



***City Colleges of Chicago***

# **DISTRICT-WIDE EMPLOYEE MANUAL**

**Disclaimer: The City Colleges of Chicago (CCC) District-Wide Employee Manual is not an offer or a contract of employment. It is intended only to provide general information about employment, a statement of current policies and a general description of employee benefits.**

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**ACKNOWLEDGEMENT OF RECEIPT**

The undersigned employee of City Colleges of Chicago acknowledges the receipt of the City Colleges of Chicago District-Wide Employee Manual (REV. 10/01) and its Appendixes. **I understand that this District-Wide Employee Manual does not constitute an offer or a contract for employment or a guarantee of any term or condition of employment. I also understand that, subject to applicable Collective Bargaining Agreements, my employment relationship with City Colleges of Chicago may be terminated at any time, with or without cause and with or without notice.** I further understand that City Colleges of Chicago reserves the right to add to, delete from, alter or amend this District-Wide Employee Manual within its sole discretion.

I acknowledge that I have been directed to become familiar with the policies set forth in the District-Wide Employee Manual, including the disclaimer sections of the document. I acknowledge that I am responsible to comply with all of the policies set forth in the District-Wide Employee Manual.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date

## **CONTRACT DISCLAIMER AND REALTIONSHIP BETWEEN EMPLOYEE MANUAL, COLLECTIVE BARGAINING AGREEMENTS, BOARD RULES AND ACADEMIC POLICIES**

### **Disclaimer**

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### **Collective Bargaining Agreement**

CCC and certain labor organizations have entered into Collective Bargaining Agreements, over certain employees' terms and conditions of employment. In the event of any inconsistency between this District-Wide Employee Manual and a Collective Bargaining Agreement, the Collective Bargaining Agreement controls, but only as to those employees covered by that Agreement and only as to those terms in conflict. Employees with questions regarding their Collective Bargaining Agreements should contact their union stewards or CCC Office of Human Resources.

### **Board Rules**

As required by the Illinois Community College Act, the Board of Trustees promulgates Rules for Management and Governance of the Community College District. The Rules address many aspects of the management of the District, including personnel policies. The Personnel Policies set forth in this District-Wide Employee Manual was approved by the Board. If there is any conflict between any Board Rule and this District-Wide Employee Manual, the Board Rule controls and shall apply.

### **Academic Policies**

The Department of Academic Affairs is responsible, under the direction of the Chancellor and Vice Chancellor for Academic Affairs, for developing and promulgating academic policies and standards. Many of these policies may overlap with personnel policies and collective bargaining agreements affecting academic staff. Every effort has been made to eliminate or reduce that overlap. To the extent that there is any conflict between this District-Wide Employee Manual and an Academic Policy, this District-Wide Employee Manual shall govern.

# **Section I**

## **About the City Colleges of Chicago**

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## **ABOUT CITY COLLEGES**

### **Mission Statement**

The City Colleges of Chicago, a system of seven colleges, provides learning opportunities for Chicago's diverse populations to enhance their knowledge and skills through quality, comprehensive, and affordable educational programs and services.

### **History**

Today, City Colleges of Chicago consists of seven Colleges and seven technical and vocational schools and learning centers affiliated with the Colleges. The Colleges and schools are located throughout the City of Chicago and provide educational services to the City's residents through four educational systems: 1.) Transfer preparation; 2.) Adult Education; 3.) Continuing Education; 4.) Workforce Development. Approximately 165,000 students take advantage of educational services offered by City Colleges annually, which makes it one of the largest community college systems in the nation.

The history of City Colleges is the story of an institution that has constantly evolved to meet the changing social, economic and intellectual demands of the community it serves. City Colleges of Chicago was founded on September 11, 1911 with the establishment of "Crane Junior College" which was organized as a unit of Chicago Public Schools to serve the higher educational needs of Chicago's working poor, recent immigrants and emerging middle class residents. Crane's curriculum was based on the first two years of traditional four year college and included many of the social appurtenances found in four-year colleges of that era, including fraternities, sororities and smoking clubs. Crane grew rapidly between 1911 and 1933, when it served over 3,000 City residents. A fiscal and organizational crisis forced the closing of the College in 1933 despite its popularity and growth.

