

4.121 Leave, Bereavement—Full-Time/Part-Time Active Employees (Revised 2/20/18 Reaffirmed)

Full-time Active Employees

The College will grant one day paid leave for bereavement of extended family: aunt, uncle, cousin, niece or nephew. Three consecutive days paid leave for family including brother or sister-in-law, son or daughter-in-law, mother or father-in-law, grandparent or grandparent-in-law or grandchild. Five consecutive days paid leave for immediate family: spouse or Civil Union partner, child (biological, adopted, foster, step, legal ward, or a child for whom the employee stood in loco parentis), parent, sibling, stepsibling, stepparent. Bereavement leave days cannot be accrued. Under the Illinois Child Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child. The first five days will be paid as noted above and the remaining five days will be unpaid. Employees meeting the eligibility requirements of the Illinois Child Bereavement Leave Act, may elect to substitute paid leave they have accrued, such as sick, vacation or personal days, for any unpaid portion of the leave. Leave under the Illinois Child Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid personal leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

Part-time Active Employees

Under the Illinois Child Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12 month period, an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child. Child is defined as a biological, foster, adopted or step child, a legal ward or a child for whom the employee stood in loco parentis. Bereavement leave days cannot be accrued. Employees meeting the eligibility requirements of the Illinois Child Bereavement Leave Act may elect to substitute leave they have accrued such as sick, vacation or personal days for any portion of the leave. Leave under the Illinois Child Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an

employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

4.13 Leave of Absence—Full-Time Employees (Revised 2/20/18)

The College may grant a leave of absence if, in the opinion of the College, such a leave would serve the best interest of the College and the employee.

For the following purposes, an employee is eligible for a leave of absence:

- a. Without salary for a personal reason which involves travel, study, or research;
- b. For their personal illness or injury, maternity/paternity, or to care for a spouse or dependent who is ill or injured (use of accumulated unused leave time must be taken concurrently with this leave);
- c. Without salary for any other reason determined to be at the convenience of the College.

Leave of absence may be granted to any employee normally after completion of one year of employment.

If leave of absence for illness or injury is FMLA qualified, leave time under FMLA policy 4.131 will be followed first. The College may require periodic recertification by an employee's medical care provider, or the medical provider of the spouse or dependent, when the College in its discretion deems recertification is warranted.

A leave of absence normally does not exceed twelve (12) consecutive calendar months. The College will make every effort to guarantees the same or similar job at the end of the leave, unless the job itself is abolished during the period of leave.

At its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work. Failure to return required documentation, respond to communication requests of ability to return to work or failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

If an absence falls under a. or c., above, an employee currently enrolled in the College health/dental and/or life insurance plan may continue participation in those insurances by paying 100% of the monthly premium amounts to the Human Resources Office. During a leave of absence under b., above, Highland will continue to pay the employer portion of the health/dental and basic life premium amounts. If leave for maternity/paternity extends past twelve weeks (inclusive of FMLA qualified time), the employee will be responsible for 100% of the premium amounts. Employees with ten or more years of continuous service to the College who are on an unpaid leave of absence due to personal illness or injury will have health, dental (if enrolled) and basic life insurance premiums waived for six months or the period of the leave, whichever is less. Employees with fifteen or more years of continuous service to the College who are on an unpaid leave of absence due to personal illness or injury will have health, dental (if enrolled) and basic life insurance premiums waived for twelve months or the period of the leave, whichever is less. All other fringe benefits and credit for employment will be forfeited for only the period of "on leave without pay." When and

if the recipient is reinstated, according to policy, the individual will receive credit for employment previous to the leave for purposes of salary placement.

If the College learns that an employee does not intend to return to work after completion of the approved leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made, if any, to maintain the employee's benefits during the leave of absence, unless the reason not to come back is out of the employee's control. If the employee decides not to return to work, they have the ability to continue health insurance coverage for 18 months from the date benefits are terminated.

4.131 Leave, Family and Medical Leave Act (FMLA) (Revised 3/20/18)

The College may grant family or medical leave of absence, or both, for eligible employees for up to 12 weeks per year (52 consecutive weeks). For purposes of this policy, the family or medical leave year will commence on the first day that family or medical leave is taken. FMLA also provides military caregiver leave for up to 26 weeks during a "single 12-month period" for the care of a covered service member with a serious injury or illness. A leave taken under this policy must be a qualified leave reason as defined below.

A. Qualified Leave Reasons:

The college will grant FMLA leave to eligible employees for the following reasons:

1. The employee's serious health condition which is defined as:
 - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider; and
 - b. the condition prevents the employee from performing the essential functions of the employee's job.
2. Pregnancy or pregnancy-related conditions that prevent the employee from performing the essential functions of her position.
3. The birth of a child and to bond with the newborn child within one year of birth.
4. Placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
5. Care of the employee's spouse, child, or parent with a serious health condition which is defined as:
 - a. an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition; and
 - b. the condition prevents the qualified family member from participating in school or other daily activities.
6. A "qualifying exigency" relating to the active-duty status or call to active-duty in the National Guard or Reserves of a spouse, son, daughter, or parent of the employee. Qualifying exigencies include:
 - a. short-notice deployment (i.e., seven or less days of notice) for up to seven days;
 - b. military events and related activities;
 - c. to arrange for childcare, or provide childcare on an urgent basis, or for school activities;
 - d. to make financial or legal arrangements;
 - e. to attend counseling;

- f. to spend time with the service member while on short-term leave for up to five days;
 - g. for post-deployment activities for a period of 90 days following the termination of the covered military member's active duty status; and
 - h. other events that the employee and college agree is a qualifying exigency.
7. Care is required for a child, parent, spouse or next of kin who is a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status on the temporary disability retired list as a result of a serious injury or illness incurred in the line of duty on active. A serious injury or illness may also result from the aggravation of a pre-existing condition in the line of duty on active duty. A serious injury or illness is defined as one that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.
8. Care is required for a child, parent, spouse or next of kin who is a recent veteran as a result of a serious injury or illness incurred in the line of duty on active. The veteran's discharge must have been other than dishonorable and occurred within a five-year period prior to the date the leave is to begin. Serious injury or illness is defined for a veteran as:
- a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - b. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or more and the need for care is related to that condition; or
 - c. a physical or mental condition because of a disability or disabilities related to military service that substantially impairs the veteran's ability to work, or would do so absent treatment; or
 - d. an injury for which the veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

Civil union partners and domestic partners are not covered under Federal law and therefore are excluded from this policy.

B. Compensation and Benefits During Family and Medical Leave:

~~Family or medical leave of absence, or both, is available in addition to, and not in lieu of, other policies such as sick leave, personal leave, vacation time, etc.~~ Accumulated, unused leave days (sick leave, compensatory, vacation, personal days) must be used concurrently with FMLA. When accrued leave days have been exhausted, an employee on FMLA may request approval for a withdrawal of days from the Sick Leave Bank, following Sick Leave Bank guidelines, if they are an eligible participant. Requests for Sick Leave Bank days can only be made if the leave is for their own serious medical condition. The employee on leave will work

with Human Resources to request a withdrawal of days from the Sick Leave Bank. Any portion of the FMLA period for which ~~accrued~~-leave or Sick Leave Bank days are not available will be unpaid.

