



# **EMPLOYEE HANDBOOK**

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## **INTRODUCTION**

This Handbook is intended to convey to employees of Heartland Community College the policies and regulations governing their employment and, when applicable, the benefits for which they are eligible.

Please use this Handbook as a reference document for questions concerning employment and for a better understanding of your role within the College, both in terms of what you can expect from the College and what the College expects of you. Keep in mind, however, that this Handbook is not a contract, express or implied, and that the contents are subject to change.

The Handbook will be updated regularly to ensure compliance with state and federal laws regarding employment, as well as to reflect revisions in College policies, procedures, services, and benefits applicable to Heartland Community College employees. As changes are necessary, the Handbook will be updated; the most current copy of the Handbook is accessible to employees via the College's Intranet, <http://intranet.heartland.edu/hr/EMPLOYEEHANDBOOK.pdf> and in the Z drive of the College's computer network. Employees are encouraged to refer to the electronic copies of the Handbook as these will always be the most current and reflective of official College policies and practices.

Suggestions regarding this Handbook are always welcome from employees and should be directed to the Executive Director of Human Resources.

## VISION

Heartland is an adaptable and collaborative community resource, promoting life-long learning and exceptional community progress.

## MISSION

Heartland inspires lives through accessible and personalized student support, exemplary innovation, and high expectations for success in teaching and learning.

## VALUES

- **We are learner-centered, focused on creating a personalized path to success for each holistic learner.**

"To see things in the seed, that is genius." - Lao-Tzu

- **We inspire an upbeat, can-do attitude, empowering our students, our communities, and each other to fully actualize our potential.**

"When a person is willing and eager, the gods join in." - Aeschylus

- **We prioritize and support professional development of all employees so that we may continually adapt and improve.**

"We judge ourselves by what we feel capable of doing while others judge us by what we have already done." - Longfellow

- **We are all partners in the success of the organization, boldly embracing current and future options that will empower our students and communities.**

"A house divided against itself cannot stand." - Lincoln

- **We salute tradition, we do not idolize it.**

"Ancestry is most important to those who have done nothing themselves." - Louis L'Amour

- **We respect all individuals; civility, collegiality, and the highest standards of professionalism characterize Heartland's daily environment.**

"What lies behind us and what lies before us are tiny matters compared to what lies within us." - Emerson

- **We are proud of our College's quality but always seek improvement.**

"Imagination is more important than knowledge." - Einstein

- **We practice ethical decision-making and responsible use of environmental, financial, and community resources to promote a sustainable future.**

"This we know: the Earth does not belong to people; people belong to the Earth. This we know: all things are connected. Whatever befalls the Earth befalls the people of the Earth." - Ted Perry

## **FOUNDATIONAL COMMITMENTS AND ENDURING GOALS**

### **Valuing People**

- "HCC will engage internal and external constituents to encourage open communication, promote professional and personal development, and implement processes that enhance organizational culture."
- "HCC will recruit, hire, professionally develop, and retain talented and collaborative employees to advance organizational excellence."

### **Collaborating Effectively**

- "HCC will champion collaboration among internal and external constituents to stimulate social, economic, and environmental advancements."

### **Serving as a Community Resource**

- "HCC will provide an array of expertise, programs and facilities to address community needs that align with our mission."

### **Creating Access to Opportunities**

- "HCC will broaden pathways to lifelong learning by fostering personal growth, minimizing obstacles, and facilitating progress."

### **Supporting Student Success**

- "HCC will effectively transition students into college-level coursework by assessing, accelerating, and augmenting student readiness."
- "HCC will empower our students to explore options, develop intentional pathways, and achieve relevant academic and career goals."

- "HCC will improve student support by continually assessing and responding to diverse needs."
- "HCC will promote a student-centered culture by intentionally building relationships that promote student engagement and development."

### **Leading Quality Innovation**

- "HCC will enhance decision making at all levels of the organization through processes and technologies that guarantee quality data and actionable intelligence to support improvement."
- "HCC will incorporate systems-oriented, data-informed approaches to create, implement, and share exemplary practices."

### **Modeling Stewardship and Sustainability**

- "HCC will adhere to informed and responsible practices that safeguard social, economic, and environmental well-being."
- "HCC will practice visionary planning, actively pursuing resources and partnerships to ensure our long-term viability."

### **Exemplifying Teaching and Learning Excellence**

- "HCC will recruit, hire, professionally develop, and retain high quality faculty, instructors, and learning support staff."
- "HCC will design, deliver, and assess high quality curriculum and instruction for our diverse programs, supporting relevant career pathways for learners."
- "HCC will design, develop, and maintain exemplary physical and technological infrastructure to create an optimal teaching and learning environment."
- "HCC will effectively assess students' experiences, creating actionable intelligence applied at key momentum points to improve student learning."

-- Approved by the [HCC Board of Trustees](#) July 17, 2012

**POLICIES AND REGULATIONS  
GOVERNING EMPLOYMENT**

## **SAVINGS CLAUSES**

### Governmental Laws and Regulations

If a provision of these policies is found to be inconsistent with a law or regulation duly promulgated by a local, state, or federal agency, the provision of such law and/or regulation shall prevail, but all other provisions of the policies shall remain in full force and effect.

### Judicial Opinions

If any provision of these policies is determined to be invalid and nonenforceable by a court having jurisdiction of the College, such provision shall be considered void, but all other valid provision shall remain in full force and effect.

## **EQUAL OPPORTUNITY**

Heartland Community College affirms that equal opportunity enhances the excellence of the District by facilitating the optimal utilization and development of available human resources. Therefore, Heartland Community College is an equal opportunity employer. No individual shall be discriminated against on the basis of race, color, religion, sex, sexual orientation, age, national origin, ancestry, marital status, physical or mental handicap unrelated to ability, or unfavorable discharge from military service or veteran's status.

All personnel are encouraged to communicate through their personal contacts with associates and outside organizations the College's commitment that no person, on the basis of the above criteria, shall be discriminated against in employment, in educational programs and activities, or in admissions.

## **CODE OF ETHICS**

To ensure public confidence in the College, Board members and employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, the Board and employees subscribe to the following code of ethics.

- A. Board members and employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- B. Board members and employees shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or things of value to obtain special advantage;

- C. Board members and employees shall not use College facilities, equipment, or property for personal profit or gain;
- D. Board members and employees shall not seek to unduly influence personnel decisions;
- E. Board members and employees shall not seek to influence the purchase of products, services, or any item by the College when such influence may result in personal gain.
- F. Board members shall not be interested directly or indirectly in any contract, work, or business of the College except as provided by law (Ill. Rev. Stat., Ch. 122, Par. 103-48).
- G. Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.

### **SMOKE-FREE ENVIRONMENT**

Smoking is prohibited inside all Heartland Community College facilities, within 15 feet from entrances, exits, windows that open and ventilation intakes, and in vehicles owned, leased, or operated by the College.

### **DRUG-FREE WORKPLACE ENVIRONMENT**

The Board of Trustees supports laws endeavoring to provide a drug-free workplace for its employees, including specifically the Drug-Free Workplace Act of 1988.

Accordingly, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance while:

- A. On premises owned, leased or used by the Board of Trustees, District or College;
- B. At College-sponsored or supervised activities;
- C. In any College owned, leased, or used vehicle;
- D. In transit to or from College activities or business;
- E. On or in any workplace for purposes of the Drug-Free Workplace Act of 1988.

### **Conditions of Employment**

As a condition of employment, each employee shall:

1. Abide by the terms of this Board Policy regarding a drug-free workplace; and
2. Notify the President of the College or, in the case of the President, the Chairman of the Board of Trustees, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

### **Sanctions**

If an employee violates the terms of this Board Policy or is convicted on a criminal drug statute for a violation occurring in the workplace, the employee shall be subject to sanctions, consistent with law and Board Policy, which will include:

1. Appropriate personnel action against the employee up to and including termination; or
2. A requirement that such employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Without limiting the scope of employee sanctions, it is specifically stated that violation of this Board Policy shall constitute just cause for dismissal.

### **ORAL PROFICIENCY IN ENGLISH**

Section 3-29.2 of the Illinois Public Community College Act requires colleges "to ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students." Accordingly, all faculty members at Heartland Community College must be able to demonstrate proficiency adequate to communicate clearly and fluently with their students.

As a condition of employment, applicants for full- and part-time faculty positions must demonstrate their proficiency in interviews during the hiring process.

### **CERTIFICATION AND/OR LICENSING**

For those positions for which state or federal law or appropriate professional agencies impose certification/licensing requirements or provisional requirements, the College may consider such requirements to be necessary and bona fide occupational qualifications. It shall be the responsibility of the applicant/employee to provide evidence that he/she meets the current requirements.

It shall be the responsibility of the employee to keep his/her certification/licensing current and produce written evidence of same to the principal administrator of the Human Resources office to be put in the employee's personnel file.

Inability to meet or continue to meet certification/licensing requirements or possible evidence of the same may be considered sufficient grounds for termination.

## **CHRONIC COMMUNICABLE DISEASE**

Students with a chronic, communicable disease may attend the College whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals.

Employees with a chronic communicable disease shall be permitted to retain employment whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals.

Such attendance and employment decisions will be made by the College President using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The College shall respect the right to privacy of any student or employee who has a chronic communicable disease. Such medical condition shall be disclosed only to the extent necessary to avoid a health and safety threat to the individual and others.

Persons deemed to have "a direct need to know" will be provided, subject to applicable law, appropriate information; however, these persons may not further disclose such information. Persons deemed to have "a direct need to know" may include:

- A. College President;
- B. Appropriate faculty or administrator;
- C. College health official.

## **FREEDOM OF INFORMATION**

As a public institution, public access to the records of Heartland Community College is governed by the Federal Family Educational Rights and Privacy Act, the Illinois Local Records Act, and the Illinois Freedom of Information Act. Information which is available for public disclosure shall be made available through the office of the Vice President of Business Services.

## **SAFETY AND SECURITY**

The College strives to provide a safe and secure work environment for employees. Security staff is present 24 hours a day at the Raab Road campus. At the Raab Road Campus, security can be reached by telephone at ext. 8300 and in person at the Security Desk located in the first floor hallway of the Student Commons Building just outside the Academic Support Center and in the first floor atrium of the Workforce Development Center. Employees should call security immediately if they are in a situation where they feel physically threatened or fear for their safety while at work.

Emergency call phones are located on the blue poles throughout the parking lots. Pressing the button on the blue pole will put the caller in immediate contact with security staff.

### Pre-employment Criminal Background Investigations

In accordance with Public Act 88-629 (110 ILCS 12/1-12/99), Heartland Community College will conduct pre-employment criminal background investigations for all positions at the College.

### Emergencies Requiring Medical Attention

In the event of an emergency requiring medical attention, employees should call 911. Employees should not attempt to administer first aid to others.

An Incident Report should be completed following any accident or emergency occurring on the College's premises. The report should be submitted within 24 hours of the incident to the Safety and Security Services booth located in the main lobby of the Student Commons Building. Incident Report forms are available from Safety and Security Services.

### Crime Awareness and Campus Security Act

The College complies with provisions of the Crime Awareness and Campus Security Act of 1990. Statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes are available to students and employees, as well as prospective students and the higher education community upon request in Enrollment Services and via the College's website at <http://www.heartland.edu/studentRightToKnow/crime.jsp>.

## **OUTSIDE EMPLOYMENT**

Full-time employees of the College may perform consulting, teaching, research, or other professional services for a person or entity other than the College for compensation, providing that the performance of such outside professional services does not constitute a conflict of interest nor place the employee in competition with the College.

Any full-time employee who performs outside consulting, teaching, research, or professional services in contravention of this policy may be dismissed from the College's employ pursuant to applicable Board policies and procedures.

## **REDUCTION IN FORCE**

The provisions of Chapter 122, Section 103B-5, Illinois Revised Statutes, shall apply with respect to the dismissal of faculty members due to a decision by the Board of Trustees to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program. Affected faculty members shall be notified not later than 60 days before the end of the preceding school year, together with a statement of honorable dismissal and the reason therefore.

No tenured faculty member may be dismissed under this policy while any probationary faculty member, or any other employee with less seniority, is retained to render a service which the tenured faculty member is competent to render. Accordingly, any tenured faculty member subject to dismissal under this policy shall be given the opportunity prior to honorable dismissal to advise the Board in writing of any position(s) held by probationary faculty members or any other employees with less seniority, which such faculty member believes he/she is competent to fill, together with the documentation upon which such belief is based.

Acting upon recommendation of the administration, the Board of Trustees shall determine whether the tenured faculty member is competent to render the services for the position(s) identified by the tenured faculty member.

## **HARASSMENT POLICY, PROCEDURES, AND RELATED CONSIDERATIONS**

**1.0 Purpose.** Heartland Community College (the “College”) is committed to maintaining a working and learning environment that is free from all forms of harassment, including but not limited to sexual harassment and harassment based on gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability. The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College, and at all College-sponsored events.

**2.0 Scope.** This policy applies to all employees and all students at the College as well as any individual representing the College in an official manner, whether paid or unpaid by the College. Under certain circumstances, this harassment policy also applies to third parties such as subcontractors, sales representatives, repair persons, or vendors of the College.

**3.0 Rights and responsibilities.** Every student, employee, and official College representative has the responsibility to refrain from any type of harassment in the College environment and every student, employee, and official College representative has the right to work and learn in an environment free from harassment. Any student, employee, or official representative who harasses a College student, employee, or official representative will be held liable for his or her individual conduct and will be subject to disciplinary action up to and including expulsion or discharge. The disciplinary action taken will depend upon the magnitude or severity of the harassing conduct.

**4.0 Definition of sexual harassment.** Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, employment, or extra-curricular participation; or
- b. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual’s education, employment, or extra-curricular participation; or
- c. such conduct has the purpose or effect of substantially interfering with an individual’s education, employment, or extra-curricular participation, or of creating an intimidating, hostile or offensive educational, employment, or extra-curricular environment.

**5.0 Examples of sexual harassment.**

- a. Educational, employment, or extra-curricular opportunities and benefits are awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors or are denied to an individual who does not submit;
- b. An individual’s sexuality is emphasized in a manner that impairs or prevents that person’s full enjoyment or advantage of educational, employment, or extra-curricular opportunities;

Conduct commonly considered to be sexual harassment includes:

Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about students or employees, even outside of their presence, of a sexual nature.

Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking,” or “kissing” noises.

Visual: Posters, signs, pin-ups, or slogans of a sexual nature.

Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment can involve a man harassing a woman, a woman harassing a man, or harassment between members of the same gender.

Sexual harassment does not include literary, musical, or artistic expressions or materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College’s educational mission.

**6.0 Definition of other harassment.** Harassment based on gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability consists of verbal or physical conduct relating to an individual’s gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability when:

- a. the harassing conduct is sufficiently severe, persistent, or pervasive that it affects an individual’s ability to participate or benefit from an educational, employment, or extra-curricular program or activity or creates an intimidating, threatening, or abusive educational, employment, or extra-curricular environment; or
- b. the harassing conduct has the purpose or the effect of substantially or unreasonably interfering with an individual’s full enjoyment or advantage of educational, employment, or extra-curricular opportunities; or
- c. the harassing conduct otherwise adversely affects an individual’s educational, employment, or extra-curricular opportunities.

**7.0 Examples of other harassment.**

- a. Intimidation and implied or overt threats of physical violence motivated by gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability;
- b. Physical acts of aggression or assault upon another or damage to another’s property that is motivated by the individual’s own gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability;

- c. Depending upon the circumstances and context, demeaning jokes, taunting, slurs, derogatory nicknames, innuendos, or other negative or derogatory remarks relating to an individual's gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability;
- d. Depending upon the circumstances and context, graffiti and/or slogans or visual displays such as cartoons, posters, or bumper stickers depicting slurs or derogatory sentiments directed at gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability;
- e. Criminal offenses directed at persons because of their gender, sexual orientation, religion, race, ethnicity, national origin, age, or disability.

Other harassment does not include literary, musical, or artistic expressions or materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

**8.0 False or malicious complaints.** It is also a form of harassment to file a knowingly false or malicious complaint of harassment or of retaliation, and such knowingly false or malicious complaint is considered a violation of the College's harassment policy. Such conduct may be pursued using the steps followed for a complaint of harassment. A complaint pursued or filed in good faith under this policy shall not constitute prohibited retaliation.

**9.0 Responsibility to report an offense.** The College has an obligation to investigate any apparent or alleged offense of the College's harassment policy. Employees, trustees, and other agents of the College who are notified or otherwise become aware of any apparent or alleged offense of the College's harassment policy must report such offense to the Executive Director of Human Resources or Dean of Student Success.

**10.0 Supervisory responsibility.** Student and employee supervisors will strive to maintain a harassment-free College environment by promoting professionalism and by dealing with harassment promptly (a student supervisor is any faculty member or other College representative overseeing students in a class or learning environment).

Student and employee supervisors will address any observed or reported incident or complaint of harassment with seriousness and will take prompt action while observing strict confidentiality, whether or not a formal written complaint has been filed. Student and employee supervisors must also ensure that no retaliation will result against a student or employee making a harassment complaint. Student and employee supervisors should consult the Executive Director of Human Resources or Dean of Student Success regarding any harassment complaint reported to them. Harassment complaints involving employees will generally be handled by the Executive Director of Human Resources while harassment complaints involving students will generally be handled by the Dean of Student Success.

**11.0 Confidentiality.** All participants in the College's harassment complaint resolution process, including the complainant, respondent, witnesses, supervisors, Executive Director of Human Resources, Dean of Student Success, other investigative team members, and College administrators shall respect the confidentiality of the proceedings, including any filing of a complaint, investigation, and hearing of the same. Breaches of confidentiality serve only to

jeopardize the conditions necessary to the success of internal procedures for resolution of claims of harassment. Participants are authorized to discuss the case only with those individuals who have a genuine need to know.

