

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
May 25, 2021 – 4:00 p.m.
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois

Public access to the meeting is provided online via
Zoom at <https://highland.zoom.us/j/98441650158?pwd=RG1CSktOT3J2SytsZEZKKz1ZSU9SZz09>
or by phone at 312-626-6799 and Password 745082

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: April 7, 2021 Trustee Vacancy Committee
 April 22, 2021 Trustee Vacancy Committee
 April 27, 2021 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Recognition of ICCTA Award Nominees
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - 2. Revised Job Description/Job Title: Executive Assistant to the Vice President/CAO, Academic Services (Page 4)
 - 3. Revised Job Description/Job Title: Executive Assistant to the Vice President/CSSO, Student Development and Support Services (Page 7)
 - D. Financial (None)
- X. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel (Page 10)
 - 2. First Reading – Revised Policy 1.03: College Mission, Vision, Core Values, and Principles of Operation (Page 121)

C. Personnel

1. Revised Job Description: Human Resources Specialist (Page 124)
2. Acceptance of Staff Members Requesting to Participate in the Planned Retirement Program (Page 128)
3. Acceptance of Faculty Member Requesting to Participate in the Planned Retirement Program (Page 129)

D. Financial

1. Appointment of Auditor for Fiscal Year 2021 (Page 130)
2. Health Insurance Rates (Page 141)
3. Course Fee Changes for Spring 2022 (Page 143)
4. Payment of Bills and Agency Fund Report – April 2021 (Page 145)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 147)
- B. Student Trustee
- C. Shared Governance
- D. ONE Highland
- E. Audit and Finance Committee
- F. ICCTA Representative
- G. Board Chair
- H. Administration
- I. Strategic Plan

XII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 1. Appointment: Dean, Nursing and Allied Health (Handout)
 2. Appointment: Nursing Instructor (Handout)

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIV. Old Business

- A. Committee Appointments

XV. New Business

XVI. Dates of Importance

- A. Next Quarterly Board Retreat – June 10, 2021 at 8:30 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Regular Board Meeting – June 22, 2021 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVII. Adjournment

**AGENDA ITEM #IX-C-1
MAY 25, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Spring of 2021.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Spring 2021				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Dale	Anderson	6724	PERS036FCC	Metal Detecting Basics	2		\$25.00	\$50.00
Jessica	Anderson	6739	PERS036JCC	Cherry Blossom Painting	2		\$25.00	\$50.00
Keith	Dimmick	6738	PERS037UCC	Bamboo/Bullets WWII in the Philippines	4.5		\$25.00	\$112.50
Amy	Goldberg	6735	PERS036HCC	Learn to Play Mah Jongg	4		\$25.00	\$100.00
Kathy	Held	6734	PERS036HCC	Walk and Stretch	30		\$18.00	\$540.00
Debbie	Miller	6709	PERS036CCC	Card Making	10		\$25.50	\$255.00
Debbie	Miller	6710	PERS036ECC	Card Making	10		\$25.50	\$255.00
Mark	Peterson	6720	PERS037OCC	WWII	4.5		\$27.50	\$123.75
Mark	Peterson	6722	PERS037QCC	Church in Hitler's Germany	2.5		\$27.50	\$68.75
Amanda	Lessman	6919	NURS109ISX	BNA Clinical	5		\$30.00	\$150.00
Amanda	Lessman	6904	NURS119ISX	Adv. Nursing Assist Lab	5		\$30.00	\$150.00
Amanda	Lessman	6569	NURS109BHX	Portion of BNA Clinical		1.05	1,294.53	\$1,359.26
Cassle	Mekeel	6800	NURS119HBX	Adv. Nursing Assist Clinical		2.85	\$1,553.43	\$4,427.28
Kay	Sperry	6799	NURS119HBX	Phlebotomy Portion of Adv. Nursing Assist		1.13	\$1,294.53	\$1,462.82
Jessica	Schneiderman	6799	NURS119HBX	EKG Portion of Adv. Nursing Assist		1.13	\$1,423.98	\$1,609.10
Chad	Pals	6023	MATH167DC	Plane Trigonometry		3	\$546.33	\$1,638.99
Chad	Pals	6025	MATH168DC	Analytic Geometry/Calculus		2.5	\$546.33	\$1,365.83**
Chad	Pals	6024	MATH177DC	Statistics		2	\$546.33	\$1,092.66**
Fall 2020								
Chad.	Pals		MATH168DC	Analytic Geometry/Calculus		2.5	\$546.33	\$1,365.83**
Chad	Pals		MATH177DC	Statistics		2	\$546.13	\$1,092.66**
**Year long courses - started in fall 2020 semester. Students do not register until February								
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
James	Blair			Worked table for 6 MBB and 4 WBB games in March				\$ 400.00
Bryn	Buckwalter			Worked table for 1 volleyball game in March				\$ 30.00
Robert Dean	Buckwalter			Worked table for 5 MBB and 1 WBB games in March				\$ 240.00
Robert Travis	Buckwalter			Worked table for 1 MBB game in March				\$ 40.00
Fabian	Cashaw			Worked table for 2 volleyball games in March				\$ 30.00
Jancarlos	Colon			Worked table for 1 volleyball game in March				\$ 15.00
Ben	Dresser			Worked table for 6 MBB and 4 WBB games in March				\$ 400.00
Kim	Grimes			Worked table for 6 MBB and 4 WBB games in March				\$ 400.00
Emma	Kinney			Worked table for 3 volleyball games in March				\$ 90.00
Riley	Kleckler			Worked table for 3 volleyball games in March				\$ 80.00
Alyssa	Ostendorf			Worked table for 1 volleyball game in March				\$ 15.00
Bill	Pospischil			Worked table for 3 MBB, 3 WBB and 3 volleyball games in March				\$ 330.00
Owen	Queckboerner			Worked table for 4 volleyball games in March				\$ 60.00
Mark	Rhode			Worked table for 1 WBB game in March				\$ 40.00
Hunter	Rogers			Worked table for 1 MBB and 1 WBB game in March				\$ 80.00
Tammy	Calow			Worked table for 1 volleyball game in March				\$ 30.00

FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Derek	Schubert			Athletics broadcast crew member				\$ 60.00
James	Blair			Worked table for MBB 4/1/21 and WBB 4/5/21				\$ 80.00
Ben	Dresser			Worked table for MBB 4/1/21 and WBB 4/5/21				\$ 80.00
Samuel	Gartzman			High School Servant Leadership speaker for March				\$ 500.00
Klm	Grimes			Worked table for MBB 4/1/21 and WBB 4/5/21				\$ 80.00
Bill	Pospischil			Worked table for MBB 4/1/21 and WBB 4/5/21				\$ 80.00
Mark	Rhode			Worked table for MBB 4/1/21				\$ 40.00
Hunter	Rogers			Worked table for WBB 4/5/21				\$ 40.00

**AGENDA ITEM #IX-C-2
MAY 25, 2021
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION/JOB TITLE
EXECUTIVE ASSISTANT TO THE VICE PRESIDENT/CAO, ACADEMIC SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title of Executive Assistant to the Executive Vice President to Executive Assistant to the Vice President/CAO, Academic Services with placement remaining at range 24 on the Highland Salary Range Table. This is a full-time, non-exempt classified position.

