

**REND LAKE COLLEGE**  
**EMPLOYEE HANDBOOK**  
2024-2025

# EMPLOYEE HANDBOOK

## REND LAKE COLLEGE

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# FOREWORD

## MISSION

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

## VALUE STATEMENT:

In serving our students and community, we are student-focused, authentic, and resourceful.

Whether you have just joined our staff or have been at Rend Lake College for a while, we are confident that you will find our organization a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Rend Lake College to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources department. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the President on behalf of the Board of Trustees) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

# Employee Handbook Acknowledgment and Receipt

I have been made aware of the fact that an updated version of the Employee Handbook is available from the College website, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

# **EMPLOYEE'S RIGHT TO KNOW**

## **Addressing Discrimination and Harassment (to include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence, and Stalking)**

The commitment of Rend Lake College to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from discrimination in all its forms. Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Rend Lake College's commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. The College will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Rend Lake College is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. If disciplinary action is warranted, discipline will be imposed in accordance with applicable established College rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, the College can unilaterally initiate any and all steps under this policy and procedure when it learns, either directly or indirectly, that discrimination, sexual harassment or retaliation is alleged to be taking place.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the [Americans with Disabilities Act Amendments Act](#), the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Veterans' Readjustment Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act.



## Reporting Procedures

Individuals alleging violation of the policies herein are encouraged to report the alleged violation immediately upon experiencing the alleged misconduct or learning of the alleged misconduct. Individuals reporting alleged or suspected violations of this policy should contact the Rend Lake College Police Department by visiting their office in the Student Center on campus, by calling them at 618-525-1911, or by email at [police@rlc.edu](mailto:police@rlc.edu) (non-emergencies only). In the event of a report of a Title IX violation, the Rend Lake College Police Department will notify a Title IX Compliance Officer immediately and the College will begin to take immediate and appropriate steps to initiate an investigation into the complaint. The Title IX Compliance Officer shall confer with and/or seek guidance from the President on matters that they deem appropriate.

Notice of or allegations of sexual harassment to the college's Title IX Coordinator, or to any college officials with authority to institute corrective measures on the college's behalf (i.e., the President's Executive Leadership Team), will constitute actual knowledge and thus trigger a response from the college. The Title IX Coordinator shall confer with and/or seek guidance from the President on matters that he/she deems appropriate.

College employees to whom misconduct is reported are required to report the alleged misconduct to the Rend Lake College Police Department immediately. Employees who fail to report alleged or suspected violations of this policy to the appropriate campus office in a timely manner may be subject to disciplinary action, up to and including termination.

Persons visiting the campus who believe they are subject to conduct that would constitute a violation of the policies herein as perpetrated by a Rend Lake College employee or student should contact the Rend Lake College Police Department on campus or at 618-525-1911.

A student, employee or visitor who has experienced a sexual assault or other act of sexual violence may also contact proper law enforcement authorities (e.g., by calling 911), including Rend Lake College police or local police, about possibly filing a criminal complaint. The Title IX Coordinator is available to assist students in contacting the appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the College's investigation, but the College will commence its own investigation as soon as is practicable under the circumstances. Rend Lake College reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Victims of sexual violence are strongly encouraged to report this in a timely manner to the Rend Lake College Police Department. Filing a police report with the Rend Lake College Police Department will not obligate the victim to prosecute, but it will: ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; provide

the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later; and ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon receiving a report of an allegation of sexual violence, dating violence, domestic violence or stalking, the college will provide survivors with concise information, written in plain language, concerning their rights and options.

Definitions pertinent to this Policy and the procedures for addressing violations of this policy can be found in [Rend Lake College Policy 2.1200](#) and from the Rend Lake College website at [www.rlc.edu/titleix-policy](http://www.rlc.edu/titleix-policy).

## **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

[Rend Lake College Policy 3.1320](#) states that the College will not discriminate against qualified individuals with disabilities with regard to application procedures, hiring advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Consequently, the College intends to comply with the Americans with Disabilities Act (ADA) as now in effect or as may be amended.

Any individuals seeking a “reasonable accommodation” under the ADA should submit their request to Human Resources Department and shall include such information as requested by Human Resources. A determination on the requesting individual’s request for “reasonable accommodation” shall then be made by the President and conveyed to the requesting individual.

## **Family Medical Leave Act**

Employees who have worked at least one year and at least 1,000 hours in the past 12 months, are eligible for up to a total of 12 work weeks of leave during any 12-month period for specific circumstances defined below. The 12-month period will be measured from the start of a leave. For example: An employee begins a FMLA leave on June 10, 2022. The employee can take a total of 12 weeks of FMLA leave during the 12-month time period from June 10, 2022, to June 9, 2023.

### **Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet the conditions found within [Rend Lake College Policy 3.1400](#).

### **Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed as part of [Rend Lake College Policy 3.1400](#):

### **Employee Status and Benefits During Leave**

If an employee normally pays a portion of the premium for group health insurance, for group disability insurance, and for group life insurance, the employee will be responsible for these payments during the period of FMLA leave. Arrangements for payments will be established

between the College and the employee. The College will continue to pay its share of an employee's group health insurance and group life insurance premiums, if any, during the employee's FMLA leave.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

### **Use of Paid and Unpaid Leave**

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

### **Certification of Health Condition**

The college may require certification of a qualifying health condition per [Rend Lake College Procedure 3.1400](#). The employee must respond to such a request within 15 calendar days of the request. Failure to provide certification may result in a denial of continuation of leave.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide Human Resources with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, Human Resources will provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

### **Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form or the notification of the leave is received, the Human Resources department will provide the employee with a written response.

### **Intent to Return to Work from FMLA Leave**

The college may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

## **Victims' Economic Security and Safety Act**

The Victims' Economic Security and Safety Act (known as "VESSA") [820 ILCS 180](#) provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

An employee may take VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
- Obtain victim services for the employee or employee's family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

In the event that a family or household member is killed in a crime of violence, an employee may take VESSA leave for the following three (3) reasons:

- Attend the funeral or alternative
- Make arrangements necessitated by the death
- Grieve the death

Leave for these three (3) reasons is limited to two (2) work weeks, and it must be completed within 60 days of when the employee learns about the death.

VESSA leave may be taken intermittently or on a reduced work schedule.

### **PROCEDURE**

The employee shall provide the employer with at least 48 hour's advance notice of the employee's intention to take leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the employer may not take action against the employee if the employee provides certification within a reasonable period after the absence.

The College may require certification that VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee's family or household member is a victim of domestic or sexual violence. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or

- Other corroborating evidence.

The College must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

# INFORMATION FOR NEW EMPLOYEES

## Orientation

Welcome to Rend Lake College! It is our desire that your experience as a Rend Lake College employee will be a rewarding one. Orientation will be an important part of your first couple of days at Rend Lake College. Your orientation will begin with a session conducted by Human Resources. Your supervisor will schedule an orientation appointment for you and help you find the Human Resources office. You will need to bring your driver's license and either your social security card or a copy of your birth certificate/passport with you to orientation in order to comply with I9 requirements. Having your direct deposit information with you is also encouraged. During orientation, you will complete all of your payroll forms. You will also receive information about all of the benefits available to you as a Rend Lake College employee and be given the information necessary to enroll. You will also be told about the mandatory participation in the State Universities Retirement System and the information that you will be receiving. As part of the orientation process you will be advised of any necessary documents that might be needed to complete your personnel file, such as a Rend Lake College application or official transcripts.

Orientation is a good opportunity for you to ask any questions that you might have as a new employee. You will be given an orientation check list before you leave which asks you to meet with various employees on campus. This is an opportunity to learn "who does what" and "where they can be found.". It is important to us that you feel comfortable, informed and welcome

## ID Cards

Employees will need to have a picture ID card made. This can be done at either Student Records in the Administration Building or at the help desk located in the Slankard Learning Resource Center. You will need to present a picture ID and let them know that you are a new employee and they will take care of making your Rend Lake College ID card for you.

## Set Up Your Phone and Voicemail

The steps needed to set up and maintain your phone and voicemail can be found [IT Tech Tips - All Documents \(rlc.edu\)](#) under Cisco Unity Voicemail Tips.

## **Safety and Security Warnings Issued to Campus**

Timely warnings will be issued to students, faculty and staff through the college email system and through the college's phone network using the Informacast System. Notifications will also be broadcast by the Public Information Officer (or Designee) via the Wireless Emergency Notification System (WENS) to those who subscribe to the service. Individuals may subscribe to the service by submitting a request to the IT Help Desk at Ext. 1259 or online at [www.rlc.edu](http://www.rlc.edu). Notification will also be posted on the Rend Lake College internet home page at [www.rlc.edu](http://www.rlc.edu). Notifications can also be sent via local media outlets.

## **Accessing your Computer and the RLC Network**

Your supervisor will help you with obtaining a username and a temporary password to access the computers and networks on campus. At the time of creation, your account will be given a default password which you will have to change the first time you log on to the RLC network. The Information Technology Department can provide you with password requirements.

To log on to a computer and the RLC network:

- If the computer is off, turn it on. Click "Ok" when the box warning you about usage of RLC computers is displayed.
- If the computer is already on, click start ->Log Off->Log Off to log off the current user and display the login screen.
- If the computer has been locked by another user, contact the help desk at Ext 1259 for assistance.
- Once the login box displays enter `_username@rlc.edu` in to the Username box and the default password without quotes into the password box and click "Ok".
- A box informing you that your password must be changed should be displayed, click "Ok".
- A box will open that will prompt you for your new password, remember the criteria provided by the IT Department.

## **Email and Calendar**

If you are on-campus using a computer that is logged on to the RLC network using your own username and password, you can access your email and calendar through Microsoft Outlook.

To start Outlook:

Click "Start"

Outlook should be listed near the top of your start menu, if it is not do the following:

From the start menu hover your mouse over "All Programs" then "Microsoft Office" then click on the respective version of Outlook to launch the email client. After answering a couple of questions, you should have access to your mailbox and calendar.

To access your mailbox from off-campus or while logged in to a computer using a login other than your own:

Open a web browser such as Edge, Chrome or FireFox

Click in the Address bar of the browser and type: <https://webmail.rlc.edu>

You will see a dialog box asking for your username and password. In the username box, type your username and in the password box, type your password

## **Entering/Changing/Canceling an Absence Request for Full-Time Employees**

Requesting absences at RLC is an electronic process accessed by signing onto the Rend Lake College network. You can print a report to see your past requests and current balances. The date defaults to the current date, but you can advance the date within about a 3-4 month span of time. Currently there is no electronic feedback which you will receive regarding the status of your request or approval of the request. If your supervisor has an issue with the request, they will speak to you about it.

### **To enter a request:**

Go through TimeClock which can be accessed at the link below.

<https://200883.tcplusedemand.com/app/webclock/#/EmployeeLogOn/200883>

Log onto Dashboard by using your employee ID# and pin, which is the last 4 digits of your social security number. You will need to “Add” a request by entering the beginning date, the number of days or hours requested (in 2-hour increments) and choose appropriate category of either vacation, sick, personal, bereavement or jury duty.

Should you need to cancel a day that has already been approved, you will need to contact Human Resources.

## **Accessing the College Intranet**

The RLC Intranet has links to various resources intended for faculty and staff. To access the Intranet:

1. Point a web browser to <https://intranet.rlc.edu>
2. At the login dialog box, enter your username and password. This is the same username and password that you use when signing onto the network.

## Getting Help with other IT Issues

If your question is straightforward, you can call the help desk at Extension 1259. For issues that are more involved, require changes, modifications, or involve new software/services/hardware you will need to enter an ISR (Information Services Request). This can be done from your office computer by pointing a web browser to: <http://isr.rlc.edu>

Select the type of service you need (don't worry if you don't see exactly what you want, "close" is good enough here!) and provide a short description of your question or problem.

Click "Submit" and you will be given your ISR number, a tracking number to use to follow the progress of your request. You will also receive an email each time a change or comment is added to your request.

## Parking

Rend Lake College provides parking for students, faculty, staff and visitors on campus free of charge. Parking is permitted in several designated areas or lots on campus to allow for an orderly flow of traffic. All motor vehicles are subject to traffic signs, signals, and regulations while on campus.

If disability parking is needed, contact Rend Lake College Police Department for assistance.

# EMPLOYMENT

## Terms of Appointment and Termination of Full-time Employees

### 1. Full-Time Non-Tenured Positions

Employees in full-time non-tenured positions are appointed for a specific period of time (beginning and ending dates) and do not have a right to continued employment beyond the ending date. This employment does not lead to tenure or to any continuing employment rights. Non-renewal of the appointment of a non-tenured employee may be with or without cause; an employee may be terminated for cause prior to the ending date of the appointment letter / contract by action of the Board based upon recommendation of the President. The contract automatically terminates on the stated ending date without the need for further written notice.

Termination of employees prior to the stated ending date will be done by action of the Board based upon recommendations of the President. Non-renewal of the employee's employment will



be done by action of the Board and notification will be given by the President prior to the ending date indicated in the appointment letter.