A complaint alleging an intentional breach of confidentiality may be pursued using the steps followed for a complaint of harassment. Such a breach may constitute an act of retaliation. Further, a breach of confidentiality may void the outcome of any previously agreed upon resolution to a complaint.

**12.0 Procedures for resolution of claims of harassment.** The College harassment policy reflects a commitment to maintaining an environment that is free from harassment of any kind. The College has designed procedures for prompt internal resolution of harassment complaints and expects that the use of these procedures will facilitate a prompt resolution of such complaints. Under these procedures, harassment complaints involving employees will generally be handled by the Executive Director of Human Resources while harassment complaints involving students will generally be handled by the Dean of Student Success. A member of the college community who believes that he or she has been harassed in violation of this policy should take action in any of the following ways:

- a. Inform the individual whose behavior is disturbing that the behavior is unwelcome and that the behavior should stop immediately. The initial message may be verbal or in writing. If the unwelcome behavior does not stop, the harassed individual must report such behavior to his or her supervisor, and/or the Executive Director of Human Resources or Dean of Student Success immediately.
- b. Report the disturbing or unwelcome behavior to the supervisor and request assistance to stop the behavior. If the student's or employee's supervisor is the individual involved in the disturbing or unwelcome behavior, report the unwelcome or disturbing behavior to the Executive Director of Human Resources or Dean of Student Success;
- c. Report the disturbing or unwelcome behavior to the Executive Director of Human Resources or Dean of Student Success.

**13.0 Initial attempt to resolve complaint.** The initial attempt to resolve a complaint of harassment may be achieved by any of the steps outlined below.

- a. The complainant may meet with his or her supervisor, the Executive Director of Human Resources, or the Dean of Student Success to clarify whether harassing behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved.
- b. The complainant may request that his or her supervisor, the Executive Director of Human Resources, or the Dean of Student Success meet with the respondent to discuss the alleged conduct and to remind him or her of College policies against harassment and to seek a commitment by the respondent to comply with these policies. A complainant may request that, when possible, such a conversation be held without the identity of the complainant being revealed to the respondent.
- c. The complainant may request that his or her supervisor, the Executive Director of Human Resources, and/or the Dean of Student Success meet with the complainant

and the respondent in the role of a mediator to reach resolution of the issue. During such mediation, both the complainant and the respondent will be reminded of College policies against harassment, and successful mediation will include a commitment by the respondent to comply with such policies.

After the initial attempt to resolve the complaint has concluded, the complainant's supervisor, if involved, will forward all documentation concerning the complaint to the Executive Director of Human Resources or Dean of Student Success. The Executive Director of Human Resources or Dean of Student Success will maintain a record of the complaint in order to document that the claim of harassment was made and to document the outcome of the initial attempt to resolve the complaint.

**14.0 Initiating a formal complaint.** An individual may file a formal complaint of harassment if the initial attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of harassment if he or she chooses to bypass the initial attempt(s) of complaint resolution for any reason. All formal complaints of harassment should be submitted in writing directly to the Executive Director of Human Resources or Dean of Student Success as soon after the offending conduct as possible but in no event more than three months after the most recent conduct alleged to constitute harassment. The three month limitation on the filing of claims of harassment is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated.

If a complainant demonstrates sound reasons for failing to come forward within the three-month period, the Executive Director of Human Resources and/or Dean of Student Success may decide, in their sole discretion, to process a formal complaint pursuant to this provision. If the Executive Director of Human Resources and/or Dean of Student Success decides a complaint will not be pursued under the formal complaint procedures, there may still be options for responding to such a complaint through counseling or informal resolution. If sufficient evidence is still available, an investigation may be undertaken by appropriate authorities.

The process for resolution of formal harassment complaints consists of two stages: 1) investigation; and 2) report and recommendation. Prior to investigation, a formal complaint, signed by the complainant, must be submitted in writing to the Executive Director of Human Resources or the Dean of Student Success. The written complaint shall include the name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be harassment. Within seven calendar days of receiving the written complaint, the Executive Director of Human Resources and/or the Dean of Student Success will designate a team to investigate the complaint.

**15.0 Creation of investigative team.** The Executive Director of Human Resources and/or Dean of Student Success will convene an investigative team consisting of two individuals, one male and one female, who are not immediate supervisors of the complainant(s) or respondent(s) and who do not have a conflict of interest with the complainant(s) or respondent(s). The investigative team may consist of the Executive Director of Human Resources and/or Dean of Student Success so long as the above named criteria are met. All individuals appointed to serve as investigators shall have participated in harassment training at the College.

The investigative team shall interview the individual(s) filing a complaint, the respondent(s), and other individuals named by the complainant(s) and the respondent(s) who are identified as having information relevant to the allegations. The investigative team may interview other individuals it identifies as having information potentially relevant to the complaint. All interviews should be completed within ten business days, if possible.

**16.0 Report and recommendation.** Using the information gathered by the investigative team and in consultation with the investigative team, the Executive Director of Human Resources and/or Dean of Student Success will prepare a formal report consisting of the complaint, the response of the respondent, the investigative team's findings, and a recommendation of the appropriate action(s) to be taken. The report will be submitted to the President.

**17.0 Determinations.** The President will designate the appropriate Cabinet member to review the report. The Cabinet designee may: 1) accept the report and recommendations as presented; or 2) request additional information/clarification from the investigative team and consider a modified report as appropriate;

After consideration of the final report, the Cabinet designee will make a determination regarding the report. In consultation with the Cabinet designee, the Executive Director of Human Resources or the Dean of Student Success will prepare formal responses to the complainant and respondent, which shall include a summary of the investigation findings and communication of any action to be taken. Such action will depend on the nature of the offense and may include but is not limited to oral or written reprimand, suspension, reassignment, or termination.

The complainant(s) and/or the respondent(s) may submit a written statement to the President concerning the findings and resulting actions within ten (10) business days of having received the College's formal response. The President may uphold the prior findings and recommendation or may determine a different response.

**18.0 Special Circumstances.** A student or employee who wishes to bring a claim of harassment against the Executive Director of Human Resources or the Dean of Student Success must file the complaint with the President, who will appoint the members of the investigative team. A student or employee who wishes to bring a claim of harassment against the President must file the complaint with the Executive Director of Human Resources or Dean of Student Success, who will refer the complaint to the Chair of the Board of Trustees for investigation.

**19.0 Retaliation.** No individual making a complaint, whether formal or informal will be retaliated against even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of harassment will also be protected from retaliation.

**20.0 Retaliation charge.** A student or employee who believes they have been subjected to any form of retaliation after filing a complaint under this policy may file an additional complaint regarding the perceived retaliation.

**21.0 External complaints.** Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure. However, external complaints may be filed with the Illinois Department of Human Rights (IDHR) or the Equal

Employment Opportunity Commission (EEOC). An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. An EEOC complaint must be filed within 300 days of the alleged incident(s).

**EXECUTIVE DIRECTOR OF  
HUMAN RESOURCES**

Barbara Leathers  
CCB 1300  
1500 West Raab Road  
Normal, IL 61761  
(309) 268-8148

**DEAN OF STUDENT SUCCESS**

Amy Munson  
SCB 2300  
1500 West Raab Road  
Normal, IL 61761  
(309) 268-8633

**SECURITY AND APPROPRIATE USE POLICY**

Effective August 1, 2009, this policy replaces any prior policies related to technology resources and information.

**1.0 INTRODUCTION**

Heartland Community College (HCC) strives to remain a technologically forward institution. As such, the College is obligated to safeguard its technological infrastructure by establishing security and appropriate use guidelines for all users of HCC technology resources. The need for such a policy originates from access to both digital information and physical resources. Each member of the College community is afforded a level of access that is appropriate for the tasks they perform. Access is a privilege. It is accompanied by a responsibility to conduct activities within the parameters of this policy in an effective, ethical, and lawful manner. Policy violations will be addressed in accordance with Section 7.0 herein.

The misuse of any technology resource as described herein is not limited to the unauthorized or illegal use of that resource. Simply having access to a particular resource does not necessarily imply all usage of that resource is appropriate. Similarly, legality does not necessarily constitute appropriateness.

**2.0 DEFINITIONS**

Below is an alphabetical list of terms and their definitions as deemed appropriate for the purposes of this document.

**2.1 Authentication**

“Authentication” refers to the process a technology resource carries out in order to securely identify a user and verify that that user is who he or she claims to be. Authentication can occur in a number of ways with the most common method being a unique user name paired with a password. Other less common methods for authentication include biometric scans and smart cards with magnetic strips or bar codes.

## **2.2 Authorization**

“Authorization” refers to the specific technology resources and the amount and type of information in each of those resources that a user is allowed to see and/or use. Authorization, also called “access”, for each user is unique and is assigned based upon an individual’s requirements for adequately, effectively, and efficiently performing the tasks of his or her official position.

## **2.3 IT**

The abbreviation “IT” refers to the Information Technology Department and/or its members.

## **2.4 Individual Storage**

“Individual storage” refers to electronic file storage on a network drive that is named and reserved for use by one specific employee. Storage areas assigned to individual employees are used for storing files that are not typically needed by other College employees. Information residing in individual storage is backed up by the College. While commonly referred to as “personal storage” or the “home directory,” individual storage is considered to be property of the College, regardless of its content.

## **2.5 Information**

“Information” refers to any data owned by the College. This includes any data stored on or used by any College-owned or College-licensed technology resource, and it includes any College related data such as student grades and IDs, even if that data were being stored on or used by equipment that is not College-owned. For example, in this document the term “information” may refer to student grades or other data being stored on personally-owned hardware such as digital assistants, laptops, home computers, and portable storage devices.

## **2.6 Login Name**

“Login name” refers to a unique alphanumeric identifier that is assigned to each employee. Many technology resources at the College require employees to enter a login name and password in order to gain access to the resource. Once a user has authenticated using a login name and password, authorization to view and/or use specific information within the confines of the technology resource currently being accessed is granted based on the login information. For example, an employee who uses his or her login name and password to be admitted into the e-mail system will, upon entering the system, have access only to his or her specific mailbox and any authorized shared mailboxes.

## **2.7 Single Sign-On**

“Single sign-on” refers to the ability of a user to access multiple technology resources with one successful authentication to a primary account, which at HCC is a user’s network account. For example, a successful sign-on to myHeartland also opens access to individual storage, IRIS, WebCT/Blackboard, and email account without the need to re-enter a login name and password for every system.

## **2.8 System Administrator**

“System administrator” refers to certain employees in the Information Technology Department whose official positions at the College include duties related to network and telecommunication systems. These duties include, but are not limited to, troubleshooting and

maintaining the College's network, setting up and maintaining user accounts, and assigning and monitoring file storage space such as individual, voice mail, and e-mail storage.

## **2.9 Technology Resource**

“Technology resource” refers to all College-owned or College-licensed electronic or digital hardware and software products or systems, including, but not limited to, the following:

- network services (such as shared and personal file storage, Internet access, e-mail, and printing services)
- mission critical systems (such as PeopleSoft, SpeedScan, Compass, WebCT/Blackboard)
- telecommunication systems (such as telephone, cellular phone, voice mail, and fax systems)
- desktop equipment (such as computers and peripherals in offices, classrooms, and common areas)
- supplementary technology devices (such as scanners, digital cameras, video cameras, projectors, document cameras, TVs and VCRs, ITV systems, satellite, and public display systems)
- mobile equipment (such as laptops and other personal computing devices)
- retail software (such as Windows and Microsoft Office)
- specialized applications (such as Peachtree, MathType, and Photoshop, as well as access to research databases such as FirstSearch)

Note: This list is representative. It cannot be exhaustive as technology resources at the College are constantly changing. This policy applies to all technology resources regardless of whether or not an individual item is specified in this list.

## **2.10 User**

“User” refers to anyone who accesses or uses any College-owned or College-licensed technology resource. Such persons include, but are not limited to, students, employees, community members, vendors, contractors, and subcontractors. A personal network or other user account is not required to be considered a user. Also, neither the location of the user nor the location of the resource is of consequence. Persons accessing systems remotely, as is possible with WebCT/Blackboard or library databases, are also considered users and are required to operate within the parameters of this policy.

## **2.11 User Account**

“User account” refers to the information stored by a technology resource that identifies the user for authentication purposes. For example, the user account stores the password needed to authenticate a login name. Typically a user account also stores information on what resources a user has authorization to view and/or use within that particular system. For example, a user's network account allows access to the HCC network as well as specific drives on that network, and a WebCT/Blackboard account allows access to an individual's specific online classes.

## **3.0 EMPLOYEE ACCESS TO TECHNOLOGY RESOURCES AND INFORMATION**

Many technology resources at Heartland Community College require user authentication and authorization via a personal account. The rules and responsibilities described in this document apply to both network accounts and accounts in all other systems.

### **3.1 Eligibility for Access**

All employees are eligible to receive a network account, e-mail account, and individual storage space on the network. Accounts that provide access to other systems such as PeopleSoft or SpeedScan are granted based upon the responsibilities of the employee's official position and/or upon the request of the employee's supervisor. Supervisors may submit requests for changes to an employee's access rights to the IT department.

### **3.2 Sharing of System Accounts**

Login names are non-transferable. A login name is to be used only by the employee to whom it is assigned. Similarly, passwords, by definition, are secret and may not be shared with any other person under any circumstances. Allowing another individual to use a login name and password, either knowingly or negligently, is a violation of the security and appropriate use policy. Policy violations will be addressed in accordance with Section 7.0 herein.

Note: Employees who request assistance from IT while using the login name and password of another user will be denied assistance. Additionally, violation of the security and appropriate use policy will be documented and reported to the Director of Technology Support Services.

### **3.3 Position Changes**

Reassignment of authorizations resulting from internal employment changes are managed on a case-by-case basis. If an employee moves to a different department, his or her login name and e-mail address will remain the same. However, all other access that was originally granted based on the duties of the employee's prior position will be suspended. It is the responsibility of the employee's new supervisor to submit a new request for authorizations appropriate to the new job duties.

### **3.4 Disabling User Accounts**

A request to disable account access to College technology resources may be put forth by an employee's supervisor, the Executive Director of Human Resources, or a member of the Cabinet. Such requests will be carried out by a College system administrator. Also, a system administrator, at his or her own discretion, may disable an employee's account in order to protect the integrity of the College network.

User accounts for terminated employees will be disabled upon Human Resources notification to IT of such termination.

## **4.0 APPROPRIATE USE OF TECHNOLOGY RESOURCES**

Information technology plays an integral role in allowing employees to accomplish their assigned duties. There is an ever-growing array of computing services that empowers employees to create, access, evaluate, update, distribute, store, and report on information using a variety of media and formats. Understanding that a College employee may be severely hindered in the ability to perform his or her duties if he or she lacks access to appropriate technology resources, Heartland Community

College provides such resources in support of the various activities of the institution. These resources are intended for the sole use of Heartland employees, students, and other authorized users. The use of these technology resources is a privilege and demands individual responsibility for security and appropriateness.

It is impossible to identify every situation that pertains to proper or improper use of technology resources. The list below describes some general guidelines regarding prohibited activities, and focuses on some of the more significant responsibilities an employee accepts when he or she chooses to use a College-owned or College-licensed technology resource.

#### **4.1 General Restrictions**

Use of technology resources shall be within the spirit or principles of this policy. No one shall attempt to circumvent or undermine the intent of this policy. Discovering and operating within a loophole of the policy constitutes unacceptable behavior and will be considered a policy violation. Policy violations will be addressed in accordance with Section 7.0 herein.

#### **4.2 Other Applicable College Policies**

Many information technology functions parallel familiar activity in other formats making existing College policies important in determining what use is appropriate. For example, the College's copyright policy applies not only to hard-copy documents, but also to electronic documents. Also, the College's harassment policy applies not only to face-to-face harassment, but to harassment via electronic means as well. For statements defining other applicable College policies, consult the Employee Handbook.

#### **4.3 Physical Misuse of Resources**

General physical misuse of technology resources such as any unauthorized loan, unauthorized removal of equipment from campus, theft, damage, or destruction is strictly prohibited.

#### **4.4 Use of Resources and Information for Profit**

Using HCC technology resources for commercial purposes including, but not limited to, the promotion or day-to-day operation of "for profit" and/or privately-owned businesses or commercial ventures is strictly prohibited. This includes any use of College-owned information or equipment for solicitation purposes.

#### **4.5 Software**

##### 4.5.1 Software Licensing

It is the responsibility of the IT department to ensure that the College remains in legal compliance with all software licenses, subscriptions, and contractual agreements regardless of the budget from which a software resource was funded. Consequently, IT is responsible for storing and maintaining application software, as well as for understanding and ensuring College compliance with software license agreements.

#### 4.5.2 Software Application Availability

All College computers are equipped with a set of standard software applications including, but not limited to, programs such as Microsoft Windows, Microsoft Office, and Internet Explorer.

Additional applications may be available upon request. Procedures for requesting additional applications are maintained within IT.

#### 4.5.3 Software Installation/Removal

The IT department is responsible for installing and removing all software applications. Employees are prohibited from loading applications or utilities on any workstation unless given specific authorization from IT. Similarly, employees are prohibited from removing applications or utilities from a workstation without IT authorization. The IT department retains the right to remove any personal or other non-College-owned applications downloaded from the Internet or otherwise installed on a workstation, regardless of whether or not previous authorization was granted. Removal of software may be necessary in a variety of situations such as restoring functionality of College systems, resolving policy violations, or ensuring compliance with licensing requirements.

#### 4.5.4 Software Reproduction

Reproduction or duplication of College-owned or College-licensed software using any type of media or through any type of electronic transmission without prior authorization from IT is prohibited.

### **4.6 Hardware**

#### 4.6.1 Hardware Installation/Removal

The IT department is responsible for acquiring, installing, moving, and removing all hardware devices in all campus common areas such as classrooms, computer labs, and office areas.

