

EMPLOYEE HANDBOOK



JOLIET JUNIOR COLLEGE
—1901—

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Welcome

Welcome to Joliet Junior College (JJC)! We are delighted that you have chosen to join our college and hope that you will enjoy a long and successful career with us. As you become familiar with our culture, mission and vision, we hope you will take advantage of opportunities to enhance your career and further JJC's strategic goals.

You are joining an organization which exhibits strong leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services and education to our community. With your active involvement, energy, creativity, and support, JJC will continue to achieve its goals. We sincerely hope you will take pride in being an important part of JJC's success.

Please take time to review the information contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

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EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the link to the employee handbook of JJC. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, college practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the college to employ me now or hereafter and that my employment may be terminated by me or the college without reason at any time. Employment at JJC is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the college or as provided for in a collective bargaining agreement which covers the employee's employment. I understand that no representative of the college has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the President of the college may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the President of the college.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

Acknowledgement of receipt of employee handbook is managed via the college's Halogen system. You will receive an email asking for electronic confirmation of receipt of this document. This page is for your records and does not need to be printed or returned to the Human Resources Department.

SECTION 1: ABOUT JJC

Mission

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

Vision

Joliet Junior College will be the first choice.

Core Values

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

- **Respect and Inclusion**

Joliet Junior College advocates respect and inclusion for every individual by demonstrating courtesy and civility in every endeavor. The college pledges to promote and recognize the diverse strengths of its employees and students, and to value and celebrate the unique attributes, characteristics, and perspectives of every individual.

- **Integrity**

Joliet Junior College sees integrity as an integral component of all work done at the college. The college employees demonstrate responsible, accountable, and ethical professionalism. Also, the college models open, honest, and appropriate communication.

- **Collaboration**

Joliet Junior College promotes collaborative relationships as part of the scholarly process, including partnerships within the institution and with other learning communities. The college supports the personal and professional growth of employees and is committed to the advancement and support of intellectual growth, regardless of employment position at the college.

- **Humor and Well-Being**

Joliet Junior College recognizes humor as a means for employees and students to achieve collegial well-being, develop strong work teams, and promote self-rejuvenation. The college provides a healthy environment where creativity, humor, and enjoyment of work occur, including recognizing and celebrating success.

- **Innovation**

Joliet Junior College supports and encourages innovation and the pursuit of excellence. The college values, respects, and rewards both creative risk-taking and the enthusiastic pursuit of new ideas with foresight and follow-through.

- **Quality**

Joliet Junior College supports quality in the workplace and its educational programming by continually reflecting, evaluating, and improving on programs and services. The college is built upon a foundation of quality programs and services, while also implementing continuous improvement in order to ensure excellence.

- **Sustainability**

Joliet Junior College recognizes that true sustainability involves a commitment to environmental, social, and economic improvement. The college encourages planning, solutions, and actions that provide benefits for students, employees, and the community.

“Employee” Defined

An “employee” of JJC is a person who regularly works for JJC on a wage or salary basis. “Employees” may include full and part-time faculty, staff, and student workers and others employed with the college who are subject to the control and direction of JJC in the performance of their duties.

Information in this handbook covers broad topics, and is intended for use by faculty as well as full-time and part-time staff. Generally, all employment categories will be referred to by the generic term “employees.”

Employment At-Will

Employment at JJC is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the college or as provided for in a collective bargaining agreement which covers the employee’s employment.

This means that either the employee or the college may terminate the employment relationship at any time, for any reason, with or without notice, in accordance with employment laws, applicable policies, and/or collective bargaining agreement.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. JJC employees have the right to engage in or refrain from such activities.

Handbook Changes

This handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this handbook.

Since our college as an organization is subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of the content of this manual, procedures, and benefits at any time. We will notify employees of these changes. Changes will be effective on the dates determined by the college, and after those dates all superseded policies will be null.

If you are uncertain about any information contained in this handbook, speak with your direct supervisor, Senior Leadership Team (SLT) or the Human Resources Department.

Disclaimer

This handbook is a summary of the principle features and a brief description of JJC'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 that agreement.

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

JJC periodically creates, updates, and discontinues various procedures, practices, policies, and benefits as needed. It is a priority to inform you of any changes that may have taken place. However, it is your responsibility as an employee of JJC to regularly familiarize yourself with current policies and procedures, and to request specific clarification as needed from your supervisor or the Human Resources Department. Violation of JJC policies or procedures may result in disciplinary action, including termination of employment.

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. The content of this handbook is intended for use as basic guidelines and information only, and does not constitute a contract.

SECTION 2: EQUAL EMPLOYMENT OPPORTUNITY AND COMMITMENT TO DIVERSITY

Equal Employment Opportunity (EEO)

JJC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

JJC expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated. Several of the laws that detail the requirements of a commitment to equal employment opportunity are summarized below for your reference:

Age Discrimination in Employment Act (ADEA)

ADEA includes a broad ban against age discrimination and also specifically prohibits:

- Discrimination in hiring, promotions, wages, or termination of employment and layoffs.
- Statements or specifications in job notices or advertisements of age preference and limitations.
- Denial of benefits to older employees. An employer may reduce benefits based on age only if the cost of providing the reduced benefits to older workers is the same as the cost of providing full benefits to younger workers.
- Since 1986 it has prohibited mandatory retirement in most sectors, with phased elimination of mandatory retirement for tenured workers, such as college professors.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

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 the college or be subjected to discrimination by the college. Any qualified individual in regard to job application procedures, hiring, job training, advance or discharge of employees, employee compensation, and other terms, conditions and privileges of employment and/or student services shall not be denied any service, program, or activity of the college based on their disability. Inquiries and concerns should be addressed to the executive director, human resources.