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources Office to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions for LTD, 403(b), YMCA, Foundation contribution, union dues, etc., rests with the employee.

C. Eligibility for Family and Medical Leave of Absence:

To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and most part-time employees are not entitled to family or medical leave of absence.

D. Application for Leave/Notice by Employee:

Any employee who desires a leave of absence pursuant to this policy must notify the Human Resources Office as soon as practicable.

A leave of absence pursuant to this policy may be taken by an employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary and as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Leave due to qualifying exigencies may also be taken on an intermittent basis. The College may consider requests for intermittent or reduced leave in conjunction with the birth, adoption or foster placement of a child, but the College is not obligated to grant such requests and will do so based on the supervisor's discretion.

E. Certification Procedure (non-military):

Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care).

To request leave for an employee's own serious health condition, form WH-380-E must be completed by the employee's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland.*

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

To request leave for the serious health condition of a qualified family member, form WH-380-F must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland.*

FMLA certification forms are available in Human Resources.

F. Certification Procedures (military caregiver or qualified exigency):

Every request for a Leave of Absence pursuant to this policy must include completion of the appropriate certification document and delivery of any required supporting documents.

To request leave for a "qualifying exigency" due to a spouse, son, daughter or parent's active duty service, an employee is required to complete form WH-384 and submit the form along with supporting documents *within 15 calendar days of the date the certification is requested by Highland.*

To request leave to care for an injured service member (defined as spouse, child, parent or "next of kin") form WH-385 must be completed by the employee and the family member's health care provider. The employee must submit the written medical certification *within 15 calendar days of the date the certification is requested by Highland.*

FMLA certification forms are available in Human Resources.

G. Approval/Denial of Leave

Once the College is aware of the request for FMLA, a "Notice of Eligibility and Rights and Responsibilities" form will be provided to the employee to establish eligibility and request additional documentation, if necessary, to determine whether the leave qualifies under FMLA. Once sufficient documentation is provided, the College will designate the requested leave accordingly within five business days through the "Designation Notice" form, absent extenuating circumstances.

H. Conditions of Family and Medical Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. The College may contact the provider to authenticate or clarify information contained in the medical certification. Additionally, the College may contact the appropriate unit of the Department of Defense to confirm that the covered military member is on active duty or call to active duty status.
3. An employee taking an approved leave of absence may not work for another employer ~~doing performing~~ the same or similar duties that the employee's medical certification form ~~says-states~~ he or she is unable to perform. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.
4. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
5. Spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each (or 26 weeks in total in the case of caring for a covered service member) if the leave is for the birth or care of a child, the placement of a child for adoption or foster, or a qualifying military exigency.
6. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during ~~the-an unpaid portion of the~~ leave of absence, unless the failure to return to work was due to the recurrence or onset of a serious health condition, or was otherwise beyond the employee's control. If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

7. Engaging in fraud, misrepresentation or providing false information to the College or any health care provider is prohibited. If an employee is found to have engaged in this behavior, they may be subject to discipline, up to and including termination. If the employee is terminated, the employee would not be eligible to continue health insurance under COBRA.

I. Conditions if on FMLA to Care for Injured Service ~~member~~ Member under National

Defense Authorization Act:

The law provides that leave taken under this section is only available during a single 12-month period. Additionally, employees who utilize this provision are eligible for a combined total of 26 weeks of FMLA leave. For example, an employee who, in a single 12-month period, has already taken 12 weeks of FMLA leave for the birth of a child would be entitled to only 14 additional weeks to care for a "covered service member." When both husband and wife work for the same employer, the total amount of available leave to which both are entitled is limited to a combined total of 26 workweeks. In addition, the provisions under numbers H1, 2, 3, 4, 6 and 7 above apply to this section.

J. Return From an Approved Family and Medical Leave of Absence:

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. If leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence).

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried Highland employee who is among the highest paid 10 percent of those Highland employees (salaried or hourly) working within 75 miles of the College location at which the employee is assigned.

4.132 Leave, Victims Economic Security and Safety Act (VESSA) (Reaffirmed 2/20/18 Revised)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA) of 2003, leave shall be granted to an employee who is a victim of domestic, gender or sexual violence or who has a family or household member (defined as spouse or Civil Union partner, parent, son, daughter, and persons jointly residing in the same household) who is a victim. Up to twelve (12) weeks of unpaid leave per year (52 consecutive weeks) may be taken. For purposes of this policy, the initial one year period will commence on the first day that VESSA is taken. VESSA does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12 week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the 12 week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA.

Employees taking leave under VESSA must use accumulated, unused leave days. Sick leave may not be used for VESSA leave for non-medical reasons. Accumulated, unused vacation and personal days must be used for non-medical reasons. When an employee is taking VESSA leave of absence concurrently with FMLA, they will be required to use accumulated, unused leave days (sick leave, vacation, personal days) as outlined in FMLA policy 4.131.

A. Eligibility for VESSA Leave of Absence:

All active full-time and part-time employees are eligible to take leave under this policy.

B. Entitlement of Leave:

Leave shall be granted for the following:

- 1.** To seek medical attention or counseling for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
- ~~1-2.~~ To obtain psychological or other counseling for the employee or household member.
- ~~2-3.~~ To obtain victim services for the employee or employee's family or household member.
- ~~3-4.~~ To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence.

4.5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

C. Application for Leave/Notice by Employee:

Any employee who desires a leave pursuant to this policy must notify the Human Resources Office with 48 hours notice in advance, unless providing such notice is not practicable.

A leave pursuant to this policy may be taken by an employee on an intermittent basis or on a reduced work schedule.

D. Certification Procedure:

Every request for leave under this policy must include a written medical certification from the employee's, the employee's family or household member's licensed medical care provider if the employee is requesting VESSA leave for a serious health condition as outlined under FMLA policy 4.131. If the employee is requesting leave under VESSA for reasons other than medical, the employee **must may be asked to provide certification in the form of a sworn statement and** documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from who the employee or the employee's family or household member has sought assistance; a police or court order; or other corroborating evidence.

E. Conditions of VESSA Leave of Absence:

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the College may require an employee taking an approved VESSA leave of absence to periodically report on his or her status and intention to return to work.
2. Any employee taking an approved VESSA leave of absence due to a serious health condition, ~~may not engage in other work or employment during the leave. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College. may not work for another employer performing the same or similar duties that the employee's medical certification form states he or she is unable to perform. If an employee engages in the same or similar duties for another employer that have been restricted by a medical provider during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the College.~~

3. If an employee is granted a VESSA leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. If at the time of applying for a VESSA leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence for reasons other than the continuation, recurrence or onset of domestic, gender or sexual violence or other circumstances beyond the employee's control, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during ~~the an~~ unpaid portion of the leave of absence.
- ~~4.5.~~ If the employee decides not to return to work, they have the ability to continue any health insurance coverage for 18 months from the date benefits are terminated under COBRA.