Employees in full-time non-tenured positions will receive an appointment letter/contract from the President. The letter should be signed and returned to the President's Office within 15 calendar days. This letter/contract will indicate:

- A. job title and nature of the position and fact that it is non-tenured;
- B. beginning and ending dates;
- C. wage or salary;
- D. exemption status;
- E. a statement that the employee is subject to all relevant College rules and regulations;

## **2. Full-Time Non-Tenured Positions Funded by a Grant or Other External Source**

The appointment of full-time non-tenured personnel funded by grant funds or other outside sources will coincide with the grant or source designation. This position will terminate without notification at the ending date indicated on the appointment letter, or if the grant funds or the external source is insufficient or eliminated.

Adjustments to salary will become effective at the beginning of the new grant period. Fringe benefits will be adjusted at the same time adjustments are made for faculty and staff on institutional funds provided grant funds are available. The College shall have no obligation to make any payments to a grant employee from the institutional funds, or retain the employee in the event there is a reduction in the funding of the grant.

## **3. Full-Time Tenured Instructional Staff (Faculty and Academic Support)**

Appointment of full-time tenured instructional staff shall be by vote of the Board of Trustees as recommended by the President. The President's Cabinet shall be responsible for the primary determination of the number and manner of instructional and academic support personnel utilized in accordance with the established policy of the College.

Full-time tenured instructional staff will receive an annual appointment letter from the President indicating the title of the position, employment date, salary, position on the salary schedule and type of contract (for contracts see union contract). Determination will be in accordance with Illinois Tenure Law.

# **Salary Advancement for Full-Time Employees**

Salaries for employees covered under an existing labor agreement will be determined by the term and conditions of the relevant contract.

Salaries for full-time employees not governed by a negotiated labor agreement will be established by the college Board of Trustees.

Employees must have worked been employed by the college six (6) months in order to be eligible for a raise in the beginning of a new fiscal year. Full-time non-tenured employees who are funded by a grant must have worked been employed by the college six (6) months to be eligible for a

raise at the beginning of a new grant period. Full-time non-tenured employees who are funded by a grant and have not been employed by the college worked 6 or more months at the start of the new grant period will not be eligible for a regular raise until the second grant year after their employment.

## Remote Work Policy

In an effort to be responsive to the needs of the current workforce, Rend Lake College will support remote work options in situations where it is reasonable and practical to do so, and where the operational needs of the college will not be adversely affected. Remote work may also be required by employees whose duties can be performed in part or in whole from a remote working location in times of crisis in order to protect the health, safety and welfare of faculty, staff and students of Rend Lake College and the surrounding communities.

Rend Lake College is an equal opportunity employer that is committed to the success of all its employees. Each request for remote work will be subject to the guidelines set forth in procedures and will be approved or denied on a case-by case basis by the appropriate Vice President and the President on behalf of the Board of Trustees. With regard to full-time faculty, the terms of the faculty contract will supersede any items of conflict. In case of a discrepancy with regard to a staff member, the individual contract will supersede.

For a proposed remote work agreement to be considered, an employee must have performed the duties of their position in a satisfactory manner without any disciplinary measures or corrective actions. All remote work will be subject to a 3-month probationary period. The need for an employee to remain remote will be evaluated on an annual basis at the end of the current fiscal year. A new remote work agreement request must be approved following that review in order to continue remote work. Rend Lake College also reserves the right to revoke a remote work agreement at any time with or without notice when it is in the best interest of the college to do so.

Employees that have been approved for remote work will continue to be covered by the College's workers' compensation and liability insurance programs provided the employee is abiding by the requirements of the agreement and the conditions set forth in that agreement. Rend Lake College assumes no responsibility for activity, damage or injury that the employee may inflict or incur that is not directly related to, resulting from, or caused by the employee while performing their job duties; nor does the college assume any responsibility for activities engaged in by the employee over which the college has no reasonable control or for any damage or loss of the employee's personal property.

When working remotely, an employee's job duties and expectations do not change. The employee will be held to the same job performance standards as those established for the employees working on-site (*see policy 3.1225 – Discipline and Dismissal – Non-Tenure Track Employees*). Violations of the remote working agreement or board policy and procedures will be subject to discipline up to and including termination for serious misconduct. A remote worker should also be expected to participate in on-campus events when practical to do so or when

required by their supervisor. Every employee should also have the same training and advancement opportunities as traditional employees.

Remote workers will not be eligible for mileage to and from Rend Lake College. The college will provide necessary equipment for remote work such as laptop and printer but will not compensate the employee for expenses incurred as a result of remote work, such as cell phones and internet (*see policy 5.1220 – Reimbursement of Miscellaneous Department Expenses*). Any remote worker requests for compensation of unforeseen expenses involving the remote work must be approved in advance by the college.

## PROCEDURE

### Initiating a Remote Work Situation

In order to be considered for remote work, all of the following must be met:

- The supervisor or the employee initiates a request to establish a remote work situation.
- There is a mutual agreement between the supervisor and the employee. The remote work agreement form will be initiated by Human Resources.
- The agreement must be approved and signed by all designated persons including the appropriate Vice President and the President.
- The fully executed agreement with appropriate documentation will be housed in-Human Resources.

### Documentation Required

As outlined on the Remote Work Agreement form, the following documentation is required in order to establish a remote work agreement:

- An explanation of how productivity will be monitored (remote worker weekly report)
- A brief description of the work to be accomplished at home (job description)
- The dates for working at home (where applicable) and the daily work hours
- A method of communication where the employee can be reached during the work schedule
- A record of College equipment to be used at home (NARF - Network Access Request Form)

### Procurement of Necessary Equipment and Supplies

- Employees should use the Network Access Request Form (NARF) or other designated form to request necessary equipment, software and licenses, and IT will assign the employee the appropriate work items.
- All necessary office supplies will be requested from the college bookstore and a delivery option coordinated.

### Evaluation of Remote Work Assignments

- The supervisor will use the Remote Work Weekly Report to coordinate and monitor weekly assignments in an effort to maintain contact with the remote employee.
- It will be the responsibility of the supervisor to ensure that the remote worker is following policies and procedures.
- It is the responsibility of the supervisor to ensure that remote workers are kept informed of campus activities.
- The supervisor will evaluate the employee in accordance with policy and address concerns in an appropriate timeframe ( *see Policy 3.1225 – Discipline and Dismissal – Non-Tenure Track Employees*).

- The need for an employee to remain remote will be evaluated on an annual basis at the end of the current fiscal year by the Executive Leadership Team with recommendations from President's Cabinet. A new remote work agreement request must be approved following that review in order to continue remote work.

#### **Time Off from the Predetermined Work Schedule**

- An employee must be available during the hours agreed upon in the remote work agreement.
- A remote employee will be given the same benefits, time off and breaks as campus employees.
- Overtime for non-exempt employees is allowed only when it is pre-approved by the supervisor in writing.
- Vacation, sick or personal leave must be submitted according to policy and procedure when unable to maintain regular business hours or availability.
- Any modification to the established schedule must be pre-approved by the supervisor.

#### **Using College Equipment, Supplies or Records at Home**

- A remote employee is to safeguard all Rend Lake College confidential information.
- A remote employee is not permitted to meet with third-party representatives at an employee's place of residence to conduct college business.
- ALL original records should remain on campus.
- Copies of all records and correspondence must be safeguarded by the employee to protect them from unauthorized disclosure, loss or damage and for the return to main campus.
- Equipment and supplies may be provided by the college on a case-by-case basis.
- Protection of college owned equipment, supplies and records is the responsibility of the employee. No personal software programs are to be installed on college issued equipment, all equipment is to be used only for business related purposes and all college security protocols are to be followed ([see policy 2.1500](#) – Security Awareness and Acceptable Use of Computer Equipment).
- Release or destruction of any records is only done at the college according to policy and procedure.
- The employee is responsible for operating costs, home maintenance and all other incidental costs associated with the use of their own residence.

#### **Injury During Predetermined Remote-Work Schedule**

- If injured in the course of performing official duties at the work location in the home, an injured employee should notify human resources and complete the necessary paperwork within 24 hours of the incident as well as follow all other requirements as related to returning to work (see [see Policy 3.1420](#) – Return to Work Certification).

#### **Lost, Stolen or Damaged College Equipment**

- If college equipment is lost, stolen, or damaged, the employee agrees to participate in any investigation and follow all other requirements ([see Policy 2.1500](#) – Security Awareness and Acceptable Use of Computer Equipment).

#### **Termination of Employment or Remote Work Agreement**

- Either party can at any time terminate the employment contract or the remote work agreement.

- At the time an employment contract or remote work agreement is terminated, a remote worker will be required to return all Rend Lake College issued equipment, property, and records to campus by the end of the business day on their last day of employment.
- If the equipment is not returned, returned damaged or determined to have been misused, the employee agrees to have the depreciated value of the equipment deducted from their final pay (not to exceed the net amount of their final pay.)

## **Workweek & Computation of Hourly Rate of Pay for Full-time Employees**

The College workweek shall be Sunday through Saturday.

### **A. Non-exempt Personnel (Office Support, Administrative, Academic Support, & Physical Plant)**

During the regular school year, a non-exempt employee shall work a 37 hour work week. It is understood and agreed upon by the College and employees that this is the default work week and that any and all deviations from this work week have to be pre-approved by an employee's supervisor and the applicable Vice-President. Meal periods are not included as part of the paid work day. The President of the College or his designee shall, based upon the best interest of the College, have the authority to alter or amend the regular work day for non-exempt personnel.

In the event that an employee will be required to work hours outside the default work week or in a situation deemed to be an unforeseen or emergency situation, the employee will be required to receive prior approval from their direct supervisor to modify the default weekly work schedule. In the event that a supervisor is not able to allow for the flexibility needed to modify an employee's weekly work schedule while still ensuring that the required work duties are met, the employee will be entitled to compensatory work time for time worked outside the default work week. Supervisors will be required to properly record the number of hours worked outside the default work week which are to be considered for compensatory time on a quarter-hour basis within the electronic time keeping system. For all approved hours worked outside of the default work week, employees will receive compensatory time on an hour to hour basis for hours which are required in the normal default work week up to 40 hours. For those approved hours worked in excess of 40 hours in a workweek, employees understand and agree that they will be awarded compensatory time at a rate of 1.5 hours of compensatory time for each hour worked in excess of 40 hours in a workweek.

In the event of a College closure due to inclement weather, full-time physical plant employees, because of the nature of their responsibilities, will report to duty as assigned by the Dean of Facilities Management and Campus Operations and will be awarded compensatory time at a rate of time-and-one half.

In coordination with their supervisor, employees will make every effort to work to use compensatory time earned within the following pay period. Failure to use time earned within the next pay period will not void the time earned. An employee who has compensatory hours earned but unused at the end of the calendar year and the end of the fiscal year will be compensated at their applicable hourly rate of pay on the first payroll of the subsequent calendar and fiscal year.

In limited situations when it has been deemed to be in the best interests of the College, the President or their designee may agree to a cash payment for hours worked in excess of those included in the default work week. Employees must receive prior approval from their supervisor to work any hours outside of the default work week if the hours are going to be considered for cash payment. In the event that employees will be receiving a cash payment, overtime hours will be paid as required by the federal Fair Labor Standards Act

and the Illinois Minimum Wage and Overtime Act. Employees working beyond the 37 hours defined in the default work week will be paid at a straight-time hourly rate according to the employee's current regular hourly rate of pay for hours worked between 37 hours included in the default work week -40 hours. Any hours worked in excess of 40 hours per week will be paid at an overtime rate equal to one-and-one-half (1½) times the employee's current regular straight-time hourly rate of pay.

Starting the week after Commencement, the normal work week shall consist of a 28 hour work week; this will continue through the second week before the start of Fall classes. During the week prior to the start of Fall classes, the normal work week shall consist of a 35 hour week. It is understood and agreed upon by the College and employees that this work week is the default work week and that any and all deviations from this work week have to be pre-approved by an employee's supervisor and the applicable Vice-President. Employees working beyond the 28 hours defined in the default work week will be paid at a straight-time hourly rate according to the employee's current regular hourly rate of pay for hours worked between 28 the hours included in the default work week -40 hours. Any hours worked in excess of 40 hours per week will be paid at an overtime rate equal to one-and-one-half (1½) times the employee's current regular straight-time hourly rate of pay.

This provision is intended to define the normal hours of work and to provide the basis for calculation of compensatory time and / or overtime pay. Nothing herein shall be construed as a guarantee of hours per day or per week.

This provision is not applicable for those employees whose positions are dependent upon a College contract with an outside private, county, state, or federal agency for financial support.

#### 1. Computation of Hourly Pay – Non-exempt Personnel

Computation of straight-time hourly rate of pay for Non-exempt personnel will be made as follows:

- Annual salary = monthly salary x 12
- Annual hours = 156 days x 7½ hours per day = 1,170 hours
- 93 -days x 7 hours per day = 651 hours
- Total annual hours 1,821 hours
- Hourly rate of pay = annual salary divided by annual hours

This computation of hourly pay is intended for use only in computing overtime pay and payments for new or terminating employees between normal pay period dates.

#### **B. Administrative and Academic Support Exempt Personnel**

During the regular school year, an exempt employee shall work a 37- hour work week Meal periods are not included as part of the paid work day. The President of the College shall, based upon the best interest of the College, have the authority to alter or amend the regular work day for office support personnel.