BACKGROUND: The job description and job title are being updated to reflect the change in reporting from the Executive Vice President to the Vice President/CAO, Academic Services.

BOARD ACTION: _____

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Executive Assistant to the ~~Executive~~-Vice President/CAO, Academic Services *

GENERAL STATEMENT OF RESPONSIBILITIES: To manage the administrative affairs of the ~~Executive~~-Vice President/CAO, Academic Services of the college.

PRINCIPAL DUTIES: (essential functions)

- Provides confidential support such as preparing correspondence and other written documents, receives phone calls, answers questions and routes messages; schedules and prepares for meetings, makes travel arrangements, takes and transcribes meeting minutes, processes mail, schedules appointments and keeps calendar.
- Prepares reports, generates necessary forms and documents, maintains records and files, coordinates departmental activities, analyzes financial or project data, and makes recommendations.
- May be required to monitor department budgets; prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.
- In collaboration with appropriate areas, completes classroom assignments each semester.
- Relieves the executive of designated administrative details and assumes limited authority without direct supervision in his or her absence.
- Processes paperwork for course and program changes through ICCB; updates Banner and CurricUNET. Processes necessary documents for articulation of new courses to universities.
- Serves as the designated school official for F1 international students.
- Assists with planning of special events.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of principles and practices of office administration and management.

Knowledge of research techniques and processes, business English and report writing.

Knowledge of records management principles.

Knowledge of rules, regulations and requirements for F1 students.

Knowledge of utilizing data to make informed decisions.

Knowledge of office equipment, computer operations and software applications.

Skill in handling confidential and sensitive issues.

Skill in making important judgements about urgency of situations and concerns.

Skill in operating office equipment, computers and software applications.

Skill in preparing reports, monitoring budgets, and interpreting policies and procedures.

Skill in effectively organizing information, events and tasks.

Skill in communicating effectively in writing and orally.

Executive Assistant VP-CAO, Academic

Skill in working independently and demonstrating initiative.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and three (3) years executive office experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Required to become Designated School Official with Student and Exchange Visitor Program (SEVP) within 2 months of hire.

REPORTS TO: ~~Executive~~ Vice President/CAO, Academic Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 1112

JOB SERIES/FAMILY: Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: ~~02/19/19~~ 05/25/21* [Pending Board Approval]

**AGENDA ITEM #IX-C-3
MAY 25, 2021
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION/JOB TITLE
EXECUTIVE ASSISTANT TO THE VICE PRESIDENT/CSSO, STUDENT
DEVELOPMENT AND SUPPORT SERVICES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description and job title of Executive Assistant to the Vice President of Student Development and Support Services to Executive Assistant to the Vice President/CSSO, Student Development and Support Services with placement remaining at range 24 on the Highland Salary Range Table. This is a full-time, non-exempt classified position.

BACKGROUND: The job description and job title are being updated to reflect the change in the reporting job title from the Vice President of Student Development and Support Services to the Vice President/CSSO, Student Development and Support Services.

BOARD ACTION: _____

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Executive Assistant to the Vice President/CSSO, of Student Development and Support Services*

GENERAL STATEMENT OF RESPONSIBILITIES: To manage the administrative affairs of the Vice President/CSSO, of Student Development and Support Services of the college.

PRINCIPAL DUTIES: (essential functions)

- Provides confidential support such as preparing correspondence and other written documents, receives phone calls, answers questions and routes messages; schedules and prepares for meetings, makes travel arrangements, takes and transcribes meeting minutes, processes mail, schedules appointments and keeps calendar.
- Prepares reports, generates necessary forms and documents, maintains records and files, coordinates departmental activities, analyzes financial or project data, and makes recommendations.
- May be required to monitor department budgets; prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.
- Relieves the executive of designated administrative details and assumes limited authority without direct supervision in his or her absence.
- Provides administrative support for the High School Servant Leadership program and Marketing and Community Relations department.
- Coordinates student activities for the College.
- Oversees and assigns the work of student workers.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of principles and practices of office administration and management.

Knowledge of research techniques and processes, business English and report writing.

Knowledge of records management principles.

Knowledge of utilizing data to make informed decisions.

Knowledge of office equipment, computer operations and software applications.

Skill in handling confidential and sensitive issues.

Skill in making important judgements about urgency of situations and concerns.

Skill in operating office equipment, computers and software applications.

Skill in preparing reports, monitoring budgets, and interpreting policies and procedures.

Skill in effectively organizing information, events and tasks.

Skill in communicating effectively in writing and orally.

Skill in working independently and demonstrating initiative.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and three (3) years executive office experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Vice President [/CSSO](#), Student Development and Support Services

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 1112

JOB SERIES/FAMILY: Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: ~~02/19/19~~ [05/25/21](#) ***[Pending Board Approval]**

**AGENDA ITEM #X-B-1
MAY 25, 2021
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER IV, PERSONNEL

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached new and revised policies in Chapter IV (Personnel) of the Policy Manual and affirm for first reading the unchanged policies in Chapter IV of the Policy Manual.

BACKGROUND: The list of attached policies incorporates updates to references cited and position titles, state and federal regulatory updates, and deletions due to combination with other policies. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
4.00	Reference updated.
4.001	Reference updated.
4.03	Position title updated.
4.031	Language updated/added per state and federal requirements.
4.034	Language updated/added per state and federal requirements.
4.04	Reference updated.
4.051	Reference updated.
4.06	Reference updated.
4.07	Reference updated.
4.08	Language updated, combined with 4.09, 4.091, and 4.34.
4.084	Reference updated.
4.09	Delete due to language being combined with 4.08.
4.091	Delete due to language being combined with 4.08.
4.092	Language updated.
4.093	Reference updated.
4.094	Language updated.

