<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>1</td>
</tr>
<tr>
<td>The History of Illinois College</td>
<td>2</td>
</tr>
<tr>
<td>Mission Statement and Statement of Community</td>
<td>3</td>
</tr>
<tr>
<td>Code of Conduct/Affirmation of Community Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>Commitment to Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td></td>
</tr>
<tr>
<td>Application of Handbook</td>
<td>4</td>
</tr>
<tr>
<td>Employment Relationship</td>
<td>4</td>
</tr>
<tr>
<td>Changes in Handbook Policy</td>
<td>4</td>
</tr>
<tr>
<td>Employment-Related Terms</td>
<td>5</td>
</tr>
<tr>
<td>Dependent Child or Child</td>
<td>5</td>
</tr>
<tr>
<td>Exempt</td>
<td>5</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>5</td>
</tr>
<tr>
<td>Full-Time Employees</td>
<td>5</td>
</tr>
<tr>
<td>Part-Time Employees</td>
<td>5</td>
</tr>
<tr>
<td>10 Month Employees</td>
<td>5</td>
</tr>
<tr>
<td>Temporary Employees</td>
<td>5</td>
</tr>
<tr>
<td><strong>Employment Policies</strong></td>
<td></td>
</tr>
<tr>
<td>Accommodation Requests</td>
<td>5</td>
</tr>
<tr>
<td>Recruitment and Selection</td>
<td>6</td>
</tr>
<tr>
<td>Purpose</td>
<td>6</td>
</tr>
<tr>
<td>Internal versus External Postings</td>
<td>6</td>
</tr>
<tr>
<td>Internal Staff Candidates</td>
<td>6</td>
</tr>
<tr>
<td>Recruiting Process</td>
<td>7</td>
</tr>
<tr>
<td>Certification, Licensing and Registration Status</td>
<td>8</td>
</tr>
<tr>
<td>Telecommuting Employment</td>
<td>8</td>
</tr>
<tr>
<td>Relocation Reimbursement</td>
<td>9</td>
</tr>
<tr>
<td>Children on Campus</td>
<td>10</td>
</tr>
<tr>
<td>Employee Problem-Solving Procedure</td>
<td>11</td>
</tr>
<tr>
<td>Employment of Relatives</td>
<td>12</td>
</tr>
<tr>
<td>Equal Employment Opportunity Policy</td>
<td>12</td>
</tr>
<tr>
<td>Orientation Period</td>
<td>13</td>
</tr>
<tr>
<td><strong>Insurance-Related Employee Benefits</strong></td>
<td></td>
</tr>
<tr>
<td>Continuation of Health Coverage/COBRA</td>
<td>13</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>14</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>14</td>
</tr>
<tr>
<td>Flexible Spending Plan</td>
<td>14</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>14</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>14</td>
</tr>
<tr>
<td>Retirement Plan</td>
<td>14</td>
</tr>
<tr>
<td>Social Security</td>
<td>15</td>
</tr>
<tr>
<td>Vision Insurance</td>
<td>15</td>
</tr>
<tr>
<td><strong>Non-Insurance Related Employee Benefits</strong></td>
<td></td>
</tr>
<tr>
<td>Campus Functions</td>
<td>15</td>
</tr>
<tr>
<td>College Bookstore</td>
<td>15</td>
</tr>
</tbody>
</table>
College Parking Facilities 15
Dining Hall and Food Service 15
Employee Assistance Program 15
Identification Cards 16
Inclement Weather 16
Lost and Found 17
Notary Services 17
Reimbursement of Work-Related Expenses 17
Schewe Library 17
Time Off Work 17
  Vacation 17
  Sick Time/Personal Time Off/Funeral Leave 18
  Holidays 19
  Vacation Donation Policy 20
  Leaves of Absence 21
  Parental Leave 22
  Personal Leave of Absence 23
  Military Leave 23
  Family and Medical Leave Act (FMLA) 23
  Victims Economic Security and Safety Act (VESSA) Leave 26
  School Visitation Leave 26
  Time Off for Voting 27
  Jury Duty 27
  Witness Duty 27
Tuition Assistance/Remission 27
Tuition Exchange 27
Use of College Vehicles 28
Work Uniforms 28

**Wage and Salary Policies**

Attendance and Reporting Procedures 28
Direct Deposit 28
Hours of Work 29
Job Descriptions 29
Meal and Break Periods 29
Payroll Deductions 29
Safe Harbor Policy 29
Time Records 30
Wage and Salary Increases 31
Wage Assignment/Garnishments 31
Work Week and Pay Dates 31

**Employee Health and Safety**

Accident or Injury 31
Worker’s Compensation 31
IC Office of Public Safety 32
Security and Keys 32
<table>
<thead>
<tr>
<th>Standards of Conduct</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality</td>
<td>32</td>
</tr>
<tr>
<td>Mandated Reporter</td>
<td>33</td>
</tr>
<tr>
<td>Dress and Personal Appearance</td>
<td>33</td>
</tr>
<tr>
<td>Flowers/Donations for Employees and Family Members</td>
<td>33</td>
</tr>
<tr>
<td>Guidelines for Appropriate Conduct</td>
<td>34</td>
</tr>
<tr>
<td>Inspections</td>
<td>34</td>
</tr>
<tr>
<td>Performance Evaluations</td>
<td>34</td>
</tr>
<tr>
<td>Employee/Student Relations and Personal Relationships in the Workplace</td>
<td>35</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>35</td>
</tr>
<tr>
<td>Release of Information to the Press or Media</td>
<td>35</td>
</tr>
<tr>
<td>Solicitation and Distribution</td>
<td>36</td>
</tr>
<tr>
<td>Use of College Telephones or Cell Phone Use</td>
<td>36</td>
</tr>
<tr>
<td>Workplace Violence</td>
<td>36</td>
</tr>
<tr>
<td>Discipline and Termination</td>
<td>37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Separation of Employment</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment References</td>
<td>38</td>
</tr>
<tr>
<td>Exit Interview</td>
<td>38</td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>39</td>
</tr>
<tr>
<td>Voluntary Termination</td>
<td>39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Policies</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Freedom</td>
<td>39</td>
</tr>
<tr>
<td>Access to Student Records Policy/The Family Education Rights and Privacy Act</td>
<td>39</td>
</tr>
<tr>
<td>Alcohol and Drug Policy</td>
<td>40</td>
</tr>
<tr>
<td>Alcohol Policy</td>
<td>41</td>
</tr>
<tr>
<td>Drug Policy</td>
<td>41</td>
</tr>
<tr>
<td>Drug and Alcohol Free Awareness Programs</td>
<td>42</td>
</tr>
<tr>
<td>Conflict of Interest Policy</td>
<td>42</td>
</tr>
<tr>
<td>Contract Approval Policy</td>
<td>43</td>
</tr>
<tr>
<td>Information Technology Policy</td>
<td>43</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>45</td>
</tr>
<tr>
<td>Non-Retaliation Policy</td>
<td>46</td>
</tr>
<tr>
<td>Harassment, Assault and Title IX Policies</td>
<td>46</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>46</td>
</tr>
<tr>
<td>Definitions</td>
<td>46</td>
</tr>
<tr>
<td>Claimant</td>
<td>46</td>
</tr>
<tr>
<td>Consent</td>
<td>46</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>47</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>47</td>
</tr>
<tr>
<td>Gender Based Harassment</td>
<td>47</td>
</tr>
<tr>
<td>Hate Crimes, Bullying &amp; Other Forms of Harassment</td>
<td>47</td>
</tr>
<tr>
<td>Reporting Party</td>
<td>48</td>
</tr>
<tr>
<td>Respondent</td>
<td>48</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>48</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>48</td>
</tr>
<tr>
<td>Sexual Orientation Harassment</td>
<td>48</td>
</tr>
</tbody>
</table>
Sexual Violence 48
Stalking 49
Examples of Sexual Misconduct 49
Title IX Violations 49
Handling of Complaints Covered by this Policy 50
Title IX Coordinator/Deputy Coordinators 50
Reporting of Complaints Covered by this Policy 51
Options for Reporting and Availability of Support 51
Investigation 52
Pre-Investigation 52
Investigation 52
Outcome of Investigation 53
Appeal to the President of the College 53
Additional Procedures or Considerations for Harassment 54
Confidentiality 55
Retaliation 55
Malicious, False Accusations 55
Posting of Notices Policy 55
Guidelines 55
Privacy Policy/USA Patriot Act 56
Smoking Policy 57
Social Media Policy and Guidelines 57
Policy for Starting Official College Sites 58
Best Practices for Official Sites 58
Weapons Policy 59
Whistleblower Policy 59
Purpose and Applicability 59
Policy Statement 60
Process for Reporting 60
Handling of Reports 60
Non-Retaliation Policy 60
Prohibition against Providing False information 61
Use of College Vehicles 61
Vehicle Use Authorization 61
Distracted Driver Policy 61

Campus Procedures
Emergency and Campus Security Procedures 62
Campus Emergency Operating Plan 62
General Evacuation Procedures 62
General Telephone Reporting Procedures 62
Internal Communication Procedures 62
External Communication Procedures 62
Specific Procedures for Specific Emergencies 63
Airborne Release 63
Behavioral/Psychological Crisis 63
Bomb Threat 64
Chemical or Radiation Spill 64
Disturbance/Demonstration 65
Earthquake 65
Elevator Malfunction 66
Explosion  66  
Fire  66  
Gas Leak  67  
Tornado/Severe Weather  67  
Inclement Weather/Winter Weather  68  
Medical Emergencies  68  
Violent or Criminal Behavior  68  
Shooting Incident on Campus  69  
Suspicious Letter or Parcel  70  
Water Boil  71
Welcome

We are pleased to welcome you to Illinois College. Illinois College is an academic institution having a goal of educating students thereby improving our common lives. Each of us has a job in achieving this goal, by serving the Illinois College Community. All employees are hired on behalf of the Board of Trustees to help them meet their commitment. To our employees who are already working with us, I thank you for your contributions and dedication to Illinois College.

The oath taken by Trustees of Illinois College as they are inducted reads:

“I solemnly promise faithfully to perform my duties as a Trustee of Illinois College. I promise to uphold and advance the objectives of Illinois College to teach, to expand knowledge, and to serve students and society. Further, I promise to nurture Christian humane values as these are expressed in the Charter and By-Laws of Illinois College and in the philosophy and spirit that informs the work of Illinois College. I hereby commit myself to the cause of educating men and women as a worthy and desirable means for improving our common life.”

There is no purpose to education unless it helps improve our common lives. Today, education often means getting jobs. Yet those very same jobs lend us the ability to contribute something back to society, which makes this a better world in which to live.

The mission of Illinois College is to offer students an education based on the highest standards of scholarship and integrity in the liberal arts and to assist students in developing qualities of mind and character to lead fulfilling lives of leadership and service. As employees, you assist Illinois College in fulfilling this mission.

This Handbook outlines the personnel policies and practices in effect at Illinois College. This Handbook as well as other College policy manuals such as the All College Policies Handbook, will be a helpful reference during your association with Illinois College. As employees, you make essential contributions that enrich our students’ learning experiences and support our faculty’s endeavors thereby helping Illinois College achieve excellence. By working together, I look forward to a productive and prosperous future.

Yours truly,

Frank Williams,
Chief Financial Officer and Vice President for Business Affairs
Illinois College
As an employee of Illinois College, you become part of a College with a very rich heritage.

Illinois College, the first college in the state to conduct classes and grant a baccalaureate degree, enjoys a 175-year history of excellence in the liberal arts. Beecher Hall, the first college building in Illinois, was built in 1829 and is still used today.

The Reverend John M. Ellis, a Presbyterian missionary in the West, saw the need for a “seminary of learning” in the new state of Illinois. His plans drew the attention of Congregational students at Yale University, and seven of them, in one of the famous “Yale Bands”, came westward to help found the College.

The first president of Illinois College was Edward Beecher, who left his position at the Park Street Church in Boston and firmly imbued the new college with New England traditions and academic foundations. His sister, Harriet Beecher Stow, author of the influential anti-slavery novel, Uncle Tom’s Cabin, visited the campus and his brother, Henry Ward Beecher, preached and lectured here.

The first two college graduates in the state received their degrees from Illinois College in 1835. Richard Yates became the Civil War governor of Illinois and later a U.S. Senator. Jonathan Edward Spillman composed the familiar music to Robert Burns’ poem, “Flow Gently, Sweet Afton.” The best-known alumnus, William Jennings Bryan, class of 1881, was a three-time candidate for President of the United States, Secretary of State and Congressman. Two graduates became U.S. Senators, 20 became Congressmen, six were state governors and two currently serve as federal judges.

Among the prominent visitors and lecturers on campus during the early years were Abraham Lincoln, Ralph Waldo Emerson, Bronson Alcott, Mark Twain, Horace Greeley and Wendell Phillips. Many speakers, including Lincoln, were sponsored by literary societies, unique traditions which continue today on campus as centers for literary debate and criticism.

Illinois College was prominent in the abolitionist movement. President Beecher was an outspoken opponent of slavery. A grand jury indicted a group of students for harboring runaway slaves and two campus houses are believed to have been part of the Underground Railroad.

The College became co-educational in 1903 by incorporating the Jacksonville Female Academy. In 1932, the Society of Phi Beta Kappa established a chapter at Illinois College, and it remains one of only 11 in the state.

Today, with increased enrollments and an enlarged physical plant, it is still the concern for individual human development which makes the College the respected educational institution it is. A basic strength of Illinois College is its large productive endowment, ranked in the top seven percent of all colleges and universities nationally. The sizeable endowment allows the College to keep tuition costs down and provide outstanding educational opportunities and facilities for students.
Mission Statement and Statement of Community of Illinois College

True to its founding vision in 1829, Illinois College is a community committed to the highest standards of scholarship and integrity in the liberal arts. The College develops in its students, qualities of mind and character needed for fulfilling lives of leadership and service.

Code of Conduct/Affirmation of Community Responsibility

Illinois College has adopted a Code of Conduct which affirms community responsibility. Illinois College is committed to the development and welfare of every member of our community: student, faculty, staff and administration.

To achieve the working and learning environment most conducive to everyone’s well-being and growth at the College, all members of the community must assume responsibility. Individually and collectively, we should:

• Pursue excellence in academic and co-curricular experiences, and in all activities which support the academic program
• Exhibit integrity in intellectual development.
• Practice responsible and effective communication.
• Foster tolerance and respect in our community.

We affirm that we are all caretakers of our community and recognize that our individual responsibilities are essential for nurturing collaborative relationships, critical exploration, and global awareness in our community. A quality liberal education requires our commitment to excellence, integrity, communication, tolerance, and shared responsibility for the success of Illinois College.

Illinois College’s Commitment to Diversity

Illinois College is committed to creating a diverse campus population, fostering a campus atmosphere where diversity is valued and generating a campus learning community that embraces diversity. Through the recruitment and selection of diverse employees, Illinois College hopes to create an environment that values diversity.
Introduction

Application of this Employee Handbook
This Handbook has been prepared to introduce staff members (both exempt and non-exempt) to Illinois College. This Handbook includes policies relating to responsibilities, privileges and benefits that apply to all non-faculty employees at Illinois College. This Handbook is presented as a matter of information only and its contents should not be interpreted as a contract between Illinois College and any of its employees.

In addition to the Staff Handbook, the College has the Faculty Handbook, designed only for faculty members at the College. These Handbooks, as well as important documents, forms, and general information can be found on our intranet, Connect2. To access Connect2, visit the website at connect2.ic.edu. You must have a valid login and password which can be obtained from the Information Technology Department.

Please read this Handbook carefully. As an employee, you should be familiar with the contents of this Handbook. If you have any questions regarding the contents of this Handbook, you should direct your questions to your supervisor or the Director of Human Resources.

Due to the nature of the business at Illinois College, some departments may have special needs and requirements regarding work schedules for their employees. Therefore, it is important for employees to also be familiar with any policies and procedures in the department in which they work. Employees are encouraged to review special policies with their supervisor if they are assigned to a specific department in the College.

Employment Relationship
Employment with Illinois College is an “at-will” relationship. This means that an employee is free to resign at any time, for any reason. Similarly, Illinois College is free to conclude the employment relationship with or without notice at any time and for any reason. Nothing in this Handbook is meant to or should be interpreted to alter the at-will relationship.

Only the President of Illinois College has the authority to enter into a contract with an employee. Furthermore, a contract must be in writing to be valid. Therefore, unless an employee has a written agreement, signed by the President of Illinois College, sufficient to create a contract, all employees of Illinois College are at-will.

Changes in Handbook Policy
No Employee Handbook can anticipate every circumstance or question about policy. Illinois College reserves the right to alter or amend policies and benefits at any time. This Handbook supersedes policies issued prior to its release. Any changes will be effective on dates determined by the College and employees may not rely on policies that have been superseded. Employees will be provided with as much notice as possible of any change in policy if a policy is changed, modified or altered. Employees with questions concerning any change in policy or procedure should check with their supervisor or the Director of Human Resources.
**Employment-Related Terms**
The following terms are used in this Handbook to describe certain benefits or the classification of employees and an employee’s employment status. These terms are as follows:

**Dependent Child or Child**
Unless otherwise defined in a specific policy, dependent child or child is a son or daughter under the age of 18 or, if older than 18, incapable of self-care because of a mental or physical disability.

**Exempt**
Positions which meet the specific test established by the Fair Labor Standards Act (FLSA) and applicable state law. Employees who are exempt are not entitled to overtime pay.

**Non-Exempt**
Positions that do not meet FLSA and state exemption tests. Employees who are non-exempt are paid overtime for work in excess of 40 hours per week.

**Full-time Employees**
An employee who normally is scheduled to work a minimum of 40 hours per week. Full-time employees are entitled to all employee benefits as enumerated in this Handbook.

**Part-time Benefit Eligible Employees**
An employee who normally is scheduled to work a minimum of 30 hours per week. Part-time benefit eligible employees are entitled to all employee benefits as enumerated in this Handbook.

**Part-time Non-Benefit Eligible Employees**
An employee who is regularly scheduled to work less than 30 hours per week. Part-time employees may be entitled to some benefits enumerated in this Handbook depending on the plan contract or document eligibility requirements. For information concerning benefits available to part-time employees, consult the Office of Human Resources.

**10 month Employees**
Employees who generally work 10 months during a 12 month period. Some 10 month employees are considered full-time and are eligible for some benefits. Contact the Office of Human Resources for more details.

**Temporary Employees**
Employees who are hired for a pre-set period of time usually during peak workloads or for vacation relief. Temporary employees may work a full-time or a part-time schedule and are generally ineligible for college benefits.

**Employment Policies**

**Accommodation Requests**
Illinois College does not discriminate against qualified employees who are disabled or who have any medical or common condition related to pregnancy or childbirth (hereafter referred to in this Handbook as “pregnancy” or “pregnant” unless a different definition of the term is provided in the individual
policy). Illinois College provides reasonable accommodations for employees with disabilities or pregnancy so they may perform their work unless doing so would be an undue hardship on the College. Any qualified employee with a disability or pregnancy, who needs a reasonable accommodation from the College in order to perform his or her work, should speak with his or her supervisor and also complete a Request for Accommodation form which is available in the Office of Human Resources and provide the requested documentation. Any employee who requests an accommodation may be asked to provide a statement from a physician or other healthcare professional outlining the disability, the limitations, and the reasonable accommodation which would allow the disabled or pregnant person to perform his or her job. Any employee who is not satisfied with the response to the Request for Accommodation may speak with his or her supervisor or may request formal review of his or her complaint by means of the Employee Problem-Solving Procedure described in this Handbook.