Starting the week following the commencement service until the week before the start of Fall classes, the normal work week shall consist of a 28-hour work week. During the week prior to the start of Fall classes, the normal work week shall consist of a 35-hour week.

Due to the nature of their responsibilities and the corresponding classification of employee status defined on the job description, exempt employees are not entitled to overtime pay or compensatory time. In the event that job duties and/or responsibilities must be carried out at a time outside of the default work week, an exempt employee must receive prior approval from their direct supervisor to modify their default work schedule in such a way to ensure that the required job duties are met.

# Evaluations

## Evaluation of Non-Faculty Personnel

The objectives of employee assessment / appraisal are to foster a commitment to the employee's job performance and a commitment to continuing employee self-development and achievement. All full-time employees will be required to participate in this program. When circumstances warrant, an employee's supervisor may conduct an employee assessment / appraisal at any time, or subject to grant guidelines for employees working under grants.

All evaluations will be based on an employee's overall performance in relationship to their job responsibilities and will also take into account their conduct, demeanor, and record of attendance and tardiness. The following procedures are established to ensure compliance.

### PROCEDURE

The supervisor will, on a continuing basis, observe the employee's performance and will communicate any concerns. A standardized evaluation and feedback tool with supporting instructions will be made available for use. If at any time during the first four months of an employee's initial probationary employment period, a supervisor feels that job performance is less than satisfactory, they may choose to formally evaluate the employee using a standardized evaluation tool and issue a remediation plan. The employee will be given at least sixty (60) days to correct any performance deficits.

The written evaluation for all personnel shall be completed by June 30<sup>th</sup> of each even numbered year, and copies of each evaluation shall be sent to the President's office or designee by August 1<sup>st</sup>. Written evaluations of grant employees shall be completed as required by any applicable grant requirements. Copies of the evaluation will be placed in the employee's personnel file

## Evaluation of Faculty

Evaluation is properly a function and responsibility of the administration. The purpose of evaluation is to improve the learning process, to apprise instructional staff of their strengths, weaknesses, progress, and overall status, to determine the desirability of tenure when an individual is eligible, and to provide information for use in making personnel decisions in accordance with Chapter 110 ILCS 805/3b and which are established in [Rend Lake College Policy 3.1205](#). The administration has developed procedures for the primary purpose of determining which instructors shall have continued employment with the College. Certain guidelines for evaluation of faculty may be set forth in an applicable Collective Bargaining Agreement.

## Internal Transfers/Promotions

When a vacancy occurs in an existing and budgeted position, the President is authorized to transfer an existing employee to the position with subsequent appointment or ratification by the Board of Trustees. When advertising an open position, anyone presently on the staff may apply for the position. College employees will undergo the same screening process as any applicant.

## Nepotism

Rend Lake College is committed to hiring individuals solely on the basis of their qualifications and shall make every effort to hire the most qualified candidate. While the college is committed to hiring the most qualified candidates, family members of the Board of Trustees, the President, and the Vice Presidents, may not be considered for employment at Rend Lake College. In reference to other employees of the college, persons who are their immediate family (mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, husband, wife, and children), or who are cohabiting or living as a family unit, or have a guardian/dependent relationship, may not be employed by Rend Lake College in a situation in which:

- (A) One person would have the authority or practical power to supervise, appoint, remove, or discipline the work of another;
- (B) One person would be responsible for auditing the work of the other person; or
- (C) Other circumstances exist which would place the person in a situation of actual or reasonably foreseeable conflicts between their interests and the interests of the college.

This policy does not affect student workers, grant-funded positions, part-time employees, nor any individuals who are already employed by the college prior to becoming family members.

## Discipline & Dismissal

### Non-Tenure Track Employees

In keeping with its mission of delivering high-quality education to students, the college requires high standards of performance from its employees. However, situations sometimes arise when an employee's job performance or conduct does not meet these required standards. While the college wishes to assist employees encountering difficulties, it reserves the right to terminate employees at its discretion. Non-renewal of a probationary contract may occur if the employee has been formally evaluated due to non-satisfactory job performance and has failed to correct behaviors identified in a remediation plan. Employment at Rend Lake College is on an at-will basis and therefore either party may end the employment relationship at any time with or without cause.

The college may also discipline, suspend, or discharge employees for criminal or felonious acts which occur off college property. In cases of serious misconduct, the President may immediately suspend an employee pending investigation of the incident.

Examples of misconduct that warrant immediate disciplinary action can be found in [Rend Lake College Policy 3.1225](#).

For other types of misconduct which are less serious, the employee's supervisor may, at their discretion, choose to utilize progressive disciplinary action to give the employee a chance to correct their behavior. A supervisor may skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.



2. Written warning, usually with counseling from the employee's immediate supervisor.
3. Suspension with or without pay.
4. Demotion or dismissal.

All disciplinary action resulting in suspension, demotion or dismissal must have the prior approval of the President.

Except for an oral reprimand, the discipline and the basis for the same should be in writing, and provided to the employee as well as a copy be placed in the personnel file. In the event that an employee wishes to dispute a disciplinary process, they may use the grievance procedure established in the [Rend Lake College Policy 3.1230](#).

Note: The College reserves the exclusive right to discontinue any position at the end of the term of the employee's employment.

### **Tenure-Track Employees**

The dismissal of a faculty member or academic support employee shall be in accordance with the provisions of [110 ILCS 805/3](#) and [805/3 B-4](#) and / or applicable Board policies and procedures. The provisions of [110 ILCS 805/3 B-5](#) shall be applicable with respect to the dismissal of a tenured faculty member or academic support personnel due to a decision by the Board of Trustees to decrease the number of faculty members and tenured academic support personnel employed by the Board of Trustees or to discontinue some particular type of teaching service or program. The established procedures related to this type of dismissal or discharge can be found in [Rend Lake College Policy. 3.1200](#).

### **Employee Access to Personnel Records**

The College acknowledges that the maintenance, inspection and dissemination of personnel records must reflect an appropriate balance between the needs of the Board for administrative effectiveness, the employee's confidentiality and privacy, and third parties who have a legitimately verified interest in such information. The College will comply with the laws of Illinois concerning personnel records. All personnel records shall be maintained, inspected and disseminated in accordance with this policy and regulations for implementation of the policy, and any applicable Collective Bargaining Agreement provisions.

# **SAFETY AND SECURITY**

Rend Lake College has an obligation to provide a safe environment to ensure the safety and security of students, faculty, staff, and community members visiting campus. To that end, the College has developed the following policies, procedures, and departmental duties.

## **Campus Police**

The Rend Lake College Police Department's mission is to promote a safe and secure environment for all students, employees and visitors by providing visible, professional and courteous service, information and assistance to the campus community. The Rend Lake College Police Department is responsible for law enforcement, security and emergency response for Rend Lake College and works in conjunction with other law enforcement and emergency services to provide services to all three Rend Lake College locations. The department's office is located in the Student Center, Room 135, and is open from 7 a.m. until 11 p.m. Sunday through Thursday and 24 hours a day Friday and Saturday; officers are also available on holidays and during special events.

The Rend Lake College Police Department receives its legal authority through the Public Community College Act, Chapter 110 ILCS 805/3-42.1, of Illinois Compiled Statutes. The Rend Lake College Police Department is made up of Law Enforcement Officers and Security Officers. Law Enforcement Officers will receive their training through the Illinois Law Enforcement Training and Standards Board.

Members of the Rend Lake College Police Department who are Law Enforcement Officers as defined by the Illinois Police Training Act, Chapter 50 ILCS 705 of the Illinois Compiled Statutes, are peace officers under the laws of this State, with all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of State statutes and to enforce county or city ordinances in all counties that lie within the Rend Lake College District, when such is required for the protection of community college personnel, students, visitors, property or interests of Rend Lake College.

Members of the Rend Lake College Police Department, who are Security Officers, are Non-Law Enforcement officers whose job requirements include performing patrols and security-type functions required for the protection of community college personnel, students, visitors, property or interests of Rend Lake College.

The Rend Lake College Police Department has been empowered by the Rend Lake College Board of Trustees with various functions required for the necessary protection of Rend Lake College students, staff, visitors, properties and interests or for the proper maintenance, operation or development of any community college or colleges under the jurisdiction of the Rend Lake College Board.

**At the Main Campus in Ina, IL:**

To report a crime, emergency or non-emergency during regular business hours, contact the Rend Lake College Police Department at (618) 525-1911 or (618) 437-5321, Ext. 1911. You may also report incidents to the Campus Security Authorities listed below.

**At the MarketPlace Campus in Mt. Vernon, IL:**

The Rend Lake College Police Department works closely with the Mt. Vernon Police Department to provide emergency services. To report criminal actions or emergencies from 8 a.m. to 4:30 p.m. Monday through Friday, call 911 to contact the Mt. Vernon Police Department or other emergency services. To report criminal actions or emergencies from 4:30 p.m. to 9:30 p.m. Monday through Friday, 8 a.m. to 9:30 p.m. Saturday, and 11 a.m. to 5 p.m. Sunday, call (618) 237- 1911.

To report non-emergencies at the MarketPlace Campus from 8 a.m. to 4:30 p.m. Monday through Saturday and 11 a.m. to 5 p.m. Sunday, call (618) 237-1911 or (618) 437- 5321, Ext. 1911. You may also report incidents to the Campus Security Authorities listed in the reporting chart listed below.

**At the Murphy-Wall Campus in Pinckneyville, IL:**

The Rend Lake College Police Department works closely with the Pinckneyville Police Department to provide emergency services. To report criminal actions or emergencies from 8 a.m. to 9 p.m. Monday through Friday, call 911 to contact the Pinckneyville Police Department or other emergency services.

To report non-emergencies at the Murphy-Wall Campus from 8 a .m. to 9 p.m. Monday through Friday, call (618) 437-5321, Ext. 1911. You may also report incidents to the Campus Security Authorities listed below.

**The following options are available to report a Crime or Emergency to the Rend Lake College Police Department:**

<b>618-525-1911 (24 hrs. a day 7 days a week) 618-437-5321, Ext. 1911</b>	<b>Rend Lake College Police Department Duty Cellphone</b> to report a Crime, Emergencies or Non-Emergencies <b>From an outside line</b> to report a Crime, Emergencies, or Non-Emergencies
<b>1911</b>	<b>From any campus network phone</b> to report a Crime, Emergencies, or Non-Emergencies
<b>618-437-5321, Ext. 1283 1283</b>	<b>From an outside line</b> to report Non- Emergencies only <b>From any campus network phone</b> Non-Emergencies only
<b>Campus Emergency Call Boxes</b>	<b>Located throughout the campus</b> to report a Crime, Emergencies or Non-Emergencies

**In Person** **Rend Lake College Police Department Office** located in the Student Center, Room 135, to report a Crime, Emergencies or Non-Emergencies to any Police or Security Officer on patrol throughout the campus

**Anonymous and Confidential Reporting** Individuals wishing to make voluntary, confidential crime reports are encouraged to do so via any of the methods listed above. The information may assist in determining a pattern of behavior by an offender and/or the need for a Safety Alert to be issued to the campus community. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report.

**Criminal Offenses can also be reported via the following Rend Lake College Campus Security Authorities:**

<b>In Person or via phone: 618-437-5321, Ext. 1243</b>	The Office of the President, Administration Building Room 126, to report a Crime.
<b>In Person or via phone: 618-437-5321, Ext. 1205</b>	The Office of the Vice President of Student Services, Administration Building Room 110, to report a Crime.
<b>In Person or via phone: 618-437-5321, Ext. 1250</b>	The Office of the Director of Athletics, Gymnasium Room 119, to report a Crime.
<b>In Person or via phone: 618-437-5321, Ext. 1237</b>	The Office of Title IX Coordinator, Administration Building Room 118, to report a Crime.
<b>In Person or via phone: Office: 618-437-5321, Ext. 2000 or Duty Cell: 618-237-1911</b>	The Office of the Director of the MarketPlace, Rend Lake College MarketPlace, Room 396, to report a Crime.

## Emergency Response

Emergencies and accidents can occur at any time and any place without warning. It is important to be ready at all times by putting plans, materials, and equipment in place to prepare mentally through training and drills.

Emergency evacuations and shelter diagrams are posted in most rooms and open areas for direction during an emergency. These diagrams were developed during an emergency. They indicate where in the building you are and where you should go to seek safety or shelter. Designated shelter areas in each building are identified by easily recognized graphic symbol posters.

## Safety and Security Warnings Issued to Campus

Timely warnings will be issued to students, faculty and staff through the college email system and through the college phone network using the Informacast System. Notifications will also be broadcast by the Public Information Officer (or Designee) via the Wireless Emergency Notification System (WENS) to those who subscribe to the service. Individuals may subscribe to the service by submitting a request to the IT Help Desk at Ext. 1259 or on-line at [www.rlc.edu](http://www.rlc.edu). Notification will also be posted on the Rend Lake College internet home page at [www.rlc.edu](http://www.rlc.edu). Notifications can also be sent via local media outlets.