To ensure equal employment opportunities to qualified individuals with a disability, JJC will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the college would result. If an employee feels he/she may require a reasonable accommodation, Human Resources should be contacted.

Equal Pay Act (EPA)

EPA prohibits an employer from discriminating on the basis of gender by paying wages to employees at a rate less than the rate paid to employees of the opposite gender for equal work on jobs, the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where such payment is made pursuant to (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a differential based on any other factor other than gender.

Genetic Information Nondiscrimination ACT (GINA)

GINA protects employees against discrimination based on their genetic information when it comes to issues of health insurance and employment.

Pregnancy Discrimination Act (PDA)

PDA is an amendment to Title VII of the Civil Rights Act of 1964. Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated in the same manner as other applicants or employees who are similar in their ability or inability to work.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA protects civilian job rights and benefits for veterans and members of Reserve components. USERRA also provides protection for disabled veterans, requiring employers to make reasonable efforts to accommodate the disability. Service members convalescing from injuries received during service or training may have up to two years from the date of completion of service to return their jobs or apply for reemployment.

Commitment to Diversity and Inclusion

JJC is committed to creating and maintaining an inclusive educational environment in which all employees have an opportunity to participate and contribute to the success of the college and are valued for their skills, experience, and unique perspectives. This commitment is embodied in college policy, institutional procedures and is reflective in our core values.

The college has established the President's Diversity Advisory Committee to provide advice and direction to the college regarding the creation and maintenance of an inclusive educational and employment environment to ensure that the instructional, academic and support services of JJC meet the changing needs of the diverse population of students and employees we serve.

Harassment and Complaint Process

It is JJC's policy to provide a work and educational environment free of sexual and other harassment. Harassment of JJC's employees or students by management, supervisors, coworkers, faculty, staff, other students, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. JJC will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The college is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Sex discrimination includes sexual harassment, sexual misconduct and sexual violence. It is the policy of college that no employee, student or other member of the college community shall be subject to sexual discrimination, harassment or misconduct.

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as other federal and state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

Sexual harassment of students is a violation of Title IX of the Educational Amendments Act of 1972 (Title IX), as well as other laws.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at JJC.

Complaint Process. Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment is requested and encouraged to make a complaint:

- An employee may, but is not required to, complain first to the person that is discriminating against or harassing them.
- An employee may complain directly to their immediate supervisor or department manager, the executive director, human resources, or any other member of management with whom they feel comfortable bringing such a complaint.
- If an employee observes acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.
- No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report.
- Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality or as mandated by collective bargaining agreements.

If the investigation confirms conduct contrary to college policy has occurred, JJC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Reference Board Policy Prohibition of Sexual Discrimination, Harassment and Misconduct
Reference Institutional Procedure of Prohibition of Sexual Discrimination, Harassment and Misconduct

Title IX

JJC complies with Title IX of the Educational Amendments Act of 1972, which prohibits discrimination (including sexual harassment and sexual violence), based on sex in the college's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

The college has designated a Title IX coordinator and deputy coordinators to facilitate compliance with and response to inquiries concerning Title IX. For more information visit the college's Title IX webpage.

SECTION 3: CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

JJC expects all employees to conduct themselves and college business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. JJC recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the college.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate potential improper behavior, unacceptable personal integrity, or questionable ethics:

- 1) Conducting college business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- 2) Simultaneous employment by a firm that is a supplier to JJC.

- 3) Holding a substantial interest in, or participating in the management of, a firm to which the college makes purchases.
- 4) Borrowing money from customers, students, or firms, other than recognized loan institutions, from which our college buys services, materials, equipment, or supplies.
- 5) Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- 6) Speculating or dealing in materials, equipment, supplies, services, or property purchased by the college.
- 7) Participating in civic or professional organization activities in a manner that divulges confidential college information.
- 8) Misusing privileged information or revealing confidential data to outsiders.
- 9) Using one's position in the college or knowledge of its affairs for personal gains.
- 10) Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of college business.

Reference Board Policy Government Ethics and State Gift Ban Act

Confidential Information

The protection of confidential information of the college, employees, students, security, facility and organizational operations is vital to the interests and success of JJC. Confidential information is any and all information disclosed to or known because of employment with the college that is not generally known to people outside the college about our organization.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination of employment.

All inquiries from the media must be referred to the Director of Communications and External Relations, or the president of the college.

This provision is not intended to prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employees will be required to periodically provide acknowledgement of the JJC confidentiality requirement.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student education records. FERPA governs 1) release of education records, and 2) access to education records.

Employees are expected to understand the FERPA requirements and applicability in dealing with student records. More information can be found in the college catalog and on the JJC FERPA web page.