Due to the City's critical need for junior college services, the junior college system was reborn in 1935 with the opening of three junior colleges that were predecessors to three of today's campuses: Herzl Junior College (now Malcolm X College), Wright Junior College (now Wright College), and Wilson Junior College (now Kennedy-King College). Those Colleges thrived and grew, except during a brief period of enrollment decline during World War II, during the pre- and post-war period. During the post-war era, population growth and economic expansion fueled another expansion of the City's Junior College System and five more Junior Colleges were opened in the City: Amudsen Junior College (now Harry S. Truman College), Fenger Junior College (a predecessor to Olive-Harvey College), Southeast Junior College (also a predecessor to Olive-Harvey College), Bogan Junior College (now, Richard J. Daley College) and Loop Junior College (now Harold Washington College). Like Crane Junior College before them, all of the Junior Colleges were established as part of the Chicago Public Schools and, for the most part, provided a curriculum modeled on the first two years of traditional four-year colleges, principally the curriculum of the University of Chicago.

Fiscal crises and changing educational needs prompted the Illinois legislature to pass the Illinois Public Community College Act of 1965. The Act established a mechanism for the creation and governance of independent community college districts throughout the State of Illinois. The Act gave community college districts the ability to raise funds locally through real estate tax levies, created a variety of state grant funding mechanisms, and mandated new and expanded areas of instruction for community colleges including adult education, continuing education, vocational education, and community service. The Act also made community college districts subject to regulation by the Illinois State Board of Higher Education and the Illinois Community College Board.

After the passage of the Act, City Colleges of Chicago was organized as an independent body politic known as Illinois Public Community College District No. 508. Since that time, increased concentration in adult, continuing and vocational education led to the development of several technical institutes and large adult and continuing education programs. In recent years, City Colleges has developed a partnership with the Chicago Public Schools through which CCC has offered “Bridge” Programs and three Middle Colleges for the City’s public high school students. In addition to its expanded role in providing educational services, City Colleges maintains a strong commitment to providing a credit curriculum based upon the first two years of traditional four-year colleges.

For the future, the only thing that is certain is that the City’s residents will continue to demand a variety of higher educational services. While City Colleges faces several fiscal and organizational challenges; City Colleges is committed to meeting those changing demands however, they continue to evolve.

### **Strategic Directions**

The following strategic directions are designed to foster excellence in teaching, meaningful learning and administrative and fiscal accountability throughout the District. These strategic directions (priorities) are the driving forces behind our strategic and educational planning and the distribution of resources (budgeting). CCC’s strategic directions are updated annually.

- Academic Program Development and Evaluation
- Enrollment Management
- Outreach, Collaboration and Alliances
- Success-Focused Student Services
- Organizational Development
- Human Resources Development
- Technology Advancement
- Integrated Planning, Assessment and Budgeting
- Facilities Maintenance, Equipment and Capital Improvement
- Financial Management, Growth and Diversification
- Marketing and Public Relations
- Workforce Development