In assigned office spaces, employees outside of the IT department may only connect or disconnect hardware devices with prior authorization from IT. Authorization for many peripheral devices such as mice and keyboards can be obtained by calling the IT hotline. Personal devices connected to College resources must be identified as such, preferably with a label identifying the owner. Whether or not authorization was originally granted, the IT department retains the right to disconnect any personally-owned equipment connected to College resources.

#### 4.6.2 Standard Media Device Use

Employees may use College-owned or personal media and memory devices such as diskettes, USB drives, CD-ROMs, etc. with any College-owned equipment without prior authorization from IT. However, these devices may not be used to copy, transfer, or remove sensitive or protected information from College-owned or College-licensed technology resources unless such activity is authorized by the employee's supervisor.

### **4.7 Electronic Communications**

The following policy guidelines apply to all forms of electronic communication used by College employees when communicating using College-owned or College-licensed technology resources. Electronic communication methods include, but are not limited to, phones, voice mail messages, e-mails, instant messaging, online newsgroups, faxes, radios, and College-owned cell phones. Except as otherwise excluded by law or collective bargaining language, all devices, files, messages and storage associated with such electronic communications are the property of the College regardless of their content.

Note: The College recognizes issues surrounding intellectual property rights and will make every effort to respect the rights of the individual. In situations where ownership of content is in question, the College will abide by the law and established legal precedence with regard to those issues.

#### 4.7.1 Responsibilities

The e-mail system is the primary means by which College information is disseminated. All employees are required to check their e-mail for distribution of such messages at least one time per week unless on an official leave.

#### 4.7.2 Requirements

A general e-mail confidentiality notice is automatically appended to all e-mail messages sent via the College's e-mail system. This notice identifies Heartland Community College as the owner of the information and provides instructions for recipients who have received a message in error. Employees may not block, hide, or cancel this notice.

#### 4.7.3 Restrictions

Etiquette commonly used for traditional written communications should be used as a guideline for electronic communications. Every employee should be continually aware that he or she represents Heartland Community College with every communication he or she sends. Inappropriate communications are prohibited. Instances of inappropriate electronic communications include, but are not limited to, the following:

##### *4.7.3.1 Fraudulent Communications*

Any electronic communication sent under an assumed name or modified address, or with the intent to obscure the origin, date, or time of the communication is considered fraudulent and is prohibited.

##### *4.7.3.2 Harassing Communications*

Any electronic communication that constitutes harassment as defined by the Heartland Community College harassment policy is prohibited.

##### *4.7.3.3 Mass Communications*

Employees may not knowingly create or send unapproved communications that will generate excessive network traffic. Examples of this type of communication include chain letters, unwelcome e-mails, e-mail bombs, viruses, hoaxes, and/or other mass communications that may potentially degrade the performance of the network infrastructure.

#### 4.7.3.4 *Confidential Personnel Communications*

In keeping with the College's policies and collective bargaining agreements, disciplinary activities are to take place in-person between a supervisor and his or her subordinate. Employees are prohibited from using direct e-mail communications and/or voice mail to address confidential disciplinary issues with other employees. Similarly, employees are asked to refrain from criticizing others using e-mail and/or voice mail.

The e-mail system may be used to transmit files or documentation related to disciplinary activity as long as such files are sent as attachments and the original files or documentation are stored elsewhere (i.e., the information should not exist solely in the e-mail system).

Note: Due to the confidential nature of such communications, employees are encouraged to submit claims of harassment or other policy violations using methods other than e-mail. However, if such a claim is submitted via the e-mail system, the claim will be addressed, regardless of the method of communication.

#### 4.7.3.5 *Copyright*

Electronic communications are prohibited from including any information that violates the College's copyright policy or any state or federal copyright law.

### **4.8 Internet Use**

Information available via the Internet may be distracting, objectionable, or even disturbing. Since many technology resources may be visible and/or audible to others, sensitivity in viewing and/or listening to such material is required. Users who disturb or distract others may be asked to stop their activities or leave a particular area.

#### 4.8.1 Downloading/Uploading

Downloading is when data is transferred from a main source to a device such as a desktop computer. Conversely, uploading is when data is transferred from a device such as a desktop computer to a main source such as a server. Using College-owned resources to download or upload copyrighted material outside of Fair Use rules without obtaining a copyright release is prohibited. Copyrighted material may include, but is not limited to, audio files, graphics, video files, and electronic publications.

#### 4.8.2 Peer-to-Peer File Sharing

Peer-to-peer (P2P) file sharing occurs when files stored on one computer are sent directly to another computer across the Internet. In a P2P network, each computer functions as a client and a server, with each having equal privileges to download and/or upload files to other computers on the network. Although P2P file sharing is legal; sharing, distributing, or downloading copyrighted material typically is not.

College-owned technology resources may not be used in a P2P network to illegally transfer copyrighted materials. Further, P2P software shall not be installed on any college owned computer in accordance with section 4.5.3 herein.

#### 4.8.3 Pornography

Employees are prohibited from using College-owned or College-licensed technology resources for accessing images, sounds, or messages that are pornographic in purpose. Legal, sexually explicit literary/artistic expressions and materials that are relevant and appropriately related to course subject matter or curriculum are not considered to be pornographic in purpose.

#### **4.9 Network Bandwidth Use**

Large-scale distribution of such things as MP3 music or video files or the use of streaming audio or video can cause excessive network loading that may cause a significant decrease in network performance and affect all users. Therefore, no one may knowingly or recklessly download or distribute such data, digital audio or video files, or audio or video streams.

Employees who believe they need to perform these types of actions within the confines of their job responsibilities must contact IT for assistance in completing the task in a manner that will not negatively impact other users.

#### **4.10 Duplication/Reproduction of Copyrighted Materials**

Typically, copyrights belong to the original author(s) of a work, regardless of whether a work is published or unpublished. In general, a copyright release is required to legally duplicate or otherwise reproduce copyrighted material. This requirement pertains to all works regardless of the medium on which the work is stored. Some examples of storage media used at HCC that may contain copyrighted material are VHS and 8mm tapes, CDs, DVDs, diskettes, zip disks, and USB devices.

##### 4.10.1 IT Duplication Requests

Requests submitted to IT for duplication of files from one medium to another will be individually evaluated and granted only when the request is acceptable within the confines of the College's copyright policy. For example, at the request of the recording instructor, it is appropriate for IT to copy recordings of classroom presentations from 8mm tapes to VHS tapes to facilitate future viewing of such recordings.

##### 4.10.2 Duplication/Reproduction of College-Owned Information

Duplication and/or reproduction of College-owned copyrighted material in any form without proper authorization and release is prohibited. Neither authorization nor release will be granted for requests that are not in accordance with the College's copyright regulations or that go against federal or state law.

##### 4.10.3 Duplication/Reproduction of Personally-Owned Information

College-owned technology resources, including media, may not be used for the duplication and/or reproduction of personally-owned copyrighted material (i.e., simply having purchased a music CD or movie DVD does not give the purchaser any legal right to copy it).

##### 4.10.4 TEACH

The Technology, Education, and Copyright Harmonization Act, also known as the TEACH Act, was created to allow distance education instructors and students to take

advantage of the copyright exceptions granted to classroom educators under the doctrine of Fair Use. There are some differences in how copyrighted material may be used in a classroom versus in distant learning situations. Employees who wish to take advantage of the allowances provided by the TEACH Act to transmit copyrighted materials to online course participants must contact IT for assistance in technologically enforcing the regulations specified in the TEACH Act.

For more information about the provisions of the TEACH Act and Fair Use, consult with the Director of Library and Information Services.

#### **4.11 Personal Use**

Limited, reasonable personal use of College resources is permissible. However, such use cannot interfere with the employment responsibilities of the employee, must comply with the guidelines established herein, and is conducted at the employee's own risk, without an expectation of privacy.

#### **4.12 Upholding the Mission**

College technology resources shall not be used in any manner that violates or conflicts with the College's mission and/or its policies.

### **5.0 EMPLOYEES' ROLE IN INFORMATION SECURITY**

The information owned by the College is one of its most valuable assets. It is the responsibility of all users to guard against misuse of this asset. Each person granted access to information must comply with the data security, confidentiality requirements, and applicable laws described below.

#### **5.1 Passwords**

Upon creation of a user account an initial password is assigned to that account. Initial passwords are considered non-private and must be changed by account owners as soon as possible. Account owners are required to create passwords that comply with the College's password policy. The documented password policy is available to employees via the College's Web site. Account owners are responsible for protecting their passwords from discovery by others and must immediately change any password that has been compromised.

##### 5.1.1 Password Sharing

An account owner may not, under any circumstances, share any password with any other person. Similarly, a person may not, for any reason, ask an account owner to reveal his or her password. If an employee finds it necessary to write down login names and passwords for future reference, the document must be kept in a secure location.

##### 5.1.2 Failed Password Attempts

Many user accounts have security protocols that will automatically disable an account after a specific number of failed login attempts. When a College account becomes disabled, the account owner must contact IT to have the account reactivated.

##### 5.1.3 Security Compromise

In the event that there is suspicion of a hacking attempt or reason to believe a password has been compromised, a system administrator is authorized to and may, without prior notice, disable an employee's account access.

If an employee encounters a gap in security, he or she must report it to IT immediately. Exploitation of any security gaps is strictly prohibited.

## **5.2 FERPA**

The Family Educational Rights and Privacy Act, more commonly known as FERPA, is a federal law that declares the rights of students to view their personal educational records while protecting the privacy of those records. This law applies to all public and private institutions that receive funding from the U.S. Department of Education. In short, failure to comply with FERPA regulations has both legal and funding implications for the College.

### 5.2.1 Student Information Maintenance

The Enrollment Services Department has ownership and authority over the primary repository of student data at Heartland Community College. To acquire access to student records systems an employee must complete FERPA compliance training and sign an Ethical Standards agreement. The Director of Admissions and Student Recruitment along with the Dean of Enrollment Services will evaluate all requests for access to student information systems and will either approve or deny individual requests on a case-by-case basis.

### 5.2.2 Directory Information

Under FERPA the College is allowed to disclose directory information without the prior consent of students. Directory information at Heartland Community College consists of the following information:

- Name, address, and telephone number
- Major field of study
- Dates of attendance
- Enrollment status (part-time, full-time, hours completed)
- Degrees, honors, and certificates received or anticipated
- Participation in activities and sports
- Most recent previous school attended
- Login name
- Height/weight (athletes only)
- Photo (athletes only)
- E-mail addresses

#### *5.2.2.1 Directory Information Suppression*

A student has the right to suppress the release of his or her personal directory information. To request that personal directory information not be publicly disclosed, a student must submit a completed Public Directory Information form to Student Records prior to the end of the second week of class. These forms are available in Enrollment Services.

Note: Once a student has a signed request to suppress his or her directory information on file, he or she would then need to submit, in writing to the Student Records Office, authorization for each individual disclosure of any information in the future.

#### 5.2.2.2 *Solomon Amendment*

Pursuant to the Solomon Amendment, the College must supply specific student directory information to any military representative who requests such information for recruitment purposes. Exceptions are made for individuals with signed Public Directory Information forms on file. Military representatives will not be given directory information for those who have requested that such information be publicly withheld.

### 5.2.3 Personally Identifiable Information

According to FERPA regulations “personally identifiable information” is defined as information that includes, but is not limited to:

- the student’s name
- the name of the student’s parent or other family member
- the address of the student or the student’s family
- a personal identifier, such as the student’s Social Security number or student ID number
- a list of personal characteristics that would make the student’s identity easily traceable
- other information that would make the student’s identity easily traceable

#### 5.2.3.1 *US Patriot Act of 2001*

In accordance with the US Patriot Act of 2001:

- The U.S. Attorney General may submit a written application to a court for an ex parte order requiring Heartland Community College to collect and produce education records that might otherwise be protected by FERPA.
- Under the US Patriot Act, College personnel are prohibited from disclosing to any other person that the FBI has sought or obtained records, except for to those persons necessary to produce the requested records.
- The College is provided immunity as a provider of electronic communications services if it furnishes information or assistance in accordance with a court order or a request for emergency assistance under the Foreign Intelligence Surveillance Act, as amended.

#### 5.2.3.2 *Disclosure of Personally Identifiable Information*

Personally identifiable information may be disclosed internally to those who have legitimate educational interests, including the interests of students for whom consent would otherwise be required. Legitimate educational interest exists when disclosure of information is necessary for the completion of an employee’s official duties, and access to the information is consistent with the purpose for which it was

granted. For example, legitimate educational interest exists when a division secretary distributes class rosters, which contain student IDs, to faculty members.

Disclosure of any student information by non-Enrollment Services personnel to any organizations or persons, including students, is prohibited. Employees outside of Enrollment Services are required to forward such requested to the Director of Admissions and Student Recruitment or to the Dean of Enrollment Services.

#### *5.2.3.3 Grade Posting*

Employees are prohibited from posting grades or evaluative data in public areas using personally identifiable information, in whole or in part. Public areas include, but are not limited to, classrooms, computer labs, collaborative study areas, hallways, department reception areas, conference rooms, or on office doors.

Instructors are allowed to post the grades of students if done without using personally identifiable information. To clarify, FERPA prohibits an instructor from posting grades by social security numbers, student ID numbers, or names because these types of information are personally identifiable or easily traceable to the students. However, FERPA does not prevent an instructor from assigning individual numbers to students for the purpose of posting grades as long as those numbers are known only to the student and the faculty member.

#### 5.2.6 FERPA-Related Requests and Demands from Students

Employees are required to direct students who inquire about FERPA regulations to Enrollment Services. Employees outside of the Enrollment Services department are prohibited from responding to a student's questions relating to FERPA. Likewise, employees outside of the Enrollment Services department are not allowed to carry out a FERPA-based request.

### **5.3 GLBA**

The Gramm-Leach-Bliley Act, also known as the GLBA, declares the need for financial institutions to safeguard the confidentiality of financial information such as names, addresses, phone numbers, bank and credit card account numbers, and social security numbers. Because colleges participate in financial activities, colleges are required to adhere to the conditions established under the GLBA.

#### 5.3.1 Heartland Community College GLBA Compliance

Heartland Community College employees will comply with the GLBA by adhering to the following privacy practices and specific rules:

##### *5.3.1.1 Information Security Program Coordinator*

The Director of Technology Support Services will serve as the Heartland Community College Information Security Program Coordinator. The Information Security Program Coordinator is responsible for overseeing institutional compliance with this Security and Appropriate Use Policy.

##### *5.3.1.2 Information Privacy Policy*

The College's Information Privacy Policy document is publicly available on the College's Web site. The posted document is refreshed within 30 days of any updates to the policy.

Employees who handle information referenced in the Information Privacy policy are required to complete annual information privacy sensitivity training.

#### *5.3.1.3 Information Privacy Practices*

College employees will ensure the privacy of financial data in the following ways:

- Conversations with individuals who are verbally disclosing financial information will take place in an office or other area that affords privacy.
- Financial data such as credit card numbers will not be transmitted through e-mail.
- All paper documents that contain financial information will be handled with caution during day-to-day operations of the College. Such documents will be removed from view or physical access in the presence of other students, employees or contributors.
- When paper retention policies do not apply, documents with financial information that are duplicates of electronically stored information will be permanently destroyed by shredding or other means.
- All documents or other tangible items containing financial information related to students, employees, and contributors will be stored nightly in locked cabinets.
- All financial information such as credit card information provided over the phone typically for the purpose of tuition and fees payment or contribution shall be destroyed immediately upon completion of the related transaction.

#### *5.3.1.4 Employee Accountability*

During performance evaluations, employees will be evaluated on their consistent compliance with GLBA rules as part of their required job duties. If a pattern of compliance violations exists, the failure to comply with the rules will be noted in the employee's annual evaluation. Supervisors may require employees to attend additional compliance training sessions.

#### *5.3.1.5 Vendor Compliance*

Service providers who may have access to any financial data – either in print, digital, or audio format – must sign the “GLBA Service Provider Compliance Contract.” Service providers must then internally implement and maintain practices that adhere to the compliance program. The Information Security Program Coordinator or designee will regularly monitor the activities of service providers.

## **5.4 Payment Card Industry**

The Payment Card Industry Data Security Standard (PCI DSS) is a set of standards created by the major credit card brands including Visa, MasterCard, American Express, Discover, and Japan Commercial Bank. The objective of these standards is to protect personal credit

card data, also called cardholder data. All merchants that process, store, or transmit credit card data must comply with the PCI DSS. The standards specify how merchants are required to handle cardholder data, whether it is in paper or electronic form.

#### 5.4.1 Heartland Community College PCI DSS Compliance

Heartland Community College will comply with the PCI-DSS in the following ways:

- Employees will not store any credit card number, expiration data, CVV2 number, PIN, or Magnetic Stripe data in any system on any College-owned device.
- All online credit card payments will be conducted using a 3<sup>rd</sup> party vendor that is PCI DSS certified and uses secure transaction technology.
- No credit card transactions will be conducted on the College's data network. All card readers will be on analog phone lines that are separate from the College's data network.
- All credit card transactions done using paper forms will be managed securely. All paper records will be stored in secure, locked cabinets with limited access.
- All employees that handle credit card information will be trained in the safe handling of card holder data. Training, along with refresher courses, will be conducted annually.
- Policies and procedures pertaining to the PCI DSS will be evaluated and updated annually.

## **6.0 PRIVACY**

All information that resides on any College-owned or College-licensed technology resource is the property of Heartland Community College, subordinate to recognized copyrights and legal statutes. Nonetheless, the College respects the privacy of the individual. It is not the practice of College administrators or IT personnel to access the files created and/or stored by others. However, the College reserves the right to monitor its computing resources and may do so at anytime without prior notification.