SECTION 4: EMPLOYMENT RELATIONSHIP

Employment Classification & Status

In accordance with the Fair Labor Standards Act (FLSA), the following employment classifications are used throughout this handbook for purposes of salary administration and eligibility for various employee benefits. (Note: the FLSA is the federal labor law that covers minimum wage provisions, overtime pay, the Equal Pay Act, child labor laws and other employment laws.)

Employees will be notified of their classification, status, and rate of pay upon hire or change in employment status.

Exempt

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

Nonexempt

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week. Specific unions may dictate other overtime rates.

Every position within the college will have one of the following employment statuses:

Regular, Full-Time. Employees who are not in a temporary status and regularly work a minimum of 40 hours weekly. Generally, these employees are eligible for the full-time employee benefits package and are subject to the terms, conditions, and limitations of each benefits program. [Note: for purposes of the Affordable Care Act compliance, an employee working an average of 30 hours or more per week may be eligible for employee health insurance benefits.]

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work up to 28 hours weekly. Part-time employees may be eligible for some of the benefits offered by the college and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the college's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and/or are seasonal employees and who are temporarily scheduled to work 28 hours or less weekly for a limited

duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Student Workers. Part-time employees who meet the following eligibility requirements and who have been formally placed thru the Career Services Department:

- Must be a current JJC student.
- Must be enrolled in a minimum of 6 credit hours per semester.
- Must maintain satisfactory academic progress (minimum 2.0 GPA, not on academic probation)
- May not work as a part-time JJC employee and a student worker at the same time.
- Student employees may have more than one on-campus position, but cannot work more than a total of 20 hours per week.

Interns. An internship is a supervised, practical learning experience in the workplace that offers an individual an opportunity to apply, connect, and extend academic theory and operational competencies to build professional skills and networks. Dependent upon the nature of the internship, coordination will be handled by Career Services or Human Resources.

Work Week and Hours of Work

Normal office hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. However, some offices work different schedules based on their collective bargaining agreement and/or department and student needs. The normal workday schedule for a full-time employee will be eight and one-half (8 1/2) hours.

Affordable Care Act and Employee Hours Worked

The Patient Protection and Affordable Care Act (PPACA), is a United States federal statute. JJC is meeting the requirements of this law and has established the following processes to meet the employer mandates of the statute.

Measurement or Look-Back Period

JJC is required to evaluate its workforce for a period of time to determine new eligibility for health care benefits. The college has established a twelve-month measurement period, starting November 1st and ending October 31st each year. During this time period, hours worked for adjunct faculty and all part-time staff not currently eligible for employer provided health insurance will be recorded. Individuals who meet the average 30 hours per week threshold during the measurement period and continue to be employed by the college in any capacity may be offered health benefits with an effective date of January 1st of the following calendar year.

Measuring Hours Worked

For adjunct faculty, the college will measure hours worked based on contact hours. A college employee teaching part time may not exceed the threshold of 12 contact hours per semester.

For part-time hourly employees, average hours worked will be based on the hours worked as reported on their timesheets and/or other timekeeping system. Part-time employees can work a maximum of 28 hours per week, unless prior approval is provided Human Resources and a Senior Leadership Team member.

Part time employees who teach and perform other jobs must not exceed the equivalent of 28 hours worked in a work week.

Meal and Break Periods

Meal and break periods for employees represented by a union are typically defined in the collective bargaining agreement. Negotiated agreements may have different provisions.

Meal breaks will be scheduled based on operational needs and applicable law. Non-exempt employees who work 7.5 continuous hours or more must receive at least a 20 minute break within the first five hours of work. However, the college allows for a 30 minute meal break (unpaid). During unpaid breaks, non-exempt employees must be relieved of all job related duties.

A meal break is not required by law when an employee works under 7.5 hours. Supervisors may consider a 15-minute rest break (paid), or a meal break (20 minutes or more unpaid), if the employee is working a 6-7 hour schedule.

Supervisors may authorize meal and break periods appropriate to the needs of the operations and the employees involved. However, these periods may not be the basis for a late starting or an early quitting time. A rest period will not exceed 15 minutes and will not be provided to an employee scheduled for less than one-half day of work.

Summer Hours

At its discretion, the college may choose to establish a modified work schedule during the “summer” months. Options may include a four-day workweek, during which full-time employees will need to either work four 10 hour days or elect to use accrued and unused vacation, personal or compensatory time or may take the closed day as unpaid.

During a four-day workweek, part-time employees will be scheduled their regular daily hours and will not necessarily be scheduled extra hours to make up for those hours that would have been worked on the closed day.

The summer schedule for full-time non-exempt employees in the designated “summer” months are between the hours of 7:00 am and 5:30 pm, with a 30-minute lunch (8-10 hour day) being the norm and kept in line with customer and student service needs.

Voice and email messages should state the office’s established summer hours’ schedule.

Winter Break

Each year, the college will determine the dates of closure for the winter holiday break (December/January) and the applicable dates of paid holidays, for full-time employees. If the

college is closed any days during this time that are not deemed to be “holidays”, the full-time employee will need to utilize time off from one of their leave plans (i.e.: vacation, personal, floater, compensatory) or take leave without pay. If applicable, part-time employees should refer to their collective bargaining agreement. If the holiday(s) falls on a regularly scheduled work day, part-time employees may use their accrued PTO (paid time off), if applicable.

Information regarding the annual winter break will be distributed to all employees.