## **Leadership Principles**

- We believe that the students are the primary reason we exist. We are committed to demonstrating a consistently caring and knowledgeable attitude with internal and external customers. We believe that our actions should be responsive and timely.
- We believe that all personnel are responsible for the achievement of the mission. Individually and collectively, we are responsible for putting learning first in every policy, practice and procedure. We measure, document and report our effective use of resources.
- We are committed to supporting quality education, emphasizing the quality of life for diverse students and communities. We strive to achieve the highest academic and industry standards to ensure student success. This commitment includes the development, measurement and attainment of educational outcomes by encouraging innovative teaching and learning and providing appropriate support services. We will work to ensure quality in every aspect of service delivery.
- We believe that leadership is proactive and begins with our expectations and values. We are committed to treating each other, our students, customers and staff with respect. We will work collaboratively to achieve district goals. Shared governance will be the driving force within the district.
- We recognize that our reputation for excellence is built upon the strength of our human resources. We believe in continuous improvement at the individual and organizational levels. Staff will be empowered to make decisions in order to perform at optimum levels.
- We are committed to the development and distribution of resources to ensure quality facilities and equipment that enhance staff productivity. Faculty will utilize state-of-the-art delivery systems to prepare students for global citizenship.
- We believe in honest, direct and accurate exchanges of information and ideas. We are responsible for creating an environment that respects and values listening and different points of view. We are committed to providing tools and systems that build trust, ensure integrity and foster effective communication.
- We believe that in diversity there is strength. Therefore, we will reflect the diversity of our communities, students, staff and services. Each individual is vital to the quality of college and community life.
- We are committed to the development of our communities as a leadership role we share. We promote justice, civic responsibility, honesty and political awareness. We are actively engaged in the economic and social development of our communities.
- We believe in creating a culture of mutual respect and cooperation that uses everyone's talents, expertise and knowledge to achieve common goals.

## City Colleges Locations

City Colleges of Chicago (CCC) is the Community College District for the City of Chicago. It consists of seven independently accredited colleges, ten technical institutes and learning centers, a television station and a District Office. CCC is one of the largest community college systems in the nation. It educates approximately 165,000 students annually. Course listings encompass more than 400 areas of study. We offer degree, credit, non-credit, occupational career, and adult learning skills programs. Students can take advantage of flexible class schedules by signing up for day, evening and weekend courses. The City Colleges of Chicago is comprised of the following facilities:

District Office (312) 553-2500  
226 W. Jackson Blvd.  
Chicago, IL 60606

Wright College-South (773) 481-8811  
3400 N. Austin Ave.  
Chicago, IL 60634

Daley College (773) 838-7500  
7500 S. Pulaski Rd.  
Chicago, IL 60652

Dawson Technical Institute (773) 451-2000  
3901 S. State St.  
Chicago, IL 60609

Kennedy-King College (773) 602-5000  
6800 S. Wentworth Ave.  
Chicago, IL 60621

Humboldt Park Vocational Ed. Center  
(773) 489-8989  
1645 N. California Ave.  
Chicago, IL 60647

Malcolm X College (312) 850-7000  
1900 W. Van Buren St.  
Chicago, IL 60612

Lakeview Learning Center (773) 907-4400  
3310 N. Clark St.  
Chicago, IL 60657

Olive-Harvey College (773) 291-6100  
10001 S. Woodlawn Ave.  
Chicago, IL 60628

South Chicago Learning Center (773) 291-6770  
3055 E. 92<sup>nd</sup> St.  
Chicago, IL 60617

Truman College (773) 878-1700  
1145 W. Wilson Ave.  
Chicago, IL 60640

Truman Technical Center (773) 907-3995  
1200 W. Sunnyside  
Chicago, IL 60640

Harold Washington College (312) 553-5600  
30 E. Lake St.  
Chicago, IL 60601

West Side Technical Institute (773) 843-4500  
2800 S. Western Ave.  
Chicago, IL 60608

Wright College-North (773) 777-7900  
4300 N. Narragansett Ave.  
Chicago, IL 60634

Washburne Trade School (773) 579-6100  
3233 W. 31<sup>st</sup> St.  
Chicago, IL 60623

West Side Learning Center (312) 850-7420  
4624 W. Madison St.  
Chicago, IL 60644

# Organizational Structure

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## **DISTRICT-WIDE ORGANIZATION**

The following are brief descriptions of critical components of the organizational structure of City Colleges of Chicago.

