

## SECTION 2: EMPLOYMENT INFORMATION

### EQUAL EMPLOYMENT OPPORTUNITY

Please refer to Board Policy 8.4.2: Joliet Junior College is committed to a policy of nondiscrimination on the basis of sexual orientation, race, color, religion, gender, marital status, national origin or ancestry, age, physical or mental handicap/disability unrelated to ability, or unfavorable discharge from military service in the admission, employment, educational programs and activities it operates. Inquiries and concerns should be addressed to the Director, Human Resources.

- *Affirmative Action* refers to efforts made to expand employment opportunity for women and minorities

### CULTURAL DIVERSITY

The Mission of the Diversity Committee is to provide advice and direction to the College regarding the creation and maintenance of an inclusive educational environment to ensure that the instructional, academic and support services of Joliet Junior College meet the changing needs of the diverse population of students and staff we seek to serve.

In keeping with the mission of the College, the Purpose and Goals of Joliet Junior College's Diversity Committee are:

- to provide an open forum for the discussion and presentation of cultural issues that affects the teaching-learning requirements for students.
- to address proactively issues of how to better understand and work with students and College employees from diverse cultural backgrounds.

- to create a safe environment and support system for the discussion of situations which may create culturally based conflict between students, faculty and staff.
- to assist individuals in better understanding themselves in relating to the changing world.
- To enhance the recruitment, retention, and academic success of students from diverse backgrounds.
- to serve as a liaison between the College and the diverse community found in Community College District 525.
- to promote intercultural competence among students and the College community.

## **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such a disability, be excluded from participation in, or be denied the benefits of the services, programs or activities of Joliet Junior College or be subjected to discrimination by Joliet Junior College. Nor shall any qualified individual, in regard to job application procedures, the hiring, advance or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment and/or student services be denied any service, program, or activity of JJC. Inquiries and concerns should be addressed to the Manager, Employee Relations.

## **GUIDE TO SUCCESS ON THE JOB**

1. Adjust to imperfections in the job.
2. Deal constructively with work-related problems.
3. Establish a sound working relationship with your supervisor.
4. Receive and accept managerial evaluation and constructive criticism in a non-defensive manner.
5. Resolve, or at least manage, conflicts with co-workers.

6. Establish personal and professional credibility through knowledge, character and integrity.
7. Demonstrate a service attitude in interactions with our students and other employees.
8. Remember, you are responsible for your happiness – you control it through your attitude.
9. You are in control of your ability to succeed on the job.

## **JOB RESPONSIBILITIES**

In addition to the duties listed on your job description, there are certain responsibilities that apply to all staff members. The list is provided to aid you in understanding what is expected from our staff members.

It is your responsibility...

...to spend the work day effectively – by following supervisory directions, performing the proper tasks and demonstrating an awareness of priorities;

...to spend the work day efficiently – by performing each task safely and well;

...to follow campus, College and departmental policies and procedures;

...to be at work when you are scheduled for work (that is, to attend work regularly, arrive promptly, do not abuse sick leave, lunch periods or breaks and do not leave early);

...to notify your supervisor as soon as possible when you are not able to come to work (due to illness) or when you will be late;

...to be aware that vacations and time off work must be scheduled in accordance with unit needs and to request vacation time in advance;

...to work when you are supposed to be working (for example, not attending to personal matters during your work hours);

...to cooperate with reasonable work requests from your co-workers; and

...to perform job duties consistent with your classification as requested by your supervisor, even if not on your job description.

## **DRESS AND PROFESSIONAL APPEARANCE**

Your personal appearance can be an asset to you and contributes to the impression you make on our students and others. To ensure we all make the same good impression, the following guidelines and grooming standards are presented to JJC employees:

General Attire: Professional business attire or casual business attire is acceptable for all employees. Extremes in dress and personal appearance are not appropriate.

Uniforms: You may hold a certain job position that provides a special service to the College. In order to identify your position and recognize your service, you may be required to wear a standard uniform. It is your responsibility to keep the uniform clean and in good repair.

Appearance: Your personal appearance speaks volumes about you and reflects on the College. It is expected that all employees maintain good personal hygiene.

Dress guidelines take into consideration that clothing choices are influenced by individual taste, position responsibilities and the surroundings in which assignments take place. Regardless of the job setting, all clothing should be neat and clean, free of holes, patches and of proper size, fit and length.

## EMPLOYMENT OF RELATIVES

A candidate may not be hired for any position which is under the direct supervision of an immediate family member unless specifically approved by the President.

For the purposes of this Procedure\*, “an immediate family member” means:

Spouse, child, step-child, parent, brother, sister,  
grandparent, grandchild, parent-in-law, sister-in-law,  
brother-in-law or legal guardian.

For the purposes of this Procedure, “supervision” means the responsibility:

1. to assign, authorize or schedule work to be done; and/or
2. to verify actual time worked; and/or
3. to evaluate performance; and/or
4. to recommend hiring, firing or discipline.

\*This Procedure is subject to applicable Federal and/or State Statutes.

## EMPLOYEE RELATIONS

The successful integration and profitable growth of the College depends on the development and effective deployment of a full range of employee’s abilities and on strong mutual commitment between the College and its employees.