Illinois One Day Rest in Seven (ODRISA)

The Illinois One Day Rest in Seven Act (ODRISA) provides that most FLSA non-exempt employees must have a minimum of 24 consecutive hours’ rest in each calendar week.

Teaching During Work Hours

The college restricts the practice of employee’s teaching during work hours, except as otherwise stated in a union contract or board policy. Employees are not permitted to teach or leave early during scheduled work hours, unless it is part of their job duties. Any exceptions require appropriate Senior Leadership Team (SLT) approval.

Nonexempt Employee Timekeeping Requirements

All nonexempt employees are required to complete accurate bi-weekly time reports showing all time actually worked, as well as paid time away from work. These records are required by governmental regulations (Fair Labor Standards Act (FLSA) and Illinois Wage Payment and Collection Act (IWPCA) and are used to calculate regular and overtime pay. At the end of each pay period, the employee and his or her supervisor should/ must approve the time sheet attesting to its correctness.

Overtime for Nonexempt Employees

When required, due to the needs of the college, nonexempt employees may be asked to work overtime. Overtime is in excess of 40 actual hours worked (excluding unpaid breaks or lunch) in a workweek. Unless otherwise specified in a collective bargaining agreement, nonexempt employees will be paid time and one half their regular rate of pay for all hours actually worked over 40 hours in a workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Exempt Employee Deductions from Pay (Safe Harbor)

The college will comply with the salary basis requirements of the Fair Labor Standards Act (FLSA).

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;

- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Unauthorized deductions. If an employee classified as exempt believes that an unauthorized deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an unauthorized deduction has been made, the college will reimburse the employee for the unauthorized deduction.

Pay Days

JJC's pay period for all employees is on a biweekly schedule. If a pay day falls on a day when the college is officially scheduled to be closed, the pay day shall be the preceding workday. A listing of the actual pay dates can be found in the JJC Portal under Financial Services/Payroll/Forms.

Direct Deposit

To support JJC's core value of Sustainability, direct deposit is the preferred method of payment through our payroll system. Employees who elect direct deposit will receive their pay deposited into their bank account on the established payday and have access to their current and past pay advices online through e-Resources. Employees wishing to receive a physical check will have their check mailed to their residence. Direct deposit forms can be found in the JJC Portal under Financial Services/Payroll/Forms. Additional information is available in the Payroll Department.

Access to Personnel Files

Employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis and upon written request. Current employees and former employees can access their own personnel file upon written request and will generally be permitted within 7 working days of the request unless otherwise required under state law. Faculty credentialing information is available to the appropriate Vice-President, Dean and Department Chair.

Personnel files are to be reviewed in the Human Resources Department with a representative of the Human Resources staff present. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Contents of the employee file cannot be removed from the file without the approval of the executive director, human resources.

Background Checks

Pre-employment background checks are required for all final candidates (internal and external) who may be selected for employment. Conducting background checks of candidates prior to hire helps determine the overall employability of candidates while ensuring protections of current employees, property, and information of the organization.

Reference Board Policy Background Check

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the college if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. In general, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the college provided they don’t work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the college will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave the college.

Reference Board Policy Nepotism

Separation from Employment

Unless otherwise stipulated in policy or collective bargaining agreement, in instances of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. A copy of the resignation notice should be forwarded to the Human Resources Department by the employee or the supervisor.

Any employee who terminates employment with JJC shall return all files, records, keys, and any other materials that are property of the college. Furthermore, any outstanding financial obligations owed to JJC may be deducted from the employee’s final check.

Full-time employee’s compensation and benefits will be affected by employment termination in the following manner:

- All accrued/earned and unused (if applicable) vacation and compensatory time based on the employees separation date will be paid in the employee’s final pay.
- Accrued and unused personal time will be forfeited.

- Accrued and unused sick time will be reported to State Universities Retirement System, and upon SURS acceptance may allow the employee to earn additional service time with SURS.

In all cases, for full-time terminations, the benefits are prorated based on the days the employee has worked in the year (using the fiscal year for employees and the academic year for faculty). Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

Exit Interviews

In most cases, Human Resources will conduct an exit interview on or before the last day of employment to collect all college property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Reduction in Force (RIF) or Layoff

Should it become necessary because of organizational/operational conditions to reduce the number of employees or work hours, this will be done at the discretion of the college.

Retirement

Successful retirement requires planning. To help you create a complete retirement plan consider the following resources:

- Meeting with a member of the Human Resources Department to discuss general college retirement processes including the notification process, expectations, final pay estimate, and recognition, if applicable.
- Meeting with a representative from the State Universities Retirement System (if employee is a participant).
- Utilize resources of the Employee Assistance Program (EAP).
- Consider membership with the Joliet Junior College Annuitants Association (JJCAA/SUAA).
- Meet with a personal financial advisor or retirement planning specialist. They can help estimate how much income is needed in retirement, discuss retirement income plans, identify ways to save more and invest more efficiently, and assist with tax considerations.
- Meet with the Social Security Administration. JJC SURS participants do not contribute to Social Security, but may have earned credits through other employment.

Second Job with JJC

If an employee works two (2) or more part-time positions, the total hours worked must not exceed 28 hours per week. Adjunct and part-time positions must be counted together to determine the total hours worked per week does not exceed the maximum. Multiple part-time positions must be authorized by the appropriate dean, director, or vice president.