### **The Board of Trustees**

City Colleges of Chicago is a body politic and corporate organized pursuant to the Illinois Community College Act. Its corporate authority is vested in a seven member Board of Trustees, appointed by the Mayor of the City of Chicago for three-year terms. The Board includes a student member. The legal name of City Colleges of Chicago is "Board of Trustees of Illinois Community College District No. 508." City Colleges of Chicago is an assumed descriptive name of the District. The Trustees annually elect a Chairman who conducts the Board's public and executive session meetings. A Vice Chairman is also elected to act when the Chairman is unavailable. A Trustee is appointed as Board Secretary to maintain the minutes and resolutions of the Board. The Assistant Secretary who is a full-time CCC employee assists the Board Secretary. The Trustees appoint the Chancellor of the District and all full-time employees of the District upon recommendation of the Chancellor.

### **Board Committees**

#### **Responsibilities and Authority of Committees**

Except as otherwise permitted by Section 1.5.5 of the Board Rules, the Committees of the Board shall consider and review matters prior to the Board giving consideration thereto, as such matters are referred to the Committees, and shall report their recommendations on such matters to the Board. A Committee of the Board may not exercise any power of the Board except where the Executive Committee may be so authorized by the full Board.

#### **Standing Committees**

The Board shall have four Standing Committees. The Chairman of the Board shall appoint two or more members of the Board to each standing Committee and shall designate one of such members as the Chair of the Committee, all of whom shall serve at the pleasure of the Board.

The Standing Committees shall be named and have the jurisdiction and responsibilities as follows:

- A. **Board Executive Committee** – This Committee shall be comprised of the three elected officers of the Board and the Chair of the Board Committee on Finance and Administrative Services, shall be staffed by the Chancellor, and shall review matters pertaining to: Legislative Relations, District Strategic Planning, District Marketing/Outreach, Resource Development, Legal/Legislative/Public Policy, Public Relations, Board Rules, Trustee Associations, CCC Foundation, and such other matters as the Chairman deems appropriate. The Executive Committee may transfer matters to another standing Committee that can provide input in its jurisdictional area.

- B. Board Committee on Academic and Student Services – shall review matters pertaining to: Student Services, Student Activities and Conduct, Student Organizations, Academic Instruction and Programs, Institutional Accreditation, Program Evaluation, Economic Development, Grants Management, articulation with other Institutions, and joint educational ventures with community and other organizations.
- C. Board Committee on Financial and Administrative Services – shall review matters pertaining to: Annual Budget, Financial Forecasting, Loans/Investments/Depositories, Accounting and Auditing Policies, Tuition, State/Federal Revenues, Grants/Donations, Collections, District Expenditures/Purchases/Contracts/Insurance, Publications, Physical Facilities/Operations/Construction, Security, and Computer Support Services.
- D. Board Committee on Human Resources Services – shall review matters pertaining to: Personnel Employment/Termination, Collective Bargaining/Labor Relations, Salary Determinations, and District Personnel Policies.

### **Committee Staff**

The Chancellor shall assign staff to assist the Board Standing Committees.

### **Committee Agenda**

The Chairman of the Board or the Chancellor, with the concurrence of the Chairman, may refer any matter to a Committee prior to its consideration by the Board.

### **Committee Members**

Each Committee shall hold regular meetings, which shall be held prior to the scheduled meetings of the Board and shall adopt a schedule of such meetings. Each Committee shall keep minutes of its proceedings and prepare a Committee report, which shall be presented at the regular meetings of the Board.

### **Committee Quorum**

For the purpose of conducting Committee business, a quorum shall consist of one-third of the Board members who are members of the Committee. The Chairman of the Board, as an ex-officio member of all Committees, shall be counted for quorum purposes and shall have the right to vote.

### **Vacancies in Committees**

Vacancies in membership of any Committee may be filled by appointments made in the same manner as provided in the case of original appointments.

### **Additional Committees**

The Chairman of the Board may, from time to time, create such other ad hoc Committee or Committees, with such jurisdiction and responsibilities as he or she may determine, and the Chairman of the Board may appoint members of the Board and others to serve on any such Committees in accordance with the Standing Committees.

