

JOLIET
Junior *College*

**Part-Time
Employee
Handbook**

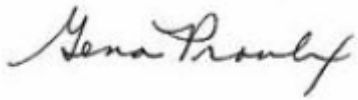
Produced by
Human Resources Center
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WELCOME FROM THE PRESIDENT

Welcome to Joliet Junior College.

Since 1901, the college has established a rich tradition of providing excellent programs and services to the residents of District 525. We are excited and pleased that you have joined our staff. You are now part of a team of individuals committed to creating a learning environment conducive to student learning. As a new staff member, your work will help prepare today's students for tomorrow's workforce.

Best wishes for a successful first year!



Gena Proulx, Ph.D.
President





JOLIET JUNIOR COLLEGE'S CORE VALUES

America's Oldest Public Community College
Established in 1901



RICH IN QUALITY

The Joliet Junior College community fosters a caring and friendly environment that embraces diversity and encourages personal growth by promoting the following core values.

Respect:

The Joliet Junior College community advocates respect for every individual by the demonstration of courtesy and civility in every endeavor.

Joliet Junior College celebrates the diversity of our communities and pledges to promote and recognize the strengths as reflected in the employees and students. The belief that no one is more important than another is a routine work practice.

Integrity:

Integrity is an integral component of the common bond among Joliet Junior College community members.

Joliet Junior College believes that all staff should demonstrate a professional persona that is responsible, accountable, and ethical. These attributes will manifest themselves in each professional behavior and job duty. From these behaviors, the college community models open, honest, and appropriate communication.

Collaboration:

Joliet Junior College is dedicated to the formation and enrichment of collaborative relationships as part of the scholarly process.

Joliet Junior College encourages the formation of collaborate partnerships within and with other learning communities. As a community of learners, Joliet Junior College supports the personal and professional growth of all who are jointly committed to the advancement of scholarly endeavors. In turn, the academic process at the college can only strengthen.

Humor & Well-being:

The staff at Joliet Junior College recognizes humor as a means for collegial well-being and self-rejuvenation.

Joliet Junior College endorses a healthy environment where creativity, humor, and enjoyment of work are encouraged. The Joliet Junior College community creates a positively balanced organizational culture by taking work seriously and celebrating successes.

Innovation:

Encouraging the pursuit of excellence and innovation drives Joliet Junior College through the twenty-first century.

Joliet Junior College values, respects, and rewards both creative risk-taking and the enthusiastic pursuit of new ideas with foresight. In turn, the Joliet Junior College community must constantly strive to better understand and anticipate the future that it may participate creatively in its design.

Quality:

Joliet Junior College is dedicated to the quality of its educational programs and services.

The college continually appraises and subsequently improves its programs and services. Joliet Junior College distinguishes and promotes educational excellence among the college practitioners. The college is also committed to providing quality programs that are both accessible and affordable to the Community College District 525.

SECTION 1: WELCOME TO JJC

JOLIET JUNIOR COLLEGE MISSION STATEMENT

Joliet Junior College is committed to providing a quality education that is affordable and accessible to the diverse student population it serves. Through a rich variety of educational programs and support services, JJC prepares its students for success in higher education and employment. As part of this College's commitment to lifelong learning and services to its community, it also provides a broad spectrum of transitional, extension, adult, continuing and work force education.

VISION STATEMENT

Joliet Junior College will continue to be a leader and innovator in the provision of educational and training endeavors. Through the twenty-first century, the College will remain a major catalyst to the economic growth of the community.

PHILOSOPHY STATEMENT

Joliet Junior College believes that education provides for a better quality of life.

- The College will offer its students learning opportunities to improve their quality of life and that of District 525.
- Each student is unique with the potential to acquire knowledge and skills. The College will provide students with a variety of learning

opportunities and academic and student support services needed to achieve success.

- The College will continuously assess and evaluate its educational programs and services for continuous improvement.
- Highly defined technical skills are necessary to prepare students for the jobs of today and tomorrow. The College will be a leader in technology-based learning, actively supportive of the development of information technology skills throughout its teaching and service endeavors.
- The College will strive to establish partnerships with its community to provide high quality training and work force development as part of its educational experience.
- The College will be accountable to the citizens of Illinois Community College District 525 in the provisions of educational programs and services. The College will seek to identify and respond to the needs of the District. Available resources will be utilized in an effective and responsible manner.