Working from Home

Working from home versus onsite during normally scheduled working hours is prohibited, unless specifically approved by the president.

SECTION 5: CAMPUS SAFETY

Safety at JJC

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency contact Campus Police at 815-280-2911 or ext. 2911 from any college phone. You may also simply dial 911 from ANY phone to contact Joliet Police Department. Campus Police will be notified.

Environmental, Health and Safety

The Environmental, Health and Safety (EHS) department's main function is to oversee non police related day-to-day safety questions/concerns, long-term projects, and adherence to governmental procedures and regulations. This work entails everything from the handling of environmental waste and fire extinguishers to objects blocking hallways, exits, and egresses such as newspaper racks, furniture and boxes.

EHS employees oversee noise abatement guidelines and adherence, OSHA regulation enforcement and tornado safety procedures.

Sector Leaders

Sector leaders are a group of volunteer employees who are trained in evacuation procedures, stair chair, CPR/AED (Automatic External Defibrillators), first aid, shooter drill and the use of fire extinguishers. Please contact the Manager, EHS, if you are interested in becoming a sector leader.

Drug-Free Workplace

JJC is strongly committed to maintaining a safe and healthy work 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 a drug-free workplace policy. Highlights include:

- 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 Campus Police, 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 Campus Police. Employees are required to notify the executive 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.

Prohibited Use of Tobacco Products

The college complies with the Smoke Free Illinois Act and the Illinois Smoke Free Campus Act and has such adopted a policy. Highlights include:

- Tobacco Products: The use of tobacco products, both smoking and smokeless, is prohibited in all college owned buildings, on all college owned property, within all spaces leased by the college and in all college-owned, rented or leased vehicles. Per the Illinois Smoke Free Campus Act, this includes carrying, smoking, burning, inhaling or exhaling any kind of a lighted pipe, cigar, cigarette, hookah, marijuana/weed, herbs, or other lighted smoking equipment.
- Also included are non-tobacco products containing or delivering nicotine intended or expected for human consumption, unless it has been approved or otherwise certified for legal sale, by the United States Food and Drug Administration for tobacco use cessation or other medical purpose and is being marketed and sold solely for that approved purpose.
- Exception: This does not apply to persons in non-college owned or leased vehicles while passing through campus or while parked in such a vehicle in a college parking lot.
- “E Cigarettes” / “Vapor Cigarettes”: The use of “E Cigarettes” / “Vapor Cigarettes” is subject to the same restrictions for tobacco products as stated above. In the event that a product is approved by the FDA, the use of that product will remain prohibited inside of any college buildings.

Campus Violence Prevention

JJC is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual unless it is necessary to prevent serious injury to self or others. The college has adopted a Campus Violence Prevention Plan which provides the framework necessary to recognize and prevent potential violent incidents before they occur.

Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purpose of intimidation. This covers any violent or potentially violent behavior that occurs in the workplace or at college-sponsored functions.

All JJC employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, campus police, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against a member of the college community, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Firearms as defined in the Illinois Concealed Carry Act are permitted within the limited guidelines and permitting of the statute. These firearms may not be taken beyond the immediate proximity of the vehicle and may only be outside the vehicle for purposes of storage in the trunk of the vehicle. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, and stun guns. Pepper spray that is allowed by state statute may be carried for personal protection. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The college reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on college property.

Employee Behavior Intervention Process (EBIP)

The Human Resources Department responds to employee behavioral concerns within the college as part of the overall Campus Violence Prevention Plan, by assessing and executing strategies as part of the Employee Behavior Intervention Process (EBIP). For behavioral concerns related to students, please visit the Dean of Students web page or contact the Office of Student Rights and Responsibilities.

The Campus Violence Prevention Plan provides the framework necessary to recognize and prevent potential violent incidents before they occur.

It is everyone's responsibility to immediately report any situation in which violence is in progress or violence is imminent to our Campus Police Department at ext. 2234 or ext. 2911.

For employee behaviors or situations that are perceived as potentially threatening, please contact HR at hr@jjc.edu or (815)-280-2266.

Below are some example of behaviors that should be reported. They include, but are not limited to:

- A slow or radical change in a person's behavior, appearance or work performance;
- Aggressive or irrational behavior in words or actions;
- Severe depression, unhappiness or radical mood swings;
- Inability to control anger or serious confrontational displays;
- Unusual reactions to normal situations or obstacles;
- Lack of emotion, especially compassion or empathy;
- Threats or acts of violence;
- Damage to property;
- Expressions of suicidal thoughts, feelings or acts;
- Any action or behavior that could reasonably be interpreted as potentially leading to violence;
- Threatening statements, writing or drawings

Additionally other examples of behaviors in addition to those described above may be displayed by employees and could be reason for concern. These include, but are not limited to:

- Attendance problems
- Decreased productivity
- Adverse impact of supervisor's time requiring on-going counseling about personal problems, issues dealing with co-workers, personal stress/depression
- Inconsistent work patterns
- Concentration problems at work
- Safety issues or increased accidents or self-injuries at work
- Poor health or hygiene
- Evidence of potential drug use or alcohol use or abuse

Emergency Closings

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 and employees rests with the President.