F. Compensation and Benefits during VESSA Leave of Absence:

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence policy started. During the period of any unpaid leave of absence under this policy, an employee must arrange with the College's Human Resources Office to pay the premium contributions for continuation of his or her group insurance coverages, if applicable. Responsibility for payment of any obligations previously deducted from regular biweekly pay checks, such as payroll deductions, rests with the employee.

G. Return from an Approved VESSA Leave of Absence:

Upon returning from an approved VESSA leave of absence, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. If the employee returns from an approved leave of absence granted as a result of an employee's own serious health condition, the employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. For full-time employees, if leave extends beyond 12 weeks, the employee can request leave under policy 4.13 (Leave of Absence). ~~The College may recover from the employee the cost of payments made, if any, to maintain the employee's benefits during the leave of absence if the employee fails to return from leave for a reason~~

~~other than continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control. Human Resources may require an employee who is unable to return to work due to the continuation, recurrence or onset of domestic or sexual violence or other circumstances beyond the employee's control, to provide, within a reasonable period after making the claim, certification that they are unable to return to work for that reason. Certification procedures are the same as when the employee initially requested the leave.~~

H. Non-discrimination:

The College will not discharge or otherwise discriminate against an employee who is a victim of domestic gender or sexual violence. The College will not discharge, harass, discriminate or retaliate against an employee taking leave from work as a result of domestic gender or sexual violence in order to: seek medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance or participate in a related court proceeding.

~~4.14 — Leave, Absent Without Authorization (Reaffirmed 2/20/18)~~

~~Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College. Such measures may include, but are not limited to, loss of pay and/or dismissal.~~

4.16 Leave, Personal Days (Reaffirmed 2/20/18 Revised)

Each full-time college administrative, professional or classified employee is entitled, subject to prior supervisory approval, to three (3) paid personal leave days per fiscal year, accrued one-half day every two months, specifically for the purpose of completing personal business. If more personal 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 pay check to cover unaccrued, used personal time, the employee will be expected to make arrangements to repay the College.

4.17 Leave, Military (Revised 3/20/18)

All part-time and full-time employees (excluding temporary positions) are eligible for military leave. Employees who are members of any reserve component of the United States Armed Services, the National Guard, or the Illinois State Guard, should advise the College of their military service in advance of pending military service.

Military leave will be administered pursuant to applicable State and federal laws, including the Uniformed Services Employment and Reemployment Rights Acts (USERRA), the Illinois Service Member Employment and Reemployment Rights Act (IERRA) and the Illinois Public Community College Act (IPCCA) (110 ILCS/805/3-26.1). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines.

Consistent with the IPCCA, any employee who is mobilized to active military duty will receive the same regular compensation that the employee receives or was receiving as an employee of the College at the time of the mobilization to active military duty, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of the base pay for military service. The employee is required to furnish proof of military compensation prior to receiving pay from the College. Consistent with IERRA, an employee may elect to use accrued vacation or personal leave with pay in lieu of differential compensation during any period of military leave.

If, as a result of service in the armed services, the employee is not physically or mentally qualified to perform the duties of the former or equivalent position, the College will make every effort to offer employment in a position for which the employee's is qualified to perform, at the rate of normal compensation for that position. Upon return to active employment from Military Leave of Absence, the employee shall have the Military Leave of Absence time credited to the employee's length of service. The employee may apply to the State Universities Retirement System for service credit for the length of their leave as long as they meet the return from leave qualifications under SURS.

Consistent with IERRA, during periods of military leave for annual training for members of a reserve component, full-time employees shall continue to receive full compensation as a public employee for up to 30 days per calendar year and military leave for purposes of receiving concurrent compensation may be performed non-synchronously. During periods of military leave for active service full-time employees shall receive the same regular compensation that the employee receives minus the amount of the base pay for military service.

The employee's military duty shall not result in the loss or diminishment of any employment benefit, service credit or status accrued at the time the duty commenced. An employee who is absent on military leave shall, for the period of military leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the

~~rated period immediately prior to his or her absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment, the period of military duty shall be counted as civilian service.~~

~~Employees who are members of any reserve component, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights.~~

~~A. — Eligibility and Request:~~

~~All part-time and full-time employees (excluding temporary positions) are eligible for military leave. As outlined in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), leaves of absence will be granted to an employee as a means of protecting the re-employment rights (job and benefits restoration) of an employee who voluntarily or involuntarily leaves their position to undertake military service. In order to be eligible for reemployment, the employee must:~~

- ~~1. give advance notice of the service;~~
- ~~2. have no more than five years of cumulative service in the uniformed services while employed at Highland Community College;~~
- ~~3. return to work in a timely manner after conclusion of service, and;~~
- ~~4. have not been separated from service with a disqualifying discharge or under other than honorable conditions.~~

~~B. — Returning From Leave:~~

- ~~1. Upon completion of active military service, employees shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA.

 - ~~a. If the employee is gone for up to 30 consecutive days, he/she must report back to work for the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and safe transportation, plus an 8-hour period for rest, unless this deadline is "impossible or unreasonable" through no fault of the employee.~~
 - ~~b. If the employee is gone for 31—180 days the employee must return to work no later than 14 days after completion of the period of service.~~
 - ~~c. After a period of 181 or more days, the employee must return to work no later than 90 days after completion of the period of service.~~~~

~~d. The deadlines may be extended up to two years to accommodate a period during which the employee was hospitalized for or convalescing from an injury or illness that occurred or was aggravated during a period of military leave.~~

- ~~2. If, as a result of service in the armed services, the employee is not physically or mentally qualified to perform the duties of the former or equivalent position, the College will make every effort to offer employment in a position for which the employee's is qualified to perform, at the rate of normal compensation for that position.~~
- ~~3. The College may request evidence of the employee's date of discharge or release from active duty.~~
- ~~4. Upon completion of the leave, the employee may apply to the State Universities Retirement System for service credit for the length of their leave as long as they meet the return from leave qualifications under SURS.~~
- ~~5. Upon return to active employment from Military Leave of Absence, the employee shall have the Military Leave of Absence time credited to the employee's length of service.~~
- ~~6. Replacement appointments to the position vacated by an employee on a Military Leave of Absence shall be made with the understanding that the new employee is being employed pending the return of the original employee.