Accordingly, Joliet Junior College will provide effective learning opportunities:

- to pursue a baccalaureate degree,
- to develop and improve knowledge and skills for the workplace,
- to develop and expand learning and skills development opportunities for personal growth and lifelong learning, and
- to broaden life experience through the use of College cultural, physical and other resources to meet the varied needs of students as individuals or as members of recognized organizations.

HISTORY OF JOLIET JUNIOR COLLEGE

Joliet Junior College is America's oldest, continuously run public junior college. Begun in 1901 as an experimental post-graduate high school program, it was the "brain child" of J. Stanley Brown, Superintendent of Joliet Township High School, and William Rainey Harper, President of the University of Chicago. The college's initial enrollment was six students. Today, JJC serves more than 13,000 students in credit classes and approximately 18,000 students in non-credit courses.

Brown and Harper's innovation created a junior college that would academically parallel the first two years of a four-year college or university. It was designed to accommodate those students who desired to remain within the community and still pursue a college education.

Within a few years, the concept of the community college had grown to include students outside the existing high school district. By December, 1902, the Board of Trustees officially sanctioned the program and made postgraduate high school courses available tuition free.

In 1916, the Board of Trustees officially named the post-high school program Joliet Junior College. The following year, the North Central Association of Colleges and Schools accredited the college, and the State Examining Board approved selected courses for teacher certification. Enrollment at the time numbered 82 students.

In the years that followed, JJC responded positively and creatively to the pressures of a world war, depression and rapid social change. The college met the challenge of a growing technological society in the 1920's and

1930's by expanding the curriculum to include programs in business and industrial training.

The return of veterans in the 1940's and 1950's prompted further curriculum development in the area of two-year occupational programs. Both the transfer and occupational divisions of the college grew at a steady pace. In 1965, the Illinois Legislature enacted the Illinois Junior College Act, creating specific districts served by various community colleges. In particular, JJC was to serve the people in parts of seven counties in northern Illinois.

By 1967, college enrollment approached 4,000 students. In February of that year, the cities of 12 high school districts in portions of Will, Grundy, Kendall, LaSalle and Kankakee counties voted to establish Illinois Community College District 525, an area to be served by JJC.

For two years, the college rented facilities at Joliet Township High School. In February, 1968, the Board of Trustees selected 368 acres on the west side of Joliet for a new campus. In April, 1969, the Board voted to build interim facilities consisting of 17 temporary buildings on the new site. The college began offering classes at its new location in September 1969, serving 4,130 day and evening students.

Contracts for the construction of a permanent campus were awarded in September, 1970. The \$50 million Main Campus was fully operational in the fall of 1974. During 1973 and 1974, both the area and the population of the district expanded with the addition of Peotone, Dwight, Odell, and the area of Lemont that is in Cook County.

To better serve people throughout the district, JJC offers classes at three campuses and more than 20 off-campus sites. Off-campus instructional sites have been established at many high schools in the college district, as

well as civic centers, churches, libraries, and businesses. Most classes at these locations are held in the evening.

In the fall of 1980, the college opened an instructional site at the Louis Joliet Renaissance Center. That facility today is the college's City Center Campus. The facility provides "hands-on" experience for JJC Culinary Arts and Hotel-Restaurant Management students who run the Renaissance Center restaurant and banquet facility. The City Center Campus also houses the Division of Adult & Family Services and the Institute of Economic Technology (IET). The IET is the headquarters for work force preparation, employee training, business development, and technology deployment for JJC's district.

In January, 1993, JJC opened its North Campus in Romeoville, marking the beginning of a new chapter in the history of America's oldest public community college. The 35,000-square-foot North Campus includes 18 general classrooms, science and computer skills labs, child-sitting, and an office for student services, faculty and administrative support.

The Main Campus expanded in 1996 with the opening of the Arthur & Vera C. Smith Business and Technology Center. The 90,000-square-foot-facility houses several state-of-the-art microcomputer labs, the Business Education and Computer Information and Office Systems departments; and the Electronic Engineering Technology and Computer Aided Drafting programs. The facility is also home to many of JJC's Institute of Economic Technology work force services that assist business and industry in adapting modern technologies directly into the workplace.

With the new millennium, came the Veterinary Technology building which officially opened in 2000. The Veterinary Technology Program, one of only two such programs in Illinois, was initiated in 1999. State-of-the-art classrooms, labs and temporary housing for farm and domestic animals are

all a part of the Vet Tech Building. Also housed here is the Business and Industry Training Center.