The college uses the RAVE (getrave.com/login/jjc) mobile emergency alert system to contact employees about campus emergencies or school closing caused by severe weather. Employees are automatically enrolled in the program upon hire and may access the RAVE site to establish notification preferences and additional contact information.

Reference Institutional Procedure School Closing Due to Severe Weather Conditions

SECTION 6: WORKPLACE GUIDELINES/STANDARDS OF CONDUCT

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must speak with the supervisor as soon as possible. Text messages, voice mail and email messages are generally not acceptable except in certain emergency circumstances, unless otherwise instructed.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with JJC. Employees with a second job are expected to work their designated JJC assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Professional Appearance

JJC provides a casual yet professional work environment for its employees. Even though the dress code is business casual, it is important to project a professional image to our students, customers, visitors, and coworkers.

Any questions or complaints regarding attire should be directed to the Human Resources Department.

Bulletin Boards

All required governmental/labor postings are posted on bulletin boards located in a prominent place on each campus. These boards may also contain general announcements, as approved by college administration. The college reserves the right to refuse permission to post or to take down any announcement.

Computers, Internet, Email, and Other Technology Resources

The college provides a wide variety of communication tools and resources to employees for use in running day-to-day college operations. The college recognizes that use of these resources has many

benefits and can make workplace communication more efficient and effective. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, email, text messaging, or any other college-provided technology, use should be reserved for college-related matters during working hours. All communication using these tools should be handled in an appropriate, ethical, respectful and professional.

Unacceptable use of these resources can place the college and others at risk. Employees should not have any expectation of privacy in their use of college computer, phone, or other communication tools. All communications made using college-provided equipment or services including email and internet activity, are subject to inspection by the college. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the college's systems.

All college-supplied technology, including computer systems, equipment and college-related work records, belongs to JJC and not to the employee user. Internal and external emails, voicemail, and text messages, including social media are considered college records and may be subject to discovery in the event of litigation. Be aware of this possibility when communicating electronically within and outside the college. The college's electronic resources must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Office telephones are for college business purposes. While the college recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum.

Refrain from using college electronic resources in a manner that violates any of our college guidelines/policies, including but not limited to the Responsible Use of Information Technology Policy.

If you have questions regarding the appropriate use of college electronic communications equipment or systems, including email and the Internet, please contact your supervisor, manager or the IT department.

Reference Board Policy Responsible Use of Technology

Social Media Acceptable Use

The college encourages employees to share information with coworkers and with those outside the college for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the college has established the following guidelines for employee participation in social media.

Note: "Social Media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and Instagram among others. Nothing in these guidelines is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws,

including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

- **Off-duty use of social media.** Employees must ensure that social media activity does not interfere with their work. In general, the college considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.
- **On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference college clients, customers, or vendors without express permission. The college monitors employee use of college computers and the Internet, including employee blogging and social networking activity.
- **Respect.** Demonstrate respect for the dignity of the college, its customers, its students, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.
- **Post disclaimers.** If an employee identifies himself or herself as a college employee or discusses matters related to the college on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the college and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the college or the college's business. Employees must keep in mind that if they post information on a social media site that is in violation of college policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.
- **Competition.** Employees should not use a social media to criticize the college's competition and should not use it to compete with the college.
- **Confidentiality.** Do not identify or reference college students, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.
- **Trademarks and copyrights.** Do not use the college's or others' trademarks on a social media site, or reproduce the college's or others' material without first obtaining permission.
- **Legal.** Employees are expected to comply with all applicable laws, including but not limited to, copyright, trademark, and harassment laws.
- **College restrictions.** The college may also require employees to delete references to it on a website or Web log and to stop identifying themselves as an employee of the college.
- **Discipline.** Failure to adhere to these guidelines may result in discipline up to and including immediate termination of employment.

Corrective Action

Employees are expected to meet the college's and their department's standards of work performance. Work performance encompasses many factors, including:

- Attendance
- Punctuality
- Personal conduct
- Job proficiency
- General compliance with all the college and department policies and procedures

Employees who are not performing as expected are advised of the inadequate performance and counseled on needed improvement. The corrective action process or plan is designed to encourage development by providing staff members with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with college policies and procedures, and/or other disciplinary problems. The intent of the corrective action process or plan is to formally document problems while providing a staff member with a reasonable time within which to improve performance. If a staff member does not meet work performance standards, the college may begin a written corrective action process or plan. If an employee fails to meet the expectations included in a corrective action process or plan, the consequence may be termination of employment.

Acceptance of Gifts

The solicitation or acceptance of gifts is prohibited by an employee of JJC. If you have any questions, please talk to your supervisor.

Reference Board Policy Government Ethics and State Gift Ban Act

Traffic & Parking

All state and local traffic laws apply on campus roadways and parking areas and are strictly enforced by the JJC Police Department.

All posted parking regulations are strictly enforced. We encourage you to familiarize yourself with the parking regulations in the areas that you frequent.

Designated lots require parking tags. If you park in one of these areas, you must obtain a parking tag from Campus Police.

Refer to the Campus Police portal page for additional information.

Children on Campus

Employees may occasionally, due to personal emergency situations, find it necessary 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.

SECTION 7: TIME OFF AND LEAVES OF ABSENCE

Employees may view their leave plan transactions and balances through e-Resources.