## Fire Response

1. Upon discovering fire, smoke or an explosion in the building, stay calm and activate the nearest fire alarm.
2. Follow posted room evacuation routes and account for all occupants of the room. DO NOT USE ELEVATORS, as electrical power might be cut off.
3. Provide assistance to mobility-impaired individuals. If necessary, notify the Campus Police Department at Ext. 1911 or 618-525-1911 of special assistance needs.
4. Call the Campus Police Department at Ext. 1911 or 618-525-1911. Be prepared to give information on the location, size and cause of the incident, as well as the nature of any injuries.
5. If you are trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around / under the door to stop smoke from coming in. Signal from windows, but DO NOT break the glass unless absolutely necessary.
6. If the fire is beyond the means at your disposal (local fire extinguishers), do not stay to fight the fire.

7. If forced to travel through smoke, stay low and breathe shallowly using a shirt or jacket as a filter.
8. If a closed door feels hot to the touch, **DO NOT OPEN IT.**
9. Do not attempt to re-enter the building or leave the campus until accounted for and / or instructed to do so.

## **Severe Weather**

1. A severe weather siren is sounded and / or the building speaker phones announce a severe weather warning such as a tornado.
2. Once notified, remain calm and move to a place of shelter. Lead your students/employees following directions posted in the room for Severe Weather Shelter. Stay indoors, away from windows and large, unsupported ceilings.  
***Account for everyone in your room / group.***
3. If you are inside, take shelter inside the nearest building.
4. Report any injuries or damage to the building to the Campus Police Department at Ext. 1911 or 525-1911.
5. After the storm has passed, you will be notified by campus intercom or staff that it is safe to leave the shelter area.
6. If the building is severely damaged, evacuate the building as soon as possible after the storm has passed.

***Never put yourself in harm's way.***

## **Injury or Illness Emergency**

1. Seek medical treatment by contacting the Campus Police Department at Ext. 1911 or 525-1911, which will in turn notify a nurse or ambulance service. It will be the responsibility of the Campus Police Department to make the determination if an ambulance service is required. For the protection of the employee, individuals should not directly contact an ambulance service but should contact the Campus Police.
2. Notify your supervisor as soon as possible.
3. An incident / accident report must be filed with the Campus Police Department in the Student Center within 24 hours.

## **Use of AED**

All employees will be offered a chance to participate in a Cardiopulmonary Resuscitation (CPR) course which includes Automated External Defibrillation (AED) training.

1. Upon determining the need for AED use, the rescuer will immediately activate the EMS system by phoning 1911 or 911. Upon activating the EMS system, the rescuer will advise the dispatcher of the following: the type of AED in use and the location of the event (i.e.: aquatic center at Rend Lake College in Ina).
2. Upon EMS arrival, the rescuer will release care of the patient to the ambulance attendant with the highest level of training. At the time of the transfer of care, the rescuer will advise the EMS personnel of the status of the patient upon rescuer arrival, whether or not CPR was performed, whether or not the AED administered any shocks, and any other pertinent information.
3. If an officer is not already in attendance, the rescuer will notify a member of the Rend Lake College Police Department immediately upon the completion of the event.

## **Exposure to Hazardous Materials**

1. Know what substances are in your work area and the dangers they present. Safety data sheets (SDS) can be found in all areas where these substances are kept. White binders are located within each building in prominent locations which contain SDS sheets for all hazardous materials which can be found within the building. The Physical Plant Department will maintain a master listing of all the SDS-identified items found on campus.
2. To report hazardous material spills / exposure, call the Campus Police Department at Ext. 1911 or 525-1911.
3. Equipment or processes containing hazardous materials should be halted and the area evacuated. Close doors to contain the situation until trained responders arrive or you have knowledge that opening doors / windows to ventilate the area is appropriate. If a determination has been made to contain the area, contact the Physical Plant Department to shut off the ventilation system.
4. Account for everyone in the room and compile a list of all individuals who might have been contaminated by the spill.
5. If direct contact is made with a spilled substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes. Report the injury by completing an incident / injury report at the Campus Police office in the Student Center.

It will be the responsibility of the Division / Department heads to update SDS manuals in the event that a designated material is purchased and / or deleted. In addition, he / she will be responsible for providing updated information to the Physical Plant Department for the master listing. On an

annual basis, the members of the Safety Committee will conduct a physical inspection of campus facilities for SDS compliance.

## **Earthquake**

1. Seek cover under a desk or table, or in a doorway away from windows.
2. Once it is safe to move and when instructed to do so, evacuate the building by following posted evacuation routes and go to the designated safe area.
3. Keep your group together and make sure everyone is accounted for.
4. Call the Campus Police Department at Ext. 1911 or 618-525-1911 to report any injuries or persons unaccounted for. Be prepared to report your location and the nature of any injuries.
5. DO NOT attempt to re-enter the building or leave campus until accounted for and / or instructed to do so.

## **Bomb Threats**

1. Most bomb threats are received by telephone. If you receive a bomb threat, try to get as much information as possible:  
Location of the bomb  
Time the bomb is set to go off  
Why  
Voice (male or female, loud or soft), other distinguishing characteristics  
Any other information you may gather
2. Call the Campus Police Department at Ext. 1911 or 618-525-1911 and provide as much information as possible from the bomb threat call.
3. Immediately examine your area for any unusual or unfamiliar items. DO NOT handle, move or touch suspicious items, but report them to police.
4. Move to a safe location outside and wait for police. The police or administration will make a determination as to what is warranted based on the assessment of the threat level.

## **Biological Threat**

1. Do not shake, open or empty a suspicious package.
2. Cover the package with anything available
3. Leave the room with all occupants, closing the door. Make a list of all people who were in the room and anyone who was in contact with the item.
4. Immediately call campus police at Ext. 1911 or 525-1911. Remove any contaminated clothing and seal it in a plastic bag.



## **Evacuation of the Mobility Impaired**

In emergencies, those individuals with mobility impairments may need assistance with building evacuation.

### Ambulatory Persons

Ambulatory persons are those with disabilities which might impair rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by the use of walkers or crutches. Assistance to ambulatory persons can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to the designated meeting area.

### Non-Ambulatory Persons

Non-ambulatory persons are those with disabilities which require the use of wheelchairs. To assist those persons:

Call the Campus Police at Ext. 1911 or 618-525-1911 and provide as much information as possible. Most importantly, provide the person's location.

Move the impaired person near the stairwell if there is no immediate danger within the vicinity of the stairs.

If evacuation is deemed necessary, use the Evacu-Trac Evacuation Chair and assist the impaired person down the stairs, then proceed to evacuate by way of the established route. Inform the Campus Police immediately of the individual's new location.

NOTE: In the case of fire or other emergency situations which might affect electricity, DO NOT USE ELEVATORS for evacuation.

## **Workplace Violence**

Rend Lake College is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior. These behaviors will not be tolerated in our workplace. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both. Any person who observes or experiences such behavior by anyone on college premises, whether he or she is an employee or not, should report it immediately to the campus police department or local police.

## Utility Failures

In the event of a utility failure (electric, gas or water), call the Campus Police Department at Ext. 1911 or 618-525-1911.

Remain in place until notified to leave or the utility failure is over. Exit hallways, exit stairs, or exit doors should be used to evacuate. Emergency power is provided by back-up generators and should be sufficient in most power outages until the utility company restores full power. The college president's office will determine whether employees should continue working or the college will close.

## Chronic Communicable Disease

Employees with identified chronic communicable diseases will be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees will remain subject to the board's employment policies, including, but not limited to the current collective bargaining agreement in effect, sick leave, medical leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made by utilizing the general legal standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The College will respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

## Exposure to Blood Borne Pathogens

Rend Lake College is committed to providing a safe environment for all students and staff. The college developed an exposure control plan in accordance with the Occupational Safety and Health Administration Bloodborne Pathogens Standard (29CFR 1910.1030). After performing an exposure determination, the College has determined that the following job classifications may be expected to incur such exposure to blood or other potentially infectious materials:

Job Classification	Task/Procedure
Maintenance Staff	Bloodborne Pathogen Clean-Up
Coaching Staff	Bloodborne Pathogen Clean-Up
Laboratory Instructors	Bloodborne Pathogen Clean-Up

A complete listing of the College's compliance methods and universal precautions can be found in [Rend Lake College Policy 6.1065](#).

All employees will receive training as part of orientation and will be assigned to complete annual refresher training.

## **Annual Security and Crime Statistics Report**

The Rend Lake College Police Department prepares the Annual Security Report in accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. All criminal incidents are classified in accordance with the FBI Uniform Crime Reporting Guidelines. The full report can be located on the Rend Lake College website at <https://www.rlc.edu/securityreport>.

Each year Rend Lake College sends email notification to all college employees that provides the website to view the Annual Security Report and tells them that a paper copy of the report may be obtained from the Rend Lake College Police Department, Student Center, Office 135. ~~Prospective employees may obtain a copy of the Annual Security Report from the Office of Human Resources, Administration Building, Office 138, or from the college website.~~

## **Personal Protective Equipment (PPE)**

To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both RLC supervisors and RLC employees will help in establishing and maintaining a safe and healthful work environment.

RLC is responsible for:

- Performing a “hazard assessment” of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

If the College deems that PPE is needed within designated areas of the workplace, RLC employees will be mandated to:

- Properly wear PPE,
- Attend training sessions on PPE,
- Care for, clean and maintain PPE, and inform a supervisor of the need to repair or replace PPE.

Specific requirements for PPE are presented in many different OSHA standards, published in 29 CFR.

## **Active Shooter**

In the event that gunfire is heard, employees should

- If a safe escape route exists, take it.
- If no safe escape route is available, cover the windows in your office or classroom, lock and or block the door, and hide.
- If the shooter attempts to enter your area, attack the shooter with all of your might.

## **Firearm Concealed Carry Policy**

As indicated in the Act ([430 ILCS 66/65\(a\)\(15\)](#)), concealed firearms may NOT be carried into “any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, whether owned or leased, any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university,” with the following exceptions:

1. On or about their person within a vehicle in the parking areas of College owned property. Firearms will not be allowed within vehicles in parking areas which are less than 125 yards from the Child Care Center or any other property where Rend Lake College is engaged in providing child care services or events.
2. Any public right of way that touches or crosses community college property.
3. When the firearm is going to be used for the purpose of instruction or curriculum of officially recognized College programs and offerings or in any designated area used within those programs or offerings.

## **Employee’s Failure to Comply with Emergency Procedures**

Any Rend Lake College employee who refuses to immediately follow proper procedure when alerted to report to a safe area due to weather or other type of threatening situation will be assessed a \$250 fine. Employees who fail to comply or to properly direct students to designated safe areas will have the offense documented in their personnel file and could result in dismissal or termination of employment.

## **On-the-Job Accidents and Injuries**

While Rend Lake College is committed to providing a safe workplace and encouraging employees to use safety precautions/equipment when possible; the reality remains that on the job injuries do occur from time to time. The following procedures need to be followed should you are involved in an accident while at work—even if you do not believe you sustained an injury:

1. Call for help (or have someone else get help)—if needed.
2. Call the Rend Lake College Police Department so they can prepare an accident report.
3. Report the accident to your supervisor immediately.
4. If emergency assistance is needed, security will ensure that is provided.
5. Either you or your supervisor should inform Human Resources as soon as feasible within the first 48 hours following the incident.
6. Accident forms will need to be completed for purposes of documenting the accident and filing workers compensation paperwork.
7. If you feel additional medical treatment is necessary, you are welcomed to see your own personal physician.
8. Any prescribed imaging or surgeries will need to be preapproved by the work comp carrier before proceeding.
9. Submit any related doctor's bills to Human Resources.
10. If you sustain an injury severe enough to warrant a loss of work time, you will need to follow the recommendations of the treating physicians and provide updates to Human Resources as requested.
11. In the case of a loss of work time injury, you will need to furnish a doctor's release to Human Resources and have a return-to-work physical before you will be permitted to return to work.
12. Any and all requests for light duty will have to be approved by the college president.

In the event a full-time employee misses work due to a worker's compensation injury or illness, the College will allow the employee to continue to be paid their full base salary for the first three consecutive work days (beginning the day following report of the accident or illness) by charging the employee for three sick days if available. After these three days, the College will no longer pay the employee's salary. The employee will be reimbursed by the College's worker's compensation provider and no sick days will be charged. If the injury or illness continues for 14 or more calendar days, the worker's compensation provider will reimburse the employee for those first three days of work missed. The employee must submit reimbursement to the College for the full salary amount paid by the College. The employee will then regain their sick days taken.

In the event the College has paid the employee past the first three days (or during a period of time that is later determined that the worker's compensation carrier will reimburse), the employee will be responsible for returning their salary payments paid by the College and any sick days charged will be regained. Please note that the salary payments are more than the amount the worker's compensation carrier will reimburse. Worker's compensation only covers a percentage, not the full amount of an employee's salary.

## **Light Duty**

As referenced in [Rend Lake College Policy 3.1415](#), the College will consider placing an employee who has a temporary disabling injury arising from a work related accident or an illness resulting from a work related occupational disease which temporarily prohibits them from performing full job duties, or meeting the essential job functions of the position. The employee is responsible for informing all health care providers of the College's light duty policy.