Recruitment and Selection
In order to build and maintain a strong organization, Illinois College fills vacant staff positions with a mix of external hires and promotions from within. Hiring new staff from outside the organization may promote diversity of thought and experiences. Promotion from within supports internal career development and retains talented staff. Therefore, Illinois College seeks to fill vacant positions with a mixture of both promotional opportunities and new employees from outside the College.

Purpose
This policy seeks to improve the quality and diversity of applicant pools, align hiring practices with the College’s mission, and inform hiring departments of the procedures required. Employment decisions must be based on qualifications for the position, including educational background and relevant work experience. All positions will be filled (whether internally or through external sources) by the most qualified individuals without regard to race, color, religious belief, national or ethnic origin, age, disability, pregnancy, gender, sexual orientation, gender expression or identity, marital status, veteran status, or other protected status.

Internal versus External Postings
Each vacancy will be reviewed to determine whether an internal or external posting is in the best interest of the College. Some vacancies may be posted internally for existing Illinois College staff members only and may not be open to external applicants. Internal job postings will be available for a minimum of five (5) days on the Connect2 portal. If the vacancy is not filled after five (5) days, the hiring manager may decide to extend the internal posting period or proceed with an external search.

Certain vacancies may be advertised externally without being posted internally first, however, qualified staff members are welcome and encouraged to apply. Posting decisions are made at the discretion of the President after consulting with Human Resources and the divisional Vice President.

If a department wishes to promote from within its department without opening the vacant position to other staff, the division vice president must seek approval from Human Resources and the President of the College.

Interested staff members who meet the eligibility requirements may apply for any internal and/or external posted positions. Internal candidates who possess the minimum qualifications,
skills, and abilities for the position as stated in the job description will be considered; however, interviews and selection are not guaranteed.

In most situations, a staff member must be in his or her current position for at least 9 months and be in good standing before he or she is eligible to apply for a for a posted position. However, there may be exceptions to this policy. A staff member whose most recent performance evaluation was poor, or who has a written warning or other disciplinary action on file in the prior six months, is not eligible to apply for a different position.

Staff members who apply for open positions are considered “applicants” rather than employees and are entitled to the same rights of privacy and confidentiality as other applicants. Human Resources, the hiring manager and the search committee (if applicable) will hold application information in confidence. Internal candidates are encouraged to advise their current manager of their interest in a posted position, but are not required to unless they are selected as a final candidate at which point the hiring manager may contact the current manager for a reference.

If an internal candidate is selected and accepts the position, the hiring manager negotiates a transfer date for the staff member, insuring a minimal negative impact on business while remaining cognizant of the employee’s needs. The hiring manager may agree to another transfer date beyond the standard two (2) weeks, but the length of the transition cannot be extended past an additional thirty (30) days without consultation with the President of the College.

Recruiting Process
The process outlined below is intended to assist hiring managers with conducting a thorough search. The steps may be abbreviated for internal job postings that ultimately result in an internal hire, otherwise all steps should be followed.

- **SEARCH INITIATION** - Hiring managers must submit a Search Initiation Form and a current job description to Human Resources for processing. Appropriate signatures must be obtained before advertising begins.

- **ADVERTISING** - The hiring manager will work with Human Resources to decide which venues are best suited for advertising the position and complete the Advertising Worksheet. Human Resources will write the ad and submit it to the various advertising venues. The hiring manager may be asked to place the ad in some venues due to membership requirements; however, ads should be consistent across each venue. Advertising will be placed with the goal to achieve a diverse potential applicant pool.

- **APPLICATION PROCESSING/REVIEW** - All applicants must submit a complete application packet specified in the job posting. Human Resources will track and respond to all applicants, indicating receipt of the application. Any materials received directly by hiring departments should be forwarded to Human Resources, in order that we can ensure that the College treats all applicants using the same procedures. After the applicants have been entered electronically into our records, the hiring manager will receive a copy of the applications via email and it is up to the hiring manager to distribute copies of applications to the other members of the search committee.
INTERVIEW - The interview process may vary depending on the vacant position. The standard interview process will include a combination of telephone screens and in-person interviews with a search committee comprised of at least two people including the hiring manager. Additional interviews may be added based on the needs of the position and the level of interaction of the vacant position with other departments on campus. Stipend or temporary positions may have an abbreviated interview process.

Search committee members and those on an interview panel must maintain confidentiality and safekeeping of application materials including resumes, portfolios, names of references, etc. Information in the application is confidential and should not be distributed to other College employees, even informally. In addition, search committee members and those on interview panels must maintain the confidentiality of the interviews conducted and any discussion about candidates. Even the names of applicants are not to be shared with individuals outside of the search committee or interview panel.

EMPLOYMENT OFFER - When a top candidate is identified, professional references must be obtained by the hiring manager or their designee. Due diligence will be exercised in following up on references and any questionable areas they may indicate. The hiring manager will work with the appropriate vice president and human resources to determine the appropriate salary to be offered, based on the applicant’s qualifications and relevant experience, and after conducting a review of similar positions in the department, across the College, and in the external labor market. A verbal offer of employment will be extended on behalf of the College by the hiring manager.

The hiring manager should complete the Employment Letter Request Form, obtain the appropriate approval signatures and send it to Human Resources for further processing. The President of the College will send a formal offer letter, contingent upon pre-employment background screening, to the prospective new staff member.

Please note that a copy of the policy and all of the aforementioned forms can be found on Connect2.

Certification, Licensing and Registration Status
Certain positions require the employee to achieve and maintain professional certification, licensure and/or registration to hold these positions. Where required, these will be verified and evidence of such will be collected and placed in the employee’s file. It is the responsibility of the employee to meet any standards required of the position and to notify their supervisor that requirements are met and records are up to date. Employees who do not maintain the required certification, licensure, and/or registration may be either temporarily or permanently removed from their positions, depending on the circumstances.

Telecommuting Employment
Illinois College considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees
and some jobs. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with Illinois College.

To receive further information concerning the terms of a telecommuting work agreement and how to request this work arrangement view the full Telecommuting Policy on Connect2 or contact the Office of Human Resources.

**Relocation Reimbursement**
Illinois College recognizes its most valuable resources are its employees, and is devoted to attracting the most qualified and diverse candidates for employment with the College. In order to remain a competitive employer of choice while operating within the financial means of the College, Illinois College enacted the Relocation Policy effective August 1, 2014.

**Eligibility**
The President or vice presidents may approve relocation reimbursement for newly hired staff and faculty.

The following expenses are eligible for reimbursement:
- Travel costs for the employee and the employee’s partner and dependents associated with searching for area housing.
- The cost of moving household items, including the cost of packing materials and transportation of standard furniture and personal effects of the employee and the employee’s dependents.
- Travel costs for the employee and the employee’s partner and dependents from current location to new location, including overnight lodging.
- Temporary housing costs while the employee and the employee’s partner and dependents secure permanent housing. Normally reimbursement for temporary housing is applied only to short time periods and must be agreed upon by the employee’s supervisor.

Based on IRS rules, some specialty items are not eligible for reimbursement. The following are examples but questions about additional items should be directed to the Office of Human Resources.
- Transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature will not be reimbursed.
- Transportation and insurance of any property of special value, such as art objects, jewelry, precious metals, and antiques).
- Deposit costs associated with utility setup and appliance installation.
- Closing costs associated with the sale and purchase of a home.
- Costs associated with early termination of a current housing lease.
- Costs to furnish a home or purchase household items.

**Duration**
The employee shall incur and submit documentation of eligible relocation expenses to the Office of Business Affairs for reimbursement within six months of the date of hire. Expenses incurred after this period will not be reimbursed absent extenuating circumstances and the approval of the Vice President of Business Affairs and the President of the College.
**Reimbursement Schedule**

Normally employees approved for relocation reimbursement will be reimbursed $500 for moving expenses.

**Repayment**

In the event the employee elects to voluntarily resign within 12 months of date of hire, the employee agrees to repay the reimbursed costs associated with the move.

**Tax Considerations**

Expenses that are reimbursed may not be deducted from an employee’s taxes and will be included in their gross income as wages and reported on the employee’s W-2. Taxes will not be withheld at the time of reimbursement.

Any employee receiving relocation reimbursement is required to complete the Relocation Reimbursement Agreement which can be found on Connect2 or in the Office of Human Resources.

**Children on Campus**

Illinois College values the role of families in the lives of the employees of the College and has worked to develop policies and benefits that are supportive of balancing work and family life. It is recognized that there are those times under emergency conditions when it is absolutely necessary for an employee of the College to have a child in his or her care for brief periods of time during working hours. This policy is not meant to prohibit those situations, but rather address the non-emergency situation.

Except in emergencies, or when the purpose of the visit is to attend classes or to participate in activities specially scheduled for the child’s benefit, it is the policy of the College that it is inappropriate for minor children of employees to be present at an employee’s workplace (e.g., office, classroom, Bruner Fitness Center, or shop) in lieu of other child care arrangements during the employee’s scheduled work hours. Consequently, employees are not permitted to bring any child with them when scheduled to work. In addition, employees are not to ask others to take responsibility for their child while on campus. Likewise, employees should decline taking responsibility for another employee’s child in the workplace. Employees must ensure that any children or other family members on campus follow all campus rules and policies.

During situations when an employee’s child must be present at the employee’s workplace because of an emergency or a permitted exception, it is expected that a professional and productive work environment will be maintained. It is further expected that consideration of and safety for the child(ren), co-workers, and other campus residents will be maintained. If a child becomes disruptive, the situation must be handled immediately by the parent.

To prevent injury to children and to protect equipment from damage, children are not allowed in laboratories, shops, studios, power plant, food service areas, mechanical rooms, any areas containing machinery with moving parts, power operated equipment, maintenance shops, physical plant garage, or any other high risk area.
Each Vice President is responsible for implementing this policy in each respective department. Concerns or complaints should be brought to the employee’s supervising Vice President. Any employee who has concerns about this policy may also request a formal review of a complaint by means of the Employee Problem-Solving Procedure described in this Handbook.

Employee Problem-Solving Procedure
The College emphasizes open door practices that encourage each employee to deal directly with his or her supervisor regarding complaints, problems or questions. Under normal conditions, if an employee has a job-related problem, question or complaint, he or she should discuss it with his or her supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level.

There may be times when an employee’s supervisor cannot address the situation or resolve the matter satisfactorily. In that case, the employee should file a more formal complaint and follow a more formal procedure. In such a case, employees are encouraged to submit complaints or grievances in writing in accordance with the procedures outlined below. Employees may use this formal grievance and complaint procedure without penalty or fear of reprisal. However, this procedure will not prevent, delay or limit Illinois College from taking disciplinary action against an individual should that be appropriate.

When employees have complaints or difficulty in their job or their working relationship, the formal grievance procedure should be initiated within 20 working days following the incident which causes the employee to feel that a grievance or complaint should be filed. A termination or dismissal is not subject to this grievance procedure.

- **Step 1:** If the employee is unable to resolve the problem or issue informally with his or her supervisor or does not believe a discussion with the supervisor has resolved the situation or the employee is uncomfortable discussing the matter with his or her supervisor, the employee is asked to submit the problem in writing to the Vice President in charge of his or her department. The Vice President will schedule a meeting with the employee to discuss the complaint, problem or grievance and contact the employee’s supervisor (if appropriate) to determine how the matter has been handled thus far. The appropriate Vice President will provide a written response to the employee (and his or her supervisor, if appropriate) within 10 working days of the meeting with the employee.

- **Step 2:** If satisfaction is not reached by following Step 1 of this formal procedure, the employee may proceed to Step 2. Step 2 requires the employee request a more formal hearing within 10 days of receiving the written response of the Vice President. The request for a formal hearing is to be addressed to the Vice President for Business Affairs. A formal hearing will be held as soon as possible after the request is received and will include the following committee of three:
  - The President of the College (or the Vice President of Enrollment if the President of the College decided the Step 1 grievance)
  - The Vice President for Business Affairs (or the Vice President of Development of the College if the Vice President for Business Affairs decided the Step 1 grievance)
  - The Associate Dean of the Faculty

If the grievance is against the President of the College, the Chair of the Board of Trustees (or his or her designee) shall serve on the Committee instead of the President. If the grievance is against any of the remaining committee members or the committee member believes he or she has a conflict of interest or
the employee objects to a committee member because the employee believes the committee member has a conflict of interest or the committee make-up is such that gender or another legally protected status may be an issue and the employee believes a committee member cannot be fair because of a bias of the committee member, that committee member will be substituted by a disinterested College employee selected by the grieving employee and approved by the Dean of the Faculty. Since selection of a substitute committee member requires approval by the Dean of the Faculty, the employee is encouraged to consult with the Dean of the Faculty before making a selection or when making a selection so that the employee may make known his or her concerns, if a particular concern is an issue, to assure an appropriate selection and a fair panel. If the employee fails to make an acceptable selection within 10 days of notice of the conflict by either the employee or committee member, the Dean of the Faculty shall choose the substitute committee member. This process of selecting a substitute committee member shall be used in all cases of conflict for purposes of this policy.

At the formal hearing (Step 2), the written grievance will be discussed and the employee will be allowed to speak to the grievance and bring any additional witnesses and evidence as desired. The Vice President hearing the Step 1 grievance may also speak to the grievance and any adverse party to the grievance may also speak to the grievance and bring witnesses. The three-person committee designated above will then render a decision in writing to the grievant and the appropriate Vice President (the Vice President to whom the employee reports) within 10 working days of the formal hearing.

Once a decision is rendered by this three person committee, the decision is final.

Please note: There is a completely separate procedure for complaints involving Title IX issues. Please refer to the Campus Policies section at the end of this handbook for details.

**Employment of Relatives**

The employment of relatives in the same department is strongly discouraged as it may lead to perceptions of favoritism, difficulties in managing objectively and lower employee morale. At the same time, Illinois College is a large employer in a small community and often will find highly qualified candidates among the relatives of its current employees. Therefore, there may be instances where the College attempts to create a balance between these sometimes competing issues. Employees will not be placed in a position of supervising, directing, making or influencing final decisions regarding the terms and conditions of employment and/or compensation for their relatives. Illinois College reserves the right to determine, in all cases, if a familial relationship exists to prohibit a supervisory relationship.

For purposes of this policy, “relative” is defined as spouse, domestic partner, parent, step-parent, children, step-children, brother or sister, step/half brother or sister, grandparent, grandchildren, first cousin, aunt or uncle, nephew or niece, in-laws, or other relatives or members of the employee’s household. In cases where employment of relatives in the same department is contemplated, a request for approval must be submitted in writing to the Vice President in charge of the employee’s department and approved by the Vice President for Business Affairs.

Employees who marry or establish a close personal relationship with another employee may continue in their current positions as long as a prohibited employment relationship is not created. If a prohibited situation does occur, attempts will be made to find another position within the College to which one of the employees can transfer or find an alternative reporting structure. If accommodations of this nature are not feasible, the College may terminate the employment of one of the employees.
Equal Employment Opportunity Policy
Illinois College is committed to the principles of equal employment opportunity. Consequently, Illinois College does not discriminate against an individual in applications for employment, in employment opportunities, in pay, and promotion because of a person’s race, sex, color, religion, national origin, ancestry, age, marital status, disability, pregnancy, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran, arrest record or any other legally protected status. Illinois College is committed to implementing programs and policies that support equality in the workplace and enhance a quality work environment for all employees.

It is therefore the policy of the College to provide equal employment opportunity to all job applicants and employees; to administer recruiting, hiring, compensation and benefit practices, training, promotion procedures, transfers and terminations of employment without discrimination based on a protected status; and to provide a workplace free from harassment based on any of the foregoing factors.

Should any employee have any question about this policy or the implementation of this policy, such inquiries should be addressed to the Director of Human Resources. Any employee who has concerns about this policy or the implementation of this policy may speak with his or her supervisor or may request formal review of a complaint by means of the Employee Problem-Solving Procedure described in this Handbook.

Orientation Period
The first six months of employment with the College or in a new position of employment with the College, is a period of orientation. This period is intended to allow a new, promoted or transferred employee to become familiar with the position and work environment and to demonstrate his or her capabilities. During this time, the employee’s knowledge, skills and abilities are reviewed on a continuing basis. The employee’s performance will be reviewed at the end of the orientation period, or any extension thereof. Satisfactory completion of the orientation period does not change the at-will status of an employee but normally results in less frequent formal evaluations.

Insurance-Related Employee Benefits
Illinois College provides a comprehensive and competitive benefits package for full-time and part-time benefit eligible employees. Some of these benefits are provided at no cost to the employee while other benefits are provided at a shared cost. Complete and official details of all benefit plans are contained in materials that an employee receives as a new employee. These materials are also located in the Office of Human Resources. The descriptions in this Handbook are only brief summaries of general information. An employee should contact the Office of Human Resources for more details.

The existence of these employee benefits and plans, in and of themselves, does not guarantee the employee will be employed for any particular time necessary to qualify for these benefits and plans. Additionally, these benefits and plans may change from time to time as the College reviews, revises and updates plans and benefits.

Continuation of Health Coverage/COBRA
Illinois College is required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) to offer continuation of group health, dental, and vision insurance coverage, at the employee’s expense, to certain employees and their dependents who experience a “qualifying event”. In the case of termination
or reduction of hours, coverage may continue for up to 18 months. Dependents may be eligible for up to 36 months. In case of disability occurring during the first 18 months of continuation, coverage may be extended for an additional 11 months. The College offers whatever is required by law. Employees should contact the Office of Human Resources for further information.

The College offers the following group benefits to eligible employees:

**Dental Insurance**
Full-time employees are eligible to participate in the dental insurance program. The College does not pay a portion of the premiums for this benefit. Coverage is effective the first day of employment. Changes can be made only during annual open enrollment or if the employee has a “qualifying event”. Please contact the Director of Human Resources for more details.

**Disability Insurance**
Full-time employees are eligible to participate in the disability insurance program. The College pays 50% of the premium for disability insurance. Coverage begins on the first day of employment and changes can be made during an annual open enrollment period. Please note that if coverage is not elected when an employment begins, the employee may be asked to undergo a health screening by the disability carrier and coverage is not guaranteed. The College recommends each employee carefully consider whether or not participation in this benefit for his or her own protection is advisable.

**Flexible Spending Plan**
The Flexible Spending Plan available at Illinois College allows full-time employees to pay for health and child care expenses on a before tax basis. In other words, no federal, state, city or social security taxes are paid on amounts set aside within the spending plan account. To participate in health and/or child care spending plans, an employee must enroll within the first 30 days of hire, within the first 30 days of a family status change, or during annual open enrollment in November to be effective January 1.

**Life Insurance**
Full-time employees of Illinois College participate in Group Life Insurance paid fully by the College. This is term insurance equal to one times the employee’s annual pay, and in the case of accidental death the benefit is equal to two times the employee’s annual pay. The College also pays for term coverage of $5,000 for a spouse or domestic partner and $2,500 for children. This insurance becomes effective as of the first day the employee’s date of employment. In addition to the College life insurance, employees have the option of purchasing additional term insurance through payroll deduction. The additional life insurance benefit maximum is three times the employee’s annual salary, no more than the employee’s elected voluntary benefit for the spouse or domestic partner, and $10,000 per child.

**Medical Insurance**
Full-time employees and their qualified dependents are offered group medical coverage. Coverage begins on the first day of employment and changes can be made during an annual open enrollment period or in the case of a “qualifying event”. Premium payments are shared between the College and the employee and made by payroll deduction. The premium split is determined each year in November and is effective January 1 for the following calendar year. New employees who wish to apply for membership in the medical insurance plan must make application during the employee’s first 30 days of employment to take advantage of the initial enrollment.