The John H. Weitendorf, Sr. Agriculture Education Center is a multi-purpose event and education facility located on 40 acres donated in October, 1998, to Joliet Junior College by the Weitendorf family. The Center, located on Laraway road and across from the recently completed Chicagoland Speedway, will be home to a variety of classroom and laboratory activities for the Agricultural, Horticultural, and Veterinary Medical Technology programs. The Center will also provide space for various educational and social program opportunities for other JJC departments, community groups, and business organizations.

Today the 1,442 square-mile district serves a population of more than 400,000 in the seven counties of Will, Grundy, Kendall, LaSalle, Kankakee, Livingston and Cook.

HANDBOOK

DISCLAIMER

This handbook is a summary of the principal features and a brief description of Joliet Junior College's employee programs and procedures. In the event of any conflict between the provisions of this handbook and those contained in any applicable collective bargaining agreement, the collective bargaining agreement will govern in all cases with respect to employees covered by the agreement.

Employment with Joliet Junior College is at will, and nothing in this manual is intended or should be construed as altering this employment at will relationship.

This handbook is designed as a guide to College benefits, policies and services concerning all employees to enhance and govern your employment at JJC. Specifics are contained in the appropriate master plans and policies.

The College reserves the right to make changes in any policy and procedure. Such changes take precedence over handbook statements. While reasonable effort is made to publicize such changes, it is the responsibility of the employee to verify the current policy or procedure.

This handbook shall not be considered as an offer for employment or construed as an obligation on the part of the College to continue employment. This handbook is for informational purposes only and does not constitute a contract. It is designed solely as a source of information for employees and as a guide for supervisors and managers. For complete information regarding any of our benefit programs, please contact the Human Resources Center.

SECTION 2: EMPLOYMENT INFORMATION

FAIR EMPLOYMENT PRACTICES

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.

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.

EMPLOYMENT OPPORTUNITIES

All job openings are posted on designated in-house bulletin boards located at all three campuses. Additionally, job openings can be found at the College's website (www.jjc.edu) listed under Human Resources.

Applications are available in the Human Resources Center and can also be downloaded from the website. Current employees may complete a short application form (available only in the Human Resources Center).

Joliet Junior College is committed to promoting from within whenever possible.

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.

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. Success is a choice-go for it!

TRAINING AND DEVELOPMENT OPPORTUNITIES

Training that is specific to your position will most likely occur on-the-job. In many instances, your immediate supervisor will direct you to the appropriate person or department to insure that your training needs are being met.

Printed manuals for some services are provided through our public folders in Microsoft Outlook. For example, you may print a copy of our telephone system procedure manual through the appropriate public folder. If you need assistance with Microsoft Outlook you may contact the Help Desk in Information Technology by dialing “help” (extension 4357) or check with your immediate supervisor.

The Professional and Personal Development Committee plans and implements formal training sessions at the beginning of each fall and spring

term. A brochure listing the available training sessions is distributed to every employee through interoffice mail prior to the sessions.

Professional and Personal Development activities take place the week before classes begin. Although employees are encouraged to attend sessions they feel will benefit them, approval from your immediate supervisor is necessary prior to attending sessions that may interrupt the workday.

ADDITIONAL RESOURCES

Joliet Junior College has so much to offer that you will probably never stop learning about it. The following list suggests some other resources that will provide you with additional information about the college and its services:

- JJC's Homepage (www.jjc.edu)
- Departmental bulletin boards (available in some areas)
- Numerous brochure racks at several campus locations
- Flyers announcing special events
- E-mail announcements
- College catalog
- Class Schedules
- Student Handbook/Calendar

This list is not inclusive of all resources but will certainly give you a good start. We encourage you to ask questions whenever you need assistance. Additionally, you may arrange an appointment with Human Resources to review Board Policy.

OTHER DUTIES AS ASSIGNED

In addition to the duties listed on your job description, there are a number of things you can do to insure a successful relationship with the college. The list below suggests "other duties as assigned" that pertain to all 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,
- spend the work day efficiently – by performing each task safely and well,
- follow campus, College and departmental policies and procedures,
- 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),
- 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,
- be aware that vacations and time off work must be scheduled in accordance with unit needs and to request vacation time in advance,
- work when you are supposed to be working (for example, not attending to personal matters during your work hours),
- 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 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 Policy*, “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 Policy, “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. Please refer to Board Policy 2.2.3

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.

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.

Before a final paycheck will be issued, all property of the College must be returned and secured and all outstanding debts owed the College must be paid.

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.