Employees with chronic or permanent disabilities are excluded from this policy and should instead request a reasonable accommodation in accordance with the American with Disabilities Act Amendments Act of 2008. The assignment of light duty is discretionary and not a right

## **Return to Work Certification**

Whenever an employee returns to work following a absence resulting from a serious health issue, the Human Resources Department may request a written physician's or written statement from a licensed physician or other licensed medical authority, indicating that the employee may return to assigned duties. This medical statement is to be presented to the Human Resource Department prior to returning to the individual's assigned work station or department.

Exceptions to this policy must have the approval of the President. The College is not precluded from requesting an opinion from licensed medical authority of its own choosing (and at the College's expense) without regard to the number of days of sick leave taken, if any.

## **Cell Phone Usage While Driving on College Related Business**

The College advocates safe and responsible driving habits. This includes not only adherence to traffic laws, speed limits, and use of seat belts, but also to limiting distractions while operating a motor vehicle through the use of cell phones and other hand-held electronic devices. For purposes of this policy, "hand-held electronic devices" includes but is not limited to, wireless phones, computers, on line email, pagers, palm pilots, pda's, and any other communication device. The use of cell phones and other hand-held electronic devices is generally discouraged while operating a motor vehicle, and should only be utilized as set forth herein.

In order to further foster a safe driving environment and to protect the welfare not only of our employees, but other persons whose safety could be jeopardized by distracted driving, the College requires that

1. All College employees are prohibited from using text messaging, email or any similar form of electronic communication while operating a motor vehicle on college business.
2. All College employees are prohibited from using a cell phone while operating a motor vehicle on college business, unless such use is through a hands-free device.
4. The only exception to the above prohibitions is an emergency call for situations such as a fire, traffic accident, road hazard or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.

## **Required Valid Driver's License for Drivers on College Business**

All employees, driving any vehicle for college-related activities is required to comply with applicable laws by

1. not driving with an inactive, cancelled, suspended or revoked license
2. maintaining appropriate liability insurance
3. refraining from driving while distracted or under the influence of alcohol or drugs
4. abiding by any applicable license restrictions;
5. driving lawfully and courteously

# WORKPLACE EXPECTATIONS

## Code of Ethics

In order to ensure public confidence in the College and to comply with the State Officials and Employees Ethics Act ([5 ILCS 430/1-1, et seq.](#)), employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, employees shall subscribe to the following Code of Ethics:

1. General Provisions
  - A. Definitions – The following terms shall be given the definition as set forth in Section 1 of the Act
    - a. Campaign for elective office
    - b. Candidate
    - c. Collective bargaining
    - d. Compensated time
    - e. Compensated time off
    - f. Contribution
    - g. Gift
    - h. Leave of absence
    - i. Political activity
    - j. Political organization
    - k. Prohibited political activity
    - l. Prohibited source
  - B. For the purposes of this policy, “employee” shall mean any person employed by the Board, whether on a full-time or part-time basis, or pursuant to a contract, whose duties are subject to the direction and control of the Board and/or its administrative employees with regard to the material details of the work performed. The term “employee” does not include a volunteer or an independent contractor. “Employer” shall mean the Board of Trustees (sometimes referred to herein as the “Board”).
2. Prohibited Political Activities – Prohibited political activities are enumerated in [5 ILCS 430/5-5](#) through 5-15. It is the policy of Rend Lake College to adhere to the requirements as outlined in these sections.
3. Gift Ban – Gift ban regulations are enumerated in [5 ILCS 430/10-10](#) through 10-40. It is the policy of Rend Lake College to adhere to the requirements as outlines in these sections.



4. Employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.
5. Employees shall not use College time, supplies and materials, funds, facilities, equipment, property, or students for personal financial gain.
6. Employees shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.
7. Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.

If any employee of Rend Lake College believes they have a potential conflict of interest based upon this policy, the employee should review the situation with the College President, who shall make a determination.

In the event that a purchase of goods or services is proposed to be made from a full-time College employee or from an immediate family member of a full-time College employee, prior approval must be secured from the appropriate member of the President's Cabinet.

## **Conduct and Appearance**

The reputation of Rend Lake College is reflected by one's attitude toward students, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which Rend Lake College is operated. Regardless of the position, it is important to remember that good manners, appropriate dress, and a willing, cooperative attitude are expected as part of the job.

An individual's personal appearance on the job or at College events reflects the image of Rend Lake College. Employees are expected to care enough about themselves and their position to be neat and well-groomed at all times on the job. Inappropriate or unclean clothes detract from the College's image and cannot be allowed.

## **Release of Student Information**

In accordance with the Family Educational Rights and Privacy Act of 1974, the College has adopted [Rend Lake College Policy 4.1405](#). All employees are expected to safeguard student records in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information.

## Attendance and Punctuality

Vacation and personal days must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will run concurrently with accrued time. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

## Sexual Offender/Sexual Predator Registration for Employees

The Illinois Sex Offender Registration Act, [730 ILCS 150/3](#), requires students and employees to register at the College or University in which they attend or are employed. Upon application, hire, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any applicant or employee that is required to register as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must, within three (3) days of hire or within three (3) days after the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, register with the College's Police department and provide the following accurate personal information.

## Abused and Neglected Child Reporting

The college shall fully comply with the Abused and Neglected Child Reporting Act ([325 ILCS 5/1](#) et seq.)

All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services. Also, students enrolled in courses which include observation, supervision or mentoring of children in a school or child care setting are also mandated reporters under the Act.

The Act provides immunity for anyone who makes a report in good faith. Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under the Act is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

## **Social Media—Acceptable Use**

The Rend Lake College Social Media Policy only applies to social media accounts created to represent Rend Lake College groups, departments, programs, entities, etc., and does not apply to private individual accounts.

This policy governs the publication of and commentary on social media by employees of Rend Lake College (RLC). For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

RLC employees are subject to this policy to the extent they identify themselves as an RLC employee on a college-affiliated social media platform.

Publication and commentary on social media carry similar obligations to any other kind of publication or commentary. All uses of social media must follow the same professional standards expected of RLC employees.

The College reserves the right to remove content for any reason, including but not limited to content which is defamatory, offensive, pornographic, libelous, discriminatory or otherwise inappropriate, injurious or illegal. The college also reserves the right to delete or shut down a college-affiliated social media presence at its discretion. Employees who fail to follow this policy may be subject to disciplinary action.

## **Drug & Alcohol Free Workplace**

**The Board of Trustees declares that Rend Lake College is to be a drug & alcohol-free workplace and workforce.**

The reputation of Rend Lake College is reflected by one's attitude toward students, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which Rend Lake College is operated. Regardless of the position, it is important to remember that good manners, appropriate dress, and a willing, cooperative attitude are expected as part of the job.

An individual's personal appearance on the job reflects the image of Rend Lake College. Employees are expected to care enough about themselves and their position to be neat and well-groomed at all times on the job. Inappropriate or unclean clothes detract from the College's image and cannot be allowed. Employees should dress in a manner appropriate to their position or job category.

It is the policy of the College that:

1. Reporting to work or attempting to work under the influence of intoxicating liquors; being under the influence of intoxicating liquors while on College owned, leased, or

used property or vehicles; & attempting to drink, sell, barter, give, or distribute intoxicating liquors while on College property are prohibited.

2. Reporting to work or attempting to report to work while under the influence of controlled substances or unauthorized legal drugs is prohibited. Additionally, no employee, contractor or subcontractor shall unlawfully manufacture, distribute, dispense, possess or use any drug as defined below within this policy while:
  - A. On premises owned, leased or used by the Board of Trustees, or College;
  - B. At College-sponsored or supervised activities where the use of alcohol is prohibited. Requests for exceptions to this rule must be submitted in writing to the President and must receive official authorization prior to the event;
  - C. In any College owned, leased, or used vehicle;
  - D. In transit to or from College activities or travel to a business related to College activities;
  - E. On or in any workplace for purposes of the Drug & Alcohol-Free Workplace Act.
3. Should it be determined that an employee has violated paragraph 1 or 2 above, the employee will be subject to discipline up to and including the possibility of discharge for the first offense.

The complete policy for a drug and alcohol free workplace can be found in [Rend Lake College Policy 2.1205](#).

## **Smoke-Free Workplace**

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke Free Illinois Act ([410 ILCS 82/1 et seq.](#)) and the Smoke-Free Campus Act ([110 ILCS 64/1 et seq.](#)). Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the College.

## **Work Related Accident or Injury**

In the event that an accident or incident takes place on the campus of Rend Lake College which involves the health and safety of students, staff, or campus visitors, the Rend Lake College Police Department must be contacted immediately. Members of the Rend Lake College Police Department are First Aid and CPR trained and qualified to evaluate the need for treatment. It will be the responsibility of the Rend Lake College Police Department to make the determination if an ambulance service is required. For the protection of the employee, individuals should not directly contact an ambulance service.

Following reporting the accident/incident to the Police Department, employees should notify their supervisor. Human Resources should also be notified of any accident or injury sustained by an employee in the course of performing their assigned job duties so that a worker's compensation claim can be reported and a claim number assigned.

In addition, employees should complete any reports as directed by the Police Officers within 24 hours. Failure to report an accident/incident or to follow any portion of the above-mentioned policies may result in disciplinary actions.

### **Post-Accident**

Pursuant to Policy 2.1205-- Drug and Alcohol Free Work Place: A drug and/or alcohol test may be conducted on all employees involved in accidents occurring during work time or while on Rend Lake College owned, leased, or used property. Covered accidents include, but are not limited to, accidents that the employees caused or contributed to that involve:

- a. Personal injury to employees or others which necessitates medical attention (beyond first aid) or results in lost work time; and/or
- b. Damage to Rend Lake College owned, leased, or used property or any property while driving or operating a vehicle on College business.

Employees are required to make themselves available for testing immediately after an accident. Failure to do so may subject the employee to disciplinary action. If circumstances require an employee to leave the scene of an accident, the employee must make a good faith attempt to be tested and to notify Rend Lake College of their location.

Failure to report any accident which meets the post-accident testing criteria is in violation of Rend Lake College policy and subject to disciplinary action. Employees testing positive or refusing to submit to a drug and/or alcohol test under certain state laws, may be ineligible for workers' compensation benefits.

## **Vehicle Usage for College Travel**

Employees traveling for a College-related purpose may either schedule the use of a College-owned vehicle, arrange for the use of a rental vehicle, or receive permission to use their personal vehicle.

At the earliest time possible after learning of the need for travel, employees should complete a "Request for Vehicle" form which is found on the Rend Lake College Intranet. For non-athletic events, employees should submit the request form to the Physical Plant Department. If the vehicle is needed for athletic purposes, forms should be submitted to the Athletic Department.

If an employee plans to travel 100 miles or more, they will be required to use either a College-owned or a rental vehicle unless permission is received from a Vice-President or the President.

Vehicles are generally reserved on a first-come, first served basis. Scheduling conflicts will be resolved by the Physical Plant Department if necessary depending upon the type and length of travel.

Individuals who are not Rend Lake College employees are not permitted to travel in a College-owned vehicle, or a rental vehicle being used for approved College travel unless prior approval has been obtained from a Vice-President or the President.

Drivers must be 25 or older and must possess a valid driver's license. Employees must complete a release to have their driving status verified through the Illinois Secretary of State's Department of Motor Vehicles Report process. Employees will not be permitted to drive for a College-related purpose until their driving status can be verified. The release form can be obtained from the Human Resources Department. Failure to notify the College of any suspension or revocation of driving privileges prior to the use of a vehicle for College-related purposes will be grounds for dismissal.

When using a vehicle, the driver will record the beginning and ending mileage of the trip. Vehicles will be filled with gas at the time of departure. In the event that an employee needs to refill the tanks during use of the vehicle, they should obtain receipts documenting the costs of the fuel. If a cash advance is not obtained prior to the trip, the driver will be required to submit gas receipts and will be reimbursed using the established reimbursement procedure for all other travel expenditures. All receipts must be submitted to the Business Office within thirty (30) days of the date of travel for advances to be cleared and / or reimbursement made.

College departments will be charged the current federal mileage reimbursement rate for vehicle usage. Employees should submit their gas receipts for reimbursement through the established reimbursement procedures. Reimbursement for gas expenses will not be charged to the individual department but should be expensed to the Physical Plant Department.

The Physical Plant and Athletic Department will be responsible for processing payment for rental vehicles.

# **SECURITY AWARENESS AND ACCEPTABLE USE OF COMPUTER EQUIPMENT**

Rend Lake College is committed to protecting all employees, partners and the College from illegal or damaging actions by individuals, either knowingly or unknowingly. The purpose of these rules is to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior.

Effective security is a team effort involving the participation and support of every Rend Lake College employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

These rules apply to the Board of Trustees, executives, management, employees, and service providers of Rend Lake College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as contractors, consultants, temporaries, volunteers, and personnel of third party affiliates.

These rules are in place to protect the employees and Rend Lake College. Inappropriate use exposes Rend Lake College to risks including virus attacks, compromise of network systems and services, and legal issues.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Rend Lake College. These systems are to be used for business purposes in serving the interests of the College, and of our clients and customers in the course of normal operations.

This policy applies to all information that exists in hard copy, electronic or soft copy, or spoken word format.