BOARD ACTION: _____

- 4.095 Language updated.
- 4.097 Language updated/added per state and federal requirements.
- 4.12 Language updated.
- 4.13 Language updated.
- 4.131 Language updated/added per state and federal requirements.
- 4.132 Language updated/added per state and federal requirements.
- 4.14 Delete due to language being combined with 4.26.
- 4.16 Language updated.
- 4.17 Language updated/added per state and federal requirements.
- 4.191 Language added and updated.
- 4.192 Language updated.
- 4.20 Language updated.
- 4.22 Reference updated.
- 4.222 Language updated.
- 4.223 Position title updated.
- 4.23 Position title and language updated.
- 4.24 Language updated.
- 4.26 Language updated and combined with 4.14.
- 4.291 Language updated/added per state and federal requirements.
- 4.33 Language and reference updated.
- 4.34 Delete due to language combined with 4.08.
- 4.35 Position title updated.
- 4.36 Language added/added per state and federal requirements.
- 4.37 Language added/added per state and federal requirements.

All other policies within Chapter IV remain unchanged, with Board affirmation recommended.

CHAPTER IV

PERSONNEL

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4.001	Job Descriptions
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4.01	Basic Principles of Employee Participation in Policymaking
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4.03	Employment of Personnel
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4.032	Statement of Political Activity
4.033	Nepotism
4.034	Sexual and Other Harassment
4.04	Hiring
4.041	Rehiring of Employees
4.042	Promotions and Transfers
4.05	Minimum Requirements for Employment: Instructional Staff
4.051	Recruitment of Faculty and Staff
4.06	Part-Time Instructors
4.07	Volunteer Services
4.08	Contracts and Notices of Employment (Full-Time Faculty, Administrative, and Professional and Classified Employees)
4.084	Suspension—All Employees
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4.09	Employment—Classified Employees
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4.092	Evaluation—Administrative/Professional/Classified Employees
4.093	Disciplinary Action—Classified, Professional, and Administrative Employees
4.094	Layoff/Reduction in Force and Recall—Administrative/Professional/Non- Contractual Classified Employees
4.095	Leave, Vacation—Administrative/Professional/Classified Employees
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4.12	Leave, Sick—Administrative/Professional/Classified Employees
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4.13	Leave of Absence—Full-Time Employees
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4.132	Leave, Victims Economic Security and Safety Act (VESSA)
4.14	Leave, Absent Without Authorization
4.16	Leave, Personal Days
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4.18	Leave, Witness and Jury Duty

CHAPTER IV

PERSONNEL

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4.223	Tuition Waivers
4.224	Reporting of Accidents
4.225	Educational Advancement
4.226	Employee Assistance Program
4.23	Full-Time Administrative, Professional, or Classified Pay for Instructional Assignments
4.24	Reimbursements for Job Applicants
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4.251	Retirement Notice
4.26	Attendance, <u>Unauthorized Absence</u> and Absenteeism
4.27	Personnel Records
4.28	Confidential Information Statement
4.29	Rest and Meal Periods
4.291	Nursing Mothers
4.30	Outside Employment
4.32	Personal Protective Equipment and Clothing
4.33	Grievance or Appeal Procedures—Non-Union Employees
4.34	Salary Review—Administrative, Professional, and Classified Employees
4.35	Evaluation of Instruction
4.36	Abused and Neglected Child Reporting
4.37	<u>Controlled Substances (including alcohol) Alcohol and Drugs in the Workplace</u>
4.38	Criminal Background Investigations
4.39	Non-Violence
4.40	Student Worker Program

4.00 Basic Concept of Administrative Organizations (Reaffirmed/vised 2/20/18)

- A. To provide unity of effort, the basic authority for the Administration of Highland Community College is a function of the chief executive officer of the Board of Trustees College, namely, the President of the College. The President derives authority from the Board of Trustees. The President is responsible for the formulation of policy and procedure recommendations for Board action, the implementation of Board policies, procedures, and other actions, and the authorization of administrative procedures and practices.
- B. In the interest of efficient administration, the President may delegate functions to members of his or her staff. The duties and responsibilities as outlined in position descriptions are a guide to incumbents in these positions; they do not in any way limit the responsibility or basic authority of the President for the administration of any part of the College's functions.
- C. Servant-leadership is at the core of Highland Community College. It is infused in the governance structure up through the Board of Trustees. Administration, faculty, staff and the Board of Trustees will actively support the Servant-leadership philosophy in working toward the College's vision, mission, core values, and principles of operation.
- D. Annual employee feedbacks should include measurable goals which support the College's use of the AQIP—the Higher Learning Commission Standard Pathway principles-criterion, our institutional goals/priorities, and the Kouzes and Posner "Leadership Challenge Model."

4.001 Job Descriptions (Revised ~~2/20/18~~)

Job descriptions (position classifications) will be prepared for all positions and will be kept on file in the Human Resources Office. Each employee will receive a copy of the most current Board-approved job description upon hiring and, thereafter, whenever it is revised. All job descriptions may be found on [myHCC—the Staff](#) portal.

The Board of Trustees empowers the College Human Resources department to make the following changes to job descriptions, without formal Board approval, as long as such changes do not have any substantive effect on the job description:

- (i) Following Board approval of a title change, consequent changes to effected job descriptions in the reporting structure;
- (ii) Following Board approval of an institutional or departmental reorganization, consequent changes to effected job descriptions;
- (iii) Changes to originally approved Class Codes and/or Job Series/Family; and
- (iv) Minor word changes that do not affect the meaning or intent of the job description.

4.002 Conflict of Interest (Revised 2/20/18 Reaffirmed)

See Policy 5.081 Ethics, Section G.3.

4.01 Basic Principles of Employee Participation in Policymaking (Revised 2/20/18 Reaffirmed)

The following principles govern the participation of employees in policy-making:

- A. Effective means of communication between employee groups should exist and be used.
- B. Employees may be asked to assist the Board of Trustees and Administration in formulating policy.
- C. Policy-recommending committees, composed of faculty, classified staff, custodial/maintenance staff, professionals and administrators, should be a part of the committee structure.
- D. All committees should be constituted so as to utilize fully the potential of all employees.
- E. Ad hoc committees and/or task forces are not meant to take the place of standing committees but to complement them with work and tasks as needed.

4.02 Committees (Revised 2/20/18 Reaffirmed)

The President, at the beginning of each academic year, may, in consultation with faculty and staff, assign members and chairpersons of committees deemed necessary by the President. The Student Senate shall assign student members to each committee, if requested. A list of committees will be reviewed and updated annually and located on the College computer Group Drive (G:).

4.03 Employment of Personnel (Revised ~~2/20/18~~)

The Board shall make appointments and fix the salaries of the ~~chief executive officer~~ President, administrative, exempt professional and faculty employees. It may employ such other personnel as may be needed, establish policies governing their employment and dismissal, and fix the amount of compensation.