**Retirement Plan**
The Illinois College Retirement Plan is with Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF).

- Under this plan, the College contributes 7% and the employee contributes 5% of the employee’s base salary under a tax-deferred plan which is a qualified contributory IRS 403(b) retirement plan.
  - All participants, under any circumstances, must have achieved a minimum age of 21.
  - Participation in the plan is mandatory and commences with the first full pay period following the employee’s one year service anniversary.
  - New employees who worked at least 1,000 hours over the last 12 months preceding employment with the College for a qualified employer may commence participation in the Illinois College Retirement Plan upon employment, without a one-year waiting period. The new employee must provide evidence of eligibility as stated. Contact the Director of Human Resources for details.

**Social Security**
Illinois College must deduct the required percentage of social security premiums from an employee’s pay check to pay the employee’s portion of social security protection. Some of the benefits from the deduction for social security for employees and their families include retirement benefits, disability income, survivor benefits, supplemental security income and Medicare. Details of these benefits may be obtained from the Social Security Administration branch office in Springfield, Illinois.

**Vision Insurance**
Illinois College offers a wellness vision plan to all full-time, benefits eligible employees at no cost to the employee. Employees can purchase additional coverage for their spouse, domestic partner, or dependents through payroll deduction.

### Non-Insurance Related Employee Benefits

**Campus Functions**
Employees and their immediate family may attend some campus athletic events and some cultural events without cost. Currently, the College allows Illinois College faculty and staff and their children under 18 free admission to athletic events. Spouses, domestic partners and children over 18 are admitted for a modest cost. Please check with the Department of Athletics for further details.

**College Bookstore**
Employees are entitled to a 10% discount at the College bookstore on most merchandise. Employees may also purchase text books at the bookstore, but no discount fee is applicable.

**College Parking Facilities**
Employees are eligible to purchase permit parking on campus. Permit parking information and parking rules and regulations are available in the Security Office. Because of increasing demand for on-campus parking, Illinois College has adopted a policy of strict enforcement, using fines to better protect the rights of those employees who observe the regulations. Employees obtaining a parking permit are expected to be familiar with and observe the rules governing the use of parking facilities.

**Dining Hall and Food Service**
Meals are available to employees at a reasonable cost at Common Grounds, Uncommons, and at Cummings Dining Hall. A meal pass may be purchased by employees at a reduced cost.

**Employee Assistance Program**
Illinois College sponsors an employee/student assistance program with The Passavant Physician Association and The Center of Psychiatric Health (217-245-7275). These services are available to full-time and part-time benefit eligible Illinois College employees and their dependents. Services include but are not limited to personal counseling, couples’ counseling, psychiatric care and drug/alcohol issues.

Assessment, counseling and referral are routinely conducted at The Center for Psychiatric Health at 557 North Westgate Avenue in Jacksonville. Currently, six visits per year are provided through the contract with an employee co-pay of $30.00 per session. The College pays the balance of the cost. Visits beyond the limit of six may be obtained at the expense of the employee. Medical insurance benefits must be applied should hospitalization occur. Employees may refer themselves to the program or a referral may be made through the Templeton Counseling Center on the College campus. For details and questions regarding these services, contact the Templeton Counseling Center at 245-3073.

**Identification Cards**
All employees are issued an Illinois College personal identification card. This card is to be used for identification purposes, to access work areas before and after normal business hours and to obtain special services and privileges available to employees. Employees should safeguard this card and report loss or theft immediately to the Facilities Management Office.

This identification card provides employees with a number of benefits and privileges including the following:
- Use of Schewe Library services;
- Access to the staff dining plan; and
- Access to the Bruner athletic complex. (Spouse, domestic partner, and dependent children memberships are available for a one-time $15 fee through the Facilities Management Office).

As with all College property, identification cards should not be shared among employees or used to gain unauthorized access to certain areas or privileged information. Each employee is expected to report lost or stolen identification cards immediately. Employees should contact the Facilities Management Office to obtain identification cards and/or further information. All employees must surrender their identification card upon separation.

**Inclement Weather**
Employees are expected to report to work and leave work at their scheduled time. The College should be presumed to be open and operating unless a decision to the contrary is made and communicated by the Business Affairs Office. The Vice President for Business Affairs will make a recommendation to the President of the College regarding whether to not open, to alter the regular work schedule (open late) or to release employees early. The decision to not open, alter the regular work schedule, or release employees early will be communicated to the various Vice Presidents who will be responsible for communicating the decision to their department employees. In addition to a campus email, the Business Affairs Office will communicate such a decision to the public media for broadcast on radio and television, to the College operators and to the webmaster for posting of an announcement on the College’s homepage.
When the decision is made to not open, alter the regular work schedule, or release employees early, employees will be paid for the remaining hours the employee was scheduled to work that day. Employees, who choose not to come to work on a day when the regular work schedule has not been altered, will be compensated through the use of accrued vacation time. Employees who choose to leave work prior to the decision being announced, will be paid regular wages for the time worked and utilize accrued vacation time for the balance of the day.

If, due to inclement weather, employees feel they cannot safely drive to work, or must leave prior to the regularly scheduled time, the supervisor may permit the employee to use vacation time. In all cases, the decision as to whether the drive to work can be made safely or the drive home can be done more safely early in the day rather than at the completion of the work day, must remain with the individual employee.

**Lost and Found**
Lost and found articles on campus may be claimed or delivered to the Center for Student Involvement in Caine Student Center or the Accounting Services Office when the vault is required for safekeeping.

**Notary Services**
For the convenience of employees, a Notary Public service is available at no charge in the Facilities Management Office and the Development and Alumni Relations Office.

**Reimbursement of Work-Related Expenses**
All work-related expenses must be approved in advance by the employee’s supervisor and Vice President of the department in which the employee works. In general, the College will reimburse employees for reasonable travel expenses (meals, accommodation for travel) when work requires travel. Employees traveling on College-related business may not charge or bill the College for alcoholic beverages. Furthermore, Illinois College does not permit the use of charter, rental or personal aircraft for College business. Instead, employees must use commercial or large charter service which provides transportation services to multiple corporations and institutions for travel except for team travel when authorized by the President of the College. As a matter of policy, the College does not permit 20 or more employees to travel on the same flight and does not permit significant consolidation of travel on other common conveyances of travel unless authorized by the President of the College, in which case additional insurance will be purchased to cover the risk.

**Schewe Library**
As an employee of Illinois College, the facilities of Schewe Library are available at no charge.

**Time Off Work**

**Vacation**
Full-time and part-time benefit eligible employees accrue vacation based on full-time continuous service to the College. Effective January 1, 2015, part-time, benefit eligible employees accrue vacation on a proration of the full-time accrual for their classification. Vacation time will not accrue for any period in which an employee takes unpaid time off. Vacation time is calculated on a fiscal year which runs from July 1 to June 30.
Although Illinois College attempts to accommodate the employee’s schedule and requests, the timing of vacation is left to the discretion of the College. Requests for vacation time should be given to the employee’s supervisor well in advance of the requested vacation date.

Paid vacation may be taken after the first three months of employment. With supervisor approval, unpaid time off may be taken during the first three months. Partial days of vacation may be taken at the discretion of the employee’s supervisor. However, exempt employees may not take vacation time in less than one-half day increments.

Below is the vacation accrual schedule by classification of employee:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Yrs of Service</th>
<th>Days/Year</th>
<th>Accrued Hrs/Mo</th>
<th>Rollover Hrs/Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt, 40 hr week</td>
<td>0+</td>
<td>22</td>
<td>14.67</td>
<td>176</td>
</tr>
<tr>
<td>Non-Exempt, 40 hr week</td>
<td>0 - 1</td>
<td>10</td>
<td>6.66</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>1 - 2</td>
<td>12</td>
<td>8</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>2 - 4</td>
<td>15</td>
<td>10</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>4 - 9</td>
<td>18</td>
<td>12</td>
<td>144</td>
</tr>
<tr>
<td></td>
<td>9 - 14</td>
<td>20</td>
<td>13.33</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>14+</td>
<td>22</td>
<td>14.66</td>
<td>176</td>
</tr>
</tbody>
</table>

10-month employees do not earn vacation. Both exempt and non-exempt employees are required to keep track of vacation leave. Used, accrued, and available time is available on Connect2 and the employee’s paycheck stub.

**Sick Time/Personal Time Off/Funeral Leave**

Paid sick time provides financial assistance to benefit-eligible employees who are unable to work due to personal illness or injury or to care for a family member who is ill or injured or to attend the funeral of a family member. Sick leave may also be used for medical or dental appointments for the employee (including routine medical and dental appointments) or for emergency medical or dental appointments for a family member. Verification of illness or injury by a medical physician’s written statement may be required.

Leave to attend the funeral of a family member is limited to three days of sick time unless there are special circumstances and the employee’s supervisor approves. For purposes of this policy, family member is defined as a parent, step-parent, parent-in-law, spouse, domestic partner, child, step-child, sibling, step-sibling, grandparent, step-grandparent, grandchild, step-grandchild, and in-laws. Personal (see policy below) or vacation leave may be used to attend a funeral of a person who is not a relative or to extend time for funeral purposes. If the employee has no sick, personal, or vacation time, unpaid leave may be granted for funeral purposes if approved by the employee’s supervisor and the Vice President for Business Affairs.

Employees are required to notify their supervisor as soon as possible when leave is needed, but no later than one-half hour before the employee’s start time. Timely notification is to be made by the employee by calling or leaving a voice message with the employee’s supervisor stating the need for leave and the reason for leave. This notification is a requirement unless notification
is not possible under the circumstances. Employees should also review the Attendance and Reporting Procedures section of this handbook.

Illness or injury exceeding three consecutive work days requires a physician’s release to return to work. Unused sick leave is not paid upon termination. Employees may not use sick leave to add to vacation unless the employee verifies an illness or injury by providing a physician’s statement which qualifies for sick leave.

Effective July 1, 2013, a portion of accrued sick time was converted to personal time off. The purpose of this conversion was to allow employees a layer of flexibility for time off that does not fit into the vacation or sick categories. Examples of personal time off are: time off to complete personal legal or financial documents, volunteerism, and other personal business.

Personal time off can be used to extend sick time. Like sick time, unused personal time off will not be paid out upon termination.

Below is the sick accrual schedule by classification of employee:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Yrs of Service</th>
<th>Days/Yr</th>
<th>Accrued Hrs/Mo</th>
<th>Rollover Hrs/Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt/Non-Exempt 40 hr week</td>
<td>0+</td>
<td>12</td>
<td>8</td>
<td>832</td>
</tr>
<tr>
<td>Exempt/Non-Exempt, 10 month</td>
<td>0+</td>
<td>10</td>
<td>6.66</td>
<td>693.34</td>
</tr>
</tbody>
</table>

Below is the personal time off accrual schedule by classification of employee:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Yrs of Service</th>
<th>Days/Yr</th>
<th>Accrued Hrs/Mo</th>
<th>Rollover Hrs/Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt/Non-Exempt 40 hr week</td>
<td>0+</td>
<td>3</td>
<td>2</td>
<td>208</td>
</tr>
<tr>
<td>Exempt/Non-Exempt, 10 month</td>
<td>0+</td>
<td>2.5</td>
<td>1.67</td>
<td>173.33</td>
</tr>
</tbody>
</table>

**Holidays**

Employees are paid for the following holidays:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day

Depending on the calendar in any particular year, additional holidays may be granted during the holiday season. These will be announced by the College in advance.

In order to receive holiday pay, employees must be on the active payroll and must have worked their last scheduled day before the holiday and their first scheduled day after the holiday, unless otherwise excused by their supervisor for vacation or verified sick time. Verified sick time in this instance requires a physician’s statement.
Non-exempt employees are paid their regular hourly wage for an eight hour day as holiday pay. Exempt employees are not paid extra for holidays. If a non-exempt employee is asked to work on a regular holiday, the employee will receive two times the employee’s hourly rate of pay for hours actually worked instead of holiday pay. If the regular paid holiday occurs during paid vacation, the holiday is not counted as a vacation day. An employee on an unpaid leave of absence is not eligible for paid holidays. For purposes of overtime pay, holidays are not counted as days worked unless the employee actually works on the holiday.

Effective January 1, 2015 part-time employees will receive holiday pay, only for those hours they would normally be scheduled to work for the day on which the holiday falls.

Normally, when the holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday.

Vacation Donation Policy
Illinois College recognizes the need of its staff to balance employment and personal life matters. In support of this recognition, the College has created this policy allowing employees to donate vacation to fellow employees under certain circumstances.

Employees who have earned vacation and would like to donate earned vacation to eligible employees under this policy may donate up to five days of paid vacation to a vacation pool on or before the end of each fiscal year as long as the donor/employee has a total of at least 10 vacation days accumulated on the date the vacation is donated.

An employee is eligible to receive the donated leave if the employee is a benefit-eligible employee who has received approval for a leave of absence, as defined below, and has exhausted all applicable paid leave benefits of his/ her own. An employee is not eligible to receive donated leave if the employee is entitled to receive or is receiving any other paid benefits such as short-term or long-term disability benefits and/or workers’ compensation.

An eligible employee may use available donated vacation leave from the pool of up to 10 days each fiscal year in order to be paid during the otherwise unpaid time. Donated vacation leave will run concurrently with FMLA leave. The employee will not earn any accrued benefits (such as holiday, sick or vacation time) during the use of this donated vacation leave. Donated vacation is converted into the recipient’s pay rate, regardless of the difference in pay. Donations can only be made in full day increments and can only be received in full day increments.

Solicitation of donors is not permitted. Donors are not permitted to designate the recipient. Once leave has been donated, it cannot be restored to the donating employee.

An eligible employee may apply for the donated leave within five days of exhausting all applicable leave benefits otherwise available to the employee. An employee is not required to have donated vacation to the pool in order to be eligible for a donation.

The Office of Human Resources is responsible for administering this policy. Requests to donate leave or to receive donated leave are to be made to the Office of Human Resources. Donated leave will be used from the pool as needed by the eligible employee up to the maximum of 10 days each fiscal year per employee. Unused donated leave will remain in the pool unless
forfeited under the terms of this policy. Donated leave will remain in the pool for one year from the date donated and thereafter is forfeited and removed from the pool if not used. Donations requested from the pool will be used in the order donated so as to avoid forfeiture when possible.

Employees wishing to donate to the pool must fill out an Employee Vacation Pool Donation form available on Connect2 or in the Office of Human Resources. Employees wishing to receive donated vacation leave must fill out an Application for Vacation Pool Donation form, also available on Connect2 or in the Office of Human Resources.

**Leaves of Absence**
The College offers several different categories of leaves as follows:

- Parental Leave
- Personal Leave of Absence
- Military Leave
- Family & Medical Leave

Because of the uniqueness of each request, employees are directed to the Director of Human Resources for any questions an employee may have concerning the desired type of leave.

There are some guidelines that apply to all leaves. All leaves of absence must be requested and/or designated and approved in writing. Subject to any applicable legal standards, requests for some leaves of absence will be evaluated based on the employee’s work record, length of service and the College’s operating needs. Misrepresenting reasons for applying for or receiving a leave of absence may result in disciplinary action, up to and including termination.

All leaves of absence are unpaid unless otherwise indicated or unless the employee qualifies for some other benefit. The College requires employees to first use accrued applicable paid time off (including vacation) in the following order during a period for which leave is requested, unless stated otherwise in this policy or prohibited by law; first sick leave, then personal and vacation time.

During an approved leave, the College will continue to provide any health, vision, life and/or disability insurance that was provided the employee before the leave and is provided to other employees, if required by federal or state law. In no case will the College pay for more than six months coverage, subject to the terms, conditions and limitations of the benefit plans. During leaves of absence, employees remain responsible for the employee’s share of the premiums and any dependent premiums for insurance benefits during the duration of the leave. If an employee fails to pay their portion of the insurance premiums for three consecutive months, the College will terminate coverage.

If the period of approved leave of absence exceeds the available paid sick, vacation, and personal leave, any length of service accrual and any benefits accrual, such as paid vacation, holiday pay, sick leave, and personal leave will be suspended after the sick, vacation, and personal leave are exhausted and will resume upon return to active employment with the College. Waiting periods for health and other benefits are satisfied only through active employment with the College, unless otherwise allowed by the benefit or required by law.
Employees will not lose any length of service or accrued benefits because of time off work for an approved leave in accordance with applicable law.

Employees on leave are required to keep the Office of Human Resources as well as their respective supervisor updated on their status and intent to return to work and are required to give reasonable and advance notice of the intended return to work date. If the leave of absence is for the employee’s own medical condition, the College reserves the right to require a fitness for duty certification from the employee’s treating healthcare provider before the employee returns to work.

Employees returning from an approved family and medical leave (granted pursuant to the FMLA) or other statutory leave will be granted reinstatement according to the law’s requirements or as further set forth in the specific leave policy. As to non FMLA or other statutory mandated leaves, an attempt will be made for employees returning from leave to reinstate employees to their same position or one of comparable pay and status, unless business circumstances make it unreasonable or difficult to do so.

Leaves of absence are subject to change at any time, either to meet the operating needs of the College or to comply with any changes in law or statute. Any leave taken pursuant to this policy or applicable law which qualifies for leave under FMLA, will be counted against an employee’s appropriate available leave (sick leave, personal time off and/or vacation leave) under the applicable College policy, as well as the available leave under the FMLA, to the extent permitted by law.

Failure to follow any leave requirements or to return to work following the expiration of the leave will be considered a voluntary resignation. All rights to reinstatement cease if the employee does not return to work at the end of the approved leave.

Employees may not use any leave of absence to work at another job without the express consent of the President of the College. Should that occur, the employee will be subject to discipline, up to and including termination.

Exceptions to any leave policy provided by the College may be available to those qualified employees subject to the provisions of the Americans with Disabilities Act and the provisions of the Illinois Human Rights Act relating to pregnancy. Individuals with a disability or pregnancy related issues who wish to request an exception to this policy in order to accommodate a disability or pregnancy should contact the Office of Human Resources for forms and instructions.

**Parental Leave**

The College provides up to twelve weeks of unpaid leave to eligible employees for the purpose of birth or adoption. Parental leave is also considered family leave under the provisions of the federal Family and Medical Leave Act (FMLA). Parental leave runs concurrently with FMLA leave.

New parents who are full-time staff or part-time employees, who have worked an average of 20 hours or more per week during the six consecutive months preceding the commencement of a parental leave, are eligible for two weeks of paid parental leave if the leave occurs during the employee’s work year.
A request for Parental Leave of Absence should be originated and signed by the employee, submitted to the immediate supervisor, and forwarded to the Office of Human Resources. If possible, the form should be submitted 30 days in advance of the effective date of the leave. All agreements on the leave, including extensions, should be in writing. Upon return to work at the end of the leave, the employee will be reinstated to the same or a comparable position without loss of status, pay, or accrued benefits.

**Personal Leave of Absence**
An employee may request personal leave to extend the time for funeral purposes, to grieve the death of a family member or for some other personal reason. An employee may also request personal leave to extend leave for a serious illness or injury which would otherwise qualify under the Family & Medical Leave Policy.

Whether an employee is granted a personal leave will depend upon job requirements, the availability of a temporary replacement and the projected ability of the College to reinstate the employee after the leave. Benefits will continue during the approved personal leave and the employee will be responsible for payment of the employee portion of any premium.

Unless otherwise required by law, reinstatement will not be guaranteed to any employee requesting a personal leave. However, the College will attempt to place employees returning from leave in their former positions or to a position comparable in status and pay, subject to budgetary restrictions and the College’s need to fill vacancies and its ability to find qualified temporary replacements.