SECTION 3: WAGE AND HOUR INFORMATION

CLASSIFICATION OF EMPLOYMENT

According to the Fair Labor Standards Act, the following employment classifications are used throughout this handbook for purposes of salary administration and eligibility for various employee benefits:

Exempt Employee: an employee who is exempt from the overtime provisions of the Fair Labor Standards Act of 1939, 29 USC, paragraph 201 et seq., as amended.

Non-Exempt Employee: an employee whose work is subject to the overtime provisions of the FLSA of 1939. Overtime for non-exempt employees is paid at the rate of one and one-half times the employee's normal hourly rate. Specific unions may dictate other overtime rates.

Regular Full-Time Employee: An employee who works on a full-time basis, normally defined as a 40-hour work week for an undefined or defined period of time.

Regular Part-Time Employee: An employee who works less than 40 hours per week for an undefined period of time.

Temporary Employee: An employee who is hired either on a full-time or part-time basis to work for a definite, specified period of time. Such employees are usually employed for less than six months.

WORKING HOURS

Normal office hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. However, some offices work different schedules based on the department and student needs. The Fair Labor Standards Act **does not** require an employer to provide meal periods or rest breaks for their employees. Joliet Junior College, however, does provide breaks and/or meal periods. Breaks of short duration, from 5 to 20 minutes, are common. As a general rule, **rest**

breaks are considered hours worked and *bona fide meal* breaks (typically lasting at least 30 minutes), are not considered hours worked. Breaks and/or meal periods are determined at the discretion of the supervisor or contractual agreement if applicable.

ABSENCES

When you are going to be absent for any reason, you must notify your supervisor as soon as possible by speaking to her/him personally. Voice mail will allow you to call the campus at any time, day or evening and leave a message for your supervisor. However, a follow-up call must be made to speak directly to your supervisor.

PAYROLL INFORMATION

Pay Days

Checks will be distributed to the employees on a bi-weekly basis. If payday falls on a day when the College is officially scheduled to be closed, the payday shall be the preceding workday. Direct deposit information is available in the Payroll Department.

SURS (State Universities Retirement System)

All persons who are employed at the College are required to participate in the State Universities Retirement System (SURS). Currently, an 8% tax-sheltered deduction is taken from the employee's gross salary. Only intermittent, irregular scheduled employees or student workers are not required to participate.

Federal and State Withholding Tax

Federal and state tax deductions are based on tax tables and the number of exemptions claimed by an employee on the W-4 forms. Should exemption status change, another W-4 form should be submitted to the Payroll Department. Employees must keep address information current by submitting an Address Change Notice to the Human Resources Center.

Credit Union & Tax Sheltered Annuities

Employees may join the Prairie Trail Credit Union. Also, although the College does not endorse any one tax sheltered annuity program (TSA), an employee may elect to have a portion of his/her salary tax sheltered through a TSA of his/her choice.


Optional Deductions

Optional deductions include United Way, US Savings Bonds, Employee Scholarship Funds, and others. Please contact the Payroll Department for further information regarding deductions.

Garnishments of Wages

Garnishment of wages will be recognized by the Payroll Department, in accordance with the laws governing this procedure.

HOW TO READ YOUR PAY STUB

	JOLIET JUNIOR COLLEGE DISTRICT 525 PAYROLL CHECK	NO. 000000 DATE AMOUNT 01/01/2001 \$000.00
Employee Name Street Address City, State Zip		

JOLIET JUNIOR COLLEGE DISTRICT 525 JOLIET IL 60431

Employee Name 000000

PAYMENT DESCRIPTION	SALARY/ HOURLY RATE	HOURLY FACTOR	NO. OF HOURS	GROSS AMOUNT
SU-Support Staff Salary	0,000.00		80.0	0,000.00
15 - Overtime at 1.5	000.00		20.0	000.00
20 - Overtime at 2.0	00.00		4.0	00.00
EP - Extra Pay	000.00			000.00
TOTAL GROSS				0,000.00