4.031 Non-Discrimination (Revised ~~2/20/18~~)

Highland Community College will not discriminate, and provides equal employment opportunity without regard to actual or perceived on the basis of race, religion, political philosophy, color, national origin or ancestry, gender, sexual orientation, age, sex and gender identity, disability ~~unrelated to ability~~, marital status, military status, citizenship status, unfavorable discharge from military service, order of protection status, genetic information status, pregnancy, childbirth (or medical or common conditions related to pregnancy or childbirth) or other factors prohibited by applicable federal and state laws, regulations and Executive Orders. Highland Community College is committed to equal opportunity for all applicants and members of its student body, faculty, staff and officers. In addition, there will be no discrimination because of membership or lawful participation in the activities of any political party, organization or union, or because of his or her refusal to join or participate in the activities of any political party, organization or union. (See Policy 4.034, Sexual and Other Harassment.)

4.032 Statement of Political Activity (Reaffirmed ~~2/20/18~~)

The College recognizes the right of employees as individuals to engage in political activity, run for political office, and express their political opinions as they see fit as long as those activities do not interfere with the performance of their contractual obligations or interfere with the normal operations of the College. Personal opinions expressed by employees may not reflect the position of the College. (See also Policy 5.081, Ethics)

An employee whose election to a political office may necessitate an approved absence during a limited period of time is to negotiate a satisfactory salary adjustment with the Administration.

4.033 Nepotism (Revised 2/20/18Reaffirmed)

There shall be no restriction in the full or part-time employment of more than one member of a family (parents, children, siblings, grand-relatives, step-relatives, in-laws, and spouses, Civil Union partners or domestic partners) or household member as long as there is no direct or indirect reporting relationship or where one would have an audit or control function over a family or household member. No preference will be given to a member of a family or household over any other applicant. All individuals will be required to go through the usual application and interviewing process, and the usual hiring standards that apply.

Nepotism should not play any role in decisions relating to employment, including but not limited to: evaluations, discipline, work assignments, compensation, or career development. As a result, an employee or employee's spouse, Civil Union partner or domestic partner, household member or other close relative may not be in roles where there is a supervisory relationship or where one would have direct involvement in decisions regarding the terms and conditions of employment of a family or household member; or where one would advocate, participate in, solicit or cause the employment, appointment, promotion, transfer or discipline of a family or household member. Exceptions to this policy may be made only at the direction of the President of the College or his or her designee.

4.034 Sexual and Other Harassment (Reaffirmed 2/20/18 Revised)

Harassment of any kind is prohibited at Highland Community College whether it is sexual harassment or harassment based on age, color, disability, ethnic or national origin, sex, gender identity, pregnancy, race, or religion or sexual orientation, or any other legally protected classification under federal or state law. Sexual and bias-related harassment are prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Education Amendment of 1972, and the Illinois Human Rights Act. Highland Community College is committed to respecting all individuals. Highland Community College is also committed to the free and dynamic discussion of ideas and issues.

This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with the College.

Definition of Harassment:

This policy prohibits discrimination or harassment on the basis of actual or perceived membership in a protected class (as mentioned above), by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment. A hostile or intimidating environment may be created by verbal, written, electronic, visual, virtual, -and/or physical conduct, that is sufficiently severe, persistent, or pervasive so as to interfere withhold, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. The College will not wait until conduct is unlawful before prohibiting or responding to reports of harassment. The College will provide prompt and equitable resolution.

Sexual Harassment:

The College shall provide students, employees and third parties an environment free from unwelcome sexual- or gender-based advances, requests for sexual favors and other verbal, written, electronic (including, but not limited to social media), visual, virtual, and/or physical conduct constituting sexual harassment as herein defined and as otherwise prohibited by state or federal law. College employees, students, and third persons are prohibited from sexually harassing other employees, students, or third

persons. For purposes of this policy, third persons include any person other than College employees and students, on College property, or at any College-sponsored event or at any activity which bears a reasonable relationship to the College. Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a student, or a third-party on campus.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the offender.
- The harasser's conduct must be unwelcome.

Definitions of Sexual Harassment:

1. In the case of sexual harassment of an employee by another employee or third person, sexual harassment means:
 - a. Any unwelcome sexual advances toward an employee; or
 - b. Any request by an employee or third person to an employee for sexual favors; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct based on sex when:
 - (1) submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment at the College, or
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual's employment at the College, or
 - (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

2. In the case of sexual harassment of a student by an employee or third person, sexual harassment means:
 - a. Any sexual advance by an employee or third person toward a student; or
 - b. Any request by an employee or third person to a student for sexual favors; or
 - c. Any acceptance by an employee or third person of a sexual advance or request for sexual favors from a student; or

- d. Any conduct of a sexual nature or any verbal, written, electronic **(including, but not limited to social media)**, visual, virtual, or physical conduct based on sex by an employee or third person directed toward a student when:
- (1) the student's submission to or rejection of such conduct is, whether explicitly or implicitly, a term or condition of the student's grade, extent or nature of work necessary to successfully complete course work, or student's participation in any College-sponsored event or activity; or
 - (2) submission to or rejection of such conduct is used as the basis for decisions concerning the student's grade or the student's selection or participation in any College-sponsored event or activity; or
 - (3) such conduct has the purpose or effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment.

Academic discussion of sensitive content matter included in a course or academic presentation is not meant to be in violation of this policy.

3. In the case of sexual harassment of a student or employee by a student, sexual harassment means:
 - a. Any sexual advance by a student toward an employee; or
 - b. Any request by a student to an employee for sexual favors from the employee; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by a student directed toward an employee when such conduct has the purpose or effect:
 - (1) of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive environment; or
 - (2) of influencing either the student's grade or participation in any College-sponsored event or activity; or
 - d. Any conduct of a sexual nature or any verbal, written, electronic **(including, but not limited to social media)**, visual, virtual, or physical conduct based on sex by a student directed toward another student when:
 - (1) such conduct has the purpose or effect of creating a collegiate environment that is intimidating, hostile or offensive; or
 - (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the College administration.
4. In the case of sexual harassment of a third person by an employee or student, sexual harassment means:

- a. Any unwelcome sexual advances by an employee or student toward a third person; or
 - b. Any request by an employee or student for sexual favors from the third person; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct based on sex when:
 - (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of, or is used as the basis for decisions concerning, an individual's participation in a College-related event or activity; or
 - (2) such conduct has the purpose or effect of substantially interfering with an individual's performance in a College-sponsored event or activity or creating an environment that is intimidating, hostile or offensive. For purposes of this section, a College-related event or activity includes an event or activity on College grounds involving College facilities, staff or students, any College-sponsored event or activity, and any event or activity which bears a reasonable relationship to the College.
5. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic (including, but not limited to social media), visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:
- sexual advances
 - touching of a sexual nature
 - graffiti of a sexual nature
 - displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
 - sexual gestures
 - sexual or “dirty” jokes
 - pressure for sexual favors
 - touching oneself sexually or talking about one's sexual activity in front of others

- spreading rumors about or rating other individuals as to sexual activity or performance
- offering employment benefits in exchange for sexual favors
- retaliating or threatening retaliation after a negative response to a sexual advance or after an employee or student has made or threatened to make a harassment complaint.