 - ~~a. However, the new employee, during the period of replacement, shall be considered a regular employee and will be accorded the privileges of such employment status.~~
 - ~~b. It shall be the responsibility of the immediate supervisor to inform the new employees at the time of appointment of their employment status.~~~~
- ~~7. An employee returning from Military Leave shall not be discharged from the employee's position without cause for up to one year after such restoration, depending on length of leave.~~

~~C. Compensation and Benefits for Employees on Extended Leave:~~

- ~~1. Consistent with the Illinois Public Community College Act (110 ILCS 805-3-26.1) and the Illinois Military Leave of Absence Act (5ILCS 325/1), employees who are also members of the Illinois National Guard, Illinois State Militia, or the Reserve components of the naval, air, or ground forces of the United States and who are mobilized to active duty shall continue during the period of active duty to receive their regular compensation at the College, minus an amount equal to their military service active pay.~~
- ~~2. During active duty leave, employees' seniority and other benefits, including health insurance, with continue to be received or accrued.~~

3. ~~The employee is required to furnish proof of military compensation prior to receiving pay from the College.~~

D. ~~Compensation and Benefits for Full-time Employees in Military Training:~~

1. ~~Consistent with the Illinois Military Leave of Absence Act (5ILCS 325/1), full-time employees who are also members of the Illinois National Guard, Illinois State Militia, or the Reserve components of the naval, air, or ground forces of the United States may be granted leave of absence for such periods of time as:~~
 - a. ~~basic training;~~
 - b. ~~special or advanced training, whether or not within the State, and whether or not voluntary;~~
 - c. ~~annual training, and;~~
 - d. ~~any other training or duty required by the United States Armed Forces.~~
2. ~~During these leaves, employees' seniority and other benefits, including health insurance, will continue to be received or accrued.~~
3. ~~During leaves for annual training, the employee shall continue to receive their regular compensation.~~
4. ~~During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's compensation for military activities is less than their regular compensation at the College, they will receive their regular compensation minus the amount of their base pay for military activities.~~
5. ~~During leaves for basic training, special or advanced training or any other training or duty required by the United States Armed Forces, the employee is required to furnish proof of military proof of military compensation prior to receiving pay from the College.~~

4.18 Leave, Witness and Jury Duty (Reaffirmed 2/20/18)

Full-time and part-time personnel required by the courts to perform witness and jury duty will be excused for the time required to perform such duties from regular duties upon presentation to the immediate supervisor of evidence indicating the necessity for a legal appearance.

Such witness and/or jury duty shall not result in any loss of compensation or fringe benefit rights that the employee is otherwise eligible for from the college.

In the case of an employee being a litigant (plaintiff or defendant in a lawsuit) this policy is not applicable. Days of absence so involved may be applied to any personal leave days, vacation days or unpaid leave days to which the employee is entitled or shall be counted as days of absence without pay. Proper prior notification should be given to the immediate supervisor relative to the circumstances.

Those eligible for witness and jury duty benefits applicable to their circumstances are:

- A. Those who are employed on approximately a 40 hour per week schedule or otherwise have administrative and/or teaching responsibilities that are regarded as full-time.
- B. Classified personnel who are regularly employed at least one-half time.

4.191 Leave, Sabbatical for Administrative and Professional Employees (Reaffirmed 2/20/18 Revised)

The policy on sabbatical leave provisions as written in the Faculty Contract shall be extended to the administrative and professional employees.” Applications for such leave shall be submitted directly to the President by January 15 of the year preceding the academic year for which leave is desired. The President shall bring such sabbatical leave requests with a recommendation to the board at the March meeting.

1. A sabbatical leave of absence may be awarded to qualified full-time administrative and professional staff for the purpose of improving the employee’s ability to serve the students, faculty, and/or staff of Highland Community College. This sabbatical leave is to be differentiated as separate and distinct from other leaves of absence.

2. Employees are eligible to apply for a one-month, at minimum, or a one-year, at maximum, sabbatical leave after completing seven consecutive years of full-time service at the College. Other leaves of absence should not be deemed a break in the continuity of service and shall be included as a year of service in computing the seven consecutive years of service required for sabbatical leave.

a. A one academic year sabbatical leave granted to an employee shall bar the individual from any further sabbatical leave until the completion of six or more years of additional continuous active service. An employee taking less than a one-year sabbatical leave may apply to take a second sabbatical leave during any future academic year, provided the combination of the sabbaticals is at maximum one year. Upon completion of the second sabbatical leave, the employee will not be eligible for any further sabbatical leave until the completion of six or more years of additional continuous active service.

b. The purpose of the sabbatical leave shall be to directly improve the employee’s ability to serve the students, faculty, and/or staff of Highland Community College. As approved by a sabbatical committee, a sabbatical may be taken for four purposes. Each sabbatical category shall be regarded as having equal legitimacy with each contributing to the diversity of Highland as a comprehensive community college.

(1) A sabbatical leave for work experience may be undertaken for work experience. Work experience sabbaticals should be available to employees who intend to work in fields related to their professional growth. If no salary is to be paid by the employer where the work experience is being conducted, the College will pay at the normal sabbatical rate and all fringe benefits shall remain in force. In a situation where the employer does pay a salary, this shall be administered on a contract basis between the College and the employer. The amount of salary to be paid to and fringe benefits received by the exempt staff member shall be negotiated between the College, the employer, and the exempt staff member. At the minimum, the salary shall be no lower than the applicable sabbatical rate; and fringe benefits shall be equal to those typically received.

(2) A sabbatical leave may be undertaken for full-time study (as defined by the designated institution) or its equivalent. With committee approval, a sabbatical may be undertaken at a less than full-time study load and with a proportionate salary reduction.

(3) A sabbatical leave may be undertaken for the purpose of scholarship or research. Such a sabbatical may lead to, but is not limited to, the publication of a book or article, or other project which enhances the applicant's knowledge of their area of study and/or teaching.

(4) A sabbatical may be undertaken for the purpose of study not related to the completion of an academic degree. This may include, but is not limited to, exchanges or study abroad.

c. The recipient of a sabbatical leave must agree in writing to return to service for a two-year term after completion of the sabbatical leave. If such agreement is not fulfilled, the recipient shall be expected to repay the monies received while on sabbatical leave to the College under such procedures as shall be determined by the College. Normally, the expected repayment will be pro-rated for the service during the two-year term requirement.

3. The amount of salary paid for a sabbatical leave shall be three-fourths of the employee's base salary for the period in which the sabbatical leave is taken. The salary shall be paid in the same manner as it would be if the employee were not on a leave of absence.

4. Return to Service

a. Salary increments and retirements

(1) The sabbatical leave of absence shall be considered as time in service.

(2) The sabbatical leave of absence shall be considered as time in service for retirement purposes in accordance with SURS requirements. Retirement deductions will be based on the salary received and the percent deducted for retirement purposes for that year.

(a) The recipient will be reinstated in the position held by the employee at the time the sabbatical was granted provided that position still exists, unless the employee otherwise agrees to accept another position. In the event the position does not exist and the recipient does not accept another position, the recipient would not be obligated to repay the monies received while on sabbatical leave.

(b) Each recipient granted a sabbatical is required to submit a written progress report to the recipient's Sabbatical Committee, their direct supervisor and the President at the midpoint of their approved sabbatical. Any modification of the original application for sabbatical leave must be submitted to the Sabbatical Committee before the midpoint of the approved sabbatical leave. Lack of progress toward completion of the goals of the sabbatical leave as determined by the Sabbatical Committee and the President may be cause for revocation of the sabbatical leave and repayment of any salary or reimbursement received as a result of granting the sabbatical.

(c) Within sixty days of returning to duty, a final report is to be submitted in writing to the Sabbatical Committee, the direct supervisor and the President. Also, a presentation related to the accomplishment of the goals of the sabbatical will be given to the President and the Board of Trustees.

(d) The recipient shall submit to the respective Vice President a transcript of credits. Upon return to duty, the recipient shall be expected, if called upon, to share the experience with interest groups throughout the College district.