### **The Chancellor**

The Chancellor is the Chief Administrative Officer of the District and is responsible to the Trustees both as an Executive and Operating Officer. The Chancellor exercises all powers

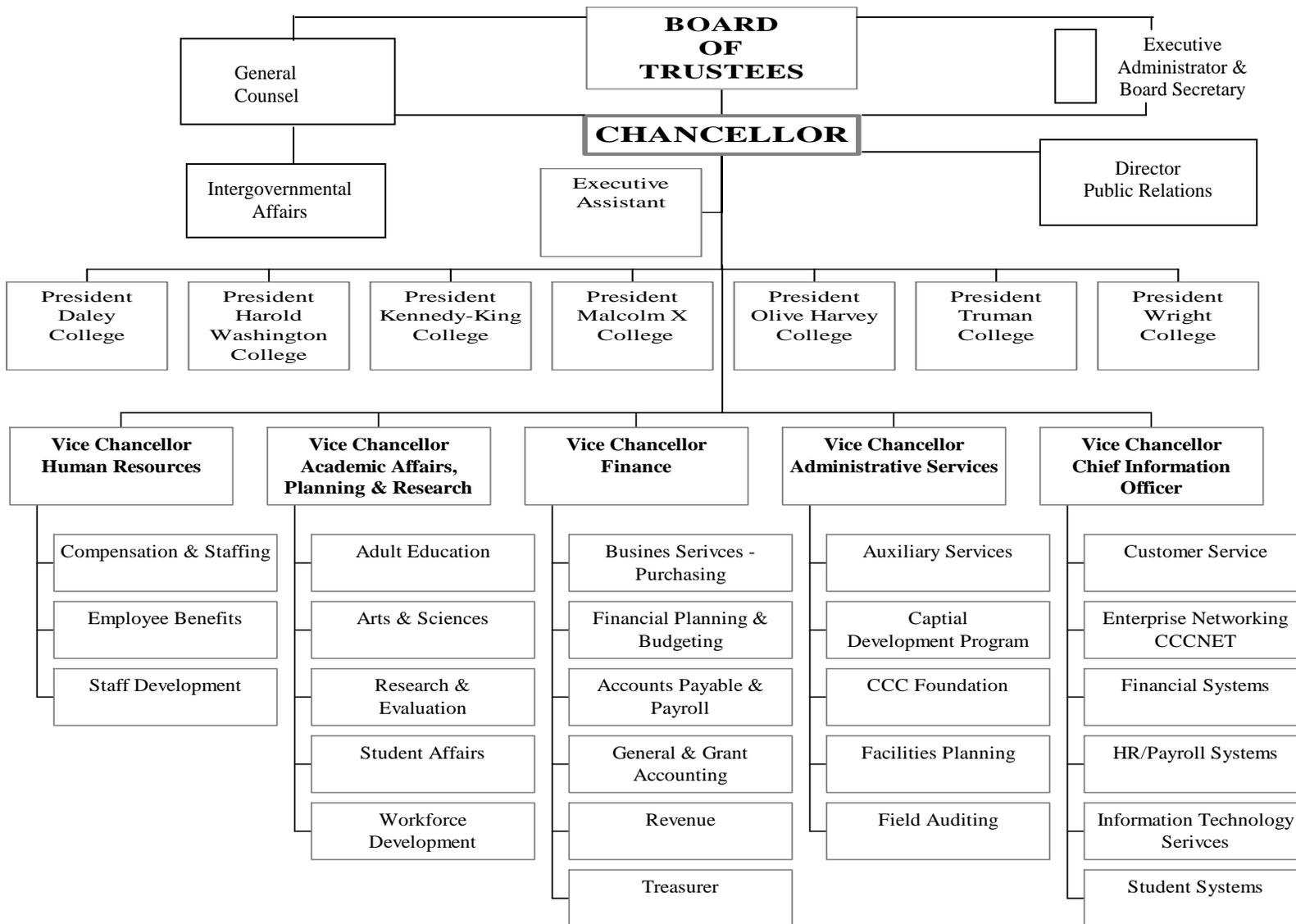
delegated by the Board. The Chancellor also recommends to the Board adoption of management and academic policies and implements such policies approved by the Trustees. The Chancellor also recommends to the Board the appointment of all full-time employees. The Chancellor is assisted by Intergovernmental Affairs, Public Relations, administrative and clerical staff.