Unless otherwise required by law, personal leaves will be limited to one month duration. Additional one-month time increments may be granted, but in no case may personal leave extend beyond a total of six months.

**Military Leave**
Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave, or to a position with equivalent seniority, pay and benefits, as long as the employee follows the legal requirements to qualify. Employees are requested to notify their supervisors as soon as they are aware of the military obligation. If employees have questions regarding the College’s military leave policy, applicable state and federal laws and continuation of benefits, they should consult the Office of Human Resources.

**Family and Medical Leave Act (FMLA)**
The Family and Medical Leave Act allows eligible employees to take up to 12 work weeks of unpaid job protected leave in a 12-month period for the following reasons: The birth of a child (medical leave); the placement with an employee of a child for adoption or foster care, and first year care of a child following birth or placement for adoption or foster care (new child leave), the need to care for a spouse, child, parent, or parent-in-law who has a serious health condition
(family leave); an employee’s own serious health condition which renders him/her unable to perform the functions of his/her position (medical leave), or a qualifying exigency arising as a result of a spouse, child, parent, or parent-in-law on active duty (or being notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operating (military exigency leave).

The Family and Medical Leave Act allows eligible employees to take up to 26 work weeks of unpaid job protected leave in a 12-month period to care for a spouse, child, parent, parent-in-law, or next of kin who is a member of the Armed Forces who has a serious injury or illness incurred by the service member in the line of active duty (military caregiver leave).

There may be times when the College becomes aware that an employee is eligible for leave for an FMLA-qualifying reason and the employee has not requested FMLA leave. The College will notify the employee, detail the employee’s responsibilities and explain any consequences for failing to meet these responsibilities. When the College has sufficient information to determine whether leave qualifies for FMLA coverage, it will notify the employee within five business days (unless extenuating circumstances exist) of making that determination whether the leave is or is not designated as FMLA leave and the amount of leave that will be counted against the employee’s entitlement.

Under the “Military Exigency Leave”, the College will grant a qualifying employee leave up to 12 weeks in a 12-month period because of “any qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

A “qualifying exigency” is defined as follows:

- Short notice deployment (seven or less calendar days prior to the date of deployment);
- Military events and related activities (in advance of and during deployment, including family support or assistance programs and informational briefings);
- Childcare and school activities (e.g., to arrange for alternative childcare, provide childcare on an urgent, immediate-need basis or to attend meetings at a school or daycare facility);
- Financial and legal arrangements (e.g., to prepare and execute powers of attorney, enroll for military health care or to prepare a will or living trust);
- Counseling (non-medical, for oneself, the service member or a child of a service member);
- Rest and recuperation (up to five days for each);
- Post-deployment activities (to attend ceremonies and briefings for a period of 90 days or to address issues arising from the service member’s death); and
- Additional activities agreed to by the College and employee.

Under the “Military Caregiver” provisions, the College will grant military caregiver leave to eligible employees for up to 26 weeks in a 12-month period to an eligible employee who is a spouse, son, daughter, parent, parent-in-law or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty on active duty, in order to care for the service member. “Next of kin” is defined as “the nearest blood relative” of a service member. The term “serious illness or injury” is defined as one that renders the service member
medically unfit to perform the duties of a member’s military position. This covered service member is one who is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list due to the injury or illness. An eligible employee is entitled to this military caregiver leave intermittently or continuously, but only during “a single 12-month period”. If you take this military caregiver leave, any leave you have used of your 12-week allotment or other FMLA Leave will be deducted from the 26-week period.

The 12-week or 26-week period is measured beginning on the first date the employee commences FMLA leave. The next 12-month period begins the first time FMLA leave is taken after completion of any previous 12-month period.

Illinois College’s policy requires that employees taking FMLA leave use accrued sick leave, personal time, and vacation leave, depending upon the circumstances. This means that, under certain conditions, an employee may receive pay for part or all of the time on a leave of absence. For example, if the employee requires leave for military exigency, the employee will be required to use any available vacation days. During a medical-related leave, an employee will be required to use accrued sick leave at the beginning of the leave. If the leave continues after all accrued sick days have been used, an employee will be required to use accrued personal time off and vacation days.

To be eligible for leave under this policy, an employee must have been employed by the College for at least 12 months and have worked at least 1,250 hours during the 12 months immediately preceding the leave. Under certain circumstances, leave may be taken all at once, intermittently, or on a reduced schedule basis. Arrangements should be discussed with the employee’s supervisor and additional documentation indicating the medical necessity may be required.

If both spouses are employed by the College, the total combined leave time may be limited to 12 weeks in a single 12-month period for the birth of a child or the placement of a child for adoption or foster care; to care for the employee’s parent with a serious health condition or because of a qualifying exigency related to military leave. However, each employee may use up to 12 weeks of leave during any 12-month period if the leave is for the care of the employee’s spouse or child with a serious health condition or the employee’s own serious health condition. If both spouses are employed by the College, they are limited to a combined total of 26 work weeks during the single 12-month period if the leave is military caregiver leave or a combination of military caregiver leave and other family leave.

If the employee takes any leave covered by this policy, coverage by the College’s group insurance plan will be continued. During the leave, the employee is responsible for his or her portion of the insurance premium just as if he/she were continuing in active employment. Contact the Office of Human Resources for additional information. If, during FMLA Leave, the employee indicates that he or she does not intend to return to work, or if after the completion of the leave the employee does not return to work, the employee may be required to reimburse the College for the cost of payments made to maintain the employee’s benefits during the leave. Vacation, sick and personal time does not accrue during an unpaid leave under this policy.

If an employee experiences a family status change during a leave of absence (such as a birth of a child, adoption of a child, or marriage) he/she must complete the appropriate health, dental,
and/or vision enrollment/change forms in order to cover the new dependent under the employee’s elected insurance plans through the College. As required under insurance law, any additions or deletions of dependents must be completed and returned to the Office of Human Resources within 30 days of the event (birth, adoption, marriage, etc.)

An employee who foresees the need for leave under FMLA must notify his/her supervisor and the Office of Human Resources in writing as early as possible. Such notice must be at least 30 calendar days in advance of the start of leave, unless impracticable, in which case the employee must provide the written notice as early as circumstances permit, generally within two working days of learning of the need for leave.

If the requested leave is to care for a spouse, child, parent, or parent-in-law who has a serious health condition or to care for a covered service member, the employee will be required to file with his/her supervisor and the Office of Human Resources, in a timely manner, a health care provider’s certification providing information as to the serious health condition and stating that the employee is needed to care for the family member.

If the requested leave is because of a serious health condition of the employee, he/she will be required to file with his/her supervisor and the Office of Human Resources a health care provider’s certification providing information as to the condition, the probable duration of the condition; and the medical facts regarding the condition. The College may request subsequent re-certifications during the course of the leave. Certification forms are available from the Business Affairs Office.

The College ordinarily will return an employee to the same position or a position equivalent to the one left when the employee went on leave unless the employee is a key employee. Although the job an employee returns to may not be identical, it will offer equivalent working conditions, pay and benefits.

**Victims Economic Security and Safety Act (VESSA) Leave**

An employee who is a victim of domestic or sexual violence is entitled to an unpaid leave for a maximum of 12 weeks during a 12-month period for any of the following reasons:

- To obtain medical attention or to provide recovery from physical or psychological injuries caused by domestic or sexual violence;
- To obtain services from victim service agencies, psychological counseling, to participate in safety planning, temporary or permanent relocation or taking actions to increase safety; or
- To seek legal assistance to ensure the health and safety of the employee, or the employee’s family or household member, or participate in a civil or criminal legal proceeding relating to domestic or sexual violence.

VESSA Leave may be taken for an employee or a member of their family or household member. For purposes of this policy, “family or household member” is defined as a parent and/or legal guardian, spouse, or child, whether a natural, adopted or step relationship.

VESSA does not create additional rights under FMLA, nor is VESSA Leave provided in addition to FMLA. The total leave taken under VESSA and/or FMLA may not exceed 12 weeks.
**School Visitation Leave**

Up to eight hours unpaid time off in any school year may be granted for the purpose of attending necessary educational or behavioral conferences for College-employed parents and guardians for their dependent children. No leave may be taken under this policy unless the employee has exhausted all accrued vacation leave. To be eligible for unpaid time off for school visitation, the employee must have been on the payroll for at least six consecutive months prior to the request and must work at least 20 hours per week. The employee is required to provide the College with a written leave request at least seven days in advance. However, in emergency situations, no more than 24 hours of notice will be required.

**Time Off for Voting**

Illinois College grants any full-time employee up to two hours leave in order to vote if the employee’s work day begins less than two hours after the polls open in the morning and ends less than two hours prior to the closing of the polls. To receive time off to vote, an employee must notify his/her immediate supervisor on the date prior to the election of his/her intent to be absent. The College may specify the particular work hours to be used as time off to vote. Leave time will be unpaid unless the employee asks to substitute vacation or personal time. At its discretion, the College may change the work hours on an election day so that the work begins more than two hours after the polls open in the morning or ends more than two hours before the polls close in the evening.

**Jury Duty**

All employees who are called for jury duty will be excused from work during the time spent as a juror. This will be paid time off if the employee reimburses the College for all jury duty pay received. Time spent serving as a juror is not considered time worked when computing overtime. An employee should notify his/ her supervisor immediately upon receipt of a Summons for jury duty.

**Witness Duty**

The College understands that employees must appear in court for witness duty when subpoenaed to do so. Employees who have been subpoenaed or otherwise requested to testify as witnesses by the College will receive full pay for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the College. Employees are free to use any available vacation or personal time to receive compensation for the period of this absence.

A copy of the Subpoena must be provided to the employee’s supervisor immediately after it is received so that operating requirements may be adjusted, where necessary, to accommodate the employee’s absence. The employee is expected to report for work whenever the court schedule permits.

**Tuition Assistance/Remission Policy**

Illinois College provides tuition assistance/remission to benefit eligible employees, their spouse or domestic partner and/or their dependent children who qualify to receive this benefit. To receive further information concerning this benefit and the qualifications to receive this benefit, employees should contact the Office of Human Resources.
Tuition Exchange
Illinois College participates in tuition exchange plans which permit benefit eligible employees, their spouse or domestic partner and/or their dependent children of full-time employees of the College to attend other participating colleges and universities at reduced tuition or no tuition. Prospective participating host colleges and universities decide on eligibility criteria and the individual wishing to participate must qualify according to the eligibility criteria for that college or university. For more information regarding this policy contact the Office of Human Resources.

Use of College Vehicles
Illinois College provides automobiles and college vans for use by certain employees in the conduct of their business for the College. As an employee, if you are issued an automobile or a van for use to conduct College business, the following rules and regulations apply:

- The automobile or van will be insured by the College. However, you will be required to carry proof of insurance with you while operating the College vehicle. Employees are to obtain proof of insurance papers from the Facilities Management Office.
- The cost of any parking or traffic ticket issued to the employee while driving a College vehicle is to be paid and borne by the employee.
- College vehicles are to be locked when unattended.
- College vehicles are to be returned to the designated parking area following use.
- College vehicles are not to be taken home overnight without the express permission obtained in advance by the President of the College or the Vice President for Business Affairs.

Additional information on use of College vehicles can be found in the College Policies section of this handbook.

Work Uniforms
Some employees at the College are required to wear uniforms. The College furnishes uniforms, when required, at no cost to the employee. Uniforms are issued on the first day of employment for those who are required to wear uniforms and are to be worn only in connection with the performance of work at the College. Replacements for worn-out uniforms may be obtained. Worn-out uniforms are to be returned. Uniforms remain the property of Illinois College and must be returned upon termination of employment.

Wage and Salary Policies

Attendance and Reporting Procedures
All employees are expected to come to work on time and on a regular basis. When it is not possible for an employee to report to work, it is the employee’s responsibility to notify his/her supervisor either in person or by telephone in the case of an emergency. This notification must be made as far in advance as possible so that an employee’s supervisor may make arrangements for a replacement or for a re-assignment of the employee’s job duties. If the employee must leave work for any reason before the end of the day, he or she must discuss the situation with their supervisor. Some policies have specific reporting requirements to qualify for benefits under the policy and employees should consult these policies. See sick leave, funeral leave, vacation, and FMLA policies.

Except in extraordinary circumstances, any employee who does not report to work, has not received approval for time off, who does not notify his/ her supervisor of the need to be off work, and has an
absence of two consecutive work days, will be considered to have voluntarily resigned his/her employment with the College.

Repeated tardiness or absences will not be tolerated. If an employee’s tardiness or absences becomes excessive, the employee will be subject to discipline, up to and including termination.

**Direct Deposit**
The College encourages all employees to have their paychecks automatically deposited in their bank accounts. This provides a safe, convenient, cost-efficient method for employees to receive their paychecks as well as making delivery easier for the College. Forms for direct deposit are available in the Office of Human Resources.

**Hours of Work**
Office hours may vary from department to department. Employees will be advised of their daily schedules of work and they will be expected to arrive ready for work at the assigned hours. Offices are normally open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Exempt employees are expected to work normally at least 40 hours per week, even if the department’s office is open more or less than 40 hours per week.

**Job Descriptions**
Job descriptions are maintained and updated by the various Vice Presidents for their areas of supervision and are available to employees through their supervisors or the Office of Human Resources. Job descriptions aid in staffing, wage and salary administration and training. Job descriptions also help employees and supervisors communicate job responsibilities. Job descriptions only provide guidelines and may change over time.

From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal jobs. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed. If an employee feels their job description does not accurately reflect their job duties, the employee has the responsibility of bringing this matter to their supervisor’s attention.

**Meal and Break Periods**
Non-exempt employees who work 7 ½ continuous hours or more are provided an unpaid meal period of at least 30 minutes. This meal period will be given to an employee no later than five hours after the beginning of work. Generally, meal periods at the College for service staff are 30 minutes. Employees should inquire of their supervisor the time allowed for meal breaks. In addition, an employee working a 7 ½ hour day will normally be permitted two paid 15-minute breaks each day. These will be scheduled with the employee’s supervisor. Breaks may not be used to offset arrival, extend meal breaks or to shorten the work day. Employees must return to work following allotted meal and break periods. Failure to promptly return to work may result in discipline up to and including termination.

**Payroll Deductions**
Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and benefits. Deductions will be made for the following:

- Federal and state income tax withholding
- Social Security (FICA)
- Employee benefits
No later than January 31st, each employee will be supplied with a wage and tax statement (W2) form for the previous calendar year. This statement summarizes income and deductions for the year. If questions arise regarding these deductions, please contact the Accounting Services Office.

**Safe Harbor Policy**

It is the College’s policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The College makes every effort to ensure employees are paid correctly. Occasionally, inadvertent mistakes occur. When these mistakes do occur and are called to the College’s attention, the College will promptly make any corrections necessary. Employees are to review their own pay stub when received. If an employee believes a mistake has occurred, the employee should direct questions to the Accounting Services Office.

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. Employees are prohibited from performing any “off the clock work” which means work performed but not reported on your timesheet or noted on the time clock. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action up to and including termination. It is a violation of the College’s policy for any employee to falsify a timesheet or to alter another employee’s timesheet. It is also a violation of the College’s policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee’s timesheet or to under or over report hours worked. For any violations of the College’s policy, please immediately report this matter to the Office of Human Resources.

If you are an exempt employee, you will receive a salary which is intended to compensate you for any hours you may work for the College. In addition, the College will not make deductions from your salary that are prohibited under the Fair Labor Standards Act.

If the employee has questions about deductions from his/her pay, please contact the Accounting Services Office. If an employee believes he/she has been subject to any improper deductions or their pay does not accurately reflect the hours worked, please report this matter to the Accounting Services Office. Every report will be investigated and corrective action will be taken when appropriate. The College will not allow retaliation against individuals who report alleged violations or who cooperate in the College’s investigation of such reports. Retaliation will result in disciplinary action up to and including discharge.

**Time Records**

The College requires all employees to maintain time and attendance records. Non-exempt employees are to report actual hours worked and other paid time off on the time and attendance form. The form must be signed by the employee and the supervisor and turned in on a weekly basis. The time forms indicate time off for sick leave, vacation leave, family leave, funeral leave or other leaves of absence.

Physical plant employees are issued time cards which is the form such employees must use to record their time. Other employees not in the physical plant are to record hours worked on a payroll timesheet.

Exempt employees are required to report total daily hours worked and other paid time off. This includes sick leave, vacation leave, personal leave, or any other leave. That time should be approved and turned
in to the respective supervisor on a timely basis. The form must be signed by the employee and the supervisor and turned in on a monthly basis.

A time card, sheet or form is a legal record of the hours an employee is at work and/or on leave. Paychecks and leave time is based on the record kept. Any additions, corrections or changes on a time record must be made and initialed by the employee’s supervisor. An employee’s refusal to maintain an accurate record is cause for disciplinary action up to and including termination.

No employee is permitted to clock in or out for another employee nor may another employee keep time records for another employee. Should this occur, both employees involved may be disciplined, up to and including termination.

To make sure accurate records are maintained, employees have the responsibility of periodically reviewing the amount of unused vacation and sick time they have available as well as making sure that their records are accurately kept. This information is available on paycheck stubs or Connect2. Any questions with regard to time records should be addressed to the Office of Human Resources.

**Wage and Salary Increases**
An employee’s performance will be reviewed each year. The employee’s demonstrated work qualities will be considered in determining annual increases. Increases are effective July 1 through the following June 30.

**Wage Assignment/Garnishments**
In compliance with federal and state law, Illinois College must accept liens, assignments, garnishments and/or attachments against wages of employees. The Accounting Services Office will inform an employee that a wage lien, assignment, garnishment and/or attachment has been issued and will automatically deduct the appropriate funds from the employee’s paycheck. Should an employee feel that any deductions have been improperly made, the employee should contact the Accounting Services Office immediately.

**Work Week and Pay Dates**
The work week begins at 12:01 a.m. Sunday through midnight on Saturday. Non-exempt employees are paid every other Friday. Exempt employees are paid on the last working day of each month.

**Employee Health and Safety**
Illinois College seeks to provide a healthy and safe environment for all employees. The employees of Illinois College are a key part of any successful safety and health program. Such a program involves the active commitment of everyone in every area of the College to prevent fire, accidents, injury and property damage. Employees should be alert and promptly report any safety, security and health issues to Security, the Vice President for Business Affairs or to the Director for Campus Facilities.

**Accident or Injury**
Employees are obligated to report any job-related injury or illness to their immediate supervisor. The employee’s supervisor will assist the employee in receiving appropriate treatment. To report a medical
emergency, call 911 or IC Office of Public Safety at 245-3111. Employees will be required to fill out the First Report of Injury or Illness from available on Connect2 concerning any job-related illness or injury immediately after the illness or injury is reported. Intentional failure to report any job-related illness or injury in a timely manner will result in disciplinary action up to and including termination.

Workers’ Compensation
Workers’ Compensation provides medical treatment and compensation for lost wages to employees who suffer an injury or occupational disease as a result of an accident arising out of and in the course of employment. Benefits under workers’ compensation are initiated by the employee giving immediate notice to the employer of an injury or occupational disease arising out of and in the course of employment. Accordingly, notice must be given to the employee’s supervisor as soon as the employee discovers a work-related injury or occupational disease. In addition to verbal notice, the College requires that the employee complete the First Report of Injury or Illness form available on Connect2 or in the Office of Human Resources as soon as possible.

If an employee reporting a worker’s compensation claim needs medical attention they must first go to MOHA, located in Lincoln Square, for examination. MOHA may then refer the employee to another physician for further examination and/or treatment. In the event of an emergent medical need, employees should seek immediate treatment in an emergency room setting. Failure to first report to MOHA for an occupational-related illness or injury, unless in the case of an emergency, will result in disciplinary action up to and including termination.