TAXES/FICA	CURRENT	YEAR TO DATE	DEDUCTIONS RETIREMENT	CURRENT	YEAR TO DATE								
Fica - Medicare	00.00	000.00	State Univ Retirement	00.00	000.00								
Federal Income Tax	000.00	0000.00	Retiree Health Inc	0.00	00.00								
Illinois State Tax	00.00	000.00	Union Dues	0.00	00.00								
			Long Term Disability	0.00	00.00								
			FIRST FEDERAL BANK	0,000.00	Checking								
<i>Accrued Leave Days (sick, vacation, personal)</i> <table border="1" style="margin: 5px auto; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">SICK</td> <td style="text-align: center;">VAC</td> <td style="text-align: center;">PER</td> </tr> <tr> <td style="text-align: center;">BAL</td> <td style="text-align: center;">00.0</td> <td style="text-align: center;">00.0</td> <td style="text-align: center;">0.0</td> </tr> </table>				SICK	VAC	PER	BAL	00.0	00.0	0.0			
	SICK	VAC	PER										
BAL	00.0	00.0	0.0										
TOTAL DEDUCTIONS				00.00	00,000.00								
EMPLOYEE NUMBER	FYR GROSS	CYR GROSS	CHECK SUMMARY	CHECK DATE	GROSS	DEDUCTIONS	NET						
0999999	\$00,000.00	\$00,000.00		01/01/2001	\$0,000.00	\$000.00	\$0,000.00						

Fiscal Year Gross Earnings
Calendar Year Gross Earnings

Automatic Deposit to Checking
Voluntary Deduction
Mandatory Deductions

Earnings

Mandatory Taxes

SECTION 4: EMPLOYEE BENEFITS

TUITION WAIVER

Part time college employees in Clerical, Food Service, Physical Plant and Support Staff categories (not spouses or children) will be granted waivers for tuition for specific classes directly supportive to their assigned job. Part time Sworn Officers and dependents will be granted waivers for tuition to participate in credited courses (in addition to Fitness Center). Part-time employees must have the approval of their department head and appropriate Vice President. Refer to Board Policy 2.5.4 and/or applicable collective bargaining agreement.

A Tuition Waiver form (available in the Human Resources Center) must be completed by the employee and signed by the immediate supervisor. Employees are responsible for fees and books.

FITNESS CENTER

The JJC Total Fitness Center is dedicated to providing health enhancement services. Part-time college employees (not spouses or children) will be granted waivers for tuition and fee charges for the Fitness Center Program Courses. This waiver applies only during the time the person is engaged in part-time employment with the College. A Fitness Center Waiver form (available in the Human Resources Center and at the Fitness Center) must be completed at the time of enrollment. (Board Policy 2.5.4)

SERVICE AWARDS

As a mark of recognition, an annual luncheon is presented in the spring for employees who have been with JJC five years or more. These employees receive a service pin commemorating their years of service to the college. In addition, six awards in the name of original Core Values Dream Team member, Johanna Stworzyjanek, will be



presented to outstanding individuals who absolutely and unequivocally represent each of the Core Values.

FAMILY AND MEDICAL LEAVE

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to a total of twelve (12) weeks of unpaid leave during any 12 month period when leave is taken for one or more of the following reasons:

- A. The birth of a child to the employee (within one (1) year of the birth of the child);
- B. The placement of a child with the employee for adoption or foster care;
- C. The care of a spouse, son, daughter, or parent if such spouse, son, daughter or parent is suffering from a serious health condition that makes the employee unable to perform the functions of his or her job;
- D. The employee has a serious health condition that makes him/her unable to perform the functions of his/her position.

The law was implemented to assist working parents, to promote the stability and economic security of families and to promote national interests in preserving family integrity.

Employees are eligible if:

- A. The employee has worked for JJC at least 12 months;
- B. The employee has worked at least 1,250 hours during the twelve month period preceding the leave; and
- C. The employee is employed at a work site where there are at least 50 employees within a 75 mile radius.

The FMLA also contains certain other requirements and obligations. For more information and the required medical certification forms, please consult the Supervisor, Benefits & Compensation and Board Policy.

WORKERS' COMPENSATION ACT

JJC operates under the provisions of the Workers' Compensation Act, which provides for medical expenses and partial salary compensation for accidental injury claims.

Employees who are injured during working hours at JJC must immediately report the accident to their supervisor and, if necessary, obtain assistance from Campus Police to determine the need for medical emergency treatment and/or ambulance service. It is important that an official report of the accident be completed and submitted to the Human Resources Center within 48 hours, even if the injury does not seem to warrant medical attention. Report of Accident Forms are available in your department or from the Human Resources Center.

Both MedWorks and Silver Cross Hospital are preferred providers of JJC. The use of other providers causes extreme delays in processing worker's compensation claims.

If complications ensue from the injury at a later time, coverage may be available. Questions concerning coverage and how it may affect the employee's salary should be referred to the Human Resources Center.