Although privacy is valued, it must be balanced with the requirements of assuring system integrity and/or enforcing institutional policies. These necessities may result in a system administrator accessing files with or without consent of an employee. Maintaining the integrity of College resources outweighs privacy and confidentiality interests. Consequently, employees do not have a right to privacy while accessing and/or using any technology resource, including e-mail.

In order to fully understand the scenarios in which a system administrator may access an employee's files with or without the consent of the employee, employees should familiarize themselves with the policy components below.

### **6.1 ECPA**

According to the Electronic Communication Privacy Act, also known as the ECPA, electronic communications may be intercepted when at least one of the communicating parties has given prior consent. Under the Heartland Community College Security and Appropriate Use policy described herein, users of any College-owned or College-licensed technology resource are, by nature of such use, granting consent to the College to monitor and/or intercept any electronic communications.

## **6.2 System Maintenance**

System administrators regularly scan volumes of data on network devices for routine maintenance purposes. As a byproduct of maintenance, a system administrator may see the contents of files and e-mail messages.

System administrators are required to report any illegal activity that is discovered, or any information that indicates a violation of policy to the Chief Information Officer, who will review the report with a Cabinet member. Uncovered policy violations will be addressed in accordance with Section 7.0 herein.

### 6.2.1 Deleted Files

Deleting a file does not reliably or permanently remove a file from a system. This is true of computer files and voice mail files. The file may reside in an archive or backup storage, potentially indefinitely. If a file is not in storage it may be accessible by using recovery tools. Files that are retrieved through any of these methods are potentially subject to examination during routine system maintenance.

### 6.2.2 Archive and Backup Files

Computer files and e-mail systems are backed up on a regular basis. Some systems may be configured to create archives with or without the knowledge of the employee. The contents of these files are potentially subject to examination during routine system maintenance.

## **6.3 Access without Consent**

Any access that occurs without consent must be authorized by the Chief Information Officer or a member of the Cabinet. A system administrator or designee will log all instances of access without consent. The employee will be notified of College access to files without consent. Depending on the circumstances such notification may occur before, during, or after the access. Situations that may result in file access without consent include, but are not limited to, the following:

### 6.3.1 Emergency Entry

Emergency entry may be necessary to preserve the system infrastructure, system integrity and facilities, or to preserve public safety. For example, if a virus exists in the network, a system administrator may need to access file storage assigned to individual employees in order to eradicate the virus.

### 6.3.2 Reasonable Cause

Heartland Community College reserves the right to examine files should it determine reasonable cause exists that an individual has violated internal policy or state or federal law. When an employee other than a system administrator is more qualified to research a specific violation, the Chief Information Officer, in consultation with a Cabinet member, may authorize temporary access to another Heartland Community College administrator so that he or she may research the alleged violation.

### 6.3.3 Temporary Access Request

During a period of leave, a supervisor may request temporary access to a specific subordinate's files and/or directories when this access is important to maintaining day-to-day operations, when a high-priority and time-sensitive project requires access, or when necessary to support the overall mission of the College. The Chief Information Officer has the discretion to grant or deny such requests.

Upon return from leave, the employee will be notified that temporary access was granted to his or her supervisor, and the temporary access will be terminated.

### 6.3.4 File Ownership Transfer

If an employment relationship is terminated, a supervisor may request permanent access to a former subordinate's files and/or directories.

## **6.4 Employment Termination**

When employment is terminated, terminated employees are prohibited from removing any files, other than personal files, from the College. All files, whether related to the day-to-day operations of the College or to special projects to which the employee was assigned; or which were created, copied, or edited as part of the duties of the employee's position are College-owned, and, with the exception of strictly personal files, may not be removed by a person whose employment at the College has been terminated

## **7.0 CONSEQUENCES FOR POLICY VIOLATIONS**

Heartland Community College considers any violation of security and appropriate use guidelines to be a serious offense. Violators of this policy will be subject to disciplinary action in accordance with the College's progressive discipline policy, up to and including discharge. In addition to College discipline, violators of this policy may be subject to criminal prosecution, civil liability, or both for unlawful use of any technology resource.

## **8.0 POLICY DEVELOPMENT AND MAINTENANCE**

This policy document is available to all employees. Employees may access the document via the College's public drive or may request a printed copy from the Information Technology Department or the Human Resources Department.

This policy will be reviewed periodically as determined by the Chief Information Officer. Concerns or questions about the policy may be directed to the Director of Technology Support Services, the Chief Information Officer, or the Vice President of Business Services.

## **DISCIPLINARY SANCTIONS**

(Board Policy 6.7)

The primary purpose of College rules is to provide a safe and effective educational setting.

For just cause, employees shall be subject to disciplinary sanctions by the Administration and/or Board, ranging from oral reprimand to dismissal. The appropriate disciplinary sanction for any misconduct, including the initial disciplinary action, shall be determined by the Administration and/or Board based on the magnitude or severity thereof and/or the repetitive nature of such misconduct.

The Administration may apply disciplinary sanctions including oral reprimands, written reprimands, and unpaid suspension of up to 30 work days. Further sanctions, including Board remediation notice and dismissal, must be approved by the Board of Trustees.

The Employee Handbook and appropriate collective bargaining agreements contain the steps of progressive discipline specific to each employee group. The Board or Administration may skip or repeat steps in the disciplinary progression depending on the circumstances of an individual case. Written reprimands shall be kept in an employee's personnel file.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to District property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, or any other act or event or act, committed while a Heartland Community College employee, which is detrimental to the general welfare of the College, all as determined exclusively by the Board.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Any employee subject to administrative leave shall be notified of the allegation giving rise to such action.

Any employee doing unsatisfactory work shall be notified by the immediate supervisor, at which time shortcomings in the employee's performance shall be discussed in a constructive manner and made part of the employee's evaluation or record. The employee shall be apprised of corrective actions required and given a reasonable period to effect improvements.

Employees shall generally be given not less than two weeks' notice of dismissal for unsatisfactory work performance. If a position is discontinued, the College shall usually notify the affected employee at least one month in advance of the termination date.

Employees recommended for a Board Remediation Notice or dismissal have the right to contact the President and request a meeting with the Board of Trustees prior to Board action.

Adopted 9/17/91; Revised 3/16/04

## **Application of Disciplinary Sanctions**

Appropriate Sanctions. Appropriate disciplinary sanctions for employee misconduct, including the initial disciplinary step, shall be determined by the Administration and/or Board based on the repetitive nature of such misconduct and/or the magnitude or severity thereof. An oral or written

reprimand shall remain in effect for a reasonable period of time, as determined by the Administration, depending on the severity of the offense. Written reprimands shall be kept in an employee's personnel file. The Administration shall not act arbitrarily or capriciously in its determination to maintain documentation of any oral or written reprimand.

Progressive Discipline. For just cause, employees shall be subject to progressive disciplinary action by the Administration and/or Board. Employee misconduct shall result in disciplinary sanctions ranging from verbal reprimand through dismissal.

- (1) Verbal Reprimand by the Administration. A record of each verbal reprimand shall be documented and placed in an administrative file maintained by the Executive Director of Human Resources.
- (2) Written Reprimand by the Administration. Any written reprimand shall be provided to the employee, and a copy of such reprimand shall be placed in the employee's personnel file. Prior to the issuance of a written reprimand, the Administration must have a disciplinary meeting with the employee. The employee may prepare a response to any written reprimand that may result from the meeting, and such response shall be placed in the employee's personnel file alongside the reprimand.
- (3) Suspension by the Administration. The President may impose suspension without pay for up to 30 work days, provided that the employee shall be given an opportunity to first meet with the President regarding the cause or causes for such suspension.
- (4) Remediation Notice by the Board. Remediation notice shall be issued by the Board, provided that the employee shall be given an opportunity to first meet with the Board regarding the cause or causes of such remediation notice.
- (5) Dismissal by the Board. The Board shall act on all dismissals from the College. A first offense of serious misconduct may result in dismissal without prior warning.

Disciplinary Meetings. In respect to any meeting convened under Step (2) or (3) above, the employee shall be given at least 24 hours prior written notice of the time, place and purpose of the meeting. In respect to any meeting or hearing convened under Step (4) above, the employee must be given at least 14 days prior written.

Administrative Leave Pending Investigation. In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Any employee subject to administrative leave shall receive written notice of the allegation giving rise to such action, and may make a written response to such notice which shall be attached to the District's copy of such notice.

## **GRIEVANCE PROCEDURE**

Heartland Community College recognizes that a prompt, fair, and orderly internal procedure is

desirable for hearing and resolving employee complaints and other problems arising out of employment. This grievance procedure is designed to provide for communication and redress of grievances that arise in College-related matters of general administration, work conditions, and the rights of the employees.

This procedure is applicable to complaints raised by employees who are not otherwise covered by a Collective Bargaining Agreement.

Every employee covered by this procedure shall have the right to present his or her grievance to the College free from interference, coercion, restraint, discrimination, or reprisal.

### ***Section 1: Definition***

A grievance is defined as a complaint involving the alleged violation, misinterpretation or misapplication of:

1. An established College policy or administrative policy or procedure (excepting the college policies regarding harassment and discrimination based on race, color, religion, sex, age, national origin or handicap, which are reported to the Executive Director of Human Resources and dictated by a separate procedure);
2. The conditions of the individual employee's employment agreement, or a work-related condition which the employee believes to be unfair, inequitable or a hindrance to his or her effective performance.

### ***Section 2: Time Limits***

Adequate time is provided by this procedure to complete activities prescribed within each step, and consideration should be given to completing each step as expeditiously as possible.

If a grievance is not filed within the time limits as set forth, the right to grieve shall be regarded as forfeited and shall not be processed further through the grievance procedure.

If a grievance is not completed at any step within the time limits of the grievance procedure, it shall be considered to have been settled on the basis of the last decision. If a grievance has not been answered at any step within the specified time limit, the grievant may elect to treat the grievance as denied at that step and immediately may appeal the grievance to the next step.

Time limits on each step may be extended by mutual written agreement of the parties involved. The term "working days," as used herein, shall mean the days Monday through Friday, exclusive of holidays.

### ***Section 3: Procedure***

A grievance shall be processed by the following steps:

#### ***Step One:***

Within thirty working days of the time the specific condition or act leading to the alleged violation occurred, the employee who has a grievance shall submit to his or her immediate supervisor or to the Executive Director of Human Resources the following information:

1. a concise statement of the grievance;
2. a general statement of the relevant facts which form the basis for the complaint;
3. the date of the alleged occurrence;
4. an indication of the resolution sought;
5. an account of any attempts at resolution through informal means;
6. the signature of the grievant; and
7. the date the grievance is submitted to the employee's immediate supervisor or the Executive Director of Human Resources.

If the grievance is submitted to the employee's immediate supervisor, within ten working days of the receipt of the grievance the immediate supervisor shall confer with the employee in an effort to resolve the matter. Within ten working days after this conference, the results of the conference shall be written by the immediate supervisor, signed by both parties, and shall indicate the employee's agreement or disagreement with the decision reached by the immediate supervisor.

If the grievance is submitted to the Executive Director of Human Resources, within ten working days of the receipt of the grievance the Executive Director of Human Resources shall confer first with the employee's immediate supervisor and then with the employee in an effort to resolve the matter. Within ten working days of the conference with the employee, the results of this conference shall be written by the Executive Director of Human Resources, signed by both parties, and shall indicate the employee's agreement or disagreement with the decision reached by the Executive Director of Human Resources.

***Step Two:***

If the conference does not resolve the complaint to the satisfaction of the employee, the employee shall summarize his or her position in writing and submit the summary to the appropriate Cabinet member within ten working days after the receipt of the written decision of the immediate supervisor or of the Executive Director of Human Resources.

Within ten working days of the receipt of the written grievance, the Cabinet member shall meet with the employee and the employee's immediate supervisor or the Executive Director of Human Resources to discuss the complaint and to attempt to resolve the matter.

If the conference does not resolve the complaint to the satisfaction of the employee, the Cabinet member shall investigate and conduct such hearings and interviews as deemed necessary to reach a decision, and shall prepare and send to the employee a written explanation of the decision within ten working days after the conference with the employee and the immediate supervisor or the Executive Director of Human Resources.

***Step Three:***

If the Cabinet member's decision does not resolve the complaint to the satisfaction of the employee, within ten working days of his or her receipt of the decision the employee may submit a written request to the President for a hearing before the Board of Trustees.

It is within the discretion of the Board of Trustees to grant or deny a hearing to the employee. If the Board denies the employee a hearing, the decision of the Cabinet member shall be final. If the Board grants the employee a hearing, the Board shall meet within forty-five working days to hear the grievance and render a decision on the complaint. A decision of the Board of Trustees shall be final.

***Section 4: Duplicative Proceedings***

Use of the College's grievance procedure shall not deny an individual access to procedures specified in state or federal statutes and regulations relating to employment; however, a grievance shall not be processed under this procedure on behalf of any employee who files or prosecutes, or permits to be filed or prosecuted on his or her behalf in any court, governmental or administrative agency, a claim, complaint or suit, complaining of the action grieved, under applicable federal, state or municipal law or regulation.

**POSTING OF EMPLOYMENT LAWS**

Notification posters concerning federal and state laws governing employment are posted in the vending room on the first floor of the Community Commons Building.

# **EMPLOYEE STAFFING**

## **EMPLOYMENT**

All employees of the College will be employed by action of the Board of Trustees upon recommendation for employment by the President. The Board action will specify the position and rate of pay. Records of employment shall be kept and maintained by the Human Resources Office.

## **RECRUITMENT - JOB VACANCIES WITHIN THE COLLEGE**

Generally, job vacancies for new and existing "regular" positions within the College are announced internally or externally or both by Human Resources Office staff. Generally, job vacancies are announced by e-mail to employees and posted on the College's website and on bulletin boards located at the Lincoln Center, the Pontiac Center, and in the Human Resources Office. Job vacancies may also be announced publicly and distributed through newspapers, internet sites, and other appropriate mediums as determined appropriate.

Individuals shall be selected for positions at the College on the basis of bona fide occupational qualifications, and it is the objective of the College to hire the best qualified and most appropriate candidates, as determined by the College. Recruitment activities will be conducted for each vacancy to the extent that is practical to assure a pool of well-qualified candidates. When appropriate, recruitment shall be on a local, regional, or national basis. It is the responsibility of the Executive Director of Human Resources to coordinate and monitor personnel recruitment activities.

In those cases where the supervisor and the Cabinet agree that the requirements of the position are best suited to current Heartland employees, the search may be limited initially to internal candidates. Internal searches will be identified as such when the job vacancy is announced. If the internal search does not result in the selection of an individual to fill the position, then the search can be expanded to external candidates.

## **INTERNAL EMPLOYMENT TRANSFERS**

Current employees may request a transfer to an open position at the College when the open position consists of very similar responsibilities with very similar job qualifications as that of the employee's current position. A transfer request will only be considered when the individual's current position is in the same wage/salary grade as the open position. For example, a Division Secretary whose position is graded as a C-3 position could request to be transferred to another Division or Department Secretary position as long as that position also falls in grade C-3. However, a C-3 IT Technician would not be permitted to transfer to a C-3 Division Secretary position because the position duties are not considered similar. Should an employee in an IT Technician position want to move to a secretary position, he/she would have to go through the regular search process.

A transfer request will only be granted with the approval of the employee's current supervisor, the prospective supervisor, and the Cabinet. An employee receiving a transfer will remain at their current rate of pay when assuming the new position. To request a transfer, an employee should submit a signed request to the Human Resources Office after the position opening has been announced internally.

## **HIRING GUIDELINES AND PROCEDURES**

The College has established Hiring Guidelines and Procedures that should be adhered to as employment positions at the College are filled. The Hiring Guidelines and Procedures are available via the College's intranet at <http://intranet.heartland.edu/hr/HiringGuidelines.pdf>.

## **SALARY AND WAGE SCALE PLACEMENT**

Heartland Community College Salary and Wage Scales identify the grade placement of regular full-time and regular part-time positions at the College. As new positions are created, the Executive Director of Human Resources and Supervisor will recommend grade placement for that position to the Cabinet. As individuals are hired for specific positions, the Executive Director of Human Resources and Supervisor will recommend in-grade placement of that candidate in consideration of the candidate's qualifications, experience, and supervisory recommendation. All salary recommendations require approval by the Cabinet and the Board of Trustees.

## **TRANSCRIPTS**

Upon employment, all regular full-time and regular part-time employees, adjunct faculty, and other employees as requested, shall be required to submit college transcripts from any higher education institution from where they received a degree.

## **JOB ASSIGNMENT**

The College shall have the right to make and change job assignments, to establish and modify job classifications, and to establish and amend work rules and work loads. All regular full-time employees of the College will ordinarily be requested to work a regular forty (40) hour week, except as otherwise provided in these policies. Full-time salaried employees are expected to complete their duties and obligations of their position and may be required to exceed forty (40) hours per week.

The normal workday for full-time classified employees is from 8:00 a.m. to 4:30 p.m., or a comparable eight and one-half hour period, with a thirty (30) minute lunch break.

When a full-time classified employee is called in to work on a day other than the employee's regular workday, the employee shall be paid for a minimum of two hours for less than two hours of work and for a minimum of four hours for time worked in excess of two hours.

## **EMPLOYEE CLASSIFICATIONS**

The following classifications are used to generally define employees at Heartland Community College:

Regular Full-Time: refers to a non-temporary position that has been approved by the College's Board of Trustees and that has an open-ended working agreement with a regular work schedule of 40 hours per week. This classification may include Administrators, Faculty, and Classified and Professional/Technical employees.

Regular Part-Time: refers to a non-temporary position that has been approved by the College's Board of Trustees and that has an open-ended working agreement with a regular work schedule of 20-30 hours per week. This classification may include Administrators, and Classified and Professional/Technical employees.

Ongoing Part-Time: refers to a non-temporary position that has been approved by the College's Board of Trustees and that has an open-ended working agreement with a regular work schedule of less than 20 hours per week. This classification may include Classified and Professional/Technical employees.