## Confidential and Sensitive Information

The following policy guidelines cover issues related to the collection, retention, transfer, and destruction of Confidential and Sensitive Information.

Examples of confidential information include but are not limited to the following:

- i) Personal Information
  - a) Social Security Number
  - b) Social Insurance Number
  - c) Date of Birth
  - d) Mother's Maiden Name
  - e) Driver's License Information
  - f) Professional License Information
  - g) Paycheck, Pay stubs, Pay Stubs, Pay Rates
  - h) Passport Information
  - i) Grades
  - j) Transcripts
  - k) Academic Records
  
- ii) Financial Information
  - a) Credit Card Numbers
  - b) Credit Card Expiration Dates
  - c) Credit Card CCV Numbers
  - d) Bank/Credit Union Account Numbers
  - e) Credit Reports
  - f) Billing Information
  - g) Payment History
  
- iii) Medical Information
  - a) Medical Records
  - b) Doctor Notes and Claims
  - c) Health, Life, Disability Insurance Policy Information
  - d) Prescription Information
  
- iv) Business Information
  - a) Federal ID Numbers
  - b) Proprietary Information
  - c) Trade Secrets
  - d) Business Systems
  - e) Security Systems
  - f) Employee Identifiers
  - g) Access Numbers/Passwords
  - h) Customer, Student, Patient Identifiers
  - i) Vendor Numbers



- j) Account Numbers
- k) Student Account Information

### **Storing Confidential and Sensitive Information**

College representatives shall only store CSI for legitimate business needs and that is related to their individual job responsibilities. Rend Lake College will establish, maintain, and enforce physical access zones in all of its facilities to control and limit access to confidential and sensitive information.

Employees should take all necessary steps to prevent unauthorized access to this information.

i. Hard Copy Storage –

- a. Confidential and Sensitive Information stored in an office, cubicle, reception area, cash register, or other workspace must be kept in locked desks, cabinets, closets, or lockers when not in use.
- b. File and storage room doors must be closed and locked when unattended by authorized personnel.

ii. Soft Copy Storage –

- a. Company representatives shall only store CSI on Rend Lake College authorized computers, telecommunications, or other electronic devices.
- b. Portable and removable physical media electronic devices must be secured when not in use. The physical security of these devices is the responsibility of the authorized user.

### **Transferability of Confidential and Sensitive Information**

i. Spoken word –

- a. College representatives must identify and verify callers as authorized before releasing any CSI over the phone.
- b. Employees may only discuss CSI with Rend Lake College authorized individuals for a legitimate business purpose.
- c. Under no circumstances are College representatives permitted to leave CSI messages on voicemail systems.

## ii. Hard Copy –

a. Rend Lake College representatives shall keep desks and workspaces clear of CSI when not in use.

b. Employees must not print, post, or make known any CSI on any dry erase boards, chalk boards, or bulletin boards in public or operations areas. Dry erase and chalk boards must be wiped clean after every use.

c. Facsimiles (FAX) - FAX machines must not be physically located in a public area. Every outgoing fax must contain a coversheet containing the senders and receivers names. Each coversheet will contain Rend Lake College Confidential and Sensitive Information Disclaimer. Confidential and Sensitive Information may NOT be transmitted by FAX. Any unnecessary CSI must be masked or deleted before faxing.

iii. Soft Copy - CSI information may NOT be transmitted by email. Employees shall not respond to emails requesting CSI unless they first contact the sender and verify that the sender is authorized to have the information being requested.

## **Destruction of Confidential and Sensitive Information**

- i. Hard Copy Destruction – All hard copy CSI will be shredded when it no longer has a legitimate business use. Shredding of CSI is the responsibility of every employee.
- ii. Soft Copy Destruction –All computers, telecommunications, or electronic devices must be “sanitized” or “wiped” clean before being sold, donated, or discarded.

## **Acceptable Use and Ownership of Computer Equipment**

1. While network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of Rend Lake College. Because of the need to protect the network, management cannot guarantee the confidentiality of employee’s personal information stored on any network device belonging to Rend Lake College.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

3. All information that users consider to be confidential and sensitive must be encrypted. Only encryption products approved by Rend Lake College and configured to standards set by Rend Lake College may be used. It is a violation of this policy to anyone to attempt to bypass, to penetrate, to alter the configuration of, or otherwise affect the operation of the encryption.
4. For security and network maintenance purposes, authorized individuals within Rend Lake College may monitor equipment, systems and network traffic at any time.
5. Rend Lake College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
6. Each user of a College-owned laptop, tablet, or other mobile device is responsible for the security of that device, regardless of whether the device is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, car or airport. Users are expected to provide reasonable care and effort to protect the device.
7. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System and user level passwords should be changed every 90 days.
8. All PCs, laptops, tablets, mobile devices, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less.
9. Employees should secure their PCs, laptops, tablets, mobile devices, and workstations by logging off or locking (control-alt-delete for Windows users) when the host will be unattended.
10. Postings by employees from a Rend Lake College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Rend Lake College, unless posting is in the course of business duties.
11. All hosts used by the employee that are connected to the Rend Lake College Internet/Intranet/Extranet, whether owned by the employee or Rend Lake College, shall be continually executing approved virus-scanning software with a current virus database.
12. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

## **Unacceptable Activities**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Rend Lake College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Rend Lake College-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

## System and Network Activities

The following activities are strictly prohibited, with no exceptions.

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Rend Lake College.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Rend Lake College or the end user does not have an active license is strictly prohibited. The use of any recording device such as, but not limited to, digital cameras, video cameras, and cell phone cameras, within the premises of all Rend Lake College properties is prohibited.
3. Post, store, send, transmit, or disseminate any information or material which a reasonable person could deem to be objectionable, offensive, indecent, pornographic, harassing, threatening, embarrassing, distressing, vulgar, hateful, racially or ethnically offensive, or otherwise inappropriate, regardless of whether this material or its dissemination is unlawful.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Use or distribute tools designed or used for compromising security, such as password guessing programs, decoders, password gatherers, unauthorized keystroke loggers, analyzers, cracking tools, packet sniffers, encryption circumvention devices, or Trojan Horse programs. Network probing or port scanning tools are strictly prohibited. Special permission may be granted for Rend Lake College technology classes that incorporate wireless spectrum analysis and access point identification as part of their curriculum;
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Make available to anyone outside the premises the ability to use the service (i.e. Wi-Fi, or other methods of networking), in whole or in part, directly or indirectly, or on a bundled or unbundled basis, without Rend Lake College's knowledge and agreement.
8. Using a Rend Lake College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
9. Making fraudulent offers of products, items, or services originating from any Rend Lake College account.
10. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
11. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
12. Port scanning or security scanning is expressly prohibited unless prior notification to IT is made.
13. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
14. Circumventing user authentication or security of any host, network or account.

15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Rend Lake College employees to parties outside Rend Lake College.
18. Impersonate any person or entity, engage in sender address falsification, forge anyone else's digital or manual signature, or perform any other similar fraudulent activity

## **Email and Communications Activities**

The following activities are strictly prohibited, with no exceptions

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Rend Lake College's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Rend Lake College or connected via Rend Lake College's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### **Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **Identity Theft Pursuant to Red Flag Rules**

The purpose of these guidelines are to ensure the compliance of Rend Lake College with the "Red Flags Rule" regulations, to identify risks associated with identity theft, and to mitigate the effects of identity theft. The scope of Red Flags applies to accounts that are credit accounts, such as student's deferred payment plans, and other accounts with risks of identity theft including students, employees, and 1099 vendors.

Under the Red Flags Rule, Rend Lake College is required to establish an Identity Theft Prevention Program to include reasonable policies and procedures for detecting, preventing and mitigating identity theft and enable the entity with covered accounts to:

- Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
- Detect Red Flags that have been incorporated into the Program;
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft;
- Ensure the policy and procedures are updated periodically to reflect changes in risks.

## **DEFINITIONS**

Red Flag: A pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

Identity Theft: Fraud committed using the identifying information of another person.

Covered Account:

The Red Flags Regulations define the term “covered account” to mean

- (1) An account that the College offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions.
- (2) Any other account that the College offers or maintains for which there is a reasonably foreseeable risk to customers, or to the safety and soundness of the financial institution, or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

The accounts or records that have been identified as covered accounts by Rend Lake College are:

- Student Accounts and Records
- Financial Aid Accounts and Records
- Employee Accounts and Records
- Direct Deposit Records
- Individual vendor (1099) types of account
- Library Records

Identifying information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:

- Name
- Address
- Social security number
- Date of birth
- Government issued driver’s license or identification number
- Alien registration number

- Government passport number
- Employer or taxpayer identification number
- Student identification number
- Telecommunication Identifying Information or access device
- Unique biometric data or other unique physical representation
- Unique electronic identification number, address, or routing code

## IDENTIFICATION OF RED FLAGS

A “Red Flag” is a pattern, practice, or specific activity that indicates the possible existence of identity theft. In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with actual and attempted Identity Theft. The Red Flags considered for inclusion are organized in five categories as follows:

- **Alerts, Notifications, and Warnings from a Credit Reporting Company.** Changes in a credit report or a consumer’s credit activity might signal identity theft:
  - a fraud or active duty alert on a credit report
  - a notice of credit freeze in response to a request for a credit report
  - a notice of address discrepancy provided by a credit reporting company
  - a credit report indicating a pattern inconsistent with the person’s history B for example, an increase in the volume of inquiries or the use of credit, especially on new accounts; an unusual number of recently established credit relationships; or an account that was closed because of an abuse of account privileges
- **Suspicious Documents.** Documents can offer hints of identity theft:
  - identification looks altered or forged
  - the person presenting the identification doesn’t look like the photo or match the physical description
  - information on the identification differs from what the person with identification is telling you or doesn’t match a signature card or recent check
  - an application looks like it’s been altered, forged, or torn up and reassembled
- **Personal Identifying Information.** Personal identifying information can indicate identity theft:
  - inconsistencies with what you know — for example, an address that doesn’t match the credit report or the use of a Social Security number that’s listed on the Social Security Administration Death Master File
  - inconsistencies in the information a customer has submitted to you
  - an address, phone number, or other personal information already used on an account you know to be fraudulent
  - a bogus address, an address for a mail drop or prison, a phone number that’s invalid, or one that’s associated with a pager or answering service
  - a Social Security number used by someone else opening an account

- an address or telephone number used by several people opening accounts
  - a person who omits required information on an application and doesn't respond to notices that the application is incomplete
  - a person who can't provide authenticating information beyond what's generally available from a wallet or credit report — for example, someone who can't answer a challenge question
- **Account Activity.** How the account is being used can be a tip-off to identity theft:
    - shortly after you're notified of a change of address, you're asked for new or additional credit cards, or to add users to the account
    - a new account used in ways associated with fraud — for example, the customer doesn't make the first payment, or makes only an initial payment; or most of the available credit is used for cash advances or for jewelry, electronics, or other merchandise easily convertible to cash
    - an account used outside of established patterns — for example, nonpayment when there's no history of missed payments, a big increase in the use of available credit, or a major change in buying or spending patterns or electronic fund transfers
    - an account that is inactive is used again
    - mail sent to the customer that is returned repeatedly as undeliverable although transactions continue to be conducted on the account
    - information that the customer isn't receiving an account statement by mail or email
    - information about unauthorized charges on the account
  - **Notice from Other Sources.** A customer, a victim of identity theft, a law enforcement authority, or someone else may be trying to tell you that an account has been opened or used fraudulently.

## OVERSIGHT

As permitted by the Red Flags Rule regulations, responsibility for overseeing the administration of the Program has been delegated by the Board of Trustees of Rend Lake College, to the Vice President of Institutional Outreach with the compliance monitoring responsibility to be performed by the Coordinator of Network Operations and Security.

## DETECTION OF RED FLAGS

The program includes detection of Red Flags on both new and existing accounts. Coordinator of Network Operations and Security, along with other employees which are deemed to be included in these efforts, will develop and implement specific methods and protocols appropriate to meet the goals and requirements of this Program.



## New Accounts

In order to detect any of the Red Flags associated with the opening of a new account, procedures and processes will include appropriate elements from the following steps in order to obtain and verify the identity of the person opening a new account:

- Require certain identifying documentation and all requested information such as name, date of birth, Social Security Number (SSN), academic records, residential or business address, driver's license or other identification;
- Review documentation to detect alteration or forgery;
- Review information and documentation for consistency;
- Verify the account holder's identity at time of issuance of an identification card (for instance, review a driver's license or other government-issued photo identification card);

## Existing Accounts

In order to detect any of the Red Flags during the use of an existing account, procedures and processes will include appropriate elements from the following steps in order to provide a reasonable assurance of the identity of the person:

- Verify the identification of account holders if they request information (in person, via telephone, via facsimile, via email)
- Review documentation to detect alteration or forgery
- Verify the validity of requests to change billing/payment addresses
- Verify changes in banking information provided for billing/payment purposes.