An injured employee must immediately secure a letter from a physician stating inability to perform normal duties in order to begin receiving Workers' Compensation benefits. Depending on the length of disability, further written statements will be requested. A doctor's signed release to work certification must be received before the employee can return to work.

DISABILITY PROVISIONS

If you are contributing to the State Universities Retirement System (SURS), you may be eligible for disability benefits equal to 50% of your average monthly earnings. Please refer to the SURS booklet for further information regarding eligibility regulations.

SECTION 5: CONDUCT IN THE WORKPLACE

SEXUAL HARASSMENT

Board Policy 2.2.2

It is the policy of JJC to maintain a work environment free of unlawful discrimination for all employees. Sexual harassment is unacceptable conduct which violates this policy.

Sexual harassment encompasses a wide range of unwanted, sexually directed behavior and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment, or an employee toward a student. Sexual harassment can apply to conduct

outside the workplace as well as on the work site. Employees who wish to register a complaint may do so through the Director, Human Resources or any Dean or Vice President.

Allegations of sexual harassment will be investigated thoroughly. The facts will determine the response to each allegation. Substantiated acts of sexual harassment will be met with appropriate disciplinary action up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process and no reprisals against the employee reporting the allegation of sexual harassment will be tolerated.

DRUG-FREE WORKPLACE POLICY BOARD POLICY 2.21

JJC is strongly committed to maintaining a safe and healthy working environment for all its employees with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug and alcohol use. The use of alcohol and/or drugs can undermine employee productivity, the quality of service and the College's image. For these reasons the College has implemented the following policy:

The use, possession, sale, distribution or manufacture of non-medically prescribed controlled substances or of alcohol by anyone while on college property is strictly prohibited. Further, employees are prohibited from being at work under the influence of drugs or alcohol. Violation of this policy by an employee while on College premises or on College business will result in disciplinary action up to and including termination.

Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to any violation of this policy. Any illegal substance found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

Employees are required to notify the Director, Human Resources or the Chief of Campus Police of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

SMOKE FREE CAMPUS POLICY

It is the policy of the Board of Trustees that it shall conform with the Illinois Clean Indoor Act. Moreover, the Board of Trustees responds to the staff, faculty and students who desire a smoke-free environment. The establishment of this policy provides that smoking not be permitted in any building or vehicle owned, leased or rented by the Board of Trustees. In an effort to consider the needs and concerns of smokers, smoking is permitted in designated outside locations ONLY. Smokers are expected to utilize available receptacles for smoking related materials.

RESPONSIBLE USE OF TECHNOLOGY

Every user is responsible for the integrity of these resources under his/her control. All users of college-owned or college-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls and comply with all pertinent licenses and

contractual agreements. It is the policy of JJC that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. The user agrees to hold harmless the College, its employees and agents from any claim arising out of the user's breach of this policy.

Information technology provides important means of communication, both public and private. Users and system administrators must respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer) and image (graphics and television).

Joliet Junior College reserves the right to extend, limit, restrict or deny privileges and access to its information resources and monitor usage when violation(s) are suspect.

INFORMATION TECHNOLOGY GENERAL GUIDELINES

1. Access to information resources may be granted by the college, at its discretion, based on and not limited to the following factors: Relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and the risk of damage to or loss by the College.
2. College facilities and accounts are to be used for the activities or purposes for which they are assigned. Computing resources are not to be used for commercial purposes without written authorization from the College. In these cases, the College will require payment of appropriate fees. This policy applies equally to all college-owned or college-leased equipment. It is not acceptable to use JJC's information

technology for any illegal or unlawful purposes, or in such a way as to interfere with or disrupt network users, services or equipment. Such interference includes but is not limited to distribution of unsolicited advertising, transmission of threatening, obscene or harassing materials, propagation of computer worms or viruses; or use of the network to make unauthorized entry to its computational, information, or communications devices or resources.

3. Access to information resources without proper authorization from the data owner, unauthorized use of JJC's facilities and intentional corruption or misuse of information resources are direct violations of the College's standards for conduct and may bring civil or criminal charges.

DISCIPLINE AND DISMISSAL

Due to an employee's failings, it may become necessary to institute disciplinary action. There are several degrees of severity of offenses which require different disciplinary measures. It is preferred that disciplinary action should be taken only after a conference between the supervisor and the employee, and with the advice and consent of the Director, Human Resources.