Temporary: refers to a position that is authorized for a specific period of time (often on a semester-to-semester basis) with the understanding that employment will be terminated as of a specific date or upon completion of a specific assignment. This classification includes but is not limited to Adjunct Faculty and student employees.

## **SEPARATION OF SERVICE**

Employees resigning their employment at the College at any time other than a previously scheduled termination date should submit a written letter of resignation to their immediate supervisor. Resigning employees are requested to give as much notice as possible and a minimum notice of 10 working days in advance of their resignation.

Upon cessation of an employee's employment due to resignation or other termination at any time other than a previously scheduled termination date, supervisors must complete and forward an

Employee Data Form to the Human Resources Office. The Human Resources Office staff will arrange a separation of service meeting with the employee to sign exit papers, turn in keys, etc., when necessary.

## **RETIREMENT**

Retirement annuities will be provided to eligible employees in accordance with applicable provisions of the State Universities Retirement System (SURS). Employees should contact the Human Resources Office, refer to the SURS Member Guide, and/or refer to the SURS website, <http://www.surs.org> for more information. SURS can also be reached by telephone at (800) ASK-SURS, (800) 275-7877.

## **DISMISSAL**

Any regular, full-time employee who is to be dismissed will be given a minimum of 10 working days' notice, or 10 working days' pay at the employee's current salary/wage rate in lieu of notice, except in cases of dismissal for excessive absence, insubordination, or gross misconduct.

Temporary full-time employees who are non-contractual, and regular part-time, ongoing part-time, and temporary employees may be dismissed without being given 10 working days' notice or 10 working days' pay.

## **FINAL PAYMENT OF WAGES**

An employee who is separated from employment will be paid in full for all earned salary/wages and vacation (up to but not exceeding the maximum vacation accumulation) as of the date of separation. No payment is made for unused accumulated sick leave or unused floating holidays. Final payment will be made at the next regular pay date after the close of the pay period in which separation occurs. Employee benefits cease as of the final date of employment, however, health insurance benefits shall continue through the end of the month in which the employee terminates. Prior to receipt of final compensation, an employee must return all materials, equipment, keys, College credit cards, and other College property.

# **EMPLOYEE INFORMATION**

## **ORGANIZATIONAL STRUCTURE**

The Board of Trustees of Heartland Community College appoints a President as its chief executive officer and the President, in turn, recommends to the Board of Trustees the hiring of such personnel as the President deems necessary to carry out the programs authorized by the Board. The College's organizational chart can be viewed at <\\shares\PUBLIC\DepartmentalInformation\HumanResources\HCCOrgChart.pdf> .

### Board of Trustees

The Board of Trustees of Heartland Community College shall consist of seven members elected by the qualified voters of District 540 and a non-voting student member elected by the student body. The Board meets on the third Tuesday of each month. Regular meetings of the Board are open to the public, and all employees are invited to attend. Meetings are usually held in the Community Commons Building at the Raab Road Campus in Normal. Changes of meeting venue are announced and the agenda of the meeting is to be posted prior to each monthly meeting.

### Executive Authority

The Board of Trustees appoints a President as its chief executive officer and the President, in turn, recommends to the Board of Trustees the hiring of such personnel as the President deems necessary to carry out the programs authorized by the Board. The President, as Chair of the Cabinet and chief executive officer of the College, serves as the channel of communication between the Board of Trustees and all subordinate administrative officers and personnel of the internal organization. Therefore, any committee, team or forum recommendation approved by the Cabinet and requiring action of the Trustees is communicated by the President to the Board of Trustees, which has the ultimate institutional responsibility for governance, operation, and administration of the College.

### The Cabinet

The Cabinet meets periodically to consider matters of policy and procedure and to coordinate functions of the College. The President of the College is the Chair of the Cabinet. Other Cabinet members include the Vice President for Learning and Student Success, the Vice President of Business Services, the Vice President of Continuing Education and Advancement, the Chief Information Officer, and Associate Vice President for Academic Affairs. Other employees attend Cabinet meetings on a topical basis.

### Committees

Committees are standing bodies established by the Cabinet to deal with recurring or indefinite institutional tasks.

### Teams

Teams are ad hoc bodies assembled to accomplish specific time-bound institutional tasks. They can be established by the Cabinet or a committee, which serves as the reporting structure for the team. Determined by the group creating it and by the task at hand, team membership is generally a function of the team's purpose, although broad representation is desirable. Generally, a small number of teams are active at any point in time.

## Forums

A forum is defined as an employee group that reviews issues principally limited to that respective group: administration, classified personnel, faculty, and professional/technical staff. Employee forums communicate with the Human Resources Committee or the Cabinet.

**Administrative:** Deans, chairs, directors, the controller, and the network administrator.

**Faculty:** Individuals who spend more than 50% of their workload engaged in teaching.

**Professional/Technical:** Coordinators, computer support personnel, and academic advisors.

**Classified:** Clerical and maintenance employees and technicians.

## **EMPLOYEE PERFORMANCE EVALUATIONS**

Regular full-time, regular part-time, and ongoing part-time employees are evaluated in writing annually by their immediate supervisor (faculty are evaluated according to provisions within applicable collective bargaining agreements). The written evaluation will be reviewed with the employee in an individual conference with the supervisor. These conferences will take place before the written report becomes a part of the employee's personnel file, and the employee has the right to file a written response to the evaluation report.

The evaluation forms and guidelines for the evaluation process can be located on the College's computer network Z drive. Additional information concerning the performance evaluation process is available from the Human Resources Office.

## **EMPLOYEE DEMOGRAPHIC CHANGES**

Employees should notify the Human Resources Office immediately of any changes in their name, address, or telephone number. To do so, the employee should:

1. Complete the applicable portions of an Employee Data Form. A supervisor's signature is not necessary for this procedure.
2. Submit the Employee Data Form to the Human Resources Office.
3. The Human Resources Office will make the changes in the appropriate records.

Employees should also inform the Human Resources Office of marital or family status changes such as marriage, divorce, birth, adoption, death, etc. since such changes could affect tax withholding and health insurance.

## **REQUESTS FOR SPECIAL ACCOMMODATIONS IN THE WORKPLACE**

Heartland Community College strives to make its services and facilities accessible to all people. In accordance with the Americans with Disabilities Act of 1990, employees who require special needs or "reasonable accommodations" in order to perform the essential functions of their job, or to enable them to "enjoy benefits and privileges of employment equal to those enjoyed by similarly situated nondisabled employees," should request such accommodations through the Human Resources Office.

# COMPENSATION

## **SALARIES AND WAGES**

The Board of Trustees will determine salary/wage ranges appropriate to the level of responsibility for HCC employees. Salary and Wage Scales have been established which identify the grade placement of regular full-time positions at the College. As new positions are created, grade placement for that position will be determined by the Cabinet. As individuals are hired for specific positions, the Executive Director of Human Resources and appropriate supervisor will recommend in-grade placement of that candidate to the Cabinet in consideration of that candidate's qualifications, experience, and supervisory recommendation. All salary recommendations require approval by the Cabinet and the Board of Trustees.

All employees will be informed in writing of changes in their individual salary/wage rates.

SALARIED EMPLOYEES will be paid automatically according to the terms of their contract.

HOURLY EMPLOYEES are paid according to the number of hours worked as recorded on their time sheet, which must be approved by their supervisor.

## **TIME-SHEETS**

### Non-exempt (Hourly) Employees

Hourly employees must complete a bi-weekly time sheet to record hours worked. Time sheets and directions for completing the time sheet are available electronically via the College's Intranet site at <http://www.heartland.edu/Employee-Center/employee.htm#timesheet>. The electronic timesheet is to be completed to ensure that edit checks and mathematical accuracy are verified. The hourly employee should follow the guidelines below when completing the time sheet.

1. All time worked should be rounded to the nearest quarter hour.
2. Hourly employees should record time-off for meals or other personal business.
3. Hourly employees who work more than seven and one half consecutive hours are required to take a thirty minute, unpaid lunch break no later than the end of the fifth hour.
4. The hourly employee should enter the time he/she began working in the first "in" box. When the employee stops working, he/she should record the time in the next "out" box. If the employee returns to work the same day (such as after lunch), the employee should record the time he/she began working again in the following "in" box. When the employee stops working again, the employee should record the time he/she stopped working in the next "out" box.
5. Employees should document the rationale for any overtime worked in the space provided on the time sheet. All overtime should be approved by the employee's supervisor before the

overtime is worked.

6. The electronic timesheet should be printed by the employee and submitted to the employee's supervisor for approval. Time sheets must be approved by the supervisor via signature. All employees who work as student aides (e.g., tutors, sign language interpreters) must have the student they are assisting approve and sign their time sheet prior to obtaining their supervisor's approval.
7. All hourly employees are required to submit their approved time sheets to the Compensation Assistant by 8:30 a.m. on the Monday preceding the Friday pay date. Time sheets received after 8:30 a.m. will be processed during the next payroll and the employee will be paid for those hours on the next regularly scheduled pay date two weeks later.

## **OVERTIME AND COMPENSATORY TIME**

Overtime is defined as all hours worked in excess of 40 during a workweek. Working overtime requires the approval of the immediate supervisor; such approval should be obtained from the supervisor in advance of the overtime whenever possible. Classified staff who work overtime must be paid time and one-half pay for each overtime hour worked or may be granted equivalent time off in lieu of overtime pay and in accordance with the College's compensatory time guidelines. The College reserves the right to approve when compensatory time off may be taken.

Compensatory time off, the granting of one hour off for each hour worked above 40 hours within a workweek, may be given only within the same pay period in which the overtime is worked. If not granted equivalent time off, the employee must be paid at the rate of one and one-half times his/her regular hourly rate for each approved overtime hour worked.

Employees may be required to work overtime when deemed necessary (e.g., such as in a situation when an individual may have to work beyond his/her regularly scheduled shift because of the failure or inability of a co-worker to report to work the next succeeding shift) for the effective operation of a department. Refusal to work mandatory overtime may subject the employee to disciplinary action. Employees should document the rationale for overtime worked in the space provided on their time sheets.

To maintain compliance with the intent of the provisions of the Wage-Hour Law, the College shall:

1. Consider granting equivalent time off only during the same pay period in which the approved overtime is worked;
2. Not permit the accumulation (banking) of compensatory time beyond the pay period in which the overtime is worked to provide the employee with extra time off in the future;
3. Withhold payment to employees for hours not worked and not otherwise compensated for under College pay policies. For example, the employee who works four hours of overtime

during a workweek must be paid overtime for four hours or must be granted time off of four hours within the same workweek to keep the total hours worked weekly under the 40-hour limit.

4. Not average workweeks to avoid paying overtime. For example, if an employee works 50 hours during the first week of a pay period, the College cannot work the employee 30 hours the second week and merely pay the employee for 80 hours worked during the pay period.

## **EMERGENCY CALL-IN COMPENSATION**

Any Classified employee called to work during normal off-duty time in order to respond to an emergency situation will be compensated for a minimum of two (2) hours time. Emergency call-in time will be compensated at one and one-half times the regular rate for the employee. No additional time will be recognized for travel to the workplace and no mileage will be paid for travel resulting from an emergency call-in situation.

## **UNSCHEDULED SCHOOL CLOSINGS - COMPENSATION POLICY**

In the event of an unscheduled school closing, such as a weather-related closing, full-time employees will receive compensation for the period of the school closing, not to exceed an eight-hour workday. Regular part-time employees and on-going part-time employees will receive compensation for the period of the school closing for which they are regularly scheduled to work. Additionally, full-time employees who are on prescheduled leave on the day of an unscheduled school closing will not have that period of leave charged to their leave allotments. Such adjustments will be made by the Payroll Office.

For additional information regarding school closing announcements, see [UNSCHEDULED SCHOOL CLOSING ANNOUNCEMENTS](#), in this Handbook.

## **TEACHING COMPENSATION FOR FULL-TIME NON-FACULTY EMPLOYEES**

Full-time, non-faculty employees may teach Heartland Community College credit and non-credit courses when such teaching does not conflict with nor impair the fulfillment of the regular full-time assignments and responsibilities. Compensation is based on the established full-time overload rate for credit courses and the standard pay rate for non-credit courses. Such teaching assignments should occur outside of the employee's regular full-time work schedule, therefore such teaching assignments would generally be evening or weekend courses. Teaching appointments for a full-time, non-faculty employee must be approved by the employee's regular supervisor as well as the Dean of the instructional area responsible for the teaching appointment.

## **PAYDAY - DIRECT DEPOSIT**

Heartland Community College's payroll is paid on a bi-weekly basis via direct deposit, every other Friday. There are 26 pay periods per year on the College's regular payroll.

There is a one-week delay in the payroll processing, therefore all paychecks will be for the two-week period which ended one week prior to the actual pay date. Depending on the employee's starting date within a payroll cycle, a new employee may wait up to three weeks before receiving a first paycheck. If a payday falls on a holiday, the pay date will be the nearest preceding workday.

An earnings statement that outlines payments and deductions per pay period and year-to-date will be distributed/mailed to employees, generally one day prior to the pay date. Each earnings statement will include the number of hours worked, type of payment, gross pay, net pay, pension contributions, and deductions such as federal and state income withholding tax, insurance premiums, and any other applicable deductions. A non-negotiable "Advice of Deposit" will be included with the earnings statement that indicates the amount of the paycheck to be deposited into the employee's account.

Paychecks will be directly deposited to a financial institution of the employee's choice (if the financial institution accepts ACH deposits). The deposit can be made to a checking or savings account. To change the account to which the employee has the paycheck deposited, the employee must:

1. Complete a new Direct Deposit form
2. Submit the new Direct Deposit form to the Human Resources Office

The new account information must be pre-noted by the Business Office before a deposit can be made to the account. The pre-note process can take up to 10 days. If an employee's account information has not been pre-noted prior to a pay date, the employee will receive a paycheck by mail or directly from the Cashier located in Enrollment Services. Generally, a new employee's first pay will always be via a paycheck.

To make a change in any payroll deductions, an employee should contact the Human Resources Office for the appropriate form. To be reflected in the next pay period, changes must be received before 10:00 a.m. on the Tuesday preceding a pay date.

The Direct Deposit forms are available from the Human Resources Office and the Payroll Office in CCB 1300 and CCB 2100, respectively.

## **PAYROLL CORRECTIONS/ADJUSTMENTS**

Errors in payment of wages, overtime, or other adjustments will be corrected on the next regular

payday provided the Business Office has been notified at least one week in advance of that payday. Any errors which result in the underpayment of wages, in an amount equal to at least one full day for time worked, should be brought to the immediate attention of the employee's supervisor and the Business Office so that a prompt adjustment can be made.

## **PAYROLL DEDUCTION INFORMATION**

Employees will have automatic payroll deductions as mandated by law for Federal and State taxes, the State Universities Retirement System (SURS) or Social Security, Medicare, and Retirees Health Insurance (these deductions do not apply to all employees). In addition to payroll deductions required by law, certain voluntary deductions shall be permitted if mutually approved by the College and the employee. Eligible employees may elect voluntary payroll deductions for dependent health insurance premiums, optional term life insurance, tax-deferred annuities, the College's Flexible Spending Plan, the Heartland Community College Foundation, United Way, and other approved purposes.

### Federal and State Income Tax Withholding

Federal and State Income taxes are withheld from all employees' paychecks at a rate determined by the employee's rate of pay and elected deductions on the W-4 forms. An employee may change the elected withholding rate by completing a new W-4 form. W-4 forms are available in the Human Resources Office.

### State Universities Retirement System (SURS)

SURS provides retirement, disability, death, and survivors' benefits to all eligible SURS participants and annuitants. As required by state law, SURS generally covers all faculty and nonacademic employees of State universities, colleges, Class I community colleges, scientific surveys, and other related agencies. You are eligible for SURS if you are employed in an ongoing position that requires you to work for at least one continuous academic term or four months, whichever is less. Note: Heartland students and employees who meet certain conditions are not eligible to participate in SURS.

All eligible employees will be enrolled in the State Universities Retirement System. SURS is deducted at a rate of 8.0% of gross income. Should an employee wish to change the beneficiary designation for this benefit after the initial enrollment, the employee must complete a new Beneficiary Designation Form, available from the Human Resources Office or via the SURS website, <http://www.surs.org>. For more information regarding SURS, please contact the Human Resources Office or the SURS website.

In addition to the retirement portion of SURS in the amount of 8.0%, the College must deduct .5% from the gross earnings of full-time employees enrolled in SURS for the purpose of funding retiree health insurance benefits administered through SURS.

### Social Security

All employees who are not eligible for the State Universities Retirement System (SURS), will have Social Security taxes withheld from their paycheck. The rate for this withholding is 6.2%

of gross income.

#### Medicare

The College deducts 1.45% from an employee's gross earnings for mandatory Medicare coverage premiums.

#### Health Insurance

All full-time employees and their eligible dependents may enroll in the College's Group Health Insurance Plan. The College currently pays 100% of the monthly premium for employee coverage and 50% of the monthly premium for an employee's spouse and/or dependents. The premium for dependents enrolled in the College's Group Health Insurance Plan will be deducted from the employee's paycheck in two equal installments each month.

#### Additional Term Life Insurance (optional)

In addition to term life insurance provided by the College for the employee, full-time employees may purchase optional term life insurance for themselves and their dependent(s). Plan information and enrollment forms are available from the Human Resources Office.

#### Tax Deferred 403(b) Plans (optional)

Salary reductions for tax deferred 403(b) plans are available to all full-time employees eligible for Heartland Community College group insurance benefits as determined by the College as well as regular part-time employees and adjunct faculty in accordance with Section 403(b) of the Internal Revenue Code, as amended.

Eligible employees may enroll in a tax deferred 403(b) plan at any time by completing a 403(b) Plan Salary Reduction Agreement, available from the Human Resources Office.