The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in the light of all of the circumstances.

General Provisions:

All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.

The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.

The College will:

- Respond to every complaint of harassment reported;
- Implement temporary resolutions, where appropriate, through the course of the investigation;
- Take action to provide remedies when harassment is discovered;
- Impose appropriate sanctions on offenders in a case-by-case manner; and
- Protect the privacy of all those involved in harassment complaints to the extent it is possible.

The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

Confidentiality:

A reasonable effort will be made ~~to promptly investigate any~~ to keep allegations of sexual or other harassment ~~in a confidential manner~~ to the greatest extent possible ~~by law~~. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.

Responsibilities:

The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.

Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:

- Monitoring the workplace environment for signs of sexual or other harassment;
- Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, ~~or the Director of Adult Education at (815) 599-3455,~~ **or the HRIS Administrator/HR Generalist at (815) 599-3602.**
- Immediately stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
- Immediately reporting any complaint of harassment or discrimination to one of the College investigators.

Each employee is responsible for assisting in the prevention of discrimination and harassment by:

- Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
- Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
- Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.

In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

Bringing a Report of Harassment or Suspected Harassment:

Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.

Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:

Students may report incidents to the Title IX Coordinator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator), ~~or the Director of Adult Ed (investigator),~~ ~~or the HRIS Administrator/HR Generalist (investigator)~~ who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.

Employees, volunteers, Board of Trustees and third parties, may report incidents to the ~~Associate Vice President~~ ~~Director~~ of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to ~~the Director of Adult Education (investigator),~~ ~~or the Title IX Coordinator (investigator),~~ ~~or the HRIS Administrator/HR Generalist (investigator)~~ who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees, ~~or the President or Executive Vice President~~ of the College.

Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531, for the EE/AAO at (815) 599-3402, ~~or the Director of Adult Education at (815) 599-3455,~~ ~~or the HRIS Administrator/HR Generalist at (815) 599-3609;~~
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu; the EE/AA Officer at rose.ferguson@highland.edu, karen.brown@highland.edu, ~~or the Director of Adult Education~~ mark.jansen@highland.edu, ~~or the HRIS Administrator/HR Generalist~~ christie.lewis@highland.edu;

- Mail a letter to the Title IX Coordinator's office ~~or~~, the EE/AAO's office, ~~or the Director of Adult Education's office~~ at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the appropriate investigator (although it is best to make an appointment first to ensure availability) at: Marvin-Burt Liberal Arts Center room 101 for Title IX Coordinator; Student/Conference Center room 232 for the EE/AA Officer; ~~or the Community Services Center room 132 for the Director of Adult Education;~~ ~~or the Student/Conference Center room 243 for the HRIS Administrator/HR Generalist;~~
- Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
- File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

Informal Complaint Process:

Individuals who feel they have been harassed may desire to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true). Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.

Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.

The investigator may, *if circumstances warrant*, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.

The informal process will include:

- Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
- Review and determination of the legal basis of the issues being raised in the complaint;
- Seeking resolution of the matter;
- Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;
- Preparing a report on the informal process.

The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

Formal Complaint Process:

Formal complaints must be filed within 45 days of the date of the alleged event or incident or within 15 days after attempts to resolve the situation informally have been unsuccessful.

While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint:

- identify the alleged offender(s);
- identify the details concerning the incident or conduct giving rise to the complaint;
- describe the actions or practices deemed harassment and/or discriminatory
- provide the dates, times, and locations of the conduct;
- include names of any witnesses to the alleged incident(s) or conduct;
- whether conduct of a similar nature and has occurred on prior occasions;
- whether there are any documents which would support the allegations;
- what impact the conduct had on the person filing the report; and
- action requested to resolve the complaint and prevent future violations of the policy.

The College will investigate formal complaints when complaints are submitted orally or in writing. The College will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complaining party, as well as the alleged harasser, of the appeal process.

Process for Investigation of Formal Complaints: The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written

statement if desired. Typically after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).

Right to Dismiss: The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:

1. The complaining party fails to state a claim;
2. The claim is moot or under adjudication elsewhere;
3. The complaining party failed to file the complaint within the time frame allotted;
4. The complaining party provides a written request to withdraw their formal complaint;
5. The complaining party cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
6. The complaint is part of a clear pattern of misuse of the process.

The College President or designee shall be informed of every written reported incident of harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

Written Report:

Within ten (10) school days or "a reasonable time" from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College's Board of Trustees if the College President is the alleged harasser, which will include at a minimum the following:

1. The date the complaint was received;
2. The complaining party's name;

3. The name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
4. A statement detailing the alleged offender's response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);
5. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.

Within five (5) business days or "a reasonable time" after the investigator's written report is received, the College President or designee, or the Chair of the Board of Trustees if the College President is the alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.

The President or designee, the supervisor (if the accused is an employee), ~~the Executive Vice President~~, or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

Disciplinary Action:

If a complaint is found to be valid, appropriate disciplinary action or other appropriate action will be taken. Any College employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College's Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes.

This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

Knowingly Filing False or Malicious Complaints Prohibited:

Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

Retaliation:

The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this policy, or because he or she has testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the “Disciplinary Action” Section, paragraphs #1 and #2 of this policy will not be considered retaliation.

Retaliation is illegal under State and Federal Law and includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the “Disciplinary Action” section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.

Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Appeal of Formal Complaint Resolution:

The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.

An employee may appeal the decision of the President by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:
If the appeal alleges: a. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis; b. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation; c. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or d. that the sanction is disproportionate to the

violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

Dissemination of Policy/Procedures:

Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information. Students registered at Highland Community College will receive information annually related to this policy. Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are

to complete ~~bi~~-annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained bi-annually via on-line training to recognize and take action against harassment of any kind. The sexual misconduct and violence policy 3.27, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to those policies for additional guidance related to reporting responsibilities and protocol.