5. The following guidelines are to be followed in determining the number of employees permitted a sabbatical leave in any one year:

a. One sabbatical leave of one year in length may be supported in any fiscal year. Two sabbaticals summed to one fiscal year or less may be supported in any one fiscal year. Only one employee may be on sabbatical leave at any one time.

b. In the case that multiple proposals are received by the Sabbatical Committee, they will be ranked on the basis of meeting sabbatical criteria, the enhancement of student learning outcomes, and applicability to College priorities and/or objectives. Preference will be given to staff applications submitted due to the reduction in size or phase out of a staff member's position/program and the resulting need for retraining to satisfy projected needs.

6. Sabbatical Application Procedure

a. The sabbatical application must outline the purpose of the sabbatical, what activities will be pursued, and the timeframe of the sabbatical. Sabbatical leave applications must be submitted to the employee's direct supervisor for input and consultation six months preceding the time for which the sabbatical is desired. The direct supervisor shall forward completed applications to the Sabbatical Committee within a month of receipt.

b. The Sabbatical committee will be determined by the President with selections accounting for the nature of the sabbatical. The committee shall be comprised of six members: chair (voting member, any job classification), human resources generalist, administrator, professional staff, faculty, and academic division head. The President and direct supervisor will not serve on the committee.

c. The sabbatical request, if approved by the Sabbatical Committee, shall be presented to the President no later than four months prior to sabbatical leave request time. In the event the President does not concur with the recommendations of the committee, the President shall, within ten academic days of receipt, return the request to the committee, giving the reasons for the action.

d. If the sabbatical request is approved by the President, the President shall prepare a recommendation to present to the Board of Trustees for final approval at the next regular Board meeting. The applicant shall be informed of the Board decision not later than the day following the regular Board meeting by the President's Office.

4.192 Educational Assistance (Revised ~~2/20/18~~)

After completion of one full year of employment, full-time administrative, professional and classified employees may receive, at a ~~an~~ regionally accredited educational institution other than the College and subject to approval of the immediate supervisor, educational assistance from the College at the rate of \$350 per semester hour, or the actual tuition cost per semester hour, whichever is less. Educational assistance will be paid upon submission of evidence indicating satisfactory course completion. Total allowable grants shall not exceed \$5,000 (~~non-accumulative~~) to any one person during any two-year period starting at the time initial coursework is commenced.

4.20 Holidays Observed (~~Reaffirmed 2/20/18~~Revised)

The following days are recognized as holidays, at least eleven of which shall be observed each year: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Washington's Birthday, Casimir Pulaski's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, the day preceding Thanksgiving, Thanksgiving, the Friday following Thanksgiving, Christmas, and the day preceding Christmas. If the holiday falls on a Saturday, it will be observed at Highland Community College on the preceding Friday, and if the Holiday is on a Sunday, it will be observed at Highland Community College on the following Monday. Holidays to be observed are listed in the [annual-academic](#) calendar. Where an employee has an assigned weekly work schedule other than Monday through Friday and holiday observed by the College falls on one of the assigned non-work days, the employee's supervisor will schedule the workday either immediately before or after the holiday to be observed as the holiday for this employee.

4.21 Payroll (Reaffirmed ~~2/20/18~~)

- A. All employees shall normally be paid at the end of alternate work weeks.
- B. All employees shall default to direct deposit. If the employee does not wish to participate in direct deposit, they will complete and submit an opt out form to the Payroll Office.
- C. Employees under direct deposit will automatically be signed up for paperless vouchers and can view and print them on the College's payroll system. HR/Payroll staff can assist with accessing on-line vouchers. Live payroll checks will be mailed prior to pay day
- D. Payroll Deductions: The Payroll Office shall provide all personnel the opportunity for payroll deductions according to administrative procedures.

4.22 Fringe Benefits (Reaffirmed 2/20/18 Revised)

Employees are eligible for fringe benefits that are in force from time to time as approved by the Board of Trustees. See Fringe Benefit Schedule on [myHCC](#) the Staff portal. All employee fringe benefits remain in effect during use of paid vacation, paid personal leave, and paid sick leave.

4.221 Bookstore—Purchase by Employees ([Revised 2/20/18 Reaffirmed](#))

All full-time and part-time faculty and staff may purchase textbooks, for use by themselves, their spouse, Civil Union partner, or domestic partner or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).

All full-time and part-time faculty and staff may purchase clothing and gift items at a 20 percent discount. The discount on technology and software products will be determined by the bookstore on an item by item basis. There will be no discounts on the following items: rental texts, meal cards, computer math software licenses, magazine subscriptions, and transit passes.

No discounts will be applied to sale items unless specified by the bookstore manager.

The employee eligible for the discount must be present when the discounted purchase is made.

4.222 Insurance, Group Hospitalization and Group Major Medical (Revised 2/20/18)

- A. A group hospitalization and major medical plan or plans adopted ~~and paid~~ by the Board of Trustees is available to all regular employees regularly scheduled to working 30 or more hours per week, their spouses, Civil Union partners or domestic partners, as well as dependent children as defined in the insurance contract. Employees are required to contribute a portion of the cost of coverage.
 - 1. Regular administrators, professional, faculty, and classified employees regularly scheduled to working 30 or more hours per week will be covered from their first day of employment and dependents' coverage may begin simultaneously.

- B. The Highland Community College district will pay the hospitalization and life insurance premiums on continuing full-time or adjunct faculty working the equivalent of 30 or more hours per week during those months of the year that the continuing employee is not working at Highland Community College.

4.223 Tuition Waivers (Revised ~~3/20/18~~)

The purpose of the tuition waiver benefit is to develop a financially sustainable benefit that encourages and supports employee professional and personal growth and adds value to the College's recruitment and retention efforts.

A. Full-Time Employees/Adjunct Faculty and their Dependents/Spouse or Civil Union Partner

1. The Board will provide a tuition waiver for full tuition coverage only at Highland Community College for all full-time employees and adjunct faculty, their spouses or Civil Union partners, dependent children, and dependent grandchildren. The full-time employee or adjunct faculty must be actively employed in a full-time or adjunct faculty position during the semester of attendance.
2. This benefit is available on the employee's first day of employment or rehire. Eligibility is not retroactive; an employee must be actively employed at the start of the term to use the benefit.
3. Employees wishing to take a course during their normal working hours must secure the permission of their immediate supervisor for release time or compensatory time.
4. The number of courses taken during a normal working day by any full-time employee will be limited to one course (up to 3 credit hours) unless special permission is granted by the employee's supervisor and the [Vice President of Academic Services/CAO](#)~~Executive Vice President~~.

B. Part-Time Classified Employees and their Dependents/Spouse or Civil Union Partner

1. The Board will provide a full tuition coverage only at Highland Community College for all classified part-time employees working at least 14 hours per week. Temporary and on-call part-time employees, as well as student workers, are not eligible for this benefit.
2. The policy will be effective upon one continuous full year of employment for classified part-time employees.
3. If a part-time classified employee has a break in service of more than four months, their eligibility for this benefit will start over.
4. Part-time classified employees must be actively employed at Highland during the semester of attendance for the benefit to be effective. Eligibility is not retroactive; an employee must meet the eligibility criteria at the start date of the term to use the benefit.