#### Flexible Spending Plan (optional)

All full-time employees are eligible to direct a portion of their paycheck to the College's Flexible Spending Plan in accordance with Section 125 of the Internal Revenue Code. This is a method of setting aside pre-tax dollars to pay for certain eligible expenses, including health insurance premiums, uninsured medical expenses, and dependent care expenses. To participate in the College's Flexible Spending Plan, the employee must complete a payroll reduction election form, which is available from the Human Resources Office. Employees are eligible to enroll during their first 30 days of full-time employment, or during the open enrollment season as set by the College (during the last 30 days of each calendar year).

#### Heartland Community College Foundation (optional)

Employees of Heartland Community College may have payroll deductions taken from their paycheck to be directed to the Heartland Community College Foundation. The Foundation oversees fundraising efforts of the College. To establish a payroll deduction for the Foundation, the employee must complete a Heartland Community College Foundation Payroll Deduction Form and submit it to the Human Resources Office.

#### Second/Other Banking Account (optional)

All employees are eligible to request that a fixed dollar amount per pay period be deducted from

their earnings and wired to a personal bank account (this is in addition to the main direct deposit banking account). This deduction will only be made after all mandatory deductions have been made. To establish a payroll deduction for a deposit to a personal banking account, employees should provide a letter or e-mail to the Compensation Assistant, documenting the dollar amount of the bi-weekly deduction, the name, address, and transit routing number of the banking institution, and the banking account number.

# **EMPLOYEE LEAVE INFORMATION**

The following types of leave are available for qualifying employees. All employees must document leave taken as described in the following sections (except for paid holidays) in accordance with the College's leave reporting procedures. An unauthorized absence may result in loss of pay, disciplinary action, demotion, or dismissal. Excessive absenteeism may be grounds for immediate termination.

Vacation, sick leave, and floating holidays are calculated on an anniversary year basis, i.e. based on the start date of the employee, rather than on the calendar year or fiscal year.

## **PAID HOLIDAYS**

Holidays are observed on the days indicated by the College calendar approved by the Board of Trustees. Regular full-time and regular part-time employees currently receive the days designated below as paid holidays. Regular full-time employees will receive 8 hours off work at straight-time pay for the designated holiday; regular part-time employees will receive 4 hours off work at straight-time pay for the designated holiday. In addition to the paid holidays, the College is closed from December 24-January 1; employees are not required to use paid leave during this closing.

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Friday after Thanksgiving
5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Dr. Martin Luther King's Birthday
10. Memorial Day

Any hourly employee eligible for paid holidays who may be required to work on a designated holiday will be paid at one and one-half times his/her regular rate of pay for actual hours worked on the holiday, in addition to 8 hours straight-time holiday pay for regular full-time employees and 4 hours straight-time holiday pay for regular part-time employees.

Regular full-time and regular part-time employees who are scheduled to work on a holiday and who subsequently become ill and unable to report for work will be paid only the straight-time holiday pay for which they are eligible, i.e., 8 hours for regular full-time and 4 hours for regular part-time employees. Sick leave pay shall be received only if the holiday was one of the employee's regularly scheduled workdays.

If granted a leave without pay, the employee shall receive no pay for holidays or shutdown periods occurring within the period of the leave.

## FLOATING HOLIDAYS

Regular full-time employees receive five floating holidays and regular part-time employees receive 2.5 floating holidays per anniversary year. Floating holidays may be taken with the approval of the employee's supervisor. Unused Floating Holidays do not carry over to the following year, therefore, vacation leave requests will always be charged against an employee's available floating holidays before vacation is charged.

## VACATION

Regular full-time and regular part-time employees will accrue vacation at the accrual rates listed below for their employee group. One day of vacation equals 8 hours. Eligible employees may request vacation as their accumulated accrual permits. Vacation requests must be approved by the appropriate supervisor; any requests for vacation greater than 20 days must be approved by the President.

Regular Full-time Administrative, Faculty (12-month), and Professional/ Technical employees: accrued at a rate of 1.66 days per month (20 days per year-accumulative to 40 days)

Regular Part-time Administrative, Faculty, and Professional/Technical employees: accrued at a rate of .83 days per month (10 days per year-accumulative to 20 days)

Regular Full-time Classified employees: (10 days per year-accumulative to 20 days) accrued at a rate of .83 days per month

Regular Part-time Classified employees: (5 days per year-accumulative to 10 days). accrued at a rate of .416 days per month

In an effort to recognize length of service, full-time and regular part-time Classified employees will receive additional vacation days after a certain number of years of service, according to the following schedule.

<u>Year's of Service</u>	<u># of Days per Anniversary Year</u>	
after 3 years	12 (full-time)	6 (part-time)
after 5 years	15 (full-time)	7.5 (part-time)
after 10 years	18 (full-time)	9 (part-time)
after 15 years	20 (full-time)	10 (part-time)

### Related Guidelines

1. Vacation may be accumulated up to twice the annual allotment.
2. Vacation allotments are accrued/posted on the employee's employment anniversary date

following completion of the associated number of years.

Employees who begin work before or on the 15th day of the month earn vacation for the initial month of employment. Employees who begin work after the 15th day of the month will earn vacation beginning in second month of employment.

Regular full-time and regular part-time employees will receive vacation on a "half award/half accrual" basis during their first anniversary year of employment, pro-rated from their start date, and on a straight accrual basis for following years. For example, a regular full-time Classified employee who begins employment on March 1 will receive an initial award of five days (half of the ten day allotment). Accrual of the remaining five days will begin the following September (six months after the start date) at the rate of .83 days per month to equal ten days per full anniversary year. Straight accrual will apply in the second year and all subsequent years at the rate of .83 days per month.

Vacation may be taken only as is compatible with the duties of the individual employee and only to the extent it actually is earned. The employee's supervisor must give prior approval of vacation requests. Employees may accumulate accrued vacation up to twice their annual allotment.

A separating employee who has been employed in a position eligible for leave benefits for a period longer than six months will be paid for unused, accrued vacation up to the accrual limit at the current rate of pay in effect at the time of separation, or as may be provided in an approved exception. Such compensation shall be in one settlement and included in the employee's final paycheck. Vacation days may not be used to extend the date of an employee's termination of employment. Thus, the last day of employment will be the last day worked by the employee.

Individuals terminating employment less than six months after their initial start date will receive compensation for vacation as part of their last paycheck for only the amount of vacation the employee would have earned on a straight accrual basis for the actual employment period, minus any vacation used by the employee. For example, if an employee receives an initial vacation award equivalent to vacation accrual for a six-month period but is only employed for three months and has used no vacation, the employee would receive vacation compensation for the three-month period only.

## **SICK LEAVE**

Regular full-time employees earn one day (8 hours) of paid sick leave for each full month of full-time, active employment or a maximum of 12 days per calendar year; regular part-time employees earn one-half day (4 hours) of paid sick leave for each full-month of regular part-time, active employment or a maximum of 6 days per calendar year. Unused sick days may accrue without limit and may apply toward retirement under the State Universities Retirement System (SURS), in accordance with SURS guidelines.

Eligible employees will receive their first year's allotment of sick leave on their initial date of

employment. Beginning in the second anniversary year and all subsequent years, employees will accrue sick leave on a monthly basis.

Employees who begin work before or on the 15th day of the month earn sick leave for the initial month of employment. Employees who begin work after the 15th day of the month will earn sick leave beginning in the second month of employment.

### Uses of Sick Leave

1. Accrued sick leave may be used for personal illness or for illness in the employee's immediate family, defined as husband, wife, child, or dependent by the Internal Revenue Service.
2. An employee may request approval to use accrued sick leave to care for a "parent" with a "serious health condition," as defined by the Family and Medical Leave Act of 1993. Medical certification of the parent's serious health condition and/or certification that the employee is needed to care for the parent may be required by the Cabinet. Requests for approval to use sick leave to care for a parent with a serious health condition should be submitted in advance whenever possible; in the event of emergencies, the request must be submitted as soon as reasonably possible.
3. Maternity leave is treated as a form of sick leave for the physical recovery from childbirth. This leave also recognizes a bonding period between parent and child. In recognition of the bonding period, fathers of newborns and mothers and fathers of adopted children may also use accrued sick leave for the birth or adoption of a child, up to 10 work days, within three months following the event.
4. Any weather-related absence by an employee that occurs when the College is open will be charged against the employee's sick leave.
5. Any absence by an employee that occurs because of child care conflicts related to the unscheduled closing of a dependent's school, for example, weather-related closings, may be charged to the employee's sick leave.
6. Sick leave may not be used as vacation or holiday leave.

An employee who cannot be at work due to illness (or other reasons qualifying for sick leave) must notify his/her supervisor as soon as possible. It will be assumed that the employee is ill until the employee returns to work (unless other leave has been arranged previously for purposes other than illness). If an employee becomes ill while at work, the employee should inform his/her supervisor before leaving the workplace. Upon return to work after an illness, the employee must complete the Absence Report and submit it to the supervisor for verification. The Supervisor should then forward it to the Business Office (Attn: Compensation Assistant).

Sick leave records will be reviewed on the 15th day of each month (or the nearest workday). Any employee with a negative sick leave balance as of that date will receive a memo alerting them to the negative balance, with notice that the sick leave will be charged to the employee's

vacation allotment if the next date of sick leave accrual (the 15th day of the next month) does not bring the negative balance to a minimum zero balance. Additionally, any sick leave taken after the notice and before the next accrual date will also be charged to the employee's vacation allotment on the 15th day of the following month.

## **SICK LEAVE BANK**

### **Purpose**

The basic purpose of the sick leave bank is to alleviate the effects of catastrophic illness (i.e., life threatening heart attack, cancer, auto accident, non-elective surgery, etc.) upon Heartland Community College employees who elect participation in the bank.

### **Participation**

Participation is open on a voluntary basis to full-time and regular part-time Administrative, Classified, and Professional/Technical employees of the College who are eligible to receive sick leave benefits. For initial enrollment employees must have at least a 5 day (full-time), 2.5 day (regular part-time) sick leave balance to join. Should the employment status change during the fiscal year (i.e. part-time to full-time) the employee will be eligible to withdraw under the original employment status for the current fiscal year until the next enrollment period.

Employees who desire to participate shall submit written notice of intent to participate on forms provided by the Human Resources Office. The enrollment period will occur annually in July. Participation in the sick leave bank will be continuous until the employee submits a written notice to the Human Resources Office relinquishing membership rights.

### **Contribution**

Each employee who elects to participate in the sick leave bank shall contribute one day (full-time) or ½ day (part-time) of accumulated sick leave to the bank each fiscal year. All days contributed to the sick leave bank are non-refundable.

Each member of the sick leave bank shall be entitled to apply for benefits from the sick leave bank after exhausting his/her individual sick and vacation leave accumulation, including floating holidays.

### **Approval Process**

The granting of sick leave from the sick leave bank shall be subject to approval of the Sick Leave Bank Committee consisting of one member from each of the forums: Administrative, Classified, and Professional/Technical and the Executive Director of Human Resources. Upon request of the participating employee or a designee and with approval of the Sick Leave Bank Committee, sick leave will be awarded retroactively when an employee's illness or injury extends five working days beyond depletion of his/her accrued sick and vacation leave accumulation, including floating holidays.

Any participating member who is receiving benefits from the State Universities Retirement

System or who is absent due to a work related injury compensable under the Illinois Worker's Compensation Act may not utilize any benefits of the bank for the same absence.

Use of benefits from the Sick Leave Bank is considered under the provisions of the Family and Medical Leave Act (FMLA); if the leave is FMLA-qualifying, any use is included in the twelve weeks of leave provided under the Act.

Requests for leave from the sick bank may be due to personal or immediate family catastrophic illness or injury.

Requests for leave from the sick bank should include the estimated number of sick leave days required and if applicable, information related to any pending disability claims.

All requests must be accompanied by a physician's statement which includes a brief description of the nature, severity, and anticipated duration of the medical condition requiring the employee's time-off from work.

**The amount, if any, of sick leave granted for each request will be determined by the Sick Leave Bank Committee but cannot exceed one-half of the balance in the bank or a maximum of thirty (30) working days, whichever is less. No employee may receive more than thirty (30) days in one fiscal year.**

### **Leave Schedule**

The following schedule will determine the number of days a member may draw from the sick leave bank pool:

If an employee has been a member of the pool for 1-5 years, 20 days (full-time), 10 days (part-time regular) may be withdrawn per year.

If an employee has been a member of the pool for 6 -10 years, 25 days (full-time), 12.5 days (part-time regular) may be withdrawn per year.

If an employee has been a member of the pool for 11+ years, 30 days (full-time), 15 days (part-time regular) may be withdrawn per year.

### **SPECIAL LEAVE**

Special leave, including, but not limited to bereavement, court appearances, jury duty, military service, legal transactions, and household emergencies, may be granted with approval of an employee's supervisor. The Board of Trustees will be notified of any special leave taken in excess of 3 consecutive days, and of special leave taken that exceeds 5 days within one year, except where such leave is required by law.

### **Military Duty**

Employees who must be absent from work due to military duty may elect to use special leave or vacation while absent. If an employee elects to use earned vacation days, the employee will be compensated accordingly. If an employee elects Special Leave, the employee will be granted unpaid leave status. An employee on unpaid leave status will not be paid while absent on military leave.

### **Jury Duty**

An employee who is summoned for jury duty or subpoenaed to be a witness in a federal, state, or county court (except in cases involving personal business) will be granted leave to fulfill such duty when that duty conflicts with the employee's regular work schedule. The College will pay the employee's normal salary providing the employee:

- 1) notifies his/her immediate supervisor after receiving a notice to report;
- 2) furnishes a certificate of completion of jury or witness duty showing the time the employee reported and was dismissed on each day for which jury or witness duty is claimed and the amount of all fees received by the employee; and
- 3) remits to the College any per diem payment (exclusive of expense monies) received for his/her service as juror or as witness.

An employee is not required to report for work before going on jury duty; however, on any day when the employee is released from jury duty after not more than 2 hours of duty, the employee must return to work at the College within 2 hours.

An employee required to appear in federal, state, or county court for witness duty will be released from work one hour prior to the court appointment and shall return to work within one hour after completing the court appearance if there are at least 2 hours remaining in the employee's normal workday.

### **Bereavement (Funerals)**

Regular full-time and regular part-time employees may receive up to 3 days of special leave for bereavement with the approval of their supervisor. Special leave for bereavement beyond 3 days may be granted at the discretion of the supervisor based on the employee's personal circumstances. If leave of greater than 3 days is granted, the Board of Trustees will be notified in accordance with the College's Special Leave Policy.

## **FAMILY AND MEDICAL LEAVE**

### **1. Generally:**

Heartland Community College employees will be granted unpaid family and/or medical leave as provided in this policy and applicable law. This policy is intended to comply with and shall be

construed consistent with the Family and Medical Leave Act of 1993 (Pub. L. 103-3), as from time to time in effect, and regulations promulgated thereunder. Nothing in this policy should be construed to entitle employees to family and/or medical leave beyond that required by the Act. Under family and/or medical leave, an eligible employee may request time off without pay for a limited period with employment protection and no loss of accumulated service provided the employee returns to work.

2. Definition:

- a. A family and/or medical leave of absence is an approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave for a period of twelve (12) months commencing on the first day of the family and/or medical leave of absence for any FMLA qualifying leave other than to care for an injured or ill servicemember. For leave taken to care for an injured or ill servicemember, eligible employees are entitled to a total of up to twenty-six (26) weeks of unpaid leave during the twelve (12) month period.

Leave may be taken:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- Upon the birth of the employee's child in order to care for such child or upon the placement of a child with the employee for adoption or foster care;
- When the employee is needed to care for a child, spouse, or parent of the employee who has a serious health condition;
- When the employee is unable to perform the functions of his or her position because of a serious health condition.
- Because of a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because of a serious injury or illness to a covered servicemember who is the employee's spouse, son, daughter, parent, or next of kin.

3. Scope:

The provisions of this policy shall apply to all family and/or medical leaves of absence. This policy does not reduce the right of eligible employees to use other paid leave; however, paid leaves of absence of any part of 31 or more calendar days that qualify as family and/or medical leave shall be so designated. This means that any qualifying paid leave will be designated as family and/or medical leave beginning on the 31st calendar day of leave.

4. Eligibility:

- a. To be eligible for unpaid family and/or medical leave, an employee must have been employed by the College for at least twelve (12) months in total, and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the commencement of the leave.

- b. As an exception to eligibility, if the employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the College's employees within seventy-five (75) miles of the employee's worksite, and reinstating the employee upon conclusion of the family and/or medical leave would result in substantial and grievous economic injury to the Board, District or College, reinstatement to the employee may be denied. In this situation, however, the employee will be given notice that such substantial and grievous economic injury will occur, and the opportunity to return to work before reinstatement is denied.

5. Basic Regulations and Conditions of Leave:

- a. The Board of Trustees will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent, unless such certification requirement is otherwise waived. In its discretion, the Board of Trustees may require a second medical opinion and periodic recertifications at its own expense. If the first and second opinions differ, the Board of Trustees, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Board of Trustees and the employee.
- b. If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. Additionally, an intermittent or reduced leave schedule may be granted for the birth or placement of a child for adoption or foster care. If leave is requested on this basis, however, the Board of Trustees may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.
- c. Spouses who are both employed by the Board of Trustees are entitled to a total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth or adoption of a child or the care of a sick parent.

6. Notification and Reporting Requirements:

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt operations. In cases of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.

7. Procedures:

- a. A request for a family and/or medical leave of absence must be initiated by the employee using the College's Leave Request form. If possible, the form should be submitted thirty (30) days in advance of the effective date of the leave. The leave request shall be processed and approved as provided by the President. The Leave Request form is available in the Human Resources Office.
- b. All requests for family and/or medical leaves of absence due to illness must include a completed Certification of Health Care Provider in a form acceptable to the College which

shall include the recommended U.S. Department of Labor form or equivalent, unless such certification requirement is otherwise waived. The Certification of Health Care Provider form is available in the Human Resources Office.