Identification of Reporting Officers:

If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

Resolution Outside the College:

It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission as follows:

Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr

U.S. Equal Employment Opportunity Commission
230 South Dearborn, Suite 1866
Chicago, IL 60604
Telephone (800) 669-4000; or (800) 669-6820 (TTY)
www.eeoc.gov

Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544

Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

4.04 Hiring (Revised ~~2/20/18~~)

Hiring of personnel shall be in accordance with established procedures, as found in the Affirmative Action Plan, Board policies pertaining to hiring and on [myHCC](#) ~~the~~ [staff portal](#).

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-096 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a “critical operations” need.

The College will seek reimbursement from an Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status. In addition, the College will terminate the Affected Annuitant’s employment for misrepresentation of status and conflict of this policy.

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

Hiring of personnel shall be in accordance with established procedures, as found in the Affirmative Action Plan, Board policies pertaining to hiring and on [myHCC](#) ~~the~~ [staff portal](#).

4.041 Rehiring of Employees ([Revised 2/20/18](#)[Reaffirmed](#))

Previous employees rehired after a break in service of four months will be considered new employees.

As a result of regulations enacted by the Patient Protection and Affordable Care Act (PPACA), full-time employees who terminate from the College will not be considered for re-employment at the College on a part-time or temporary basis unless they have had a break in service of at least 26 weeks. Under the PPACA, full-time status includes employees who average 30 or more hours of service per week. For the purpose of this policy, full-time status is defined as employees who average 30 or more hours of service per week. Any exception to this policy will need to be due to critical needs and will require the President's approval.

Due to the significant financial burden imposed upon the College by the State of Illinois Public Act 97-0968 (SURS Return to Work), the College will refrain from hiring a State Universities Retirement System (SURS) Annuitant that is an Affected Annuitant under this Act, unless such employment is excepted by SURS as a "critical operations" need.

The College will seek reimbursement from the Affected Annuitant for penalty imposed by SURS due to any misrepresentation by the employee of their Affected Annuitant status. In addition, the College will terminate the Affected Annuitant's employment for misrepresentation of status and conflict of this policy.

A SURS annuitant that is hired by the College and is considering a change in hours and/or compensation at Highland, or at any other SURS employer, must consult with and receive permission from the College prior to accepting additional assignments or compensation.

4.042 Promotions and Transfers (Reaffirmed ~~2/20/18~~)

- A. Current Highland Community College employees shall receive consideration in filling established vacancies.
- B. Transfers will be considered whenever it may be in the best interest of the College and the employee.
- C. Among the criteria to be considered for promotion and transfer are evaluations by supervisors relating to performance and ability. If applicants are equally qualified except in seniority, the employee having the most seniority will be appointed.
- D. The immediate supervisor of an employee may recommend promotions and transfers to the Administration.

4.05 Minimum Requirements for Employment: Instructional Staff (Reaffirmed ~~2/20/18~~)

- A. Instructors of baccalaureate and pre-professional curricula:
1. A master's degree (unless otherwise stated in the position description) in the discipline or subfield in which they will teach, and for which they will develop curricula. Alternatively, a faculty member teaching transferable courses may hold a master's degree in a different ~~field~~ and have completed at least 18 graduate credit hours in the discipline in which he/she will teach. To be qualified to teach in an interdisciplinary manner, faculty must hold at least a master's degree equivalent or higher in a discipline that contributes to the field, except in those areas in which related training or work experience is the primary learning standard.
 2. In addition, the role of the faculty member indicates a need for a thorough understanding of, and competence in, professional teaching skills.
- B. Instructors of Occupation Oriented Curricula: A bachelor's degree with a major in the area(s) of specialization or appropriate business or industrial experience in the field of specialization.
- C. Instructors for Community Education: Demonstrated competence in the field of specialization based upon education or experience which is acceptable in lieu of a degree requirement.
- D. Part-time Instructors: Requirements for part-time instructors shall be the same as for full-time instructors in the particular instructional areas.
- E. Earned credentials are the primary evaluation mechanism for determining faculty qualifications. However, other elements may be considered as an alternative to, or in combination with qualifications by credential. Examples of these alternative credentials include:
- Tested experience in practice-oriented disciplines, such as board or licensure exams
 - Industry certification
 - A minimum of 2,000 hours of work experience in the discipline or ~~field~~ in which they will teach

4.051 Recruitment of Faculty and Staff (Revised [2/20/18](#))

Highland Community College is committed to the recruitment of a faculty and staff whose members believe strongly in the philosophy, objectives and purposes of the College and who will give complete support to the total educational program of the College. Specifically, prospective faculty and staff members will be recommended who:

- A. Will contribute in every way possible to furthering the philosophy, objectives and purposes of the College as illustrated by the Mission, Vision, Core Values and Principles of Operation.
- B. Will understand the diversity of the community college student body, both in interest and abilities and will, therefore, give every possible assistance in helping orient students toward realistic educational achievement.
- C. Will possess a set of employee characteristics and service standards that help the College to successfully achieve its stated mission and goals. It is expected that each employee possesses these characteristics and service standards and will strive to strengthen and enhance these characteristics as they continue their employment with Highland Community College. The employee characteristics and service standards are available on the [G: drivestaff portal](#).

4.06 Part-Time Instructors (Revised ~~2/20/18~~)**Salary and Benefits:**

- A. Part-time instructors shall be paid in accordance with the part-time college credit pay schedule or the continuing education or Lifelong Learning pay schedule in effect for the period of their employment.
- B. Part-time instructors shall be eligible for fringe benefits according to fringe benefit schedule. (See ~~myHCC~~ [the](#) staff portal or Faculty Handbook.)
- C. A part-time instructor is expected to hold classes as scheduled. In the event that an absence is unavoidable, the part-time instructor shall notify the appropriate administrator prior to the absence. Efforts must be made to provide the scheduled instruction either by obtaining a substitute instructor, using an alternative delivery method, or rescheduling the missed class. In the event of an unavoidable lengthy absence, salary will be pro-rated equal to that portion of services missed.

4.07 Volunteer Services (Revised [2/20/18](#))

Highland Community College values volunteerism and utilizes volunteers, at its discretion, to accomplish its mission and goals and provide valuable educational experiences.

A. Definition of Volunteer

A volunteer is an individual who performs services for and directly related to the mission and goals of Highland Community College, without expectation of compensation. Volunteers perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. Volunteers must be willing to provide services in accordance with Highland Community College policies and procedures. An individual shall not be considered a volunteer if the individual is otherwise employed by Highland Community College to perform the same type of services as those for which the individual proposes to volunteer. Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be part-time, sporadic, or of limited duration.