5. Part-time classified employees are encouraged to take classes during non-work hours unless their work schedule can be adjusted.
 6. The Board will provide partial tuition coverage only at Highland Community College for all half time and three-quarter time regular classified employee's spouse or Civil Union partner, dependent children, and dependent grandchildren who meet the eligibility requirements as outlined above.
 - a. The scholarship will provide half of the tuition coverage for half time (equivalent to working 20-27 hours per week) regular classified employee's dependents, spouse or Civil Union partner;
 - b. and will provide three-quarters of the tuition coverage for three-quarter time (equivalent to working 28-32 hours per week) regular classified employee's dependents, spouse or Civil Union partner.
- C. Part-time Faculty and their Dependents/Spouse or Civil Union Partner
1. Part-time instructors, including instructors teaching dual credit courses, are eligible for full tuition coverage only at Highland Community College if teaching at least 6 contact hours per semester. Part-time instructors paid on an hourly basis must teach at least 14 hours per week. Instructors hired to teach Lifelong Learning or Business Institute classes are not eligible.
 2. Part-time instructors, including instructors teaching dual credit courses, are eligible for this benefit after completion of four consecutive semesters of instruction (instructors must teach 6 contact hours or 14 hours per week each of those four semesters). Examples of consecutive semesters are teaching fall/spring/fall/spring with no gap of employment, four consecutive fall semesters, or four consecutive spring semesters. Pre-summer and summer terms are not given consideration when determining consecutive semesters.
 3. The Board will provide a half tuition coverage only at Highland Community College for all part-time instructors' spouses or Civil Union partners, dependent children, and dependent grandchildren meeting the eligibility outlined above.
 4. Part-time instructors must be actively teaching Highland course(s) during the semester of attendance for the benefit to be effective. An instructor teaching 8 week classes will be treated similarly to an instructor teaching a full semester as long as they meet other eligibility criteria. For example, if an instructor teaches classes during the second eight weeks of the semester, and they or their dependent/spouse or Civil Union partner takes a class during the first 8 weeks or a full semester class, they would be eligible for the tuition waiver.

D. Part-time Coaches and their Dependents/Spouse or Civil Union Partner

1. Coaches and assistant coaches who are employed at least 50% time (equivalent to 20 hours per week) during the coaching season qualify for the full tuition waiver benefit.
2. Coaches and assistant coaches will be eligible upon completion of two consecutive coaching seasons.
3. Coaches and assistant coaches must be actively employed at Highland during the semester of attendance for the benefit to be effective.
4. The Board will provide half tuition coverage only at Highland Community College for all part-time coaches and assistant coaches' spouses or Civil Union partners, dependent children, and dependent grandchildren meeting the eligibility criteria outlined above.

E. Loss of Eligibility

1. If an employee terminates employment from Highland Community College prior to the start of the term for which they or their spouse, Civil Union partner, or dependent are receiving a tuition waiver, the waiver will be removed from the student's account. If the student chooses to remain enrolled in the class(es) they will be responsible for the cost of the tuition. If an employee terminates after the term has already started, the tuition waiver will remain on the account.
2. Other instances that may result in the loss of tuition waiver eligibility include the employee's hours being reduced below the minimum requirement prior to the start of classes or a part-time instructor's class load falling below 6 contact hours before or soon after the start of classes.

F. Application of Tuition Waiver

1. All fees, books and supplies will be the responsibility of the employee, unless different in a union agreement.
2. Those wishing to use the tuition waiver scholarship fund must present the Tuition Waiver Approval Form (available on the G: drive) after being approved by Payroll/Human Resources to the cashier's office upon registration. Regular payment guidelines apply for any remaining balance.
3. If an employee is eligible to take advantage of the tuition waiver scholarship fund in addition to a financial aid award or scholarship, these combined forms of assistance will be applied in a manner that is most beneficial to the employee, while meeting the awarding parties' requirements.

G. . Dependent Definition

1. An employee's legal spouse or Civil Union partner who is a resident of the same country in which the employee resides. For the purposes of this definition, a common-law spouse will not be considered a dependent.
2. An employee's child or grandchild who meets all of the following requirements:
 - a. Is a resident of the same country in which the employee resides.
 - b. Is unmarried.
 - c. Is a natural child, stepchild, legally adopted child, a child placed in the employee's physical custody whom the employee intends to adopt, a child for whom the employee and/or employee's spouse or Civil Union partner has been named legal guardian, or a child for whom the employee is legally financially responsible.
 - d. The employee and/or the employee's spouse or Civil Union partner must have joint custody or any shared time arrangement.
 - e. The child must be dependent upon the employee and/or the employee's spouse or Civil Union partner for support.
 - f. Is less than twenty-five (25) years of age.

4.224 Reporting of Accidents (~~Revised 2/20/18~~Reaffirmed)

Once an employee is aware of a work-related injury or illness, it must be reported to the supervisor via written, verbal or voice messaging within 24 hours. Human Resources must be informed of any work-related injury or illness. Accidents involving anyone other than employees must be reported to the Vice President of Administrative Services within 24 hours.

4.225 Educational Advancement (Reaffirmed ~~2/20/18~~)

The continued growth in one's profession and discipline often requires formal academic study. In view of this fact, the College encourages its employees to continue their academic work and shall, in addition to schedule advancement, where applicable, reimburse such approved activity to the amount and limit established by the Board of Trustees.

Any academic activity to be considered for reimbursement or schedule advancement must have the prior approval of the appropriate supervisor and administrator through established procedures. An academic activity which does not carry credit; i.e., summer seminars or workshops, may be granted such credit equivalency as certified by letter from the seminar director or as determined by the appropriate administrator.

4.226 Employee Assistance Program (Reaffirmed [2/20/18](#))

The College shall make available to full-time employees, spouses, and dependent family members, an employee assistance program. The program shall provide confidential professional assistance in the form of a personal evaluation interview to identify the nature of the concern and possible methods of resolution of persistent behavioral, personal, emotional or medical problems.

4.23 Full-Time Administrative, Professional, or Classified Pay for Instructional Assignments (Revised 2/20/18)

Full-time administrative, professional, or classified employees may be asked to teach a maximum of six contact hours per semester. The instructional assignment may qualify for reimbursement if the instructional responsibilities are in excess of those specified within the employee's job description and are outside the employee's normal workday hours. Approval must be obtained from the ~~Executive~~ Vice President of Academic Services/CAO prior to offering an instructional assignment to a non-exempt ~~professional or classified~~ full-time employee by submitting a Request to Hire Full-Time Non-Exempt Employee for Teaching Assignment form. Reimbursement will be at 50% of the lowest overload instructional pay schedule rate of the College ~~or \$600 per credit hour, whichever is greater.~~

4.24 Reimbursements for Job Applicants (Revised 2/20/18)

Job applicants for full-time faculty positions and administrative positions may be reimbursed for some travel expenses. Any exceptions to this policy for other a position-search considerations will be made by Human Resources to the College President for approval.

4.25 Resignations (Reaffirmed ~~2/20/18~~)

As soon as an employee determines that he or she wishes to resign, the employee must notify the supervisor and forward a written letter of resignation to the Human Resources Office. A two week notice is generally expected from part-time and classified personnel. A one month notice is generally expected from all other employees.