Office of Public Safety
The Illinois College Office of Public Safety is available 24 hours a day to respond to any call involving an emergency or need for police assistance. The Office of Public Safety security officers patrol regularly in cars and on foot. The Office of Public Safety is authorized to call the County or City Police. The Office of Public Safety can be reached at 245-3111 or 245-3096.

Security and Keys
Many employees are issued keys to various areas on campus. Some employees are responsible for keys securing particular areas. Utmost care should be used so that keys are secured and not loaned or given to unauthorized persons. All areas should be locked after use for the day. Keys are not to be turned over to one’s successor but should be turned over to the Director of Human Resources upon termination of employment or change of job assignment. Duplication of College keys, other than by Facilities Management, is forbidden. Employees should promptly report any concern related to security to IC Office of Public Safety.

Standards of Conduct

Confidentiality
Illinois College maintains confidential records for a variety of business purposes and needs. These may include information about job applicants, employees, finances, donors, students, and future planning. Some records such as employee medical records and student records must be kept confidential as a matter HIPAA and FERPA laws. Maintaining confidentiality is critical to the College’s obligation to comply with the law and to the proper conduct of College business.
Federal law generally prohibits release of student academic records without prior written consent of the student. Without prior consent, access is permitted to employees of the College who have a legitimate educational interest. Therefore, some employees at Illinois College will have access to student educational records in order to fulfill their assigned professional responsibilities. Employees granted access to student records are responsible for treating the information with confidentiality and to protect against unauthorized internal or external use after release.

Employees are expected to protect all confidential information by safeguarding it when in use, filing it properly in secure storage when not in use and discussing it only with those who have a legitimate need to know. Documents containing confidential information should only be shredded or disposed of in the Cintas shred bins. Such documents should never be discarded in an employee’s trash can or the College’s blue recycling containers. Employees uncertain about the use of College records and information should consult with their supervisor or the Vice President for Business Affairs. Violations of this confidentiality policy will lead to disciplinary action up to and including termination.

**Mandated Reporter**

The Illinois Abused and Neglected Child Reporting Act (ANCRA), has been amended to include "personnel of institutions of higher education." Accordingly, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have "reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected." Illinois College employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at (800) 25-ABUSE (800-252-2873).

Pursuant to this legislation, all employees must sign and return the Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status Form.

To access additional information or to report abuse please visit the [Department of Children & Family Services website](https://www2.docfs.idaho.gov/).

**Information and Reporting Procedures**

1. If you know or suspect that a child is being abused or neglected, you must follow the steps outlined on the DCFS website.
2. Child abuse or neglect is reported by calling the Child Abuse Hotline (800-252-2873) and submitting a Written Confirmation of Suspected Child Abuse/Neglect Report to DCFS within 48 hours utilizing the form and instructions received from the Hotline.

**Dress and Personal Appearance**

All employees are required to dress in a manner appropriate to reflect a professional atmosphere at the College. Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of his/her position with the College. Some employees are required to wear uniforms and those uniforms must be neat and clean.

The College places responsibility with the College’s vice presidents, directors, chairs and supervisors to lead by example and to counsel employees on the dress expectations for each department. It is also at the discretion of each vice president to determine and provide direction on situations where more or
less formal dress is required. Employees dressed or groomed inappropriately will be sent home and requested to return to work appropriately dressed and groomed.

**Flowers/Donations for Employees and Family Members**
In the event of a serious illness or death of an employee or an employee’s close family member, the College will send flowers which will be coordinated through the Office of the President. Employees are asked to notify the Office of the President in the event such matters occur so the College may respond appropriately. If a department or employee wishes to send additional flowers or flowers in the event such are not sent by the Office of the President, cards, messages or donations to the employee or the employee’s family, is encouraged by the College, but must be an individual expense, not an expense of the College. Please contact the Office of the President if you have questions concerning this policy.

**Guidelines for Appropriate Conduct**
Illinois College hosts hundreds of visitors each year. Employees represent Illinois College to these visitors. Accordingly, employees should be well informed concerning locations of buildings and major offices. The College strives to create and maintain an image of a professional, well run organization. Employees are expected to be courteous and polite to visitors and fellow employees so that such conduct will reflect well on the College.

In addition, employees are expected to be cooperative and perform to high standards. Supervisors are responsible to the College for organizing and directing the work of employees so that quality and productivity can be achieved and maintained. All employees are expected to adhere to these principles and standards.

**Inspections**
The College retains the right to inspect lockers, desks, offices, files and electronic data when a Vice President of the College or the President of the College has a reasonable suspicion that an inspection is warranted. An inspection may be conducted with or without notice. The College is committed to treating employees fairly and with the utmost respect if a search is deemed necessary. The policy is in place in order to ensure a work environment that is free of illegal drugs, alcohol, weapons, improper material, as well as to discourage theft or unauthorized possession of property belonging to the College.

The College also reserves the right to inspect and search the contents of all packages, boxes, purses, briefcases, tool boxes or other containers taken onto or out of the College’s premises or in any vehicle brought on to the College’s property or used for College purposes.

A refusal to permit a search requested by the Vice President or the President of the College may result in disciplinary action up to and including termination. Because a search might result in the discovery of an employee’s personal possessions, all employees are encouraged to avoid bringing into the workplace or onto College property, any personal property or vehicles they do not wish to reveal to the College or be subject to search by the College.

An employee may also be personally searched for security reasons. Employees are required to submit to a search by an authorized agent of their person upon request by any Vice President or the President of the College. If an employee refuses to submit to a search, the employee will be subject to discipline, up to and including termination. The College vows to use utmost care and discretion as well as be respectful and attempt to avoid humiliation when conducting such inspections or searches.
When appropriate, any items discovered during an inspection (such as illegal drugs, weapons or property not belonging to the employee) may be retrieved and turned over to the proper law enforcement authorities or retained by the College.

**Performance Evaluations**

Normally, an employee will receive a performance evaluation on or near the sixth month of employment (at the end of the initial orientation period), at the end of any orientation in a new position with the College, and at the completion of each year of employment. The performance evaluation allows the supervisor to discuss an employee’s overall performance and summarize both formal and informal performance discussions held throughout the review. Performance evaluations will review both strengths and weaknesses so that the employee may improve job performance. These performance evaluations will be a consideration for annual wage and salary increases. Performance evaluations will be kept in the employee’s personnel file in the Office of Human Resources.

**Employee/Student Relations and Personal Relationships in the Workplace**

The College encourages amicable relationships between employees and between students and employees. However, relationships that are poorly managed may compromise an employee’s leadership role and/or may impact the employee’s ability to perform his or her duties. In addition, employees are expected to understand the fundamental inequality of power and status in their relationship with students. Any relationship between employees or between employees and students which results in unfair favoritism, illegal disparate treatment or ineffective performance disrupts the workplace and is considered unacceptable conduct. Romantic and/or sexual relationships between students and employees, even if consensual, are forbidden. Relationships that predate employment with the College should be filed with the Office of Human Resources.

All employees are expected to conduct themselves in an appropriate business-like manner regardless of any close personal relationship that may exist or develop between employees during the course of their employment. Behavior that is in any way disruptive, hostile or non-businesslike will not be tolerated between employees or between employees and students. Employees who violate this policy will be disciplined, up to and including termination.

**Personnel Records**

In order for Illinois College to maintain updated and accurate personnel records, employees are required to report promptly to the Office of Human Resources any changes in personal information. These changes include name, address, phone number, marital status or emergency information. This information can be updated on Connect2 or by contacting the Office of Human Resources.

Access to an employee’s personnel records is restricted within the College to those persons who need information contained in the records in the normal course of business. A current employee may request to see his or her personnel file maintained in the Office of Office of Human Resources during normal business hours by making an appointment with the Director of Human Resources. An employee will not be permitted to remove his or her personnel file from the office but will be permitted to review his or her personnel file within a reasonable time after making the request.

**Release of Information to the Press or Media**

For many reasons, it is in the best interest of the College and its employees that questions from the outside press or media be handled by one department. All questions or requests for information concerning the College or employee(s) of the College from the outside press or media should be
referred to the Director of College Marketing or the Office of the President. In some instances, the Director of College Marketing or the President of the College may authorize or direct employees to speak directly to the press or media on behalf of the College. Employees should contact the Director of College Marketing or their supervisory Vice President in the event they have questions or concerns about this policy or if situations arise and the employee is uncertain how to handle the matter.

**Solicitation and Distribution**
Persons not employed or otherwise authorized by the College are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitations or similar activity on College property. With the exception of College-sanctioned activities, employees may not solicit during work time, may not distribute literature during work time or in work areas. A separate email address, blueboard.ic.edu, may be used for non-job-related related solicitations or distributions. Please use good judgment when sending out Blueboard announcements and be sure that materials being distributed are appropriate. Misuse of this system may lead to disciplinary action up to and including termination.

**Use of College Telephones or Cell Phone Use**
College telephones are to be used for business purposes. On occasion, personal calls may be necessary, but should be limited to emergencies or other essential personal business and be kept brief. Unpermitted or excessive use of college telephones will result in discipline up to and including termination.

Personal cell phones should be used during business hours for emergencies only unless necessary for work purposes and authorized by the employee’s supervisor. Employees using personal cell phones for non-work reasons during working hours are advised to keep such use to emergencies only. Unpermitted or excessive use of cell phones will result in discipline up to and including termination.

**Workplace Violence**
The College is committed to preventing workplace violence and to maintaining a safe work environment. Workplace violence will not be tolerated. No employee shall threaten or use force or violence to restrain, coerce or intimidate any co-worker, student, visitor or member of the public. Any employee engaging in such conduct will be subject to disciplinary action up to and including termination.

Firearms, knives, ammunition, explosive materials and any other dangerous weapons or materials (concealed or otherwise) are prohibited on all College premises (including College parking facilities) and at all functions sponsored by the College. An exception to this prohibition falls under the Illinois Firearm Concealed Carry Act (430 ILCS 66/). Any person with a license to carry a concealed firearm (a licensee) is permitted to carry a concealed firearm on or about his or her person within their own vehicle into the designated physical plant parking lot of the College (located on the East side of Park Street across from the football field) and must store the firearm and ammunition in a case within a locked vehicle or locked container outside of plain view within the vehicle in that parking area. “Case” can be a glove compartment, trunk of the vehicle or a firearm carrying box. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within the physical plant parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle’s trunk provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment. Excluded from this prohibition is the Illinois College Office of Public Safety who carry equipment as
necessary to perform their job responsibilities. Exceptions to the College prohibition on weapons on the campus may only be made on an individual basis by the Director of Security.

Employees who feel they are being provoked or harassed by co-workers or anyone on the College campus should discuss the problem with their supervisor, the Vice President of Business Affairs, the Director of Human Resources, or the Director of Security. Any employee who receives a threat of violence by co-workers or any other person, or if any employee hears, observes, reads or otherwise becomes aware of a threat by an employee or an individual against him/herself or a co-worker, whether such threat is direct or implied, should immediately report the fact of such threat to his/her supervisor, the Vice President of Business Affairs, the Director of Human Resources, or the Director of Security. When reporting a threat of violence, employees should be as specific and as detailed as possible. All suspicious individuals or activities are to be reported as soon as possible to the employee’s supervisor, the Vice President of Business Affairs, the Director of Human Resources, or the Director of Security. Employees should exercise caution to avoid placing themselves in unnecessary peril from violence or a disturbance.

All employees who apply for or obtain a protective or restraining order that lists the College as being a protected area, must provide to the Vice President for Business Affairs or Director of Human Resources a copy of the Petition and Declarations used to seek the Order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent.

The Vice President of Business Affairs or his/her designee will promptly and thoroughly investigate all reports of violence or threats of violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of an investigation, the College may suspend employees, either with or without pay, pending investigation. The College encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or to follow the problem-solving policy before the situation escalates into potential violence. Anyone determined to be responsible for threats of violence, actual violence or other conduct that is in violation of this policy will be subject to disciplinary action, up to and including termination.

**Discipline and Termination**

The College holds each of its employees to certain rules and standards of conduct. When an employee deviates from these rules and standards, the College expects the employee’s supervisor to take corrective action. Normally, corrective action at the College is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning (which will be documented in the personnel file), a written warning, a suspension, and finally, termination of employment. If an exempt employee is not terminated for workplace misconduct, the College may make full day disciplinary pay deductions as a consequence of workplace misconduct. If progressive discipline is used, disciplinary measures taken will be documented and placed in the employee’s personnel file.

In deciding which corrective action would be appropriate, a supervisor, Vice President, or the President of the College in consultation with the Director of Human Resources will consider the seriousness of the infraction, the circumstances surrounding the matter and the employee’s previous work record. Though committed to a progressive approach to corrective action, the College considers certain rule infractions and violations of standards as grounds for immediate termination of employment. The following is a list
of those actions which may result in immediate dismissal rather than progressive discipline. However, this list is not meant to be all inclusive.

- Violating any of the policies established in this Handbook
- Making false statements on an employment application or making false statements at any time in the course of employment
- Excessive tardiness or absenteeism
- Violating or disregarding health and safety rules
- Insubordination or refusal to perform assigned work
- Gambling in any form on College property
- Theft or unauthorized use, loaning, removal, sale, or disposal of College property including but not limited to supplies, equipment, and vehicles.
- Theft or unauthorized use, loaning, or removal of the property of others
- An absence from work of two consecutive days without notifying the employee’s supervisor
- Performing personal work during College time
- Failure or refusal to cooperate with fellow employees
- Leaving work without authorization, not working during work time or sleeping during working hours

Although employees at the College are employed at-will, there may be times when the College may use discipline short of termination in order to give the employee an opportunity to correct a problem or to assist the employee in returning to satisfactory performance, if that is possible or desirable. The use of progressive discipline on occasion does not constitute a waiver of the College’s right to terminate an employee for the first offense.

Progressive discipline is left to the sole discretion of management and nothing in this Handbook requires the College to use progressive discipline prior to terminating an employee. The use of progressive discipline does not bind the College in any way to use progressive discipline in any or all situations.

**Separation of Employment**

**Employment References**

All inquiries regarding employees who are currently employed or who were previously employed by the College are to be referred to the Director of Human Resources. There are many reasons for this, including sensitive or legal situations which require special handling. Normally, the College will limit its reference to dates of employment, position, job title and wage information. Should the employee or former employee request references from colleagues concerning performance, character or other information, the colleague should consult with the Director of Human Resources before responding and limit comments to matters of personal observation or based on data that can be reproduced as well as advising the requesting authority that such views reflect the colleague’s personal views and not the views of the College. An employee or former employee seeking a personal reference from a colleague or a representative of the College should request the reference in writing, specifically authorizing the release of such information.

**Exit Interview**

The Office of Human Resources will conduct exit interviews with voluntarily terminating employees. Exit interviews may also be conducted at the employee’s request. Information obtained during exit interviews is intended to be helpful to future planning for the College and to improve the handling of
Terminating employees are encouraged to utilize this exit interview as an opportunity to provide constructive comments for the College with regard to any and all matters affecting employment.

**Involuntary Termination**
Although involuntary termination ordinarily will not occur until after a warning has been given to an employee, terminations may occur without prior corrective or disciplinary measures if warranted by the circumstances.

Employees who are terminated will generally not be given any advance notice. Employees dismissed from the College must return identification cards, keys, uniforms (if applicable), parking permits and any other College property to the Office of Human Resources. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire.

**Voluntary Termination**
Employees are expected to give a minimum of two weeks prior written notice of their intention to resign their position. Employees leaving the service of the College must return identification cards, keys, uniforms (if applicable), parking permits and any other College property to the Office for Human Resource during the exit interview. Employees are directed to contact the Director of Human Resources for advice on the transfer of business and insurance coverages and to answer any questions.

An employee who does not give at least two weeks prior notice may not be eligible for rehire. Advance notice is intended to give the College sufficient time to replace the employee or make arrangements for temporary coverage of the employee’s duties.

**Campus Policies**

**Academic Freedom**
It is the policy of the College to maintain and encourage freedom within the law and within College policy of inquiry, discourse, teaching, research, and publication of the academic staff. The College believes that academic freedom is essential to teaching and learning in higher education. The preservation of academic freedom is essential to the bylaws of the College. Special provisions are included in the faculty handbook related to academic freedom.

**Access to Student Records Policy/The Family Educational Rights and Privacy Act**
It is the policy of Illinois College to fully comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 (referred herein as “the Act”). Students and parents are advised of their rights through notification in the Illinois College Catalog and Blue Book. Unless otherwise required by law, Illinois College will not disclose personally identifiable information from students’ educational records without the written consent of students. The Act provides for some exceptions including disclosure to College staff with a legitimate educational interest, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. A complete copy of
the Act is available in the business office at Illinois College or can be accessed online at 20 USCA 1232g.

For purposes of this Handbook, it is important that those persons who come in contact with student records understand the restrictions placed on the confidentiality of those records per the Act. Specific guidance concerning any questions dealing with the Act should be directed to the Vice President for Business Affairs at Illinois College.

It is the policy at Illinois College to limit access to student education records. This means that student education records may only be viewed by such persons as personnel in the offices of the dean of students, dean of the college, registrar, admissions, academic advising, student financial assistance, and faculty members who have a need to know this information.

Student “education records” are defined by the Act. In general, “education records” does not include records of instructional, supervisory, and administrative personnel and ancillary educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. For example, “education records” do not include records maintained by a law enforcement unit of the college that are created by that unit for the purpose of law enforcement.

In accordance with the provisions of the Act, Illinois College may provide directory information which will not violate the Act. Such information may include such things as the student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**Alcohol and Drug Policy**

It is the policy of Illinois College that chemical abuse in the form of the abuse of alcohol or drugs, is neither socially nor morally acceptable nor responsible. The College also recognizes the reality of chemical dependency and is aware of its presence in the academic community. The College endorses the Drug Free Schools and Campuses Act (referred herein as “the Act”) and will abide by the provisions of that Act.

In compliance with the Act, Illinois College prohibits the unlawful manufacturer, distribution, possession, or use of alcohol and/or any other illegal substance use, including unlawful prescription and over-the-counter drugs on College premises. The College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Anyone who violates any portion of this policy will be disciplined according to the severity of the violation. Such discipline may include termination of an employee and expulsion of a student as well as referral for prosecution by the appropriate law enforcement agency.

The College expresses the following objectives with regard to alcohol and illegal drugs:

- To support and encourage those who choose to abstain from the use of alcohol and other drugs;
- To educate members of the College community regarding the effects of use, misuse and abuse of alcohol and other drugs;
- To formulate and maintain guidelines for appropriate response to the misuse and abuse of alcohol and other drugs;
- To expect individuals who use alcohol to act responsibly, safely and respect the rights, needs and lifestyles of other members of the community;
• To provide awareness to faculty, staff and students to the implications of chemical use, and especially to the needs of those who misuse or abuse alcohol;
• To provide direct assistance and/or referral for those with substance abuse problems.

All members of the College community are expected to support the objectives of this policy. This policy will be subject to periodic review by the Board of Trustees working together with students, faculty and administrators.

With regard to specific segments of the College community, whether that be students, faculty, or staff, further information on discipline or specific application of this policy in particular circumstances, are contained in the Handbooks specifically prepared for students, faculty, and staff.

In general, Illinois College has adopted and adheres to a policy, practice and standard which encompasses faculty, staff and students. The Handbooks for students, faculty and staff have alcohol and drug policies and are meant to supplement the general policy stated in this Handbook.