Holidays

Regular full-time employees will be entitled to the following paid holidays falling on their regularly scheduled workday (per fiscal year):

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Day after Christmas
- New Year's Eve Day

A holiday falling on a Saturday will normally be observed on Friday; should it fall on a Sunday, it will normally be observed on Monday. The Board reserves the right to alter this procedure for specific situations.

Eligible employees who request absence(s) the day before or the day after the legal holiday must obtain prior approval from their supervisor. Failure to obtain prior approval may result in loss of pay for both the holiday and the day of absence.

A paid holiday occurring during an employee's scheduled vacation or authorized sick leave will not be charged to accrued leave.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the college should speak with their supervisor. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The college will seek to reasonably accommodate individuals' religious observances.

Vacation

JJC recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The college provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Full-time non-faculty employees will accrue paid vacation according to their employment classification and if applicable, their collective bargaining agreement or board policy. A summary of all classifications, accrual rates, carryover amounts, etc. can be found on the employee portal.

Employees who accrue time on a bi-weekly basis may not take paid vacation until they actually have earned or accrued the vacation time.

Employees who accrue time on an annual basis may take their paid vacation upon accrual, however, will be required to repay time taken but not yet earned, should the employee separate employment with the college.

Generally, employees should submit vacation requests to their supervisor with adequate advance notice for approval, per departmental procedure.

Employees may be permitted to carry-over unused vacation time in accordance with their classification and/or collective bargaining agreement.

Employees whose employment terminates, will be paid for earned/accrued and unused vacation time that has accrued during the fiscal year of the termination.

Excess Vacation

Excess vacation hours are those hours over the allowable carry over amount. This carry over limit varies based on position, classification and years of service. Unless otherwise stated in a collective bargaining agreement, if excess time is not utilized before the end of the fiscal year (June 30), the employee's future fiscal year accrual will be reduced.

Reference Board Policy Fringe Benefits

Sick Leave

Full-time employees will accrue paid sick leave according to their employment classification and if applicable, their collective bargaining agreement or board policy. A summary of all classifications, accrual rates, carryover amounts, etc. can be found on the employee portal.

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

Employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees varies based on classification.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses three or more consecutive days because of illness, JJC may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Reference Board Policy Fringe Benefits

Personal Leave

Full-time employees are eligible for three (3) personal days per fiscal year. Leave must have supervisor approval in advance. Unused personal leave will be converted to unused sick leave at the end of each fiscal year.

Floater Holiday

A floater holiday is a flexible paid day off granted to all full-time non-faculty employees after 5 years of service. Based on classification, some employees may be eligible for a second day.

Floater holidays are designed to cover full or partial day absences. They must be taken in the fiscal year in which given. Under no circumstances, will a floater holiday be carried over to the next fiscal year, neither may they be cashed out if not taken nor paid upon termination of employment.

A floater holiday must be scheduled and supervisor approved in advance of the request.

Family and Medical Leave

JJC complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The college abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

FMLA Eligibility. FMLA Leave is available to employees who have worked at least 1,250 hours during the past continuous 12 months of service. Employees who qualify for FMLA Leave are entitled to up to 12 weeks of leave in a rolling 12 month period during which time the employee's benefits may be continued. This leave may be on a continuous or intermittent basis. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss options for leave.

Reasons for Taking Leave. Under federal law, unpaid leave may be requested for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

Military Family Leave Entitlements. Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation. If an employee does not expressly request FMLA leave, the college reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with workers' compensation, and/or any other leave where permitted by state and federal law.

Benefits. Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time will run concurrently as provided under college policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

Return-to-Work Policy. When such work is available, the college will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

Reference Board Policy Family and Medical Leave

Military Leave

In accordance with USERRA, JJC supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who

needs time off for uniformed service should immediately notify the Human Resources Department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

When a military leave of absence is granted for *Annual Duty for Training* or for a *local or national emergency*, the college will grant military leave with pay for up to fifteen (15) calendar days per fiscal (or academic) year. This leave will be granted with pay without any charge to accruals. Copies of the orders must be filed in the Human Resources Department at least three weeks prior to the beginning of the leave.

Extended service beyond fifteen (15) calendar days will be granted without pay.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

Reference Board Policy Military Leave

Bereavement Leave

Leave with pay will be granted in the event of the death of an immediate family member (see list below or your collective bargaining agreement). Additional fringe days may be approved if necessary for travel. An approved Request for Absence form on all bereavement leave must be submitted to Human Resources.

Immediate family shall be interpreted to mean the following family members:

Spouse, children, step-children, mother, father, brother, sister, half-brother/sister, step-parents, members of household, nieces, nephews, mother/father-in-law, daughter/son-in-law, brother/sister-in-law, grandchildren, grandparents, spouse's grandparents, immediate (blood) aunts & uncles. The same relationships apply for domestic partners.

Reference Board Policy Full-time Administrators and Full-Time Professional Employees
Reference Board Policy Full-Time College Support Employees

Jury Duty/Court Appearance

The college supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Full-time employees will be paid for jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees should submit proof of service as well as a copy of the compensation received to the Human Resources Department for an adjustment on the following pay period.

If an employee is released from jury duty within 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time for appearance in court for college related business (such as being subpoenaed as a witness) will be considered as time worked and compensated accordingly.