B. Volunteer Expectations

While performing assigned duties, a Highland volunteer is an agent of the College. Therefore, each volunteer shall abide by applicable federal and state statutes and college policies. This includes, but is not limited to, properly maintaining ethical behavior, confidentiality, and complying with conduct policies including those related to drugs and alcohol, sexual and other harassment and non-violence. All volunteers and their immediate supervisor are required to sign a Volunteer Service Agreement form prior to performing services (see G drive or [myHCC](#) ~~the~~ [the](#) staff portal).

C. College Expectations

The volunteer's supervisor is responsible for the direct day-to-day management and guidance of the volunteer and must be available for consultation and assistance. It is the volunteer supervisor's responsibility to be certain the volunteer has adequate experience, qualifications, and training for the task he or she will be required to perform. The supervisor's responsibilities include, but are not limited to, proper screening; orientation; training; and documenting the actions taken to ensure that volunteers understand their duties, rights, and responsibilities. Proper screening may need to include developing a volunteer service description, performing reference checks, background checks, and verifying qualifications.

4.08 Contracts and Notices of Employment (Full-Time Faculty, Administrative, and Professional and Classified Employees) (Revised 2/20/18)

Salaries of all regular positions shall be subject to periodic review.

A. Faculty (Full-Time)

Contracts shall be issued each year for full-time faculty. This contract will state at minimum the individual's salary, educational attainment, and years of experience.

B. Administrative/Professional (Full-time and Regular Part-time)

1. Prior to the last 90 days of their current contract or notice of employment, any administrative or professional employee that is under a formal performance plan or that the College does not intend to employ during the next fiscal year will receive a letter from the College President stating that their contract or notice of employment may not, or will not, be renewed.

~~2. On or before July 1 of each fiscal year, the Executive Vice President's contract will be reviewed. Any amendment, renewal or extension of a contract would be issued before July 1, not to exceed two ~~three~~ years, if renewed. This contract will state remuneration applicable and eligibility for fringe benefits. The Executive Vice President's contract will not be valid until signed by the employee and authorized representatives of the Highland Community College Board of Trustees. This contract must be signed and returned to the Human Resources Office within two weeks after receiving the contract. If the contract is not signed and returned, the College may deem the employee's assignment to be vacant.~~

2. On or before July 1 of each fiscal year, or at the beginning of a federal grant year, all other administrative and professional employees will receive a Notice of Employment for the next fiscal year. This Notice of Employment will state remuneration applicable and eligibility for fringe benefits. Continued employment for grant-funded employees is dependent on continuation of grant funding. If remuneration for the next fiscal year has not been determined prior to the start of the fiscal year, the President will send out a communication to employees stating such on or before July 1. Notices of Employment will be sent once remuneration is known.

3. Administrative or professional employees who work before and/or after their stipulated Notice of Employment dates, may be paid on a per diem basis subject to such arrangement made between the administration and the employee.

C. Classified (Full-time and Regular Part-time)

Letters of Employment shall be issued each year for full-time and regular part-time classified employees. Such letters of employment shall state the salary and fringe benefits appropriate for the position. Continued employment for grant-funded employees is dependent on continuation of grant funding.

4.084 Suspension—All Employees ([Reaffirmed 2/20/18](#)[Revised](#))

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be suspended with or without pay.

- A. The suspension may be initiated by the President, his or her designee, or by majority vote of the Board of Trustees. Before the conclusion of the next regular working day following the initiation of the suspension the employee shall receive written notification of the allegations, the name of the person or persons making the allegations, and the duration of the suspension.
- B. The suspended employee may appeal the suspension by initiating one of the grievance procedures listed on [myHCC](#) [the](#) staff portal, or Article V, of the current Agreement between the Board of Trustees and the Faculty Senate or Article VIII between the Board of Trustees and the Custodial/Maintenance Union, whichever applies.

4.085 Dismissal—Administrative/Professional/Classified Employees (Reaffirmed [2/20/18](#))

An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies, may be dismissed only with the approval of the Board of Trustees, the President, or President's designee.

~~4.09 — Employment — Classified Employees (Reaffirmed 2/20/18)~~

- ~~A. — Salaries of all classified positions shall be subject to periodic review.~~
- ~~B. — All classified personnel shall be directly responsible to their immediate supervisor regarding all matters relative to their employment, performance and working conditions.~~
- ~~C. — Classified personnel may participate in various fringe benefits in accordance with the fringe benefit schedule (See myHCC ~~the~~ the staff portal.)~~

~~4.091 — Letters of Employment — Classified Employees (Reaffirmed 2/20/18)~~

~~Letters of employment shall be issued each year for full-time and part-time benefited classified employees. Such letters of employment shall state the salary and fringe benefits appropriate for the position.~~

4.092 Evaluation—Administrative/Professional/Classified Employees (Reaffirmed 2/20/18 Revised)

- A. New employees shall be evaluated in written form by their immediate supervisor ~~after~~ within 60 days of employment.
- B. All supervisors will provide annual written feedbacks, including performance review, on their employees.
- C. The President is evaluated by the Highland Community College Board of Trustees on an annual basis.

4.093 Disciplinary Action—Classified, Professional, and Administrative Employees
(Revised [2/20/18](#))

Disciplinary action relative to classified, professional, and administrative personnel shall be performed according to established procedures. (See [myHCC Site](#) staff portal.)

4.094 Layoff/Reduction in Force and Recall—Administrative/Professional/Non-~~Contractual~~ Union Classified Employees (Revised ~~2/20/18~~)

When it is necessary, an administrative/professional/~~non-contractual-union~~ classified employee may be laid off or subjected to a reduction in force due to elimination of a job, lack of available funds, or other circumstances ~~which do not discredit~~unrelated to the employee's performance.

Four weeks notice will be given prior to layoff/reduction in force.

For incumbents holding the same job description, layoffs/reductions in force will be on a seniority basis provided skill and ability are equal.

Every effort shall be made to transfer an employee subject to layoff/reduction in force.

All employees laid off/subject to a reduction in force shall be entitled to pay-out of vacation time accrued at the date of layoff.

All employees enrolled in the College's health insurance plan, when laid off/subjected to a reduction in force, shall be eligible to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) provided the employee pays all premiums for a period not to exceed eighteen (18) months. No other fringe benefits are available during the layoff/reduction in force period.

As soon as the College is able to re-employ, those who have been laid off/subjected to a reduction in force within the previous twelve (12) months will be considered for job openings for which they qualify. Former employees rehired within the previous twelve (12) months will be given credit for past work experience at the College.