### Status of Employee Benefits During Family and Medical Leave

1. Any employee who is granted an approved leave of absence under the Family and Medical Leave Policy will continue to be covered by any group health plan of the Board of Trustees during the leave, if otherwise covered thereby, at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.
2. In the event that an employee elects not to return to work upon completion of an approved family and/or medical leave of absence, the Board of Trustees may recover from the employee the cost of any payments made to maintain the employee's group health plan coverage, unless the failure to return to work was for reasons beyond the employee's control, as determined through legal interpretation.
3. Benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the family and/or medical leave of absence.
4. Any share of health plan premiums paid by the employee prior to the start of FMLA leave must continue to be paid by the employee during the FMLA leave period. The employee shall be required to submit premium payments due to the College no later than the first day of each month. Additionally, if premiums are raised or lowered, the employee will be required to pay the new premium rates.
5. The Board of Trustees may recover the employee's share of any premium payments missed by the employee for any FMLA leave period during which the College maintains health coverage by paying the employee's share after the premium payment is missed.

### Procedural Information

As employees are granted a family or medical leave of absence in accordance with applicable law and policy, they shall be given written notification of their rights and obligations, including notification of their leave entitlement, rights to job restoration, medical certification requirements, and benefit premium payment requirements.

All inquiries concerning family and/or medical leave should be directed to the Human Resources Office.

### **CHILDBIRTH LEAVE**

(This section is applicable only to regular full-time and regular part-time employees who are not

eligible for Family and Medical Leave; other employees should refer to the Family and Medical Leave section and/or the Sick Leave section.)

A leave of absence shall be granted for maternity purposes. Such leave for childbirth shall be treated as a temporary disability, i.e., sick leave. Eligible employees may elect to utilize accrued sick leave during the period of disability. Eligible employees shall also have the privilege of taking any accrued vacation leave. Childbirth leave shall otherwise be without pay except to the extent provided by sick leave and/or vacation leave.

Maternity leave is treated as a form of sick leave for the physical recovery from childbirth. This leave also recognizes a bonding period between parent and child. In recognition of the bonding period, fathers of newborns and mothers and fathers of adopted children may also use accrued sick leave for the birth or adoption of a child, up to 10 work days, within three months following the event.

## **UNPAID LEAVE**

Unpaid leave must be arranged with and approved by an employee's supervisor. All unpaid leave requests will be reviewed by the Human Resources Office to ensure compliance with legal and College requirements. Unpaid leave requests of seven days or more may necessitate the employee to bear the cost of group insurance (unless approved in accordance with provisions of the Family and Medical Leave Act of 1993) or forgo other employment benefits for that month and will require approval by the Board of Trustees.

## **DISABILITY LEAVE/WORKER'S COMPENSATION**

Any occupational disability (accidents arising out of and in the course of employment and occupational diseases or illnesses resulting from exposure to or aggravation by hazards peculiar to particular employment) which is a result of employment is covered by Worker's Compensation. Employees who are injured during working hours at Heartland Community College must report the accident immediately by completing an Incident Report and submitting it to the Vice President of Business Services. The incident report must be completed even if the injury does not seem to warrant medical attention, so an official accident report, and, if necessary, a claim form for worker's compensation insurance, can be filed. Examination by a physician may be required. If complications do ensue from the injury at a later time, coverage may be available.

Time lost due to a job-connected occupational disability is not deducted from an employee's accrued sick leave provided the employee qualifies for loss of time benefits under Worker's Compensation insurance.

The College will continue salary benefits through the first 3 working days, at which time Worker's Compensation insurance may begin paying the individual for time lost. In the event the

occupational disability extends beyond 10 working days, Worker's Compensation insurance may pay from the first day of disability. The employee then must reimburse the College for compensation paid by the College for the first 3 working days through a payroll deduction.

## **ELECTIONS - VOTING**

An employee is expected to vote before or after working hours. If this is not possible, the employee may request from the immediate supervisor needed time off not to exceed two hours. Such request must be made at least one day before the election, and the immediate supervisor may specify the hours.

# **EMPLOYEE INSURANCE**

## **MEDICAL, DENTAL, AND VISION INSURANCE**

Regular full-time employees are eligible to receive health insurance through the College's Group Medical, Dental, and Vision insurance plans on the first day of the month occurring on or after their full-time employment. The College currently pays 100% of an employee's medical, dental, and vision insurance premiums. An eligible employee may elect to cover his/her spouse and/or qualifying dependents under the Group Plans. The College currently pays 50% of the costs for an employee's spouse and/or dependents.

## **TERM LIFE INSURANCE**

Regular full-time employees are eligible to receive term life insurance beginning on the first day of the month occurring on or after their full-time employment. This insurance provides coverage equal to twice the employee's annual base salary. The College currently pays 100% of an employee's term life insurance premium. In addition to the College-paid term life insurance, employees may purchase optional term life insurance for themselves and spouses/dependents.

## **LONG-TERM DISABILITY INSURANCE**

Regular full-time employees are eligible to receive long-term disability insurance beginning on the first day of the month occurring on or after their full-time employment. This insurance provides up to 50% replacement coverage after a 90-day elimination period following the onset of a qualifying disability.

## **LIABILITY INSURANCE**

Heartland Community College carries liability insurance on its board members and employees in accordance with the provision for indemnity insurance outlined in the Illinois Community College Act.

The College has an excess blanket catastrophe liability policy which takes effect after the limits of liability in the general liability policy have been reached.

## **WORKER'S COMPENSATION INSURANCE**

Any occupational disability (accidents arising out of and in the course of employment and occupational diseases or illnesses resulting from exposure to or aggravation by hazards peculiar to particular employment) that is a result of employment is covered by worker's compensation

insurance provided by the College. For more details about Worker's Compensation coverage, please see the previous Employee Leave section regarding Disability Leave/Worker's Compensation.

# **OTHER EMPLOYEE BENEFITS**

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Heartland Community College provides a comprehensive EAP that provides free, confidential, professional counseling to help employees and their dependents resolve personal problems which may affect their health, personal well-being, or job performance. Counseling may address marital and family problems, credit/debt problems, mental health problems, alcohol problems, drug problems, and more. The EAP may be contacted at (800) 433-7916, 24 hours/day, 7 days/week.

## **STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)**

SURS provides retirement, disability, death, and survivors' benefits to all eligible SURS participants and annuitants. As required by state law, SURS generally covers all faculty and nonacademic employees of State universities, colleges, Class I community colleges, scientific surveys, and other related agencies.

## **FLEXIBLE SPENDING PLAN**

Heartland Community College maintains a Flexible Spending Plan for regular full-time employees, as authorized by Section 125 of the Internal Revenue Code. This Plan, in which participation is voluntary, allows employees to "redirect" part of their salary towards certain qualified expenses, including health insurance premiums, coinsurance, and deductibles, dependent care expenses, and other non-insured medical expenses (including dental care and eye care). Each employee then uses the "redirected" part of the salary to purchase benefits from these areas of non-taxable benefits.

The employee pays for benefits by electing to redirect his/her salary in an amount sufficient to pay for each benefit. Most importantly, these amounts are redirected from the employee's salary **before** it is subject to Federal income tax or FICA taxes. Heartland employees only pay the Medicare portion of FICA (1.45%), not Social Security, since the College participates in the State Universities Retirement System.

The redirected amounts are placed in a separate spending account for each benefit elected by the employee. Then, as each employee incurs a qualifying expense (e.g., a day care bill), the employee submits the claim to the plan administrator, who processes the claim and reimburses the employee from the money in the flexible spending plan.

Additional information concerning the Flexible Spending Plan may be obtained from the Human Resources Office.

## **TAX-DEFERRED ANNUITIES**

Salary reductions for tax-deferred annuities are available to all regular full-time and regular part-time employees in accordance with Section 403 (b) of the Internal Revenue Code, as amended. Tax-deferred annuities allow employees a method of saving for retirement by redirecting a portion of their pre-tax earnings to a tax-deferred annuity plan as offered by the College.

The College shall not assume the responsibility for determining whether individual employees who purchase annuities and may receive other tax sheltered benefits have exceeded the exclusion allowance defined in the Internal Revenue Code.

Additionally, the College does not warrant and specifically disclaims any representation by this policy that any individual salary reduction agreement or tax-deferred annuity will in fact result in deferral of income tax liability.

Additional information concerning tax-deferred annuities may be obtained from the Human Resources Office.

## **EMPLOYEE DEVELOPMENT OPPORTUNITIES**

Heartland Community College has established a comprehensive Employee Development Program in order to provide employees opportunities to enhance their ability to achieve to the fullest extent of their capabilities. Such achievement is intended to promote professional and personal development, promote positive work habits and attitudes, raise the level of efficiency and effectiveness of employees, and, as a result, raise the efficiency and effectiveness of the institution.

### **Tuition Waiver**

(see also “Tuition/Fee Waiver for Professional Development”)

Providing a tuition waiver for HCC courses allows employees to avail themselves of educational opportunities that the College offers. Such a benefit encourages personal and professional growth that can aid employees in performing their role at the College.

All regular full-time employees and their dependents are eligible for a tuition waiver for courses at Heartland Community College with the requirement that satisfactory academic progress be made in accordance with Financial Aid Office guidelines. Dependents of full-time employees are defined as a spouse and dependent children. Children can qualify as dependent if they satisfy at least two of the following three conditions:

1. They are under 21 years of age;
2. They are not married;
3. They currently reside with the full-time employee of Heartland Community College.

Additionally, regular part-time employees and their dependents are eligible for a tuition waiver of 50% with the requirement that satisfactory academic progress be made in accordance with Financial Aid Office guidelines.

To enroll in credit courses at the College with a tuition waiver, employees must complete and submit a Tuition/Fee Waiver Request form.

### **Community Education and Corporate Education Course Fee Waiver**

(Board Policy 6.2.1)

(see also “Tuition Waiver/Fee for Professional Development”)

Full-time and regular part-time administrative, classified and professional/technical employees are entitled to a course registration fee waiver up to \$100 per course for Community Education and Corporate Education courses at Heartland Community College that are open to the public. Eligible employees may enroll in these courses with a course registration fee waiver after sufficient public enrollment has been met and as space allows. Employees are responsible for payment of any associated lab, book, and supply fees. This enrollment restriction and fee cap do not apply to courses approved for professional development by the employee’s supervisor.

To enroll in Community Education and/or Corporate Education courses with a course registration fee waiver, employees must complete and submit a Tuition/Fee Waiver Request form. Tuition Waiver Forms are available in the Human Resources Office.

### **Tuition/Fee Waiver for Professional Development**

Heartland Community College provides tuition/fee waivers for HCC credit classes, Community Education courses, and Corporate Education courses taken to further the professional development of the employee. These waivers will be granted to full-time, regular part-time, and ongoing part-time employees, and to adjunct faculty, *as approved or required by the employee’s supervisor for professional development*. The tuition/fee waiver for professional development is granted at 100%. The professional development waiver does not extend to courses taken for personal development.

To enroll in a course for professional development with a fee waiver, employees must complete and submit a Tuition/Fee Waiver Request form. Tuition Waiver Forms are available in the Human Resources Office

### **Tuition Reimbursement**

Regular full-time, non-faculty employees are eligible to receive reimbursement for undergraduate and graduate course work taken at a regionally accredited four-year institution, pursuant to the following guidelines:

- Only course work that commences after an employee has completed one year of uninterrupted, full-time employment at Heartland Community College is eligible for reimbursement.
- Advance approval by supervisor is required.
- Course work is reimbursed at a rate of 50%, up to \$600.00 per semester to a maximum of \$1,800.00 annually.
- To be eligible for reimbursement, employees must complete the course and receive:

- a grade of “C” or better for undergraduate work; or
  - a grade of “B” or better for graduate work; or
  - credit for continuing hours required during the dissertation phase of advanced degree work.
- No reimbursement is permitted for courses taken at another institution that duplicate courses offered at Heartland Community College.
  - All course work must be completed and all documentation (transcripts and proof of payment) must be submitted while the employee is still employed by the College.

To apply for tuition reimbursement, employees should complete a Tuition Reimbursement Application prior to commencing the course.

**Award for Degree Completion**

Heartland Community College encourages and expects professional growth of its employees. Completing a degree is one type of professional growth. Given a relationship between the degree and the job responsibilities of the employee, earning a degree increases an employee's value to the College.

A first degree or a more advanced degree is the typical pursuit of an employee. However, a "lateral" degree (a second degree of the same level) or a degree of a "lower" level might also be viewed as necessary or beneficial to the training of an employee based on current or projected job functions.

Accordingly, all degrees earned from an accredited institution while a full-time employee of Heartland Community College shall be recognized in the following manner.

DEGREE COMPLETED	PRECONDITIONS	AMOUNT AWARDED
Associate's Degree (AA, AS, AAS)	Approval from: 1. Supervisor 2. Cabinet	\$350
Bachelor's Degree	Approval from: 1. Supervisor 2. Cabinet	\$700
Master's Degree	Approval from: 1. Supervisor 2. Cabinet	\$2,000
Doctoral Degree	Approval from: 1. Supervisor 2. Cabinet	\$4,000 (\$2,000 if initially placed at Master's+30 hours faculty placement level)

Supervisor and Cabinet approval shall be based upon the applicability of the degree to the employee's job function. As a general rule, first degrees at the associate's or bachelor's level

would be considered applicable to any position within the College because of their significant general education component. More advanced degrees, because of their greater specificity, must typically bear a more direct relationship to job function.

This policy does not apply to honorary degrees. Awards will be added to the annual base salary on the January 1 or July 1 following conferring of the degree and receipt of official transcripts by the Human Resources Office.

## **Sabbatical Leave**

(for Full-time Administrative, Classified, and Professional/Technical Employees)

### **Definition**

"Employee" as used hereinafter means full-time employees of Heartland Community College, excluding faculty.

### **Philosophy and Rationale**

Heartland Community College believes that "learning is a lifelong endeavor" (HCC Philosophy Statement). Additionally, the College "is committed to quality as indicated by ... effectiveness and accountability in all College operations" (HCC Mission Statement). Finally, HCC seeks to "continuously improve organizational performance through the professional development of all employees" (HCC Goals). These statements form the basis for a sabbatical leave policy.

Heartland Community College expects to become a stronger, more effective institution as a result of professional development of employees via sabbatical leave. The *purpose* of sabbatical leave is professional growth, enrichment, and renewal of skills related to an employee's position at the College and/or the goals of the College. Sabbatical leave is offered as a significant component of professional development for full-time employees who should view such development as a professional responsibility and sabbatical leave as an opportunity for regeneration and individual growth in order to sustain the quality of College operations.

Sabbatical leave-whether used for study, travel, research, writing, or another form of professional development-is a time for renewal and reflection about achieving quality and effectiveness in one's position at the College. The guiding principle behind sabbatical leave will be the value of such leave for both the College and the person receiving it, as well as the appropriateness of the proposed activities.

### **Eligibility**

Employees must have completed six full-time continuous years of employment at the College before their first sabbatical leave can begin. An individual is eligible for another sabbatical after six years of additional full-time service following the completion of the previous sabbatical that was more than six months in length. An individual is eligible for another sabbatical after three years of additional full-time service following the completion of the previous sabbatical that was six months in length or less. The portion of the year in which the leave was granted is not considered a part of the years of service required for eligibility. Sabbatical leave is not cumulative. For example, an employee with twelve years of continuous full-time service is not

entitled to two sabbatical leaves.

No more than two employees will be granted sabbaticals during any one fiscal year. However, the Board may in any year approve an exception to this limit.

In view of the organizational benefits of employee sabbatical leaves, supervisors are encouraged to participate in the development of sabbatical applications from their staff. Sabbatical leave plans may relate to performance appraisals, career development, and organizational development within an academic or administrative unit.

### **Length**

While sabbatical leaves are traditionally of six months or one academic year, they may vary from this standard form depending on the scope of activities involved, as approved by the Board of Trustees.

### **Compensation**

For sabbatical leave exceeding six months, salary during the sabbatical leave will be 50% of the employee's salary at the time the leave begins. For a sabbatical leave of less than six months, salary during the sabbatical leave will be 100% of the employee's salary at the time the leave begins. If an employee taking a sabbatical leave contemplates employment outside the College, such employment must be approved by the College to prevent conflicts of interest or competition with the employee's regular College duties. If an employee receives a sabbatical leave for employment approved by the College, salary received from the College will be one of the following:

1. Zero, if the salary received from outside employment exceeds the College salary;
2. The difference between the salary received from outside employment and the College salary if the salary received from outside employment is less than the College salary.

In cases in which a sabbatical leave carries with it forms of compensation other than salary, for example a stipend or honorarium, the salary received from the College will be determined by the particular circumstances of that sabbatical leave proposal, as approved by the Board of Trustees.

### **Sabbatical Leave Committee**

The Sabbatical Leave Committee will consist of two members from each employee group (administrative, professional/technical, and classified) and will meet as necessary. Members will be selected by employee forums. The terms of membership on the committee will be staggered between one and two-year terms so that continuity is established and maintained. After the first year of the formation of the committee all terms will be two years in length. None of the members of the committee shall themselves be applicants for a sabbatical leave. The committee shall:

1. Choose its chairperson from among those who have already served a one-year term;
2. Disseminate the criteria used by the Committee in awarding sabbatical leaves;
3. Disseminate the procedure for applying for sabbatical leave;

4. Receive and review applications;
5. Recommend to the President of the College who should receive sabbatical leave. If the Committee does not recommend the approval of the leave, the chairperson will provide written notification to the applicant as to the reasons for the committee's decision.

The chair of the Sabbatical Leave Committee will submit approved sabbatical proposals to a group directory for inclusion in the professional collection.