Some collective bargaining agreements have provisions regarding jury duty for part-time employees. Please refer to your appropriate agreement.

Time Off For Voting

JJC recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

In Illinois every employee is entitled, after giving sufficient notice, to two hours off work, provided that the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

SECTION 8: EMPLOYEE BENEFITS

JJC recognizes the value of benefits to employees and their families. The college supports employees by offering a comprehensive and competitive benefits program for eligible employees. For more information regarding benefit programs, please refer to the college's Summary Plan Descriptions (SPD), which are found on the employee portal, or contact the Human Resources Department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical, Dental, And Vision Insurance

JJC offers a generous array of benefits to full-time employees that are effective upon the date of hire. The goal of our benefit program is to offer comprehensive health and life insurance coverage and additional benefits intended to enhance a healthy work/life balance. More detailed information related to your specific benefits package will be given during insurance orientation and annually during the open enrollment period.

Group Life Insurance

JJC provides basic life insurance coverage for full-time employees paid by the college in accordance with the terms and conditions set forth by Board Policy and/or contractual agreement. Employees are eligible for this benefit on the first day of employment. The basic life insurance benefit is determined by the employee's classification. The cost of this coverage is paid for in full by the college.

Additional life insurance is available for employee, spouse and/or dependent children at our group plan rates.

Long-Term Disability

Voluntary long-term disability benefits are offered to full-time employees working a minimum of 40 hours per week. LTD is available at a minimal cost as a supplement to the provisions of the State Universities Retirement System. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law. Please contact Human Resources for additional information.

SURS (State Universities Retirement System)

Participation in SURS is required if you work continuously for at least one academic term or four months, whichever is less, and your employment is not temporary, intermittent or irregular. Currently, an 8% tax- sheltered deduction is taken from the employee's gross salary. An additional post tax deduction of 0.5% will be made towards the retiree health insurance plan, for all full-time employees.

403b and 457 Deferred Compensation Plans

JJC recognizes the importance of saving for retirement and offers eligible employees a choice of 403(b) and 457 plans.

Eligibility, vesting, and all other matters relating to these plans are explained in the summary plan description (SPD) that can be obtained from the Human Resources Department.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment, this may include coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The college abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources Department. If necessary, Human Resources will file the claim with the third party administrator. .

For post-accident/injury medical assistance or evaluation, employees may utilize any doctor of their own or can utilize the preferred occupational services provider designated by the college.

In cases of true medical emergencies, the employee should report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. JJC wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any services beyond the free initial consultation.

The college encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the college, nor is the college given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources Department.

Tuition Waiver

All full-time employees and some part-time employees (based on the appropriate CBA) are entitled to enroll in credit courses at JJC. A Tuition Waiver form is available on the portal or in the Human Resources Department and must be completed by the employee prior to the beginning of the course/semester to process the formal registration. Employees are responsible for books and fees.

Automotive

The Joliet Junior College Automotive Service Technology Shop offers service to the vehicles of employees in order to provide hands-on experience for its automotive program students. The employee will be invoiced for all parts and a nominal service fee in lieu of labor charges.

As an employee of the college you are given the opportunity to defer your payment for any invoices incurred related to the auto shop. This is an employee benefit and if abused will be terminated. Invoices will be mailed via inter-office mail to your attention and you will be given thirty (30) days to make full payment. Payment is made through the Student Accounts & Payments office. Partial payments are accepted during this thirty (30) day period, however, if after this period of time there is any remaining balance owed on the invoice(s) a deduction will occur from your employee paycheck to bring your account current.

Mail Center

The mail center is a sub-station for the United States Postal Service. The mail station offers several personal postal needs.

Dining

An employee may purchase a JJC swipe card which can be used in the Wolves' Den Cafeteria, The Beanery, D-Mall or J-Building Outlets and Romeoville Campus. Employees will receive a 5% discount on all purchases every day and a 10% discount on all purchases on select promotional days throughout the year. This provides a fast and convenient checkout at the register.

In addition to the cafeteria and food kiosks, employees may dine at any of three different operations located at the City Center Campus and run by the students in the Culinary Arts Program. *Saveur* features a journey of tastes and textures through contemporary American cuisine, all prepared from scratch by our talented culinary students. THRIVE explores the fusion of modernist cuisine with classical flavors and techniques. Both Saveur and THRIVE attempt to feature many seasonal ingredients, grown or produced locally, and incorporated into dishes that will surely awaken the senses. Reservations are appreciated. The LAVU Culinary Café features quick grab-and-go options, gourmet coffee drinks, and fresh bakery items prepared in various culinary classes throughout the curriculum.

Saveur and THRIVE are full-service restaurants, providing table service with a friendly atmosphere. All proceeds go directly to the Culinary Arts Department.

Additional Employee Benefits

The college may periodically offer various employee discounts, i.e., discounted software. Please refer the employee benefits section on the Human Resources Department portal site for updates.

SECTION 9: Professional Development

Professional Development and Training

The college has a commitment to the development of its employees. The Professional Development Committee is responsible for the development and implementation of a year-long program of activities which enhance the work performance and work environment for all employees of JJC, keeping in alignment with the Core Values. If you are interested in pursuing professional development opportunities, please contact your supervisor.

Performance Management

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.