## **RESPONDING TO RED FLAGS AND MITIGATING IDENTITY THEFT**

In order to mitigate the risk and impact of an identity theft, procedures and processes will include appropriate elements such as those listed in the following example steps in response to observance or notification of one or more Red Flags. The actual response may vary depending on the nature and degree of risk posed by the Red Flag:

- Investigate the incident further to verify and gather information
- Continue to monitor an account for evidence of Identity theft
- Contact the account holder
- Change any passwords or other security devices that permit access to accounts
- Decline opening the new account
- Close an existing account
- Reopen an account with a new number
- Notify law enforcement
- Determine that no response is warranted under the particular circumstances

## **OVERSIGHT OF THIRD PARTY SERVICE PROVIDERS**

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:

- Require, by contract, that service providers have such policies and procedures in place.
- Require, by contract, that service providers review the College's Program and report any Red Flags to the Coordinator of Network Operations and Security or the College employee with primary oversight of the service provider relationship.

## **TRAINING**

Staff training is required for all employees, officials, and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the College or its customers.

The Coordinator of Network Operations and Security, in coordination with the Human Resources Department will maintain records related to the assignment and completion of staff training for those employees which are identified as above.

# **COMPENSATION & REIMBURSEMENTS**

## **Payment of Wages**

Employees shall be paid for work performed from the 1<sup>st</sup> to the 15<sup>th</sup> on the 20<sup>th</sup> of that month. Employees shall be paid for work performed from the 16<sup>th</sup> to the last day of the month on the 5<sup>th</sup> of the following month. Paychecks may be issued on the prior working day if the normal 5<sup>th</sup> or 20<sup>th</sup> pay dates fall on a weekend or holiday.

In the event of a lost paycheck, the Payroll department must be notified as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the College identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources department.

## **Time Reporting**

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The normal pay periods run from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of the month.

Overtime must be approved in advance.

Employees will submit their time record as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

## **Meal/Rest Periods**

Employee meal periods are important to company productivity and employee health. Employees who work at least 7.5 consecutive hours will be provided a meal break of at least 20 minutes, after 5 hours of work, not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks. Part-time employees must clock out for meal periods. Full-time, non-bargaining employees, may choose to take rest breaks as needed. Bargaining employees have their break time defined in the bargaining agreement.

## **Travel Advance**

Travel Advances may be requested for \$50.00 or more unless otherwise agreed to by the Chief Financial Officer on a case by case basis. In order to obtain a Travel Advance, the employee must agree to repay the advance and/or submit proper documentation satisfying the expenditure of the outstanding cash advance within thirty (30) days from the date of issuance. Failure to repay or submit proper documentation within thirty (30) days may cause the employee's next payroll check to be reduced by the amount advanced or unpaid.

## **Employee Travel and Reimbursement**

Reimbursement for expenses incurred for travel connected with attendance at meetings, conventions and other college business will be made in the following manner:

1. Travel to conferences and meetings must be approved in advance by the appropriate Dean, Vice President, and/or President.
2. The Accounts Payable department will be responsible for making flight or train arrangements using the college credit card. After an employee is given permission to travel, they should contact the Accounts Payable Department to arrange a time to meet to purchase tickets on line in the Accounts Payable Specialist's office. The Accounts Payable department will be responsible for securing the most reasonable and cost-effective travel arrangements. The maximum amount of reimbursement for travel expense will be at the lesser cost of either the mileage associated with travel to and from the event if the use of a personal car has been approved by the applicable Vice-President, the costs for the expense of a train ticket at a reasonable time and location, or a flight secured at a reasonable time and location and which is the most cost-effective. Once the travel arrangements have been made, the A/P Specialist will instruct the employee to create a requisition/purchase order for the cost. As much advanced notice as possible should be given to aid in obtaining the most equitable pricing.
3. Reimbursement for mileage will be at a rate equal to the IRS mileage reimbursement rate. Reimbursement for mileage is to be calculated from Rend Lake College or the employee's primary work location to the desired destination and return to either campus or the employee's primary work location.
4. Arrangements for lodging, meals, rental vehicles, and registration expenses will be arranged by individual employee or department in advance whenever possible through standard purchasing procedures. When making lodging reservations, the employee will need to ask if the hotel accepts a purchase order. If a purchase order is acceptable, the employee/department will be responsible for securing the most reasonable and cost-effective accommodations. If a purchase order is acceptable, the employee will need to enter a requisition to the hotel through the on-line system.

The employee may also request a cash advance and/or use a personal credit card to make hotel reservations. The employee/department will be responsible for ensuring that the arrangements were made in the most reasonable and cost-effective manner possible. Reimbursement for the expenses will follow the established procedure.

Reimbursement for lodging will be paid at the single room rate and may include up to one day prior to the meeting and one day following the meeting. Meal and incidental expenses will be paid at the applicable maximum per diem Federal Rates (other assumable expenses must be accompanied with receipts). A complete listing of all per diem rates and corresponding meal allocations on a per city basis can be found on-line. Internal Revenue Service guidelines stipulate that if the city to which the employee traveled does not appear on the established list, individuals are to use the standard per diem rate allocations. Meal and incidental expenses may include up to one day prior to the meeting and one day following the meeting. Travel reimbursements which are subject to lower grant limitations may be reimbursed at those lower limitations. Per Diem rates and regulations for meals and incidentals are as follows:

- |           |  |
|-----------|--|
| Breakfast | Payable when an employee is in travel status and leaves the college or residence (if reporting directly to the destination) at or before 6:00 a.m.       |
| Lunch     | Payable when an employee is on travel status and leaves the college at or before 10:00 a.m.  |
| Dinner    | Payable when an employee is on travel status and arrives back at the college or residence (if reporting directly from destination) at or after 7:00 p.m. |

(The established meals and incidentals allotment includes and defines incidental expenses as tips for porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, and stewards or stewardesses and others on ships.) Other associated travel costs such as parking and cab fares are to be accompanied by a receipt.

No per diem meal is allowed if the meal is included in a conference registration fee. Per Diem meal allowances are only allowed if they are ordinary and necessary expenses of traveling away from home for business purposes. Traveling away from home must meet the following Internal Revenue Service guidelines: 1) Your duties require you to be away from the general area of your tax home (Rend Lake College) substantially longer than an ordinary day's work and 2) You need to get sleep or rest to meet the demands of your work while away from home. Receipts do not have to be submitted for meal per diem.

In the event that an employee requests reimbursement for meals during a meeting with a client(s) (i.e. recruits, community members, campus visitors, etc.), reimbursements will be based upon actual meal charges and an itemized receipt showing what was purchased must be submitted for payment. No request for reimbursement will be accepted if the receipt includes charges for alcoholic beverages.

Reimbursement for entertainment expenses (which includes but is not limited to shows, amusements, theaters, sporting events, or any other place of public or private entertainment) is prohibited.

The maximum allowable reimbursement for travel related expenses are as follows:

<b>Type of Expense</b>	<b>Maximum Allowable Reimbursement</b>
Mileage	IRS mileage reimbursement rate
Lodging	\$100 above the applicable CONUS Per Diem Rate(Actual; receipt required)
Meals & Incidentals	Applicable CONUS Per Diem Rate
Meal expense incurred during College related business meetings	Actual(receipt required)
Commercial Carrier	Most reasonable and cost effective (receipt required)
Train or Bus	Most reasonable and cost effective (receipt required)
Parking, Taxi, Tolls, etc.	Actual (receipt required)
Conference/Registration Fees	Actual (receipt required)

In the event that an employee's travel expenses exceed the allowable limits, the expenses will be approved by roll call vote at an open meeting of the Board of Trustees.

The travel expense requisition / purchase order shall be submitted ten (10) days from the date of travel, or no later than the end of the month. Approval by the Vice President of Finance and Administration will be required for travel expense vouchers that are not submitted within thirty (30) days of the date of travel. Accounts Payable may reduce approved travel expense vouchers and expense checks with amounts outstanding from prior advances for the traveler for the net amount due.

### **Part-time Employees**

Part-time employees will not be reimbursed for mileage associated with travel costs to and / or from either their home site or to and / or from their primary work location. Any exception to this procedure must have the approval of both the President and the Vice-President of Finance and Auxiliary Services.

## **Employee Reimbursement of Miscellaneous Department Expense**

Requisitions/purchase orders will be required for all purchases to be made by Rend Lake College. Payment for expenditures will not be allowed without the proper approval and issuance of a requisition/purchase order.

The only exceptions to this rule will be as follows:

1. When an open purchase order has been issued to a particular vendor.
2. For the payment of miscellaneous department expenses which are less than \$100.

Employee reimbursement checks will be issued directly to the employee. In the event of a lost receipt, the employee must contact the Vice-President-Finance & Auxiliary Services to discuss reimbursement arrangements.

Rend Lake College is exempt from sales tax except on food purchased at restaurants, fuel and lodging. If taxes are paid by an employee for anything other than the items listed previously, he or she will not be reimbursed for the amount of the taxes paid. A copy of the tax-exempt letter can be obtained from the Accounts Payable department and should be presented to the vendor at the time of purchase. Also, employees are encouraged to carry an employee ID which has the college's tax-exempt number printed on it.

# TIME OFF/LEAVES OF ABSENCE

## Paid Holidays

Rend Lake College recognizes fourteen paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Those days between Christmas and New Year Day

The Board of Trustees may, for a special and significant purpose, declare an additional holiday. In accordance with federal law and College policy, some of the foregoing holidays may be observed on days other than the calendar day on which the holiday falls.

## Reporting of Absence

Most leaves other than sick leave are known in advance. An employee should notify their immediate supervisor as far in advance as possible. The employee should complete an absence request via the on-line absence reporting system prior to the leave and submit the request for approval to their immediate supervisor. Absences must be reported in one-quarter (1/4) day=(2 hour) increments

## Reporting of Absence Due to Inclement Weather

If the College is officially closed because of the weather, full-time employees will not be required to use vacation and/or personal leave.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than one quarter day increments
2. Compensatory release time may be used.



3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be submitted via the on-line absence reporting system.

Employees will not be paid for any work that is completed at home during the period the College is closed.

Full-time physical plant employees, because of the nature of their responsibilities, will report to duty as assigned by the Dean of Facilities Management and Campus Operations and will be awarded compensatory time at a rate of time-and-one half.

## **Vacation**

### **Administrative, Office Support, Physical Plant, and Academic Support Personnel on a Fiscal Year Contract**

Administrative and academic personnel on a fiscal year (twelve month) contract shall be entitled to ten (10) working days=(80 hours) annual vacation allowance per fiscal year for the first five years of employment which shall accrue at five-sixths ( $5/6$ ) vacation day (= to 6.67 hours) for each calendar month) worked; fifteen (15) working days (= to 120 hours) annual vacation allowance per fiscal year for years six through ten of employment which shall accrue at one-and-one-fourths ( $1 \frac{1}{4}$ ) vacation days (equal to 10 hours) for each calendar month worked; and twenty (20) working days (equal to 160 hours) annual vacation allowance per fiscal year effective the eleventh year of employment which shall accrue at one-and-two-thirds ( $1 \frac{2}{3}$ ) vacation days (= to 13.33 hours) for each calendar month worked. An employee hired for less than a twelve-month position will not accumulate paid vacation time. Vacation time shall not be taken prior to accrual. A maximum of 20 accrued vacation days (160 hours) may be carried forward past June 30 of the next fiscal year following accrual. Any accrued vacation days over 20 days not used by June 30 will automatically be converted to sick days.

All requests to use accrued vacation must be submitted, in advance, to the College President or his designee. The President or his designee retains the final right to designate, approve and cancel all vacations, in order to ensure the orderly performance of the services provided by the College.

### **Vacation – President, Vice Presidents, and Deans on a Fiscal Year Contract**

The President, Vice Presidents, and Deans on a fiscal year (12 month) contract shall accrue twenty (20) working days annual vacation allowance per fiscal year which will accrue at one-and-two-thirds ( $1 \frac{2}{3}$ ) vacation days (13.33 hours) for each calendar month worked.

## Personnel on Industrial Contracts

Individuals employed as part of an industrial contract which is for a period of less than 50 weeks will not be entitled to vacation days.

## Sick Leave

The annual sick leave shall be fifteen (15) days per year (120 hours) for full-time employees, accumulation unlimited. It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, ten (10) days (80 hours) of sick leave may be allowed in advance of being earned or for a greater extent than earned upon approval of the President. In exercising their discretion to allow the advancement, the President shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family or household. For this purpose, immediate members of the family shall mean husband, wife, civil union partner, domestic partner (living in the household), son, daughter, mother, father, brother, sister, or corresponding in-laws and corresponding step family members. To use leave for the care of a domestic partner, a completed Affidavit of Domestic Partnership must be on file with the Human Resources Department. Sick leave may be used ¼ day increments and should be reported accordingly.

After three consecutive days in which an employee has been unable to report to work, he or she will be required to personally contact the Human Resources Department to report the nature of the illness. In the event that an employee is not able to contact the Human Resource Department directly, they should direct the appropriate supervisor to contact the Business Office to provide the necessary information. The Human Resources Department will then make the determination as to whether or not the illness is a Family Medical Leave Act qualifying event.

Employees calling in to report that they will not be at work shall notify their immediate supervisor.

The college reserves the right to require a certification from a physician or other licensed health care professional of the college's choice for the use of sick leave. The college reserves the right to require periodic physical examinations during the period of an employee's absence due to sickness or disability, including the right to require a physical examination of an individual who is on sick leave prior to returning that person to work. However, the college would not exercise this right until a particular employee has been on sick leave for a minimum of three (3) work days or there is reasonable cause to believe there is or has been an abuse of sick leave.