### **Application & Notification Schedule**

The following schedule outlines deadlines related to sabbatical leaves proposals for the subsequent fiscal year.

- |                                    |  |
|------------------------------------|--|
| November 1:                        | Proposals to Chair, Sabbatical Leave Committee (SLC)           |
| December 1:                        | SLC feedback to applicants regarding strength of the proposal. |
| January 15:                        | Revised proposals to Chair, SLC.                               |
| February, 2nd Tuesday:             | SLC recommendations to the president.                          |
| February, 3 <sup>rd</sup> Tuesday: | Board action on president's recommendations.                   |
| March 1:                           | Notification from Human Resources Office to applicants.        |

The Sabbatical Leave Committee may recommend revisions to the above schedule to the Cabinet.

### **Application Process**

1. Applicants present an initial draft of their sabbatical leave proposal to their supervisor for review.
2. Proposals are forwarded to the chair of the SLC for SLC consideration. A proposal for sabbatical leave should include the following headlines:
  - A. Purpose of the sabbatical leave.
  - B. Description/Plan of Activities. This section should include an outline and schedule of the activities planned for the sabbatical. Supporting documents should be included if applicable, (i.e., descriptions of the courses, trip itineraries, invitations to guest lecture, etc).
  - C. Value of the sabbatical
    - a. to the institution;
    - b. to the individual.
  - D. Plans to evaluate the activities after the leave

### **Criteria**

The merit of a sabbatical leave proposal is a matter of professional judgment. In rendering this judgment, the Sabbatical Leave Committee will be guided by the following criteria:

1. Potential benefit to the College, its goals, programs, curricula, students, and operations;
2. Potential benefit to the employee in relation to the employee's responsibilities at the College;
3. Appropriateness of the proposal to the goals of sabbatical leave outlined in the Philosophy and Rationale section of this policy.

### **Status of Employment Benefits During Sabbatical**

Sabbatical leave time is credited as regular employed time with regard to retirement provisions and seniority credit in any category recognized by the College. Employees retain group insurance benefits while on sabbatical leave but do not continue to accrue, nor report, paid leave benefits (sick leave and vacation). The recipient must be reinstated in a position equal to or better than the position held when the sabbatical was granted and will be eligible for board approved raises which occurred during the sabbatical leave.

For any sabbatical leave in which the College provides a salary (full or partial) to the employee, SURS will continue to credit service and earnings based on full-time employee status, while contributions will be deducted from the amount of salary actually received. If the College provides no salary during the sabbatical leave, SURS will define the leave as personal leave and the SURS provisions associated with personal leave will apply. Applicants who anticipate receiving no salary from the College during a sabbatical leave should investigate SURS implications with the Human Resources Office and SURS.

### **Agreement for Service after Sabbatical**

The recipient of a sabbatical that totals 50% or more of that individual's normal employment hours on a semester or yearly basis must agree in writing to return to service at Heartland Community College for the year immediately after completion of the leave. If such an agreement is not fulfilled, the recipient shall repay Heartland Community College all funds received for the sabbatical according to a *repayment* procedure determined by the College. Inability to fulfill this commitment of one year's service to the College upon completion of a sabbatical because of health reasons, exempts the recipient from this obligation.

Upon completion of the sabbatical the individual must submit a written report to his/her supervisor, with a copy to the Sabbatical Leave Committee. The report should evaluate the sabbatical and be completed within four months following the sabbatical leave. The purpose of these reports is to help the Committee make recommendations to prospective applicants and to inform the Committee and the Cabinet of the completion of the sabbatical. Written reports may be forwarded to the Board of Trustees at the discretion of the Cabinet.

### **Heartland Community College Library**

Employees of the College may use the Heartland Community College Library, check out books and resources, and use other Library services. Additional information is available on the Library website, <http://www.heartland.edu/library>.

# **OTHER INFORMATION**

## **CHILDREN ON CAMPUS**

### **Introduction:**

Heartland Community College is a diverse environment of classrooms, offices, laboratories, and common areas. Visitors to the campus are welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. Heartland Community College values its employees and students and strives to support them through an environment open to work, school, and family issues.

Safety is the primary concern when considering the presence of children on campus. The majority of our facilities are not designed for occupancy by children. The following policy is instituted to ensure the safety of children on our campus.

### **Factors to Consider:**

Factors which should be taken into consideration in reaching a decision to bring or permit a child to campus or to any college sponsored activity or event include:

- Length of time involved;
- Frequency of attendance;
- Age of the child;
- Health of the child (sick children must not be brought to campus);
- Environmental, health and safety issues, including the degree of interference with others at the college.

### **Scope:**

- Children under the age of 15 years may not be on campus except while in the charge of an adult with line of sight supervision;
- The basis for the child's visit is a result of an unexpected and temporary breakdown in normal child care arrangements when all other childcare arrangements have been exhausted;
- The Child Development Lab and Learning Center (CDLLC) will only provide child care for enrolled children of students or employees.

### **Guidelines:**

The following guidelines apply to bringing children to the campus:

- a. Children of employees, students, or visitors are not permitted to be in the classroom during class time;
- b. If a student brings a child to class, the instructor should inform the student of the college policy and ask the student to remove the child from the class;

- c. Employees should obtain supervisor approval to bring children into the workplace;
- d. Children are not to be brought to campus on a regular basis in lieu of childcare;
- e. Children should not be left unattended or with other employees;
- f. Line of sight supervision by the parent, guardian, or authorized person is required at all times;
- g. Children should not interfere with workplace or other campus activities.

Children are not allowed in high-risk areas such as:

- a. Laboratories, clinical sites, shops, studios, mechanical rooms, power plants, garages, food preparation areas;
- b. Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- c. College vehicles, snow machines, grounds, heavy duty or other motorized equipment;
- d. Any other high-risk areas (for example no playing in stairwells, elevators or doorways, no access to rooftops, construction zones, etc.).

### **College Sponsored Events:**

Heartland Community College recognizes that children may participate in college sponsored events such as structured classroom learning opportunities, “Hands On Science and Math,” CDLLC parent and family nights, and the Youth Enrichment Program (YEP). Other examples might be when a child has an interest in seeing where their parents work, learning more about the college, or Take Your Child To Work Day (TYCTWD). The intent of these activities are to:

- a. Establish a positive image for Heartland Community College as an employer;
- b. Create an opportunity for the child to see where parents spend their time and begin to make positive associations with the college;
- c. Participate in college activities with their parent or guardian;
- d. Participate in structured learning opportunities designed by the instructor of a course;
- e. Provide an opportunity for exposure to the workplace in a positive manner.

### **Disclaimer:**

At all times when a child is on campus, the sole responsibility and liability for the child rests with the parent or guardian.

In the event that an unattended child is seen on campus, security will be notified, the parent or guardian will be located and informed of the college policy then asked to conform to the guidelines.

### **TRAVEL AND EXPENSES**

The procedures related to College travel can be found in the College’s Administrative Procedures Manual electronically at <http://intranet.heartland.edu/cabinet/index.html>.

## INCIDENT REPORT

An Incident Report should be completed for all personal injury accidents, criminal incidents, damage to or theft of college property, gross violation of Board Policy or personnel procedures, and fire or intrusion incidents. The report should be completed and turned in within 24 hours of the incident to the Safety and Security Services booth located in the main lobby of the Student Commons Building. Incident Report forms are available from Safety and Security Services.

## BUSINESS HOURS

Heartland Community College's normal business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. In addition to the normal business hours, Enrollment Services is open until 8:00 p.m. Monday through Thursday, except during the summer when Enrollment Services is open until 6:00 p.m. Monday through Thursday. Other offices and areas of the College may also be open beyond normal business hours to provide services to students, employees, and the public.

## UNSCHEDULED SCHOOL CLOSING ANNOUNCEMENTS

In the event of inclement weather or other circumstances that could close the College, employees and students should listen to a local radio/tv station and or check the College's website, [www.heartland.edu](http://www.heartland.edu), for an official announcement as to whether the College is closed. Public display monitors will also carry closing information as soon as it is available. Absent an official announcement that the College is closed, staff should assume the College is open and report to work.

The following radio and television stations will be notified of College closings due to weather:

<u>FM Radio</u>	<u>AM Radio</u>	<u>TV</u>
101.5 WBNQ B/N	1230 WJBC B/N	WEEK (25)
96.7 WIHN B/N	1370 WVAX Lincoln	WHOI (19)
104 WBWN B/N	1080 WPOK Pontiac	WMBD (31)
89.1 WGLT B/N	1470 WMBD Peoria	WCIA (3)
103.1 WJEZ Pontiac		
93.9 WYXY Lincoln/Springfield		
93.3 WMKZ Peoria		
94.5 WLRW Champaign		

For compensation information related to unscheduled school closings, see [\*\*UNSCHEDULED SCHOOL CLOSINGS - COMPENSATION POLICY\*\*](#), in this Handbook.

## **PARKING**

All parking lots have clearly marked spaces. Handicapped areas and motorcycle spaces are also clearly defined. Vehicles located in areas that are not specified for parking are subject to towing. A 20 miles per hour speed limit is posted and in effect on all campus roads. Drivers should slow down when buses are present and yield to all pedestrians at walkways.

## **HCC IDENTIFICATION CARDS**

Regular Full-time and Regular Part-time employees and Adjunct Faculty will receive a HCC Identification Card from the Human Resources Office at the beginning of their HCC employment. Identification cards may be used by employees to document their HCC employment.

## **HCC NAME-TAGS**

Regular Full-time and Regular Part-time employees will receive a Heartland Community College name-tag indicating their name and position title. These name-tags will be distributed by the Human Resources Office. The name-tags are intended to be worn at official and College functions as appropriate.

## **MAIL**

Generally, outgoing mail is picked up twice a day from Business Services. Incoming mail will be delivered to each department once a day.

The mail machine may be used for all college-related items. Postage must be provided by the employee for outgoing mail of a personal nature. Postage stamps are available for employee purchase from the Cashier, located in Enrollment Services (CCB 1000).

## **FIRST AID KITS**

First aid kits are available in divisional offices throughout the College. In the event of any serious medical emergency, 911 should be called immediately. Employees should not attempt to administer first aid to others.

## **SUGGESTION BOXES**

Students and staff are encouraged to use the Suggestion Boxes located throughout the College to convey suggestions and ideas to help the College perform effectively. The Suggestion Boxes are located at the entrances to the Community Commons Building, the Student Commons Building, and the Instructional Commons Building.

## **LOST AND FOUND**

Lost and found items may be turned in or claimed from Safety and Security Services in the SCB.

## **GLOSSARY OF ACRONYMS**

- AA**            **Associate of Arts degree** (Community College)  
A two-year degree that emphasizes the humanities and social sciences portion of general education. This degree is intended for transfer to four-year institutions.
- AACC**        **American Association of Community Colleges** (Community College)  
AACC serves as an umbrella organization for all community college interests. Providing information through a monthly journal and periodic conventions, AACC is a voluntary national organization in Washington, D.C. It serves as liaison to the federal government.
- AAS**            **Associate of Applied Science** (Community College)  
A two-year degree intended to prepare the student for employment. The general education component of this degree is generally less than 35 percent of the credit hours. While not intended for transfer, AAS degrees often do transfer to universities with special articulation agreements (called "capstone" agreements).
- ABE/ASE**    **Adult Basic Education/Adult Secondary Education** (General)  
ABE/ASE consists of the most fundamental level of courses that prepare a student for a high school equivalency exam or college work. These courses are generally free to students, and they are funded by grants from the state.
- ACCT**        **Association of Community College Trustees** (Community College)  
ACCT is a national organization primarily oriented toward community college trustees. With its offices in Washington, D.C., ACCT provides information through vehicles such as a quarterly journal and periodic conventions.

- ACE**            **American Council of Education** (General)  
A voluntary national organization in Washington, D.C., ACE acts as the umbrella organization that coordinates legislative programs and lobbying for the various segments of higher education, including community colleges, universities, and private colleges.
- ACT**            **American College Testing** (General)  
Historically, a major testing corporation for college entrance examinations, ACT now provides a wide range of tests including computer adapted placement tests.
- ADN**            **Associate Degree Nursing** (General)  
Two-year AAS degree; graduates are prepared to take the RN licensing examination.
- AS**              **Associate of Science Degree** (Community college)  
A two-year degree that emphasizes the mathematics and science portion of general education. This degree is intended for transfer to four-year institutions.
- ASC**            **Academic Support Center** (HCC)  
Area that supplies academic support (tutoring, study skills) alternative delivery, library and other academic support services for students.
- BoT**            **Board of Trustees**  
The college has a seven-member public board, elected at large; each board member serves six-year terms.
- CAD**            **Computer Aided Design** (General)  
The process of doing architectural and drafting with computers. CAD has done to mechanical drafting tables what word processing did to typewriters.
- CAS**            **Curriculum and Academic Standards Committee** (HCC)  
The CAS Committee is a standing committee of the college which is responsible for approving courses, curricula, and academic policies.
- CDB**            **Capital Development Board**  
CDB is a state body responsible for construction of public buildings. Its board and chairman are appointed by the governor. CDB provides the state portion of capital funding through its yearly budget, some supervision of architect-engineering efforts, bidding, some on-site inspection of construction progress, and final acceptance.
- CNA**            **Certified Nursing Assistant** (General)  
Eight-week course preparing persons to function in the nursing assistant role.
- CQI**            **Continuous Quality Improvement** (HCC)  
The CQI Committee is a standing committee of the college. Their charge is to review and develop measures for institutional effectiveness, to promote quality assurance, and to assist and recommend appropriate staff training to improve quality.

<b>DAVTE</b>	<b>Division of Adult, Vocational and Technical Education</b> DAVTE is a part of the State Board of Education which makes grants to community colleges for vocational education, programs, and equipment.
<b>DCCA</b>	<b>Department of Commerce and Community Affairs</b> Illinois state economic development agency.
<b>ECH</b>	<b>Equated Contact Hour (General)</b> Method of equating lecture, laboratory, and other forms of instruction to determine faculty load.
<b>ESL</b>	<b>English as a Second Language (General)</b> ESL teaches English to non-native speakers of English.
<b>FTE</b>	<b>Full-Time Equivalent Enrollment (General)</b> Method for stating total enrollment as if all students were full-time. FTE is calculated by dividing total semester credit hours by fifteen.
<b>FY</b>	<b>Fiscal Year (General)</b> The accounting year used by higher education in Illinois. It begins on July 1 and ends on June 30 and is named by the ending part of the year. Thus Fiscal Year 1996 (FY96) begins on July 1, 1995 and ends on June 30, 1996.
<b>GED</b>	<b>General Education Development</b> The GED exam is taken to acquire the legal equivalent of a high school diploma.
<b>IBHE</b>	<b>Illinois Board of Higher Education</b> IBHE is a board appointed by the governor which oversees all public higher education in Illinois. IBHE generates yearly operating and capital budgets for all state contributions.
<b>IAI</b>	<b>Illinois Articulation Initiative</b> A complete reform of the higher education articulation system for transfer of courses among institutions. Since the greatest number of transfer students are community college to four year institutions, the impact on Heartland and other community colleges is significant. In this system all articulated courses have a common state code; these codes become the mechanism for exchanging credits.
<b>ICCB</b>	<b>Illinois Community College Board</b> ICCB is a board appointed by the governor which oversees all community colleges in Illinois. ICCB must approved any new programs in a college and develops a yearly operating and capital budget to give to the IBHE.
<b>ICCCA</b>	<b>Illinois Council of Community College Administrators</b> ICCCA members include administrators other than presidents, and business officers who meet semiannually and have subcouncils that do the work for the organization, such as councils of academic deans, council of librarians.

<b>ICCFA</b>	<b>Illinois Community College Faculty Association</b> A voluntary organization of representative faculty members from Illinois community colleges, ICCFA acts as an advisory committee to the ICCB.
<b>ICCTA</b>	<b>Illinois Community College Trustees Association</b> A voluntary organization based in Springfield, ICCTA supports trustee development, college advocacy, and a legislative agenda for the colleges.
<b>IDPH</b>	<b>Illinois Department of Public Health</b> State agency responsible for matters pertaining to public health; the regulatory agency for nursing assistant education.
<b>IDPR</b>	<b>Illinois Department of Professional Regulation</b> State agency responsible for maintaining standards of competence by license holders in order to protect the public; regulatory agency for nursing education.
<b>IOICC</b>	<b>Illinois Occupational Information Coordinating Committee (State)</b> A database of state employment statistics. The information from this database is used to justify program development.
<b>IS</b>	<b>Instructional Services (HCC)</b> IS is composed of academic and support divisions necessary for instruction and student success.
<b>ISAC</b>	<b>Illinois Student Assistance Commission (State)</b> ISAC oversees the state scholarship program.
<b>ISBE</b>	<b>Illinois State Board of Education (State)</b> The ISBE oversees elementary and secondary schools. It is related to community colleges through joint funding of several curricular areas, specifically adult education and vocational education.
<b>LPN</b>	<b>Licensed Practical Nurse</b>
<b>MIS</b>	<b>Management Information System</b> An information system for an organization. For HCC, MIS included the student database, state reporting and record system, and all business services information.
<b>NCA</b>	<b>North Central Association (General)</b> The regional accrediting agency for the central United States.
<b>PC</b>	<b>Presidents Council</b> The PC is an organization of Illinois community college presidents that works closely with the ICCTA. PC acts as an advisory committee to the ICCB.
<b>PCS</b>	<b>Program Classification System (State, Federal)</b>

A code for identifying both instructional programs and other functions of the college used in state and federal reporting.

**SBDC**

**Small Business Development Center (State)**

Funded through DCCA to assist businesses with less than 500 employees in planning, financing, and staff development; assistance is also provided for entrepreneurs.

**SURS**

**State Universities Retirement System**

SURS provides retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants. SURS covers all faculty and support staff of Illinois public higher education including universities, colleges, Class I community colleges, scientific surveys, and other related agencies.