**Alcohol Policy**

• Illinois law and College policy prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. Providing alcohol to a minor, or assisting a minor in any way in obtaining alcohol, is a violation of state law.
• State and local laws prohibit the purchase and resale of alcoholic beverages without a license.
• Promotion on campus (including, but not limited to circulars, posters and campus publications) of consumption of large amounts of alcohol, or of events where drinking is the primary focus, is prohibited.
• The College allows the serving of alcoholic beverages on campus at special events such as receptions, symposiums and special dinners in designated facilities, e.g., the Faculty Lounge, Barnes House, Bruner Fitness and Recreation Center and Parker Dining Room. Designated areas shall be determined and reviewed by the appropriate Vice President or Dean and are subject to approval by the President.
  o The sponsor(s) must sign a request form detailing their event and indicating an understanding of the responsibilities of a sponsor of a social event at which alcoholic beverages are served.
  o The event must be confined to the designated area.
  o The event must be confined to the times listed on the application. The type and amount of alcoholic beverages must be limited to what is specified beforehand. Nonalcoholic beverages must be continuously available in a similar manner as the specified alcoholic beverages for underage guests and those wishing to abstain.
  o Serving of alcoholic beverages must be in conjunction with a reasonable amount of food.
  o The sponsors will be responsible for returning the area to its prior condition.
• If alcohol is consumed on campus or at a College event, it is expected that such consumption is in compliance with College policies and regulations, is safe and responsible, does not violate the rights of others and does not lead to conduct that is disorderly, disruptive or destructive.
• Any violation of the above rules will be considered an offense subject to disciplinary action by appropriate authorities depending on whether the violator is a student, staff or faculty. The College reserves the right to request assistance from law
enforcement officials where federal, state or local laws are being violated.

**Drug Policy**
Possession, use, distribution or solicitation of illegal drugs or paraphernalia is a violation of Illinois law and Illinois College policy. Drug paraphernalia includes but is not limited to any item that is designed for the use of drugs (bowls, bongs, etc.) or any items fashioned for the purpose of facilitating drug use. Over-the-counter and prescription medications must be stored in original containers and may not be shared or sold. For purposes of this policy, illegal drugs as defined are controlled substances under either state or federal law. Persons unclear as to the definition of controlled substance or illegal drug may consult the Illinois Controlled Substances Act, the Illinois Cannabis Control Act and the federal Controlled Substances Act.

As a condition of employment at Illinois College, all employees (student, staff, and faculty) must abide by the terms of the College’s Drug and Alcohol Policy. Furthermore, any student, faculty, or staff convicted under a drug statute for an offense which occurred entirely or in part at the College or in a College activity, whether on or off campus, must report that conviction within five days of the conviction. Students are required to report such convictions to the Dean of Students, faculty must report to the Dean of the College and staff must report to the Vice President of Business Affairs. Failure to report such convictions may result in immediate separation from the College. The conviction, when reported, will be reviewed and disciplinary action may be taken, as/if appropriate.

Faculty and staff are hereby advised that, whether personally consuming or not, if they are present in spaces where illegal drug activity is occurring, they may be subject to disciplinary action.

**Drug and Alcohol Free Awareness Programs**
Drug-free awareness programs are available at different times throughout the year on campus. Students, staff and faculty are urged to attend these programs. The College also offers drug counseling and employee assistance programs. These programs provide for confidential handling of diagnosis and treatment of problems relating to alcohol and drug addiction. In addition, the College offers limited on-campus services for counseling related to drug and alcohol related problems. These include services through the Templeton Counseling Center. Employees may seek referrals under the employee assistance program to members of the professional community outside of the College who can provide additional services. While Illinois College does not have a formal treatment program, the College does provide referral resources. For further information relating to treatment and/or diagnosis, consult the Director of the Templeton Counseling Center at 217.245.3073.

**Conflict of Interest Policy**
It is the responsibility of the College and its employees to protect against conflicts of interest which might compromise the integrity of the Illinois College community. Employees may not engage in conflicts of interest. A conflict of interest can occur in a variety of instances including but not limited to:

- If an employee or someone with whom the employee has a close personal relationship has financial or employment relationships with a competitor, vendor, potential vendor or customer of Illinois College, the employee must disclose this fact in writing to the Director of Human Resources. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. Illinois College has sole discretion to determine whether such a conflict of interest exists and to take whatever action may be deemed

42
necessary to resolve the conflict.

- If an employee has a financial or personal relationship or interest in a matter which impairs the employee’s ability to be fair and impartial. Unless reviewed and approved by the President or a Vice President, an employee of the College may not also act as a contractor or service provider to the College.

- If an employee’s position or authority is used to influence or make decisions that lead to any form of financial or personal gain for that employee or his or her family. Immediate family members of an employee are similarly precluded from receiving contract business with the College unless such a contract is the end result of a competitive bidding process. College employees shall recuse themselves from the decision process in cases where family members, friends, relatives, former employers or firms in which the employee is a shareholder are being considered for College business.

- If an employee engages in outside employment and community activities that do not enhance the professional development of the College and adversely affects or interferes with the employee’s performance of his or her job duties at the College. This could include work schedule conflicts, the misuse of College resources or any involvement or participation in activities which conflict with the educational mission of Illinois College or the performance of the employee’s assigned duties to the College.

- Accepting gifts from any person doing or seeking to do business with the College except for inexpensive tokens of appreciation such as candy, flowers or food items. As a general rule, if the item has a value of over $50, the item is not an inexpensive token of appreciation. Disciplinary action will be taken should an employee violate this policy.

**Contract Approval**

All proposed contracts must first be reviewed by the President or Vice President of Business Affairs prior to final execution. The College maintains no liability for payment to the vendor under contracts signed without the approval of the President or Vice President of Business Affairs. The unauthorized purchase of any items under such contract may become the employee’s obligation to pay. For more information contact the Office of Business Affairs.

**Information Technology Policy**

The College provides many employees with electronic mail (e-mail) and Internet access for business purposes. The system permits limited informal or personal use. Supervisors will notify computer users if incidental personal use is not permitted. No employee shall enter the College computer resources unless authorized to do so. Information contained within the College’s computer resources may be used only for authorized purposes.

The College generally does not monitor online communications. However, the College reserves the right to examine computer records or monitor activities of individual computer users to protect the integrity or security of the computing resources or protect the College from liability. The College may also need to monitor online usage or examine records to investigate unusual or excessive activity or investigate apparent violations of the law or College policy. Finally, the College may be required by law or exigent circumstances to examine computer records or monitor activities of individual computer users.

In limited circumstances, the College may be compelled to disclose information relating to business or personal use of the computer network to governmental authorities, or, in the context of litigation, to other third parties. Employees should be careful to insure their use of the College’s e-mail and other computer services is accurate, appropriate and lawful.
College computing facilities are not to be used for the following activities:
• Illegal or fraudulent purposes
• Entertainment
• Large mailings
• Tying up work stations
• Large print jobs
• Forged mail or postings
• Personal or commercial gain
• Printer is not to be used as a copier
• Giving out passwords
• Software piracy
• Unlicensed copying of copyrighted material
• In violation of any of the policies in this Handbook

Only authorized users have access to administrative data. Examining and/or making unauthorized changes to this data are direct violations of Illinois College’s standards of ethical conduct.

Unauthorized access to another person’s account to view their files is also a violation of these standards. This includes, but is not limited to, accessing the files for another student, professor or colleague.

It is against the law to copy commercial software that has not been placed in public domain or distributed as freeware. Software piracy injures all of us. It reduces the incentives for the software industry to invest in new software projects; it substantially reduces the willingness of vendors to support computing at Illinois College through attractive discount programs; and it makes us vulnerable to criminal prosecution. But worse than any of these, software piracy is morally wrong. Indeed, it is ethically indistinguishable from shoplifting or theft.

While Illinois College enjoys a high-quality computing environment, during peak periods demand for computing resources may exceed supply. All employees are advised to be sensitive to the needs of all those who seek to use Illinois College’s resources, and limit your use of these resources to performing only the most essential academic tasks during periods of peak demands.

Within the broad context of free academic discussion and debate, communications between members of the College community are expected to reflect high ethical standards and mutual respect and civility.

It makes no difference whether the communication medium is a face-to-face exchange or a local or national computer network. The use of obscene, racist or sexist language clearly violates the ethical standards of the Illinois College community and is as inappropriate for computer-mediated communications as for other forms of College discourse.

It is considered a violation of this policy to:
• Access or attempt to access, another individual’s or entity’s data or information without proper authorization regardless of the means by which this is accomplished; and to give another individual the means with which to access such data or information.
• Supply or attempt to supply, false or misleading information or identification in order to access computers or network systems or to access data or information stored in or transmitted across computers or network systems.
• Improperly obtain another’s password, or improperly obtain or use another’s password to access computers or network systems, or to access data or information stored in or transmitted across computers or network systems.
• Inspect, modify, distribute or copy proprietary data or software without proper authorization. It is also a violation to give another individual the means by which to inspect, modify, distribute or copy proprietary data or software.
• Subvert, obstruct or attempt to subvert or obstruct, the operation of any computer or network system such as by introducing a virus, worm or other rogue program in the system; or modify, alter or otherwise tamper with the system’s hardware or software; or hoard computer or network resources.
• Initiate or encourage the promulgation of chain letters or other types of electronic broadcast messages.

To enforce this policy, the College may restrict the use of its computers and network systems for electronic communications, that is, the communicating or posting of information or material by way of electronic mail, bulletin boards, or other such electronic tools, when faced with evidence of violations of other College policies or codes, or state or federal laws.

The College reserves the right to limit access to its network through College-owned or other computers, and to remove or limit access to material posted on College-owned computers. The College encourages all members of its community to use electronic communications in a manner that is respectful to others. The College also wishes to enforce its policies regarding harassment and the safety of individuals; to protect the College against seriously damaging or legal consequences; to prevent the posting of proprietary software or the postings of electronic copies of literary works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computer, networks and data either at the College or elsewhere.

Computers and network systems offer powerful tools for communication among members of the College community and of communities outside of the College. When used appropriately, these tools can enhance dialogue and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others. The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may willingly or unwillingly come across or be recipients of material they find offensive. The College cannot control the posting of material on computers it does not own, even if such computers are attached directly to College networks. The College may, however, limit access to such networks.

Furthermore, the College cannot, in general, prevent the transmission of electronic communication across its networks based on the content of material transmitted, whether or not such material originates inside or outside of the College. Passwords may not be shared with third parties, including fellow employees, unless an authorized College supervisor requires the password. Questions regarding this policy should be directed to the Vice President for Business Affairs.

Misuse of the College’s electronic resources, through excessive personal use or use violating law or College policy may result in disciplinary action up to and including termination.

Nondiscrimination Policy
The commitment of Illinois College to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving the Illinois College community be based on individual merit and be free from unlawful discrimination in all of its forms, as specifically prohibited by law. It is therefore the policy of Illinois College to fully comply with all applicable federal and state laws of nondiscrimination and equal opportunity laws, orders and regulations. Illinois College will not engage in discrimination or harassment against any person because of race, sex, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. This nondiscrimination policy applies to admission, employment, access to and treatment in the College programs and activities.

For additional information or to file complaints within the College community concerning violation of this policy please contact the Vice President responsible for supervision in your area.

Non-Retaliation Policy
It is a violation of this policy for any person to retaliate against, interfere with, coerce or take any other adverse action against a College faculty member, staff, trustee or student who makes a good faith report concerning violation of any College policy. Any complaint that retaliation has occurred will be investigated and discipline will be administered as deemed appropriate by the College under the circumstances. Reports or complaints of retaliation may be made in accordance with the problem solving, grievance or reporting procedures set forth in the designated handbooks depending on the status (student, faculty or staff) of the complainant.

Sexual Misconduct and Title IX Policy and Procedures

Statement of Purpose
Illinois College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of sexual misconduct. When harassment or violence targets an individual or group protected by state or federal law based on such characteristics as sex, race, color, religious belief, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status or age, this is a form of discrimination. Furthermore, Illinois College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex as required by Title IX and other laws. Illinois College does not tolerate discrimination on the basis of sex and is dedicated to prohibiting such conduct in all aspects of college life consistent with the College’s Mission Statement, Vision Statement, Values Statement and Strategic Plan as well as the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, and all other applicable state and federal laws.

There are reporting procedures for staff, faculty and students for discrimination complaints. Persons with complaints concerning harassment or discrimination must follow those specific procedures listed in the Handbooks for each College constituency, if there is a grievance policy or procedure in that Handbook. In other situations, complaints may not be covered by the specific Handbook and, therefore, complaints must be made pursuant to this policy.

Definitions
**Claimant:** The claimant is the victim or survivor of the alleged incident.

**Consent:** According to Illinois Law, consent is a freely given agreement to the act of sexual penetration or sexual conduct in question. The lack of verbal or physical resistance, or submission by the victim resulting from the use of force or threat by the accused, shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.

**Dating Violence:** Dating violence is violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship. Use of the term “sexual harassment” throughout this policy includes dating violence.

**Domestic Violence:** Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction. Use of the term “sexual harassment” throughout this policy includes domestic violence.

**Gender Based Harassment:** Gender based harassment includes verbal, non-verbal and physical acts of aggression, intimidation or hostility based on an individual’s gender identity or gender expression, even if those acts do not involve conduct of a sexual nature. Gender identity is a person’s internal, deeply-felt sense of being male, female, something other or in between. Gender expression is an individual’s characteristics and behaviors such as appearance, dress, mannerisms, speech patterns and social interactions that are perceived as masculine or feminine. Gender based harassment will exist if an individual is harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity and femininity. Use of the term “sexual harassment” throughout this policy includes gender based harassment.

**Hate Crimes, Bullying and Other Forms of Harassment:** This includes behavior or acts (whether verbal, written or physical) that are targeted against an individual or group based on characteristics protected by federal or state law including but not limited to race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status or age. The kinds of incidents that may constitute this type of harassment includes but are not limited to the following:

- The use of racial slurs or derogatory names directed at individuals or groups that convey hatred or contempt for persons.
- The creation of graffiti that conveys hatred or contempt for persons or groups.
• The display of symbols that are commonly understood to convey hatred or contempt for persons or groups.
• The use of telephone, letters (signed or anonymous), text-messaging or social networking sites to convey hatred or contempt for persons or groups.

**Reporting Party:** The reporting party is any individual other than the claimant who reports an incident of sexual misconduct.

**Respondent:** The respondent is the assailant or perpetrator of the alleged incident.

**Sexual Assault:** Sexual assault is an offense classified as forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Use of the term “sexual misconduct” throughout this policy includes sexual assault.

**Sexual Harassment:** Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment is unwelcomed conduct of a sexual nature. Unwelcomed conduct includes conduct that an individual did not solicit or incite and that the individual regarded as undesirable or offensive. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
• Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
• Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating or hostile work or educational environment.

In light of the power differential inherent in the relationship between faculty and students and between a supervisor and subordinate and the potential for either intentional or unintentional misuse of that professional power differential, the College strongly advises against romantic and/or sexual relationships between faculty and students, between staff and students, or between supervisors and subordinates. It should be noted that in such cases “consent” may not constitute a defense. Use of the term “sexual misconduct” throughout this policy includes sexual harassment.

**Sexual Orientation Harassment:** Sexual orientation harassment includes verbal, non-verbal, and physical acts of aggression, intimidation or hostility based on an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or transsexuality. Use of the term “sexual misconduct” throughout this policy includes sexual orientation harassment.

**Sexual Violence:** Sexual violence refers to physical sexual acts perpetrated against an individual’s will; or where an individual is incapable of giving consent due to the use of drugs or alcohol or because of intellectual or other disabilities. With respect to any instances of sexual violence that involves the use of drugs or alcohol, it is the College’s position that the use of drugs or alcohol by a victim never makes that individual at fault for sexual violence. A primary concern of the College is each individual’s safety, and as such, any other rules violations will be addressed separately from the sexual violence allegations. A number of different acts fall into the category
of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment. Use of the term “sexual misconduct” throughout this policy includes sexual violence.

**Stalking:** Stalking refers to a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his/her safety or the safety of others, or (b) suffer substantial emotional distress. Use of the term “sexual misconduct” throughout this policy includes stalking.

**Examples of Sexual Misconduct:** Sexual misconduct can occur both on and off campus and take many forms. The misconduct may be subtle and indirect or blatant and overt. Such misconduct can also occur in person or via electronic, print or other media. It may consist of repeated actions or may arise from a single incident if sufficiently severe. The complainant as well as the respondent may be male or female and the complainant does not have to be of the opposite sex of the respondent. Depending on the circumstances sexual misconduct may include:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery and sexual coercion.
- Intentional unwelcomed physical conduct that is sexual in nature such as kissing, touching, poking, grabbing, pinching, fondling, rubbing, patting or brushing against another individual’s body.
- Offering or implying an academic or employment related reward in exchange for sexual favors or submission to sexual conduct.
- Threatening or taking a negative academic or employment action because unwelcomed conduct of a sexual nature is rejected.
- The use or display in the classroom of materials of a sexual nature that do not serve a reasonable or legitimate educational purpose.
- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome.

**Title IX Violations:** Title IX of the Education Amendments of 1972 (29 USC 1681-1688) provides, “No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Essentially, Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other education program or activity operated by the College. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the College. The College acknowledges its obligations under Title IX and is committed to complying with all Title IX requirements.

The areas covered by Title IX include:
- Access to higher education
- Athletics
• Career education
• Education for pregnant and parenting teens
• Employment
• Learning environment
• Math and science
• Sexual harassment
• Standardized testing
• Technology

Handling of Complaints Covered by this Policy
The Title IX Coordinator is responsible for coordinating the College’s compliance with Title IX as well as other complaints brought concerning violations of this policy. The Title IX Coordinator’s responsibilities include overseeing all Title IX reports of sexual harassment and identifying and addressing any patterns or systemic problems that arise during the review of such reports. To assist the Title IX Coordinator the College has designated Title IX Deputy Coordinators, all of whom are authorized to conduct investigations. The Title IX Coordinator may perform the investigations also, but will provide supportive services to the Deputy Coordinators in such aspects of the investigation process as deemed necessary and appropriate including gathering documentation, disseminating information and assuring compliance with the procedures outlined in this Policy.

The College has designated the following individual as its Title IX Coordinator:
Angela M. Valuck
Director of Human Resources
Illinois College
1101 West College Avenue
Jacksonville, Illinois 62650
Phone: 217.245.3002
Fax: 217.245.3148
Email: angela.valuck@mail.ic.edu

The College has designated the following individuals as Title IX Deputy Coordinators:
Frank Williams
Vice President of Business Affairs and Chief Financial Officer
Illinois College
1101 West College Avenue
Jacksonville, Illinois 62650
Phone: 217.245.3003
Fax: 217.245.3148
Email: frank.williams@mail.ic.edu

Dr. Malinda Carlson
Vice President of Student Affairs and Dean of Students
Illinois College
1101 West College
Jacksonville, Illinois 62650
Phone: 217.245.3011
Fax: 217.245.3296
Email: mcarlson@mail.ic.edu
All students, faculty, staff and applicants, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual harassment, sexual violence or any matters covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or a Title IX Deputy Coordinator. The Coordinator and Deputy Coordinators are knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student, faculty, staff or applicant; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the Coordinators play an integral role in carrying out the College’s commitment to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex and other discrimination as well as sexual misconduct.