4.251 Retirement Notice (Reaffirmed 2/20/18)

As soon as an employee determines that he or she wishes to retire, the employee must notify the supervisor and forward a written letter of retirement to the Human Resources Office indicating their last working day and their retirement date with the State Universities Retirement System (SURS). A two month notice is generally expected.

4.26 Attendance, ~~and~~ Absenteeism and Unauthorized Absence (Reaffirmed 2/20/18 Revised
)

Regular attendance at work is a necessary condition of employment at the College.

~~Unauthorized a~~ Absence from work shall be subject to disciplinary measures by the College, up to and including dismissal~~grounds for termination~~, unless such absence is:

A. Authorized; or

~~A.B.~~ permitted under these policies, or

~~B.C.~~ required-allowed by law; or

~~C.D.~~ is permitted by the specific contract of employment applicable to the employee.

Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including dismissal. Any employee who is absent for three or more consecutive days without prior notice/approval will be considered to have abandoned their position and voluntarily resigned.

4.27 Personnel Records (Reaffirmed [2/20/19](#))

Personnel files are business records of the College and remain the sole property of the College. Employees, however, are entitled to review their own files at least two times in a calendar year unless otherwise provided for in a collective bargaining agreement. An employee wishing to review his or her file(s) should submit a written request to his or her supervisor or to the human resources representative. The employee will be permitted to review the file during normal business hours and in the presence of a supervisor or a member of HR. Employees will not be entitled to remove any information from the file, but the College will provide copies of one or two documents at the employee's request. An employee will have the right of access to his or her own personnel files provided in the Illinois Personnel Records Act, except for privileged communications relating to initial employment and other exceptions listed in the Act. Access to a supervisor's working file is the same as the employee's personnel file.

All personnel, academic and evaluative records pertaining to all employees shall be maintained by the Human Resources Office in the employee's Official Personnel File (OPF). Employee files are considered confidential. Managers and supervisors other than the HR Department may only have access to personnel file information on a need-to-know basis. Responsibility for the confidentiality and use of information in the OPF shall rest with the Human Resources Office, from whom permission must be obtained for access to any portion of the personnel folder.

It is important that an employee be aware of all items which might be used in developing a periodic evaluation. Supervisors, therefore, shall notify an employee whenever any item is placed in the OPF. The employee may add written comments for inclusion in the personnel file for any document with which they disagree. However, the College encourages employees to submit written responses at the time action is taken, not during a personnel file review that may be remote in time to the actual occurrence with which an employee may disagree.

Payroll records and absence records will be kept by the Payroll Office.

4.28 Confidential Information Statement (Revised [2/20/18](#))

Any employee of Highland Community College must protect against unauthorized access of private personal information contained in institutional records, as well as ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. Employees are expected to deal with private personal information in a respectful and professional manner. See also Policies 3.09 Student Records and 5.30 Information Security.

4.29 Rest and Meal Periods (Reaffirmed ~~2/20/18~~)

An employee who is to work 7.5 continuous hours or more shall be provided an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than five hours after the start of the workday (820 ILCS 140/3).

Rest periods are left to the discretion of the individual supervisor unless provided for in a collective bargaining agreement. All hourly employees except those working less than 20 hours per week shall receive at least 24 consecutive hours of rest each calendar week in addition to the regular period of rest at the close of each working day (820 ILCS 140/2).

4.291 Nursing Mothers (Reaffirmed 2/20/18 Revised)

Highland supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The College will provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth. The break time may run concurrently with any break time already provided to the employee. An employee's compensation for time used for the purpose of expressing milk or nursing a baby will not be reduced. In addition, Highland has identified rooms across campus where nursing mothers are able to pump. This policy is in accordance with the U.S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act (PPACA).

Employees who wish to express their breast milk during the workday should notify their supervisor and the Human Resources Office, either before or after returning to work from leave for the birth of their child.

Human Resources has designated contacts in each campus building to work directly with nursing mothers who would require a place to express milk during the day. Upon notification that a nursing mother requires a place to express milk, Human Resources will give the nursing mother the name of the contact for the appropriate building. All rooms are equipped with a chair, a table, an electrical outlet and have a lock. While Federal law requires the employer to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public," it also states, "a space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view."

~~If the employee is a non-exempt (paid hourly) employee and if the break taken is longer than 20 minutes and not a regular lunch break, then the break period will be unpaid. Employees may make arrangements with their supervisor to make-up time that may be needed beyond the normal break schedule, or to use available paid leave or compensatory time.~~

4.30 Outside Employment (Reaffirmed 2/20/18)

No employee will engage in outside employment which will interfere with the performance of their assignment. The employee has the responsibility for obtaining permission of the immediate supervisor before accepting a position which might conflict with a College assignment. An employee that is a State Universities Retirement System (SURS) annuitant has the obligation to consult with the College and receive permission before accepting employment at any other SURS-covered employer. In addition, an employee that is a SURS annuitant that 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.

This policy shall not preclude any employee from such other employment which does not conflict with College responsibilities.

4.32 Personal Protective Equipment and Clothing (Reaffirmed ~~2/20/18~~)

Workplace hazards will be assessed and the College will provide personal protective equipment as required, to protect employees from work place hazards, based on the *Occupational Safety and Health Act, CFR Part 1910.132-138, Personal Protective Equipment Standard*. It is the responsibility of all employees to follow the requirements of this policy and procedure where they pertain to their respective activities and job duties.

In an instructional situation, students shall purchase or obtain the necessary and approved Personal Protective Equipment designated by the department or instructor responsible for the course. Students must be trained in the proper usage and care of the Personal Protective Equipment.

4.33 Grievance or Appeal Procedures—Non-Union Employees ([Reaffirmed 2/20/18 Revised](#))

An appeal is a claim made by an employee that his or her rights under established College policies or procedures have been violated. The detailed grievance procedure is stated in the Affirmative Action Plan and provided on myHCC ~~the~~ staff portal.

~~4.34 — Salary Review — Administrative, Professional, and Classified Employees (Revised 2/20/18)~~

~~Salaries of all administrative, professional, and classified positions shall be subject to a periodic review.~~

4.35 Evaluation of Instruction (Revised ~~2/20/18~~)

The purpose of the formal instructional evaluation process is to encourage and actively promote ongoing development in the teaching and learning process. It intentionally offers an opportunity for Deans and instructors to establish strong, professional relationships so that improvement in and enhancement of student academic achievement can be attained. The process should be timely, consistent, and meaningful.

The evaluation process varies depending upon if the instructor is non-tenured, tenured, or a part-time instructor. In all cases there are four components to the evaluation process. These components are:

- administrative classroom visits,
- use of a student evaluation of instruction course survey,
- a self-evaluation, and
- an evaluation meeting between the instructor and the appropriate Dean or Associate Dean.

The data collected from these four evaluation components are combined into a summary evaluation document.