It is the goal of the Human Resource staff to provide for JJC’s employees conditions of employment which will:

1. Assist all employees to acquire the skills and experience to carry out their responsibilities;

2. Recognize each individual's merit through compensation programs, skills development, and opportunities commensurate with each employee's ability and performance;
3. Recognize and value the diversity of employees and ensure freedom from bias and discrimination;
4. Provide a work environment that encourages self-motivation, honest, trust and high legal and ethical standards;
5. Provide employees with the relevant information needed to conduct the College's business and connect employees with the achievement of the College's goals and objectives; and
6. Afford all employees and effective process for communicating their views.

## **PERSONNEL FILES**

An employee has the right to examine his or her personnel file by appointment. A member of the Human Resource staff will be present during such examination. Nothing will be removed from the file without the permission of the Director, Human Resources. Any copies of documents in an employee's file must be requested through the Freedom of Information Act procedure.

## **EMPLOYMENT RECORDS**

To comply with the law, employment records must be kept up to date. If there is a change in mailing address, telephone number, marital or dependent status, etc., information must be submitted to the Human Resources Center by completing a Change of Information form. An employee's record of address, on file with the Human Resources Center, is the official address.

## **ACCEPTANCE OF GIFTS**

The solicitation or acceptance of gifts is prohibited by an employee of Joliet Junior College. (Please refer to Board policy 2.31)

## **USE OF COLLEGE TELEPHONES**

Please refer to Board Policy 9.2: College telephones are to be used only for conducting college business. They shall not be used by employees or students for personal reasons.

## **USE OF PERSONAL CELL PHONES**

Use of personal cell phones during working hours should be kept to a minimum and reserved for emergency usage. The phone should be turned off while at work.

## **E-MAIL AND INTERNET FOR PERSONAL USE**

Please refer to Procedure No. 2.2.4: personal e-mail and internet usage should be limited to 10/15 minutes per day.

## **SOLUTIONS PROCEDURE**

Should you have any concerns or experience problems with your job, you should bring those concerns or problems to the attention of people who may be able to help. The following steps outline a means you may use in addressing any concerns or problems you may have:

FIRST: See your supervisor. Feel free to talk with your supervisor in an open and frank manner. Your supervisor will make every effort to help resolve any problem related to your work.

SECOND: If your problem remains unresolved after seeing your supervisor, then ask to meet with the Manager, Employee Relations, in the Human Resource Center. This Manager will gather all the facts and endeavor to help resolve your problem. If you still feel that you have not reached a

solution, you may make an appointment with your appropriate Vice President.

THIRD: The Vice President will discuss the situation with you, and if necessary, gather all others involved to carefully review the facts and circumstances concerning your problem.

The above problem solving procedure is meant to be an informal method by which all employees can feel free to discuss work related problems. It is not intended to be a progressive disciplinary system. If you are a union member, it is also not intended to supplant any step-grievance process to which you are entitled under the provisions of your union contract. However, both union and non-union employees are encouraged to use the problem solving procedure to bring concerns or problems to the attention of the administration that may be able to help. Please refer to the appropriate union contract for grievance procedures.

## **TERMINATION PROCEDURES**

An employee resigning from the College must submit a notice in writing to the immediate supervisor, with a copy to the Director of Human Resources, at least two (2) weeks before the effective date. Failure to submit a written notice will be so noted in the employee's personnel file.

Absence without a leave authorized by the immediate supervisor, or failure to report for work or failure to return from an approved leave without notifying the supervisor for a period of three (3) consecutive working days will be considered a resignation without notice. Such resignation will result in immediate termination, and will render the employee ineligible for rehire by the College.

The Human Resources Center will inform the COBRA Manager to extend health benefits to full-time employees.

All property of the College must be returned and secured, as well as all outstanding debts owed the College must be paid - auto bills, overdue book fees, etc. - before a final paycheck will be issued.

*NOTE TO ADMINISTRATORS, SUPPORT AND CLERICAL STAFF:*

Since your annual fringe time is allocated to you at the beginning of the fiscal year, the days will be prorated to the number of actual days worked in the current fiscal year. If you should terminate for any reason before the end of the fiscal year, and have overused your prorated time, you will be required to repay the College for the overused days (vacation, sick, personal).

**COBRA  
(CONSOLIDATE OMNIBUS BUDGE RECONCILIATION ACT)**

If you or a covered dependent become ineligible for medical insurance coverage, you may continue to purchase coverage according to the following guidelines:

You must notify the Supervisor, Benefits and Compensation in the Human Resources Center within 60 days if any of the following events occur:

- ❑ if you become divorced or legally separated; or
- ❑ if your child or spouse no longer qualifies as a dependent under the terms of your plan; or
- ❑ if you become ineligible for coverage due to termination or reduction in hours.

Any individual who elects continuation of coverage must pay for the full cost of the coverage and any administration fees. Continuation coverage is identical to the coverage provided to active employees and their family members. If coverage for similar classes of employees is modified, the continuation coverage will be modified in the same manner.

Depending on the qualifying event, coverage may be continued on a monthly basis not to exceed either 18 or 36 months. Please check with the Benefits Supervisor in the Human Resource Center for specific time limits for the qualifying event pertaining to your situation and other information regarding COBRA benefits.