**Reporting of Complaints Covered by this Policy**

All students, faculty, staff, third party contractors, and any other concerned parties are strongly encouraged to report any incidents of violations of this policy. Reports may be made online at www.ic.edu/sexualmisconduct/report, or orally or in writing to the Title IX Coordinator or a Title IX Deputy Coordinator. Reports may also be made to any Supervisor, Department Chair, Associate Dean, Resident Director, Head Coach, Vice President or Head Security Officer. Such personnel that receive reports of violations of this policy and responsible employees that know or reasonably should know of the occurrence of violations of this policy are required to forward those reports to the Title IX Coordinator or a Title IX Deputy Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that she may monitor compliance.

In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator or a Title IX Deputy Coordinator who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

**Options for Reporting and Availability of Support**

In addition to reporting the matter to the Title IX Coordinator or Deputy Coordinator, or a supervisor, persons may also need to address immediate physical and/or emotional trauma associated with the harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Jacksonville Police Department - 217.479.4630
- Passavant Hospital - 217.245.9541
- Prairie Center Against Sexual Assault – 217.243.7330
There are also support resources outside the College community. The Templeton Counseling Center maintains a list of local therapists, including psychologists, social workers and psychiatrists in private practice. While the cost of counseling outside the College is not covered for students by the College, many students have insurance benefits that will cover all or part of the cost of such counseling.

Investigation

- **Pre-Investigation:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator or the Deputy Coordinator shall inform the complainant about:
  - Available counseling, medical and other support services;
  - The option to avoid contact with the respondent during the pendency of the investigation;
  - Their Title IX rights;
  - Their grievance rights;
  - Their right to file a criminal complaint, if applicable.

The Title IX Coordinator shall provide the complainant with a copy of this policy and the applicable grievance procedures identified herein.

Additionally, the Title IX Coordinator or the Deputy Coordinator may make a preliminary, non-binding assessment of the information contained in the report, and any supplement to the report, to determine whether that information, if true, would pose an imminent threat of immediate harm to the complainant or others. If there is an imminent threat of immediate harm then, consistent with the grievance procedures identified below, temporary measures may be imposed against the respondent to mitigate the threat during the pendency of the investigation. The need for such temporary measures will be reevaluated on a regular basis during the pendency of the investigation to ensure that need for such temporary measures remain present.

- **Investigation:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator or the appropriate Deputy Coordinator, or her his/her designee, shall conduct a prompt, thorough and impartial investigation of the incident consistent with the applicable grievance procedures identified below. If complainant and respondent are members of different constituencies (e.g. faculty, staff, students) then the investigation may proceed as a collaborative effort between the Deputy Coordinators for those respective constituencies. Such investigations shall, barring exigent circumstances, be completed within sixty thirty (60) calendar days.
In all investigations the Title IX Coordinator shall monitor compliance to ensure the parties are provided with a parity of protections. Additionally, all investigations shall utilize a preponderance of the evidence standard in determining whether or not sexual harassment occurred.

- **Outcome of Investigation:** The Title IX Coordinator, or the designee, shall provide the complainant and respondent with written notice of the outcome of the investigation (i.e. whether harassment was found to have occurred) within seven (7) calendar days of such a finding being made. If the Coordinator, or the designee, has determined that harassment has occurred, the Coordinator, or the designee, shall immediately take reasonably effective action to eliminate the harassment, prevent its recurrence, and address its effects. When allowed for by applicable State and Federal law the Coordinator shall also notify the complainant of any sanction(s) imposed upon the respondent.

If resolution of the complaint is reached following the investigation, the investigating Deputy Coordinator will file a summary report to be kept on file.

- **Appeal:** If resolution of the complaint is reached following the investigation, the Title IX Coordinator or appropriate Deputy Coordinator will file a summary report to be kept on file. However, if a resolution is not reached and either party wishes to appeal the decision, the complainant or the person disciplined as a result of the complaint may appeal the decision to the President of the College. The appeal must be made within five (5) calendar days of receipt of notification of the outcome.

If either party chooses to appeal to the President pursuant to this policy procedure, the appeal shall be conducted as follows:

- Appeals to the President of the College can be based on any of the three grounds:
  - That a procedural error or omission occurred that significantly impacted the outcome of the hearing
    - Examples: Substantial bias, material deviation from Illinois College procedures
  - To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction.
    - A summary of this new evidence and its potential impact must be included with the appeal letter.
    - Failure or refusal to participate in the original investigation cannot constitute an appeal on new evidence.
  - That the sanctions imposed are substantially disproportionate to the severity of the violation or that the sanctions fall outside the range of sanctions the College has designated for the offense.

- If there is an appeal, the President will form an appeal committee consisting of:
  - One member chosen by the complainant. The member may be a member of the faculty, staff or a currently enrolled student.
  - One member chosen by the respondent. The member may be a member of the faculty, staff or a currently enrolled student.
  - Two members chosen by the President. The members may be from either the faculty or staff, or a currently enrolled student.
  - The President will be the fifth member of the appeal committee.
• The appeal committee members must be current students, staff or faculty of Illinois College and cannot have been persons providing any information for the investigation or involved in the incident under investigation.
• None of the appeal committee members may be attorneys.

- The appeal committee will have available the record of the investigation, any materials used on the investigation and the decision taken by the Coordinator.
- After the appeal committee has met, reviewed the information and discussed it, the appeal committee will make a decision, by vote if necessary. The majority rules.
- The appeal committee must come to a decision within seven (7) calendar days of the appeal to the President.
- The appeal committee may choose from the following decisions for the President to implement:
  • To affirm the decision and actions taken by the investigator and to direct implementation of the committee’s decision.
  • To return the case to the investigator with instructions for further investigation or reconsideration of particular issues.
  • To assign the case for further investigation by a different investigator if there is a conflict of interest with the original investigator.

- After the appeal process is exhausted and the President directs implementation of the decision, the decision is final.

Additional Procedures or Considerations for Sexual Misconduct
A person who believes he or she may have been the victim of misconduct should understand that all employees, including student workers, resident assistants and hall directors of the College to whom such incidents are reported, are be required by state or federal law or College policy to pursue a complaint by the process described above, even if the person making the allegation does not wish to do so. Individuals who are not required to report personally identifiable information are confidential employees (College counselors, health services professionals, and clergy).

At any time during the mediation or investigation of complaints brought pursuant to this policy, a complainant may request that the College provide relief from intimidating work, classroom, or living situations which relate specifically to the alleged policy violation.

While any member of the College community who believes he or she has been harassed is strongly encouraged to use the procedures established by the College to make a complaint about harassment, such a person may also elect to make a complaint outside the College by initiating civil and/or criminal charges against the accused party or parties.

A complainant has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint regarding harassment or retaliation. An IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident. A complaint with the EEOC must be filed within three hundred (300) days of the alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.

Administrative Contacts
Confidentiality
A complainant may report or make a complaint pursuant to this policy, yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation – as long as doing so does not prevent the College from responding effectively to the complaint and preventing harassment of other third parties.

Upon a request for confidentiality, the College shall inform the complainant:
- If the College cannot ensure confidentiality;
- That a confidentiality request may limit the College’s ability to respond to the report;
- That the College prohibits retaliation and that such retaliation is subject to disciplinary action under this policy.

Notwithstanding the foregoing, should the report concern an instance of sexual violence involving a minor (under the age of 17), then in that event, the College shall investigate the report without regard to the request for confidentiality and shall inform local, state and/or federal law enforcement officials of such incident as required by law.

Retaliation
It is a violation of this policy for any person to retaliate against, interfere with, coerce or take any other adverse action against a student, faculty, staff, applicant or other third party that:
- Seeks advice concerning a violation of this policy;
- Makes a report of a violation of this policy;
- Assists or supports another individual that makes a report of a violation of this policy;
- Participates as a witness or in the investigation of a report made pursuant to this policy. Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

Malicious, False Accusations
It is a violation of this policy to make a report of a violation of this policy that is known to be false. Such conduct is in violation of this policy and will be investigated and adjudicated accordingly.

Posting of Notices Policy
The following guidelines have been established to help the Illinois College community promote events and activities that support the mission of the College and the Affirmation of Community Responsibility. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law.
For the purposes of this policy, publicity is defined as materials including, but not limited to: flyers, posters, table tents, sidewalk chalk and banners.

**Guidelines**

- Publicity should include the name of the sponsoring organization.
- Publicity may be posted on general use bulletin boards in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
- The metal sign strips should be reserved for large hand-made posters.
- Publicity may be posted in any campus building on glass, but not on doors, walls or on any painted surface. Doors not in community walkways are an exception, such as faculty and staff offices, restroom stalls and student residences.
- Publicity should not be posted on floors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs or grassy areas on campus.
- Only one item per event should be posted on each bulletin board.
- Persons who post are asked to be considerate of others who have posted. No publicity may cover previously posted material.
- Flyers or notices should not be placed in or attached to automobiles on campus.
- Red paper may not be used for publicity. The Office of IC Office of Public Safety reserves the right to use red paper to post timely notices important for the campus community.
- Using duct tape, scotch tape, nails, etc. in nonstandard posting locations is prohibited and may result in damage billing.
- The sponsoring organization should remove notices within 48 hours after the conclusion of the event.
- All campus community members are encouraged to remove any notices that are clearly expired.
- The sponsoring organization assumes the responsibility that all its notices will be posted and removed according to these regulations.
- Materials to be posted in residence halls should be submitted to the Office of Residential Life. If meeting policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor, 35 flyers should be submitted.
- As a general rule, the College prohibits the use of campus grounds or buildings by non-college personnel for the purpose of commercial solicitation of students or sales of any type.

**Privacy Policy/USA Patriot Act**

The USA Patriot Act mandated full compliance with existing immigration laws. In addition, the internet is now a favorite mode of communication for many persons, a capability typically supplied by colleges and universities. Three key acts were affected by the USA Patriot Act which involved colleges. This includes the Family Education Records Privacy Act (FERPA), Foreign Intelligence Surveillance Act (FISA), and Electronic Communications Privacy Act (ECPA).

One result of this Act is that Illinois College cannot guarantee an expectation of privacy on the internet or local area network. Internet use, network use and e-mail are, by their very nature, not private and there should never be any expectation of privacy in their use. Information is shared, copied, stored and disseminated repeatedly and indiscriminately, all as a matter of transmission and delivery. Those that use the internet or local area network should be aware of this.
While it is the policy of Illinois College to respect the privacy of the individuals in Illinois College community, the College community must understand the College is required by law to release certain information and, in carrying out its role as an institution of higher education cannot guarantee privacy.

**Smoking Policy**
All indoor areas or within 15 feet of the perimeter of the building on the Illinois College campus are designated as tobacco and smoke free. It is expected that all tobacco products used on College property will be disposed of in containers provided for that purpose.

**Social Media Policy and Guidelines**
The College recognizes that the use of blogs, networking sites (like Facebook, LinkedIn, Twitter and YouTube), cell phones, video recording and sharing as well as the use of other social media which is typically web-based technology (in this Policy referred to in general terms as “social media”), are possible tools to support the College’s educational and operational goals. However, the College is aware that such social media tools can also be used in an irresponsible manner which can cause harm to the College or to individuals who are the subject of, or reported in, the social media.

Social media as a platform is a powerful tool for communication, marketing and interactive dialog. The ease and speed of both publishing and accessing information make social media tools both attractive and potentially dangerous. Because the voice of the institution and that of the individual are at risk of blending and blurring, the College has adopted this policy with guidelines for the development and use of social media. This Policy is an addition to other policies of the College on the use of the internet.

Illinois College does not encourage or discourage personal use of social media by the faculty, staff, and students. The College is mindful that faculty and staff may and will have occasion to use social media for good purpose. Good, responsible judgment must be used at all times.

Faculty, staff, and students should be mindful that things said or done or posted on social media are often publically available and searchable and may be forever accessible. Social media users must be aware that laws protect persons being photographed, recorded or videotaped without consent in some situations. Without consent, the one taking such action may have liability to non-consenting persons.

This policy recognizes that conflicts of interest can occur between the interest of the College and the student, staff or faculty such that actions taken by a student, staff or faculty in social media could interfere with or appear to interfere with the interest of the College. Conflicts of interests are to be avoided. All faculty, staff, and students must conduct themselves with honesty and integrity and exercise sound judgment when engaging in social media activities.

The following are guidelines to help anyone who uses social media personally or professionally to follow best practices for the platform:
- Think before you post: As stated in the introduction, online privacy is a perception that is far from reality. Only post if you are comfortable with it being seen by a wide audience and in other formats, such as quoted in a newspaper article. Never post anything you would not want to be seen by a general audience. Never post information that is defamatory, libelous or harassing.
• Authorship: Anonymity is rare and things posted by one person are often reposted and relayed by others. Tracking authorship takes time but can be done, even if the original post has been deleted.
• Get it right: Be sure to be grammatically correct and check spelling, particularly if posting on behalf of the College. Never post rumors and be sure facts are correct before posting.
• Protect yourself and others: Honor confidentiality and proprietary information about Illinois College, its faculty, staff, students, alumni and friends. Respect the intellectual property and copyrights of others when posting.
• Audience: Posts can and should be constructed to best reach a particular audience. In doing so, please be careful not to alienate any campus group or community.
• Personal affiliations: Being affiliated with the College may make your personal profile(s) of interest to others. Please make sure that no posting reflects poorly on the College, provokes or alienates any group such as prospective students, faculty, staff, alumni, donors, friends or the greater community as a whole. In addition, it should be clear to readers that the opinions stated on your personal profile(s) are not necessarily shared by Illinois College.
• Privacy: Utilize the privacy settings available to users to restrict visitors from viewing your full profile but understand that nothing online is ever fully private.
• Endorsements: Do not use the Illinois College logo or your personal connection to the College to endorse something on behalf of Illinois College.
• Usage: Please remember that college-provided computers and time during office hours are reserved for college-related business and make appropriate and professional decisions on how you use your time and resources.

Policy for Starting Official College Sites
If you are considering a social media site (such as a Facebook page) as an official page for your office or organization, please note the following policy should be followed:
• Notify the College: Proposals to develop a social media presence directly associated with Illinois College should be presented to the Office of Marketing and Communication to ensure the site coordinates with the overall brand and other Illinois College sites. Proposal should be presented to the Office of Marketing and Communication in writing but a representative is welcome to present the proposal in person.
• Have a plan: Social media is only effective when interaction communication takes place. A plan for posting content, managing the site, reviewing user content and monitoring communication should be outlined in the proposal and determined prior to site creation. While there may be a variety of students and staff posting on the page, the user(s) responsible for the pages should be a full-time employee who has received approval from the Office of Marketing and Communication and their department/division head before proceeding.
• Be brand savvy: As an extension of your office, the site acts as a representative of Illinois College and should fully follow the voice and message of the Illinois College brand. While the medium lends itself to casual exchange and full adherence to strict brand guidelines may not be appropriate (such as using abbreviations instead of spelling out words in address), in no way should the brand itself or the voice and message of the College be compromised.
• Use good judgment: It is never appropriate to use a social media platform to be unprofessional or disrespectful. Under no circumstances should posts disparage other institutions, communities or people. Pranks and jokes should not be posted and controversial topics should be avoided. College news should link to the official press release. Gossip, innuendoes or presumptions
should never be posted. Your personal preferences and views should be separate from your posts on behalf of the College or one of its affiliates.

- When in doubt: If you are uncertain about a posting or topic please contact your supervisor or the Office of Marketing and Communication.

**Best Practices for Official Sites**

While the Office of Marketing and Communications will not closely monitor official sites, the Office recommends the following best practices for updating official sites. If these best practices cannot be met, the Office recommends not starting the site.

- **Post regularly, but not too often:** Official pages should have 1-3 postings a week in order to keep followers interested without overwhelming them. Rarely should multiple posts be made in the same day. If necessary, spread them out over the course of the day. Never post multiple items in a row.

- **Be open to critics:** Transparency equals credibility in social media and the nature of the platform opens users up to criticism. Critical posts should usually be left up and carefully addressed. Often these posts are appropriately addressed by other users. Only posts that are libelous, scandalous, or offensive or qualify as spam should be removed. When in doubt, contact the Director of Marketing and Communication for advice on responding to or removing a questionable post.

- **Be vigilant:** Like any password protected space, be vigilant in protecting the site and the password. Avoid phishing schemes and alert IT and your divisional Vice President if the site is compromised.

- **Know the rules:** The National Collegiate Athletic Association (NCAA) has specific rules about contacting recruited athletes via social media. Please refer to NCAA rules and be certain all social media interaction is in compliance. In addition, all Family Educational Rights and Privacy Act (The Act) and other field specific privacy rules apply in this and every medium.

While the College does not monitor personal social media sites, the College reserves the right to view for compliance purposes any site or activity brought to its attention as potentially violating the guidelines established in this policy. The College may require staff, faculty or students to remove posts that violate this policy or applicable law.

Students, staff or faculty of the College who violate this policy or use social media to violate College policy or federal or state law, will be subject to discipline.

**Weapons**

The College is committed to preventing workplace violence and to maintain a safe work environment. Workplace violence will not be tolerated. Firearms, knives, ammunition, explosive materials and any other dangerous weapons or materials, concealed or otherwise, are prohibited on all College premises (including College parking facilities) and at all functions sponsored by the College. Firearms may not be stowed in vehicles parked on or in College parking facilities except as permitted in the “Workplace Violence” policy on page 36 of this Handbook for licensees under the Illinois Firearm Concealed Carry Act.

**Whistleblower Policy**
This policy of reporting misconduct may be used in place of and/or in addition to other means of reporting specified in specific written policies of the College relating to prohibited conduct applicable to staff, faculty and students.

**Purpose and Applicability**
Illinois College is committed to maintaining the highest standards of ethics and conduct consistent with applicable legal requirements and existing College policies. The purpose of this “Whistleblower Policy” is to ensure that the College maintains an effective, easy-to-use mechanism for any member of the College’s faculty, staff, Board of Trustees, or student body to raise concerns regarding potentially unlawful or unethical behavior within the College and to ensure protection against retaliation for the whistleblower.

**Policy Statement**
It is the policy of Illinois College that faculty, staff, trustees and students shall be free, without fear of retaliation, to make known allegations of alleged “wrongful conduct” existing within the College, which may include any of the following includes, but is not limited to, the following: wire fraud, mail fraud, bank fraud, questionable accounting, internal control and auditing matters, violation of College policy, or violation of a federal, state, and/or local law, rule or regulation (collectively referred to hereinafter as “wrongful conduct”).

**Process for Reporting**
- College faculty and staff should first report information regarding allegedly wrongful conduct to their immediate supervisor. If the immediate supervisor is either an alleged participant in the alleged wrongful conduct or is unresponsive to the report, then College faculty and staff should report the alleged wrongful conduct to the President of Illinois College and/or the Vice President of Business Affairs.
- Members of the College’s Board of Trustees should report information regarding allegedly wrongful conduct to the Chair of the Board. If the Chair of the Board is allegedly a participant in the alleged wrongful conduct, or is unresponsive to the report, then reports should be made to the President of Illinois College and/or the Vice President of Business Affairs.
- Students of the College should report information regarding allegedly wrongful conduct to the Dean of Students. If the Dean of Students is allegedly a participant in the alleged wrongful conduct, or is unresponsive to the report, then students should report the alleged wrongful conduct to the President of Illinois College and/or the Vice President of Business Affairs.

This policy of reporting wrongful conduct may be used in place of and/or in addition to other means of reporting alleged wrongful conduct as specified in the written policies of Illinois College which are applicable to staff, faculty and students.

Any person making such a report should, in good faith, provide a description of the facts, including all relevant information known to that person, such as the name(s) of person(s) allegedly involved, dates and details related to the allegedly wrongful conduct.

**Handling of Reports**
All reports of allegedly wrongful conduct will be dealt with promptly and in a manner intended to provide for a full and fair investigation. While the College cannot guarantee confidentiality, the College will attempt to protect the confidentiality of the reporter as much as is reasonably possible.