The usual disciplinary sequence would be:

1. Verbal warning, during a conference, followed by;
2. Written warning, presented to the employee at a second conference, with a copy to the employee's personnel file, followed by;
3. Three (3) day suspension without pay, followed by;

4. Dismissal

Suspension or dismissal may result at the first step in the disciplinary procedure for more serious offenses, as determined by the Director, Human Resources upon the recommendation of the supervisor.

Disciplinary action, including termination of employment, may result from any one of the following circumstances that prove to be detrimental to the operation of Joliet Junior College, including but not limited to:

1. insubordination
2. refusal to perform assigned tasks related to an employee's position
3. unsatisfactory performance of duties or assigned tasks
4. excessive tardiness and/or absence
5. willful damage to College property and/or equipment
6. abusive behavior to co-workers, superiors or subordinates
7. immoral, indecent or disorderly conduct
8. unauthorized release of confidential information
9. falsification of a time sheet or any employee record
10. theft or dishonesty
11. intoxication on the job or possession or drinking of intoxicating beverages on College premises; arriving to work under the influence of alcohol or drugs
12. possession and/or use of illegal drugs on College premises

Except when detrimental to the general welfare of the College, the supervisor must schedule a conference with the employee to discuss his/her failings prior to dismissal.

An employee may be dismissed by the appropriate Vice President upon recommendation of the employee's immediate supervisor. Such recommendation must be submitted in writing, substantiating the reason for such action.

Two (2) weeks notice of dismissal may be given. However, the Director, Human Resources reserves the right to terminate employment if the employee's continued presence interferes with the normal operation of a particular department.

Employees serving a probationary period may be terminated at any time during the probation.

SECTION 6: CAMPUS SAFETY

Emergencies, disasters, accidents and injuries can occur at any time and without warning. Being prepared physically and mentally to handle emergencies is an individual as well as an organizational responsibility.

The information in this handbook is intended for use by faculty, staff and students of Joliet Junior College. It has been designed to provide a quick reference in cases of emergency. All employees should become familiar with its contents.

In addition to this handbook, there are detailed evacuation plans and shelter diagrams in most rooms and open areas to give direction during emergencies.

The more prepared you are, the better you will be able to respond to an emergency situation. Direct any specific questions or comments about this material to the Environmental, Health and Safety Manager at ext. 2384.

INJURY EMERGENCY

Regardless of the source or type of injury or emergency, careful attention to administrative procedures must be paid to ensure the handling of injuries.

After a Workplace Injury or Illness:

1. Seek medical treatment by either contacting Campus Police at ext. 2911 or for an ambulance, 911 for the Joliet Fire Department.
2. Notify your supervisor immediately if you are an employee.
3. Make sure a "Report of Accident" form is filed with your immediate supervisor as soon as possible.

You can also reach the Campus Police immediately using one of the Call Boxes located in and near the elevators and in the parking lots on the Main Campus.

To report suspicious activity, contact the JJC Campus Police at extension 2234, 2301, or 2911.

JJC Campus Police are responsible for law enforcement, security, and emergency response. Campus Police services include emergency medical staff, lost and found, and an emergency on-campus motorist assist unit which will help with minor car problems (flat tires, out of gas, keys locked in, etc.).

Campus Police will accompany any employee to their car when leaving the buildings late at night, or at any time you feel the need for security.

TORNADO/SEVERE WEATHER

1. A tornado warning is issued when a tornado has been sighted in the area.
2. Once notified, remain calm and move to a designated Severe Weather Shelter Area or other place of safety. Lead your students/employees, following directions posted in the room for Tornado Evacuation. Stay indoors, away from windows and large unsupported ceilings. Account for everyone in your room.
3. If outside, take shelter inside the nearest building.
4. After the storm has passed, call Campus Police (ext. 2911) to report any injuries or damage to buildings. Also notify Physical Plant at ext. 2332.
5. If the building is severely damaged, evacuate the building as soon as the storm has passed.

COLLEGE CLOSING PROCEDURE DUE TO SEVERE WEATHER CONDITIONS (Board Procedure 9.12)

The decision to close the College due to severe weather conditions or other situations which may pose a threat to the safety or welfare of the students or staff rests with the President. Recommendations will be provided by the Vice President for Academic Affairs, the Vice President for Business Services and

the Vice President for Student Services after reviewing the necessary input from the following offices:

Campus Police:

Information from the Law Enforcement Agency Data System as to the condition of roads and highway systems. Information is to be called into the Vice President for Business Services.

Physical Plant:

Information regarding accessibility of campus facilities, roads and sidewalks. Information from the U.S. Weather Services as to the prediction of conditions of the Joliet vicinity. Information is to be called into the Vice President for Business Services.