Examinations administered by a physician at the college's request shall be at the college's expense. Travel expenses incurred in connection with a medical examination of the college's request shall be reimbursed in accordance with [Administrative Procedure 5.1215, Travel Reimbursement](#).

Abuse of sick leave is grounds for discipline. The severity of the discipline shall be based upon the extent and frequency of the abuse.

## Personal Leave

Pursuant to the [Paid Leave for all Workers Act](#) , all full-time employees will receive five (5) personal days which is equivalent to 40 hours per year. All part-time employees who are scheduled to consistently work 30-35 hours per week will receive 40 hours of personal time per year as long as they continue to meet the eligibility requirements of averaging 30 hours per week. A first-year employee will receive five (5) personal days which is equivalent to 40 hours upon their first date of hire and will have the remainder of the fiscal year to use the personal days. Full-time or 35-hour per week employees will be allowed to bank up to a maximum of 20 days, which is equivalent to 160 hours at the end of any fiscal year. Any personal days in excess of 160 hours at fiscal year-end will be lost. Unused personal days will not be converted into sick days or paid out at the time of retirement or termination of employment. Full-time and 35 hour per week employees may take up to five consecutive days of personal leave without the prior approval of their supervisor. For full-time and 35-hour per week employees, personal leave must use-in 2-hour increments and should be reported accordingly.

## Sabbatical Leave of Absence

As established in [Rend Lake College Policy 3.1525](#), sabbatical leave is a privilege granted by the Board of Trustees for the express purpose of improving the quality of instruction and service at Rend Lake College.

## Family Bereavement Leave

All employees will be granted up to 2 weeks (not to exceed more than 10 work days) unpaid family bereavement leave. The first 3 days for full-time employees will be without salary loss for the death of any covered family member. The definition of covered family shall be the same as in Sick Leave ([Sick Leave 3.1505](#)), but shall also include grandchildren, grandfather, grandmother, spouse's grandchildren, spouse's grandfather and grandmother, and corresponding step-family members. The employee will identify the bereavement leave start date with their supervisor.

Family Bereavement Leave (as outlined above) is also available in the event of a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility once reasonable and requested documentation has been provided. Reasonable documentation includes a form provided by Illinois Department of Labor to be filled out by a healthcare practitioner or surrogate for the covered event or documentation from the adoption or surrogacy organization that the employee worked with certifying that the employee or his or her spouse or domestic partner has experienced a covered event.

Bereavement leave must be used within sixty (60) calendar days after the death of the covered family member. An employee may elect to substitute unused, accrued vacation or personal leave time available in place of unpaid leave. In the event of the death of more than one covered family members in a 12-month period, the employee will be entitled to take six (6) weeks of bereavement leave during the 12-month period. This policy is based on [Family Bereavement Leave Act](#) (820 ILCS 154)

Up to 12 weeks of job-protected, unpaid bereavement leave will be granted to parents who experience the loss of a child through suicide or homicide under the terms of the [Child Extended Bereavement Leave Act](#) (820 ILCS 156)

## **Jury Duty**

An employee who is called for jury duty shall be excused from work without salary loss for the days on which he serves, up to a maximum of twenty (20) days which is equivalent to 160 hours per calendar year. The President is authorized to grant additional days for jury duty.

The employee must present proof of service and must remit to the College the amount of jury duty pay received in order to be paid by the College for jury duty leave.

## **Military Leave**

All employees will be provided all military leave rights pursuant to Federal and State law.

Employees seeking Military leave shall notify the applicable Vice President as early as reasonably possible.

## **Unpaid Leave of Absence**

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be ratified by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the president of the College or his designee. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis. This leave can only be granted if business demands allow and all vacation and sick/personal time have been exhausted. Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee may elect to continue insurance coverage during the period of the leave (arrangements should be made with the Human Resources Department). All employee contributions toward payment of insurance premiums will be the responsibility of the employee.

Employees do not accrue sick or vacation days while on an unpaid leave. Unless an employee has accrued time paid for the entire month, they will not receive their monthly accrual of sick or vacation days for any month in which they are on unpaid leave. Employees on unpaid leave will not receive pay for any holidays which occur during the time of their leave.

# **BENEFITS**

For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees during orientation, or contact the Human Resources Department.

## **Hospitalization and Major Medical Insurance**

A High Deductible/Health Savings Account Plan will be established for health insurance and benefits. On an annual basis prior to benefit choice election, the College will determine the amount of the College's contributions and/or match amounts to employee contributions will be made into the employee's Health Savings Account during the upcoming plan year. Employees may choose to utilize a Health Savings Account for dependent coverage. The additional cost resulting from dependent coverage will be deducted from the individual employee's paycheck.

The terms of the group hospitalization and major medical insurance policy for employees not covered under a collectively bargained agreement shall be subject to approval by the Board. The terms and conditions of the applicable labor agreement will dictate the medical insurance specifications for its members.

## **Group Life Insurance**

A full-time employee shall be covered by group life insurance. Full-time, non-faculty employees shall receive a term life insurance along with an accidental death and dismemberment policy in the amount (thousands) nearest to one and one-half times the annual salary of the individual (unless the bargaining agreement for bargaining employees states differently). Faculty members shall be limited to \$50,000. The entire cost of the insurance premiums shall be paid by the College for non-faculty employees. The responsibility of the cost of the insurance premiums for bargaining employees shall be defined by the bargaining agreement.

## **Voluntary Long-Term Disability Benefits**

Rend Lake College makes available to regular full-time employees (not on a temporary contract) a long-term disability (LTD) plan. The long-term disability plan is a supplement to the SURS disability providing an additional 15% of an employee's basic compensation. Should SURS payout an employee's maximum disability allotment while the employee still meets the definition of disabled, the LTD plan will pay benefits equal to the full 65% of an employee's basic compensation. As long as the employee continues to meet the definition of disabled, the LTD plan will continue to pay benefits until the employee reaches age 65. The premium for the LTD insurance is based on the employee's age and salary and must be paid entirely by the employee electing LTD coverage. Please contact Human Resources for additional information and/or the application.

Any time spent on disability counts as part of the employee's FMLA leave.

## Retirement

Rend Lake College, as an Illinois Public Institution, is subject to the State University Retirement System. All employees are subject to the rules and regulations governing the State Universities Retirement System. Contributions to the retirement system shall be deducted from the gross pay for each eligible employee on each paycheck. The Board shall comply with any applicable group health care coverage continuation provisions of the Consolidated Omnibus Reconciliation Act of 1986 regarding continued coverage for employees who would otherwise cease to be covered under the College's current group health care plan upon retirement. Any additional continuation privilege shall be at the sole discretion of the Board. Please feel free to register with the SURS website ([www.surs.org](http://www.surs.org)) for information about the retirement plan choices, member information, forms and documents and current information about the retirement plan.

### SURS Disability Benefits

State University Retirement System Disability is a benefit that provides partial pay for employees who are unable to work due to illness, injury or disability not related to work. If you qualify for disability payments, there is a 60-day waiting period before you are eligible to receive a payment from SURS. If it appears you will be disabled for more than 60 days and that your disability will extend beyond the period you are eligible for sick pay, you should request a Disability Application from Human Resources. Your application must be on file with SURS within one calendar year after the date on which you disability occurred. Your benefits will begin on the later of:

- The date you have been disabled for 60 continuous calendar days, or
- The date your salary or sick leave payments end

The amount of your benefit depends on how much you were earning when you became disabled. You will receive the greater of:

- 50% of your basic compensation on the day you became disabled, or
- 50% of your average earnings for the 24 months prior to the date you became disabled.

You must submit continuing evidence of your disability as often as required. When your physician determines you are able to return to work, you must notify SURS immediately. The college will submit an Employer's Report of Disability that contains information including the last day you worked, the date your salary and sick leave payments will expire, and whether you will be eligible for workers' compensation or disability income insurance. Your disability benefit will continue until the earlier of the following:

- You no longer meet the definition of disabled;
- You refuse to submit to reasonable physical examinations;
- You refuse to accept a position offered by your employer, even though your disability would not preclude you from performing the duties of that position;
- You have received 50% of your total earnings while a participant of SURS, TRS, or SERS;
- September 1st of the year following your 70th birthday. However, if your benefit begins after age 65, you may receive a benefit for up to 5 years, assuming you continue to be disabled and have not reached the maximum earnings amount described above;
- You apply for retirement or refund, or you die.

## Annuities

The College maintains a tax-sheltered annuity program for full-time employees. The program must meet state and federal regulations and be approved by the Board. The College shall not be responsible for any liability of any kind or nature whatsoever should it be determined that the annuity program is not in compliance with state and/or federal laws or regulations. The individual employee participating in the program shall be responsible for any tax or other liability, including penalties.

Further details about the (403b) Plan or the SURS Deferred Compensation Plan may be obtained from the Payroll or Human Resources departments.

## Worker's Compensation Benefits

In the event a full-time employee misses work due to a worker's compensation injury or illness, the College will allow the employee to continue to be paid their full base salary for the first three consecutive work days (beginning the day following report of the accident or illness) by charging the employee for three sick days if available. After these three days, the College will no longer pay the employee's salary. The employee will be reimbursed by the College's worker's compensation provider and no sick days will be charged. If the injury or illness continues for 14 or more calendar days, the worker's compensation provider will reimburse the employee for those first three days of work missed. The employee must submit reimbursement to the College for the full salary amount paid by the College. The employee will then regain their sick days taken.

In the event the College has paid the employee past the first three days (or during a period of time that is later determined that the worker's compensation carrier will reimburse), the employee will be responsible for returning their salary payments paid by the College and any sick days charged will be regained. Please note that the salary payments are more than the amount the worker's compensation carrier will reimburse. Worker's compensation only covers a percentage, not the full amount of an employee's salary.

Any accident or injury an employee sustains at their work site must be reported to their supervisor and security. Even if no medical treatment is necessary an incident must be reported. An accident report must be completed by the employee and their supervisor within 48 hours of the incident so that a worker's compensation claim can be opened with the worker's compensation carrier and a case number can be assigned.

Please refer to Section: **Work Related Accident or Injury** (pages 37-38) for detailed reporting instructions and post-accident drug and alcohol testing requirements.

# Tuition Waiver

## Full-Time Employees

Full-time employees and their dependents are eligible for a waiver of tuition at Rend Lake College. Dependents of full-time employees are defined as a spouse and dependent children. Children can qualify as dependent if they satisfy at least two of the following three conditions: 1) are under 24 years of age; 2) are not married; and 3) currently reside with the full-time employee of Rend Lake College. Employees shall not be in class(es) more than six (6) clock hours per scheduled work week.

## Part Time Employees

For each of the categories of part-time employees listed below, an employee is eligible to receive one tuition waiver per semester for either the employee or their dependent upon completion of the following requirements:

- A. Part-time instructors and high school dual credit instructors, who have taught a minimum of 3 credit hours per semester at Rend Lake College for a minimum of four semesters over the last four years.
- B. Part-time trainers who have taught a minimum of 96 hours per semester for a minimum of four semesters over the last four years.
- C. Part-time employees (other than instructors or trainers) who have worked a minimum of 260 hours per semester for a minimum of four consecutive semesters and is currently employed in the capacity for which eligibility is claimed.

Except for summer, the employee must be currently employed in that capacity for which eligibility is being claimed and qualifying service should immediately precede the semester in which the waiver is sought. Any exceptions to the timing of tuition waiver being used needs to be submitted by the appropriate Vice President and approved by the President.

## Retiree Tuition Waiver

Retirees with twenty years of full-time employment at Rend Lake College are eligible for a waiver of tuition.

## Legacy Tuition Waiver

The spouse and dependent child(ren) of living retirees with twenty years of full-time employment at Rend Lake College will be eligible for tuition waivers for up to 64 credit hours per individual student.

Full tuition waivers for up to 64 credit hours per individual student will be given to spouse and children of full-time employees who pass away while employed at the College or while on disability leave from the College.



## **Rec Center Waiver**

All full-time and part-time employees shall not be charged membership fees for the Rend Lake College Rec Center.

## **Continuing Education Assistance—Full-time Employees**

Full-time employees may be reimbursed at the current Rend Lake College tuition rate for credit hours earned at four-year institutions toward advanced degrees or courses that would significantly enhance individual effectiveness. Reimbursement will be limited to an amount equal to the cost of in-district tuition for three (3) credit hours per fiscal year at Rend Lake College. Faculty will follow the provisions in the union contract. Proof of course registration and completion must be documented. Requests will be made in writing to the immediate supervisor. Approval must be obtained in advance from the appropriate President's Executive Leadership Team member.

## **Use of the Fitness Center**

All full-time and part-time employees shall not be charged membership fees for the Rend Lake College Rec Center.

## **Use of the Slankard Learning Resource Center**

Employees are encouraged to make use of the Learning Resource Center. Your employee id card will also serve as your library card. The Slankard Learning Resource Center takes pride in keeping an updated selection of library books and materials available. You are welcomed to use the library and check out books and materials that you would find interesting.