4.095 Leave, Vacation—Administrative/Professional/Classified Employees (Revised ~~2/20/18~~)

A new employee may be granted earned paid vacation time after completion of six (6) months of employment. New full time employees, placed at range 11 through 3264 on the Highland salary range table, earn .83 vacation days per month not to exceed ten (10) days per year and will continue accruing at the following rates:

1 year through 5 years of employment 10 days vacation (accrued at .83 days per month)

After 5 years of employment 15 days vacation (accrued at 1.25 days per month)

After 15 years of employment 20 days vacation (accrued at 1.66 days per month)

Full-time employees placed at range 3365 and above earn 21 vacation days per year (accrued at 1.75 days per month).

The President ~~and Executive Vice-President will~~ (if employed full-time) earns 28 vacation days per fiscal year (~~2.333 days per month~~) as determined by the Board. Carryover days for the President will be determined by the Board of Trustees and included in the Presidential Contract.

Regular part-time employees who work at least 32 but less than 40 hours per week will accrue vacation leave on a pro rata basis to the schedule for full time employees.

Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such requests must be routed through the supervisor for approval and submitted through the College’s payroll system.

Consideration will be given to all requests for vacation time and the employee's preference will be respected wherever practicable. However, the College reserves the right to deny requests which may jeopardize the operation of the College. Competitive requests for the same time off may be decided on the basis of employee seniority within the institution.

An employee may carry over no more than five vacation days into the next fiscal year. These carry-over days must be used during the first six months of that year. If an employee carries more than five days into the next fiscal year, the days in excess of five will convert to sick days and will remain on the employee’s sick leave account until needed or until the employee retires or terminates employment. If an employee fails to use the five carry-over vacation days during the first six months of the next fiscal year, those days will automatically convert to sick leave days and will remain on the employees sick leave account until needed or until the employee retires or terminates employment.

Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused vacation time ~~or compensatory time~~. If more vacation time is used than earned when an employee resigns, retires or is terminated, it will be deducted from the last pay. If the employee does not have enough earnings available in their last pay check to cover

unaccrued, used vacation time, the employee will be expected to make arrangements to repay the College.

4.097 Overtime (Revised 2/20/18)

The College defines Exempt and Non-Exempt employees following the provisions of the Fair Labor Standards Act (FLSA) and the Illinois [Minimum Wage Act](#).

All overtime compensation will be paid to non-exempt employees in accordance with requirements of the Fair Labor Standards Act and the Illinois [Minimum Wage Law Act](#). Overtime work is not permitted on a voluntary basis, but must be authorized by the supervisor and the appropriate Vice President or ~~Executive Vice~~-President and must be a critical need. Classified employees may be required by their supervisors to work overtime. It is a requirement that non-exempt employees appropriately report the number of hours that they work and are permitted to work off-site only with specific authority from a supervisor. Employees who work additional hours without the approval of their supervisor may be subject to discipline.

Non-exempt employees may take compensatory time off for overtime worked equal to one and one-half hours for each hour of overtime worked. Use of sick leave, bereavement, and compensatory hours taken in the same work week do not count in the calculation of overtime (hours or pay) unless otherwise specified in a bargaining agreement. Compensatory time may be taken at some other time with the approval of the supervisor. It is the employee's choice whether to use overtime hours as compensatory time or for pay unless an agreement is reached by the employee and the supervisor before the hours are worked. Pre-approval of overtime is still required whether the employee elects to take the overtime as compensatory time or for pay.

Accrued compensatory time earned through May of a given fiscal year will be paid to non-exempt employees in June of each fiscal year. A maximum of 40 hours of compensatory time earned through May of a given year may be carried over to the next fiscal year, including any additional comp hours earned in June of that year. Non-exempt employees under a different fiscal year will be paid similarly according to their particular fiscal year. [Any employee who resigns, retires or is terminated shall be granted full pay for earned, unused compensatory time.](#)

Exempt employees do not qualify for overtime pay or comp time under FLSA.

4.12 Leave, Sick—Administrative/Professional/Classified Employees (Revised 2/20/18)

Employees are credited with one day of paid sick leave for each month of their employment contract or expected term of employment during each fiscal year. Sick days may accumulate without limitation. Regular part-time employees who work at least 20 but less than 39 hours per week will accrue sick leave on a pro rata basis according to the schedule below to the schedule for full-time employees:

<u>Number of hours scheduled to work</u>	<u>Number of hours of sick leave accrued</u>
20-27 per week	4 hours per month
28-31 per week	6 hours per month
32-39 per week	6.5 hours per month

You may use paid sick leave in either half or full-day increments for absences as follows:

- personal illness
- injury
- medical care dental care
- exposure to a contagious disease
- death not covered by bereavement policy
- illness, injury, or medical appointment of a child, spouse, Civil Union partner, domestic partner, or parents
- illness, injury, or medical appointment of a sibling, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury (this time is limited to a period of no less than the personal sick leave that would be accrued during six months at the employee's then current rate of entitlement).

Residence of a member of the immediate family within or outside of the employee's home is not a factor in this policy.

An employee who must be absent from duty because of illness shall notify the employee's supervisor, supervisor's designee or call the Human Resources Office at the earliest practicable time.

A medical exam, at beard the College's expense, or a doctor's certificate regarding a release to work ~~may be~~ required for sick leave absences of more than three consecutive days. Verification from a covered relative's medical provider may be required for sick leave absences of more than three consecutive days. Supervisors shall notify Human Resources of any employee's sick leave absence of three (3) or more consecutive days due to medical reasons for purposes possible application of the Family and Medical Leave Act (Policy 4.131).

Abuse of the sick leave privilege benefit is cause for disciplinary action, possibly including termination.

The Payroll Office maintains the official sick leave use and accrual records on the employee's time records. Every half day or full day of absence for sickness should be indicated on the employee's time sheet.

If an employee has used all accumulated, accrued leave time (personal, sick, vacation and any compensatory time where applicable) and is not released to return to work, a request of withdrawal of sick days from the sick leave bank may be made through the Human Resource Office. An employee must be a member of the sick leave bank for one year and meet other sick leave bank guidelines to be eligible to withdraw sick leave days from the bank (see [myHCC-S the staff portal](#)).

An employee will not be paid for unused sick leave when termination or resignation from the college occurs unless the employee is retiring and applies for and meets all eligibility requirements set forth in the Sick Leave Payout Program (see [myHCC-S the staff portal](#)). If more sick leave is used than earned when an employee resigns, retires, or is terminated, it will be deducted from the last pay. [If the employee does not have enough earnings available in their last paycheck to cover unaccrued, used sick time the employee will be expected to make arrangements to repay the College.](#)