Administrative Evaluation of Instructors

Full-time Tenured Faculty

Procedure:

1. All tenured faculty will be evaluated formally a minimum of once every three years.
2. During the year of this formal evaluation, all students in the faculty members' classes, for at least one of the semesters, will be asked to complete the institutional student evaluation form.
3. At the conclusion of the evaluation year, the faculty member will complete a written self-evaluation and submit it to his or her supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. A class visitation by the supervisor will occur in the same semester during which student evaluations take place (see Item #2 above). The visit is scheduled and a lesson plan of the class is submitted to the supervisor showing the class goals and objectives.

5. After the class visitation, the supervisor will compose a written evaluation of the faculty member in a timely fashion that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. If considerable improvement is needed or serious deficiencies are present, the evaluation process shall revert back to the frequency of second and third year non-tenured faculty evaluations until two successive years of satisfactory evaluations occur. Faculty may respond in writing to the evaluation and/or the improvement strategies.
6. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the ~~Executive~~ Vice President of Academic Services/CAO and will be placed in the faculty member's personnel file in the Human Resources Office.
7. Other evaluation criteria and methods, including peer evaluation and professional certification, are encouraged.
8. Prescriptive recommendations and/or suggested improvements will be monitored throughout the year.

Full-time Non-tenured Faculty

The following procedures have been developed to evaluate non-tenured faculty in compliance with the State Tenure Law (110 ILCS 805/Article IIIb). In addition to course improvement, a primary objective of this evaluation is to recommend retention or non-retention of a faculty member beyond the probationary period. This evaluation procedure complements the existing procedure for evaluation of instruction that will continue to be used for tenured full-time faculty and part-time faculty.

Procedure:

1. All non-tenured faculty will be evaluated formally for the first three years of employment by the Dean ~~or Associate Dean~~.
2. Each semester during those three years, all students in the faculty member's classes will be asked to complete the institutional student evaluation form.
3. At the conclusion of each fall and spring semester, the faculty member will complete a written self-evaluation and submit it to the supervisor. Uniform criteria for self-evaluation will be provided to the faculty member at the beginning of the semester.
4. Class visitation by the supervisor will occur a minimum of twice a semester during the first year of employment, and a minimum of once a semester during the second and third years of employment. The visits are scheduled, and prior to the visit a lesson plan with the class goals or objectives for these classes will be submitted to his or her supervisor.

5. Other senior faculty members may be requested by the Deans ~~or Associate Deans~~ to visit classes of non-tenured faculty at least once during the semester.
6. Additional evaluative criteria and methods as determined by the ~~Executive Vice President~~ of Academic Services/CAO and/or the Dean ~~or Associate Dean~~ may be used.
7. The Dean ~~or Associate Dean~~ will then compose a written evaluation of the faculty member that will be discussed with the faculty member and, if necessary, improvement strategies will be identified. Faculty may respond in writing to the evaluation and/or the improvement strategies.
8. A copy of the evaluation, the written response, and/or improvement strategies will be given to the faculty member, the ~~Executive Vice President~~ of Academic Services/CAO and will be placed in the faculty member's personnel file.
9. The Dean ~~or Associate Dean~~ will consider, but will not be required to adopt, an advisory recommendation concerning dismissal or extension of probation of non-tenured faculty or the granting of tenure to a non-tenured faculty member. Such recommendation will be made by a faculty peer committee of three tenured faculty from the appropriate division.
10. In case of a decision not to rehire, or a decision to extend the probation period, the ~~Executive Vice President~~ of Academic Services/CAO and Dean ~~or Associate Dean~~ shall consult with the individual in question in advance of the notification dates required in the Tenure Law.
11. The administration may require the faculty member to serve a fourth year as a non-tenured faculty member and be evaluated according to procedure before a decision is made on tenure. Notice will be given to the faculty member not later than 60 days before the end of the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions that the faculty member should take in order to satisfactorily complete service requirements for tenure.
12. If tenure status is not recommended, notice shall be given to faculty at least 60 days before the end of the school year or term, and such recommendations will be made to the Board of Trustees for action.
13. At the conclusion of the third year, or if necessary fourth year, of employment, the President will make a recommendation regarding tenure to the Board of Trustees for action.

Part-time Faculty

For the purpose of this policy, part-time faculty includes dual credit. Procedure:

1. All new part-time faculty will be evaluated during their first teaching assignments using one or more of the following methods:
 - class visitation, scheduled or on a walk-in basis
 - student evaluation
 - self-evaluation
 - peer evaluation
 - other evaluation criteria and methods may be used at the discretion of the supervisor and the Executive Vice President.
2. Re-employed part-time faculty may be evaluated on a regular basis according to the same methods.
3. Part-time faculty will be evaluated a minimum of once each semester of the first four semesters they teach. After three successive satisfactory evaluations, each part-time instructor will be evaluated a minimum of once every three years.
4. Dual credit courses and instruction will be evaluated annually according to ICCB regulations, including class visitations.

Student Evaluation of Instruction

1. **Standard Evaluation Instrument:** A standard evaluation instrument developed internally is used as part of the evaluation process. This evaluation instrument is used in all courses in one semester for tenured faculty during their formal evaluation year and the tenured faculty are encouraged to use this instrument a minimum of one class per semester during other years. This standard evaluation instrument is used a minimum of one class per academic year for established part-time instructors who have had three successive positive evaluations previously. The instructor and Dean ~~or Associate Dean~~ should jointly select the classes to be used for the standard student evaluation.
2. **Additional/Special Evaluation:** Additional or special student evaluation of instructor instruments or methods may be used to meet special needs not addressed by the standard evaluation instrument. Special needs may include, but shall not be limited to; the evaluation of new courses or new teaching methods; the investigation of student complaints; the investigation of complaints by the faculty or staff; or, investigation of matters before the Judicial Review Board. These additional/special student evaluations may be implemented at the prerogative of the instructor with Dean ~~or Associate Dean~~ approval or by the Dean, ~~the Associate Dean~~ or ~~Executive~~ Vice President of Academic Services/CAO. If an additional or special evaluation is administered to a particular class during the regular school term, the evaluation shall be

conducted during a regular class session. If the evaluation is administered when the class is not in session during the regular school term, the students receiving the evaluation instrument shall be instructed to not share or discuss the instrument with other students before the due date for returning the instrument has expired.

3. If an additional/special evaluation is used to investigate any complaint or allegation of misconduct on the part of the faculty, the individual involved in any such complaint shall be informed of the allegation prior to use of the additional/special evaluation instrument, provided with a copy of the instrument for review and comment at least three (3) business days prior to the use of the instrument, and shall be provided a typed compilation of the student responses, unless such disclosure is prohibited by law. Any information which may be used to identify a particular respondent on the typed compilation shall be redacted. Initial notification and a copy of the instrument shall be provided via college email to the faculty member and to the Faculty Senate President or the Faculty Senate President's designee. The typed compilation of the student responses will also be provided via email to the faculty member and the Faculty Senate President or the Faculty Senate President's designee, and it will be sent prior to any meeting scheduled with the administration or its representatives to discuss the results.
4. Student evaluations shall not be used as the sole basis for discipline, promotion, retention, salary increments, granting or denial of appointments, or other adverse or positive action involving faculty members.
5. A faculty member's personal norms from students' evaluations of instruction over time should be established and compared with current evaluations to promote continuous improvement. Required student evaluations for the preceding year will be retained in the Division office.