Community Relations Office:

Information regarding decisions of local school districts and colleges to close or stay open, if available. Information is to be relayed to the Vice President for Academic Affairs.

After reviewing the above input and recommendations from the Vice Presidents, the President will arrive at a decision in accordance with the following guidelines:

1. The decision to close the College for day classes is to be made prior to 5:30 a.m.
2. The decision to close the College for evening classes is to be made prior to 3:00 p.m.
3. Students will not be expected to report for class.
4. The decision to close will apply to the Main Campus and all satellites unless a specific exception is made by the President.
5. In the event of a College emergency closing, the college will pay eligible part time employees for their regular scheduled hours at their straight time rate for Emergency Closings which occur after the start of a normal work schedule. (See Board Procedure 9.13.2)
6. Physical Plant personnel and Campus Police personnel would be expected to report for work in accordance with emergency work schedules established by those offices.

7. Telephone trees and notification of radio stations would be initiated immediately the three Vice Presidents to notify the College community of the emergency situation.
8. An appropriate message would be placed on the switchboard in the event of the closing of the college.
9. This procedure is effective Monday through Saturday.

Telephone trees are established to communicate the decision to close the College.

If you find a need to be on campus or to come on campus when the College is officially closed, you must notify Campus Police.

SECTION 7: CAMPUS SERVICES

BOOKSTORE: In addition to books, the bookstore sells college items such as sweatshirts, T-shirts, hats, notebooks, computer disks; as well as candy and gum, and a variety of holiday and seasonal gifts.

CHECK CASHING: Personal checks up to any amount may be cashed as long as funds are available at the Service Center. Exceptions include if the employee has any outstanding bill(s) owed to the College. Two party checks are not accepted.

FOOD SERVICE: Meals at reasonable prices, fast food and gourmet menus are available in the college cafeteria located on the lower level of J-Building. Cafeteria hours are posted for both the academic year and special summer hours. In addition, an outdoor patio area is available with restful views of the campus.

LEARNING RESOURCE CENTER: All services of the JJC Learning Resource Center are available to our employees. Additionally, any book and/or periodical may be secured through the Inter Library Loan System. For additional information, please contact the LRC (Library).

CAMPUS EVENTS: Employees can enjoy the active cultural life on campus! There are concerts, plays, musical events, lectures, athletic events, Staff Development activities, and Brown Bag Luncheon series.

EARLY CHILDHOOD CENTER: Childcare facilities are provided for 3 to 12 year old children at Main Campus, Room B-1001. Hourly fees are charged. Drop-in service is available when space permits. Enrollment may be completed at the Early Childhood Center or by phone.

MAILROOM SERVICES: Postal services including: purchasing stamps, drop-off of stamped mail, and mailing of small packages is available in the Mail Center located in J-Building, Room 1012A.

SECTION 8: MISCELLANEOUS

PARKING FACILITIES

All parking lots are open to parking by faculty, staff, students and visitors except as noted. Restricted parking areas are:

1. Handicap Parking: These are posted HANDICAP PARKING BY PERMIT ONLY. Permits for these lots are issued by Campus Police. Extra-wide parking stalls are provided to facilitate wheelchairs and crutches. Violators are subject to a \$150 fine.
2. Limited Parking: 1 & 2 hour Limit. These areas are posted and available for anyone for quick “in and out” movement into the buildings. Visitor parking is so designated with signage.
3. Loading Zones: These are provided for commercial deliveries, but are also available for anyone delivering or picking up equipment, etc., on a regular basis. Pickups and deliveries can be made by leaving the 4-way flasher in operation while inside the building. A maximum of 15 minutes is permitted in this area and the vehicle must not obstruct traffic.
4. College Vehicles: Areas are posted and should be used only for College-owned vehicles. Privately owned vehicles will be ticketed and/or towed from these areas at owner’s expense.
5. Fire Lanes: All drives, sidewalks and driving lanes in parking lots are considered fire lanes and no parking is allowed at any time. Cars will be towed from these areas at owners’ expense.
6. Faculty/Staff Parking Lots: These areas are posted and marked as Faculty/Staff parking areas. Persons authorized to park in these lots must have a JJC permit visible in their car.

CHILDREN ON CAMPUS

Employees may occasionally, due to emergency situations, be required to bring children to campus for short periods. For safety reasons, all infants, toddlers and school-age children must be accompanied by an adult at all times when on campus.