2021 – Human Resources Department

Attachment 1

Board of Trustees of Community College District No. 508, County of Cook, State of Illinois Temporary Sick Leave Concerning the COVID-19 Pandemic Effective July 3, 2020

I. PURPOSE

City Colleges of Chicago is committed to providing a safe work environment for all employees. City Colleges of Chicago's objective during the COVID-19 pandemic is to continue providing services to all students while ensuring the safety of its employees. This Temporary Sick Leave Policy Concerning the COVID-19 Pandemic (this "Policy") provides sick leave for certain City Colleges of Chicago employees affected by the COVID-19. This Policy is not intended to serve as a permanent Sick Leave Policy for City Colleges of Chicago and shall terminate upon the earlier of (i) June 30, 2022, or (ii) revocation of this Policy by the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois (the "Board").

Employees that are eligible for the benefits set forth in the Families First Coronavirus Response Act ("the Act") must utilize the benefits set forth in the Act prior to utilizing the benefits set forth in this Policy.

II. GENERAL POLICY PROVISIONS

- A. The Board of Trustees of Community College District No. 508, County of Cook, State of Illinois Board Policies and Procedures remain in effect.
- B. City Colleges of Chicago's Family and Medical Leave Act Policy remains in effect. Please refer to Section IX below for further information.
- C. For purposes of this policy, "isolated" means a person who has been diagnosed or is exhibiting symptoms of the COVID-19 virus and has been ordered into isolation at home or in a medical facility by a public health agency or medical provider. "Quarantined" means a person who has not been diagnosed with the COVID-19 virus, but who has been ordered into quarantine by a public health agency or hospital.

III. ABSENCE DUE TO COVID-19 ILLNESS

- A. City Colleges of Chicago will provide up to twenty (20) business days of paid time off to any employee who is absent due to contracting the COVID-19 virus. City Colleges of Chicago may provide additional time off to any employee hospitalized for at least three (3) days due to the COVID-19 virus.
- B. The employee must report their absence to their Supervising Manager and their location's HR Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such documentation may include, but is not limited to, an order from a public health agency or medical provider directing them to isolate due to contracting the virus.
- C. The employee will be required to complete relevant paperwork specified by Human Resources to receive the paid time off set forth in this Section III, including Family Medical Leave Act paperwork. All paid time off pursuant to this Section III shall run concurrently with FMLA.

IV. ABSENCE DUE TO DIRECTED OR ORDERED QUARANTINE / ISOLATION

- A. The employee must report the directed quarantine, ordered quarantine or ordered isolation (each an "Order") to their Supervising Manager and their location's HR Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such reasonable evidence may include, but is not limited to, a copy of such Order.
- B. If an employee is absent from work due to an Order from a public health agency or a medical provider, and the employee is not currently ill or exhibiting symptoms of COVID-19, the employee should first work with their department to determine if telework is feasible and submit to HR for approval.

- C. If it is not feasible for the employee to work from home, City Colleges of Chicago may provide additional time off to any employee who is absent due to an Order; provided, such additional time off shall run concurrently with FMLA.
- D. If the employee becomes symptomatic or ill, they must report the change in their condition to their Supervising Manager and their location's HR Department as soon as possible.

V. ABSENCE DUE TO AN ORDERED SCHOOL CLOSURE

- A. Any employee who needs to remain home due to an ordered school closure to care for a minor child, must report the directed quarantine, ordered quarantine or ordered isolation (each an "Order") to their Supervising Manager and their location's HR Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such reasonable evidence may include, but is not limited to, a copy of such Order.
- B. The employee should first work with their department to determine if telework is feasible and submit to HR for approval. If it is not feasible for the employee to work from home, the employee may use their paid benefit time to cover the absence from work. If an employee has exhausted their paid benefit time, City Colleges of Chicago may advance the employee's benefit days at the Chief Talent Officer's discretion. Additional time off to any employee who is absent due to an Order; provided, such additional time off shall run concurrently with FMLA.
- C. If the employee becomes symptomatic or ill, they must report the change in their condition to their Supervising Manager and their location's HR Department as soon as possible.

VI. TIMEKEEPING

- A. Employees are required to report their absences from work as soon as possible and will be required to sign an edit form upon returning to work from any absence or illness.
- B. For COVID-19 related absences as outlined in Sections III, IV, and VI above, timekeepers should use CATA pay code **CORV** for tracking purposes.
- C. For any non-COVID-19 related absence, timekeepers should continue to use the codes as defined in City Colleges of Chicago CATA Guide.

VII. FAMILY AND MEDICAL LEAVE ACT AND REASONABLE ACCOMMODATIONS

- A. Employees who are ill due to COVID-19 may be eligible for Family and Medical Leave as provided for under City Colleges of Chicago Family and Medical Leave Act Policy ("FMLA Policy"). Employees who have provided documentation that they are absent due to contracting the COVID-19 virus, or because they need to care for a family member as defined in the FMLA Policy who has contracted COVID-19, may have their absence designated as FMLA Leave.
- B. Employees who believe that they require a reasonable accommodation related to the COVID-19 pandemic may request an accommodation pursuant to City Colleges of Chicago Reasonable Accommodation Policy.

VIII. RETURN TO WORK

- A. Employees who were absent from work due to an illness or injury, including contracting the COVID-19 virus, may be required to provide a return to work certification from their medical provider if there is a reasonable belief that the employee is unable to perform the essential functions of their job or if the employee's return would create an unsafe or unhealthful work environment or if the employee would pose a direct threat of harm to themselves or others. Otherwise, a self-certification may be provided by the employee in order to return to work.
- B. No return to work certification is required if the employee did not have an illness or injury but was absent from work due to a quarantine or an ordered school closure.