**Non-Retaliation Policy**
Retaliation against any College faculty, staff, trustee or student who makes a good faith report under this “whistleblower policy” is prohibited. The term “retaliation” includes discriminating against, mistreating or taking adverse employment or academic action against someone who has made a report under this policy.

In the event that retaliation occurs, the retaliator may be subject to discipline up to and including: suspension, termination, and removal from campus or any other disciplinary action deemed appropriate by the College under the circumstances.

**Prohibition against Providing False Information**
If any College faculty, staff, trustee or student knowingly provides false information related to a report of allegedly wrongful conduct, then he or she may be subject to disciplinary action up to and including: suspension, termination, and removal from campus or any other disciplinary action deemed appropriate by the College under the circumstances.

**Use of College Vehicles**

**Vehicle Use Authorization**
Any College faculty, staff, student, or representative must obtain prior authorization through the Office of Security and pass a traffic violations background screen before driving any College-owned vehicles. Additionally, all individuals who will be driving College-owned vans must file a request with the Office of Security and complete the online Driver Safety Training course, available through Connect2.

**Distracted Driver Policy**
In order to increase employee and student safety and eliminate unnecessary risks behind the wheel, Illinois College has enacted a Distracted Driving Policy, effective August 1, 2014. The College is committed to student, faculty, staff, and guest safety and has created the following rules, which apply to any member of the campus community or guest operating a vehicle (company, personal or rental) for college-related business:

- Illinois College prohibits the use of all hand-held electronic devices (cell phone, iPod/mp3 players, DVD players, GPS systems, etc.) While operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to:
  - Answering or making phone calls and engaging in phone conversation without a hands-free device;
  - Reading or responding to emails, instant messages or text messages;
  - Changing songs, playlists, etc.;
  - Changing DVD’s, adjusting volume;
  - Adjusting a route;
  - Any additional action required to utilize an electronic device.
• If a vehicle operator must engage with electronic devices without the use of a hands-free system, they must pull over safely to the side of the road or another safe location or request the assistance of a passenger.

• Should a vehicle be taken out of state, the vehicle operator is expected to learn and adhere to the state’s distracted driving laws. Should a state not have a law relating to the topic, the vehicle operator must abide by the College’s policy as noted above.

Normally, vehicle operators who do not adhere to this policy will have the use of College vehicles revoked and disciplinary action will be made at the discretion of the supervisor and/or the President.

CAMPUS PROCEDURES

Emergency and Campus Security Procedures
In compliance with the Illinois Campus Security Enhancement Act of 2008, Illinois College has adopted procedures to follow during specific types of emergency and security related incidents on campus. The procedures should always be followed in the sequence listed, unless conditions dictate otherwise.

CAMPUS EMERGENCY OPERATING PLAN

General Evacuation Procedures
• Building evacuations will occur when the fire alarm sounds continuously and/or when notified by Security personnel.
• Know the marked exits for your building. Know the exit routes from your work area.
• Leave the building immediately if an alarm sounds or if directed to do so by Security personnel.
• Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
• Do not use elevators in case of fire.
• Once outside, move to a clear area a safe distance from and within sight of the building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by Security or emergency personnel.

General Telephone Reporting Procedures
Important Phone Numbers: IC Office of Public Safety: 217.245.3111 Emergency Services: 911

• For help with any type of emergency, phone 911 or security at 217.245.3111
• Explain the problem and location to the Officer
• Do not hang up until told to do so

Internal Communication Procedures
In case of emergency, notification and communication will be done in a variety of ways. Messages will be broadcast through the campus-wide phone system as well as campus email. The IC Alert System
will also be employed to notify students, faculty and staff through cell phones, home phone or other designated number. To update your information or register for IC Alert, go to www.ic.edu/alert.

**External Communication Procedures**

The Office of Marketing and Communication staff will direct communication with the media and in most cases, the Marketing and Communication staff or the President will speak on behalf of Illinois College. In emergency situations, when media personnel need information, please direct them to the Director of Marketing and Communication (217.245.3595) or the Office of the President (217.245.3001). In some instances the Director of Marketing and Communication or the President of the College may authorize or direct another employee to speak directly to the press or media on behalf of the College.

Employees should contact the Director of Marketing and Communication or their supervisory vice president in the event they have questions or concerns about this policy or if situations arise and the employee is uncertain how to handle the matter.

**SPECIFIC PROCEDURES FOR SPECIFIC EMERGENCIES**

**Airborne Release**

Important Phone Numbers:  IC Office of Public Safety: 217.245.3111  Emergency Services: 911

The College recognizes the potential for an airborne release of a toxic or hazardous substance which may occur due to transportation accidents or other causes in or around the campus area. Should an airborne release incident occur, there is typically a short lead time to allow for a safe evacuation. Therefore, if safe evacuation is not possible, the recommendation is to shelter in place.

In the event there is insufficient time for safe evacuation, after being notified by the internal communication procedure or in person by a campus official, you should do the following:

- Close all doors to the outside and close and lock all windows.
- Turn off fume hoods, range hoods, air handlers and all air conditioners and switch inlets to the closed position. Seal any gaps around window type air conditioners.
- Seal off all vents, grills or other openings to the outside to the extent possible.
- If the gases start to bother you, hold a wet cloth or handkerchief over your nose and mouth.
- Minimize the use of elevators in buildings. These tend to pump outdoor air in and out of a building as they travel up and down.
- Turn to the Emergency Broadcast Station on your radio or television for further information and guidance.
- Do not evacuate your building unless told to do so by an Illinois College official.

**Behavioral/Psychological Crisis**

Important Phone Numbers:  IC Office of Public Safety: 217.245.3111  Emergency Services: 911

A behavioral/psychological crisis exists when an individual has threatened or harmed, or is threatening harm to himself/herself or others, or whose behavior is a major disruption to the community. If a behavioral/psychological crisis occurs, follow this procedure:

- If there is concern for immediate harm to the person or others (e.g. someone with a weapon threatening to use it on self or others; someone putting him/herself in harm’s way), call Emergency Services at 911. If the situation allows, then call Illinois College IC Office of Public
Safety at 217.245.3111. Provide the following information:
- Your name
- Precise location
- Observed symptoms of behavior
- Individual’s name, if known

- Until help arrives, stay calm, be pleasant, considerate and understanding to avoid aggravating the situation.
- Do not argue with the individual. Try to determine and accept the individual’s point of view.
- Do not confront/detain the individual if violent/combative.
- Meet IC Office of Public Safety at the entrance to the building and provide up-to-date information for appropriate response.
- Ask IC Office of Public Safety to call Templeton Counseling Center (TCC) and share information about the crisis.
- If the nature of the situation appears to be a crisis but there appears to be no sign of potential imminent (immediate) danger, call TCC at 217.245.3073, identify yourself, clearly state that you are dealing with a psychological crisis and need to consult with a clinician. In consult with the clinician, it may be determined that a clinician will come to your location, that you may accompany the person to TCC to meet with a clinician immediately or that 911 should be called.

**Bomb Threat**

**Important Phone Numbers:**
- IC Office of Public Safety: 217.245.3111
- Emergency Services: 911

- If you observe a suspicious object or potential bomb on campus do not handle the object. Clear the area and immediately call IC Office of Public Safety at 217.245.3111 and/or 911.
- Any person receiving information in any form concerning a bomb threat should try to determine the following information:
  - Exact location of bomb (building, floor, room, etc.)
  - Time bomb is set to go off
  - Kind of bomb, timing device, etc.
- Make a note of the following during or after notification:
  - Date and time of contact
  - Location of alleged bomb
  - Detonation time of alleged bomb
  - Type of alleged bomb
  - Speech pattern, accent, distinguishing characteristics, etc., if applicable
  - Background noise
  - Critical statements made by source
- If the threat of explosion is imminent, evacuate the building.
- Evacuate the building by the nearest available exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat area. Alert emergency personnel of their location.
- Do not use elevators
- Once outside move to a clear area that is at least 500 feet away from affected building. Keep streets and walkways clear for emergency vehicles and crews.

**Chemical or Radiation Spill**

64
• Report any spillage of a hazardous chemical or radioactive material immediately to Campus Security at 217.245.3111.
• When reporting, provide the following information:
  o Your name
  o Name of material spilled
  o Estimated amount
  o Exact location of spill
  o Report injuries
  o Actions you have taken
• IC Office of Public Safety will contact the necessary emergency personnel.
• Vacate the affected area at once and seal it off to prevent further contamination.
• Unless you are the person trained and assigned to handle the spill, you should evacuate the building by the nearest available exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the spill site. Alert emergency personnel of their location.
• Do not use elevators.
• Once outside, move to an area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
• Do not return to an evacuated building unless authorized by IC Office of Public Safety or an authorized Illinois College official.

Disturbance/Demonstration

Important Phone Numbers: IC Office of Public Safety: 217.245.3111

While most campus demonstrations are peaceful and non-obstructive, there may be demonstrations which are not peaceful and do cause disturbances and obstructions. Should the disturbance/demonstration be something other than peaceful and non-obstructive, you should do the following:
• Keep calm. Resistance may only increase destruction of property and threat to bodily harm. Do not confront demonstrators.
• Call IC Office of Public Safety at 217.245.3111 and provide the following information:
  o Location (building, entrance, floor, etc.)
  o Approximate number of leaders
  o Size of group
  o Obvious objective or demand of the group
  o Group is: rational, organized, violent, etc.
• If possible, continue with your normal work schedule until IC Office of Public Safety arrives.
• When IC Office of Public Safety arrives, provide them with an update and follow their instructions.

Earthquake

Important Phone Numbers: IC Office of Public Safety: 217.245.3111  Emergency Services: 911  Office of Facilities Management 217.245.0324

During an earthquake, remain calm and quickly follow the steps outlined below:
• If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
• If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.
• After the initial shock, evaluate the situation and if emergency help is necessary call IC Office of Public Safety at 217.245.3111 or Emergency Services 911. Report all injuries.
• Damage to facilities should be reported to the physical plant at 217.245.3024
• Note: Gas leaks are sometimes a result of an earthquake and create special hazards. Please refer to the gas leak emergency procedure and follow it.
**Elevator Malfunction**

**Important Phone Numbers:**
- IC Office of Public Safety: 217.245.3111
- Office of Facilities Management: 217.245.3024

- If you are trapped in an elevator, use the emergency phone to notify IC Office of Public Safety. If the phone is inoperable, turn on the emergency alarm which will signal for help. Do not attempt to exit a stalled elevator unless told to do so by a campus official.
- If a person is stranded in an elevator, do not attempt to force open the elevator doors.
- Notify IC Office of Public Safety at 217.245.3111 and provide the following information:
  - Your name
  - Building
  - Floor
  - Present situation
- A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.
- If you find an inoperable elevator without occupants, immediately notify the physical plant at 217.245.3024 or IC Office of Public Safety at 217.245.3111.

**Explosion**

**Important Phone Numbers:**
- IC Office of Public Safety: 217.245.3111
- Emergency Services: 911

In the event of an explosion on campus, take the following action:
- Immediately take cover under tables, desks or other objects which will give protection against falling glass and debris.
- After the initial effects of the explosion have subsided, notify the Jacksonville Fire Department at 911. Give your name and describe the location and nature of the emergency.
- Activate the building fire alarm.
- Evacuate the building by the nearest available exit. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the damaged area. Alert emergency personnel of their location.
- Do not use elevators.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless authorized by a Jacksonville fire official or an authorized Illinois College official.

**Fire**

**Important Phone Numbers:**
- IC Office of Public Safety: 217.245.3111
- Emergency Services: 911

- In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.
- Call the Jacksonville Fire Department at 911. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator.
- Evacuate the building by the nearest uninvolved exit. If disabled persons cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel.
personnel of their location.

- Do not use elevators.
- Once outside, move to a clear area that is at least 500 feet away from the affected building.
- Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building, unless authorized by a Jacksonville fire official or Illinois College official.

**Gas Leak**

Important Phone Numbers:   
IC Office of Public Safety: 217.245.3111  
Office of Facilities Management: 217.245.3024

- If you smell or suspect a gas leak, stop what you are doing.
- Do not switch on lights or any electrical equipment.
- Evacuate the building by the nearest exit. As you leave the building, advise other building occupants to do the same. If disabled persons cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
- Do not use elevators.
- During regular working hours (8 a.m. - 5 p.m. Monday through Friday), after exiting the building immediately notify the Office of Facilities Management at 217.245.3024. State the location and extent of involvement of the gas leak. After hours, weekends or holidays, notify IC Office of Public Safety at 217.245.3111.
- Once outside, move away from the building at least 500 feet. Keep the streets and walkways clear for emergency crews.
- Do not return to an evacuated building unless authorized by campus security or the physical plant.

**Tornado/Severe Weather**

A tornado watch/severe weather watch means tornadoes are likely to develop. Be alert to changing weather situations and be prepared to take action if upgraded to a warning. A tornado warning means a tornado has been spotted in your area. Immediate action may be the difference between life and death. During a tornado warning for our area the tornado sirens will wait for five minutes. If you hear the sirens do the following:

- If you receive notification of a tornado warning or sight a tornado, move to the designated shelter areas for your building or go to the lowest level in the interior hallway of the building as quickly as possible. Listen to a local radio, television station or weather radio for further details on the storm.
- Stay away from windows and areas with a large expanse of glass.
- Avoid auditoriums, gymnasiums and other large rooms with free-span roofs.
- Do not use elevators.
- If disabled persons cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass. Alert emergency personnel of their location.
- Protect your head and face. If possible, get under a sturdy table or other structure.
- Listen to local radio or television stations or a weather radio for progress of the storm. Stay in shelter until an all clear signal is made.
**Inclement Weather / Winter Weather**

In the event of inclement weather conditions or hazardous winter weather conditions, Illinois College will carry on all on-campus operations to the extent possible. Facilities may close to the public but, unless power outages or other critical circumstances preclude the use of College buildings, the Campus will remain open. Therefore, it should be assumed that scheduled activities will continue unless notification is made from the Office of the President to the contrary.

Employees who must travel to and from Campus should use good judgment as to whether or not travel is safe in the event the College remains open. In the event a faculty member finds it necessary to cancel a class, the faculty member is to notify his/her department chairperson and to schedule an appropriate make-up session.

In the event inclement weather conditions require Campus-wide notification, the Office of the President will initiate appropriate action and will notify the Illinois College campus community by the following means:

- Calls concerning inclement weather will be forwarded to the switchboard or Office of Marketing and Communication. The Office of the President will determine the nature and extent of action, if any, to be taken.
- A press release concerning the inclement weather action will be drafted and released by the Office of Marketing and Communication. The release will be specifically directed to the local radio and television stations and to a designated list of campus officers.

**Medical Emergencies**

In the event you personally suffer a serious illness or injury or witness someone else suffering a serious injury or illness on campus, immediately contact Emergency Services at 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Do not hang up until released by the emergency operator.

- If conscious and oriented, the person suffering the serious illness or injury should be given the opportunity to determine his/her health care needs and the response to those needs. In circumstances involving a person who is unconscious and/or disoriented, calling Emergency Services and IC Office of Public Safety is the appropriate response.
- Keep the victim still and comfortable until help arrives. Do not move the victim.
- In case of a minor injury or illness, students may call health services location on the 3rd floor of the Bruner Fitness and Recreation Center from 9 a.m. to 4 p.m.

**Violent or Criminal Behavior**

The campus community is asked to be alert to suspicious behavior that may lead to violent or criminal behavior or that has already escalated to violent or criminal behavior. All such behavior should be
promptly reported to IC Office of Public Safety at 217.245.3111 or to Jacksonville Police Department (Emergency Services) at 911. Please follow the following procedures:

- If you are a victim, observe a criminal act or observe a suspicious person on campus, immediately notify IC Office of Public Safety at 217.245.3111 or the Jacksonville Police Department (Emergency Services) at 911 and report the incident, including the following:
  - Your name
  - Nature of incident
  - Location, date and time of incident
  - Description of person(s) involved
  - Description of property involved

- Assist the officers when they arrive. Provide additional information upon request.

- What to do if you are a victim of a violent/personal crime:
  - Be observant, as the more information you can provide, the better chance the criminal will be apprehended.
  - While the crime is being committed, you have three options:
    - Submit to suspect
    - Passive resistance (talking or reasoning with suspect)
    - Active resistance (physical intervention)

- Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
  - As soon as possible get to a safe place, notify IC Office of Public Safety at 217.245.3111 or the Jacksonville Police Department (Emergency Services) at 911. Advise officer of the nature of the incident, location, if medical assistance is needed and a description of the person(s) involved.
  - Meet with the officer. Follow the officer’s instructions.

- What to do if you are a victim of a property crime:
  - Go to a safe place and notify IC Office of Public Safety.
  - Do not touch anything.
  - Meet with the officer at the location the officer requests.
  - Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer’s instructions.

**Shooting Incident on Campus**

Important Phone Numbers: IC Office of Public Safety: 217.245.3111 Emergency Services: 911

Should a shooting occur on the Illinois College campus, the College community should note the following:

- Warning Siren - When you hear the official shelter-in-place warning siren, you should:
  - Direct any non-threatening individuals into your area.
  - Lock or barricade your area door and windows, if possible.
  - If you are outside on campus, exit the campus. Entering a building is dangerous as the shooter may be in the building.

- Do not call IC Office of Public Safety:
  - Once the siren has sounded, IC Office of Public Safety is aware of the emergency.

- Only call IC Office of Public Safety if you have a life-threatening emergency or specific information on an immediate dangerous situation.

- Notification – An e-mail message will be sent to all Illinois College email addresses indicating the nature of the emergency and what steps you should take to protect yourself. Those
enrolled in IC Alert will also receive a message through the options they enrolled in.

- Move away from doors and windows.
  - Direct others in your area to move away from doors and windows and stay silent.
  - Do not open your door for any reason.
  - IC Office of Public Safety and facility management will have keys to open doors.
- Cover windows/turn off lights.
  - Cover area windows/close blinds (is possible).
  - Turn off lights.
- If you hear gunfire:
  - Lie flat on the floor and direct those around you to do the same.
  - Remind everyone to stay silent and silence their ringer on their mobile devices.
- Take roll of those present:
  - Someone should take roll of everyone present.
  - Be prepared to provide this information to IC Office of Public Safety.
- Stay where you are:
  - Stay where you are until the all clear siren is sounded or an all clear e-mail is received.
  - You are given face-to-face instructions by campus security or an Illinois College administrator that the emergency is over.

**Suspicious Letter or Parcel**

**Important Phone Numbers:**
- IC Office of Public Safety: 217.245.3111
- Emergency Services: 911

**What constitutes a suspicious letter or parcel?**

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that cannot be verified as legitimate.
- Are of unusual weight, given their size or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential”.
- Have strange odors or stains.

**What to do if you receive a suspicious letter or parcel**

- Remain calm.
- Do not handle the mail piece or package suspected of contamination.
- Make sure the damaged or suspicious packages are isolated and the immediate area is cordoned off.
- Remind all persons who have touched the mail piece that they should wash their hands with soap and water.
- Notify IC Office of Public Safety or your local law enforcement authorities.
- List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement authorities.
• As soon as practical, shower with soap and water.

**Water Boil**

Important Phone Numbers: IC Office of Public Safety: 217.245.3111

Should the campus come under a boil order whereby the water supply to campus becomes unsafe for human consumption until boiled the following procedures should be followed:

• Do not consume campus water.
• All water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five minutes.
• Ice and any beverages prepared with unboiled water should be discarded.
• Continue the water boil until IC Office of Public Safety or other campus officials notifies you that the boil order has rescinded.