### **The Officers of the District**

All College Presidents, Vice Chancellors and the General Counsel act as officers of the District to assist the Chancellor in fulfilling his operating and executive functions.

- The General Counsel acts as the chief legal officer of the District and advises the Trustees, Chancellor, Vice Chancellors and College Presidents with respect to issues arising within their respective areas of responsibilities.
- The Presidents of the seven colleges of City Colleges report to the Chancellor. Presidents are responsible for the delivery of educational services and programs to the community served by each college. In fulfilling that responsibility, college presidents, with the approval of the Chancellor or, as appropriate, the Trustees, organize, staff and manage the daily business and educational operations of their respective colleges and technical and vocational centers. The organization of each college varies according to its needs. Each college generally includes one or more Vice Presidents and Deans, who are responsible for academic and administrative areas and departments as well as their staff, and a Business Manager, who is responsible for administrative services and the financial operations including budgeting, accounting and student financial aid at the College.
- Five Vice Chancellors manage critical operating departments, which support the educational mission of the District. Their offices are located centrally and they provide services District-wide

## District-Wide Organization



## **Office of Academic Affairs, Planning and Research**

The Office of Academic Affairs, Planning and Research is responsible for providing District-wide leadership for the development and implementation of academic and student policies, and coordinating academic planning and research activities. In addition, the office also acts as a liaison to local, state and federal agencies in the areas of workforce preparation and business and community partnerships. Below is a breakdown of the areas administered by the Office of Academic Affairs:

- Occupational Programs
- Planning and Research
- Academic Support / Student Services
- Adult Education
- Academic Programs

The mission of the Office of Academic Affairs, Planning and Research is accomplished with a staff of 66 full and part-time employees at the District Office. In conjunction with the colleges, this office develops academic plans and student support initiatives to meet the goals and objectives of the District. The Office of Academic Affairs, Planning and Research, is headed by the Vice Chancellor of Academic Affairs, Planning and Research. Please see the organization chart for more detailed information.

### **Registration**

Full-time employees of the City Colleges of Chicago are entitled to tuition waivers for credit courses. (Payment of registration and lab fees incurred from enrolling in courses is the sole responsibility of the employee)

All employees are expected to be available and contribute to the Fall and Spring registration process. Working registration may require a change in duties performed as well as location for the duration of the registration period.

### **Program Codes**

Program codes are used to classify students in degree and certificate programs in each of the instructional areas, including credit, adult education, and continuing education.

Program codes assist students in identifying course requirements for their various programs of study. These codes also enable the District to document student performance and program outcomes to satisfy funding and accrediting agencies.

## **Sabbaticals**

The Chancellor may grant paid leaves of absence, ranging from one semester to one year in duration, to tenured faculty for academic purposes. A faculty member who takes a sabbatical to finish an advanced degree and does not complete it within the time granted may apply for an additional (unpaid) leave of up to one year, beginning upon the expiration of the paid sabbatical.

Qualified faculty are eligible for sabbatical leave after six years of active employment and/or after six years have passed since their last leave. Before sabbaticals are approved, applicants must submit their plans for review by the Chancellor. Faculty on leave for one semester will receive full pay for that time; those on leave for one year will receive half pay.

No more than 5% of college faculty may be on leave at one time; if fewer than 5% have been approved by March 1st, additional applications for the following Spring semester may be filed by October 1st. One-year sabbaticals must total 2/3 or fewer of the total sabbaticals granted.

When the leave period is completed, the faculty member will return to his or her position, provided that they have complied with the terms of and plans for their absence. Faculty on semester leave may take other positions totaling less than 1/3 of their regular teaching loads; faculty on one-year leave may not take other positions.

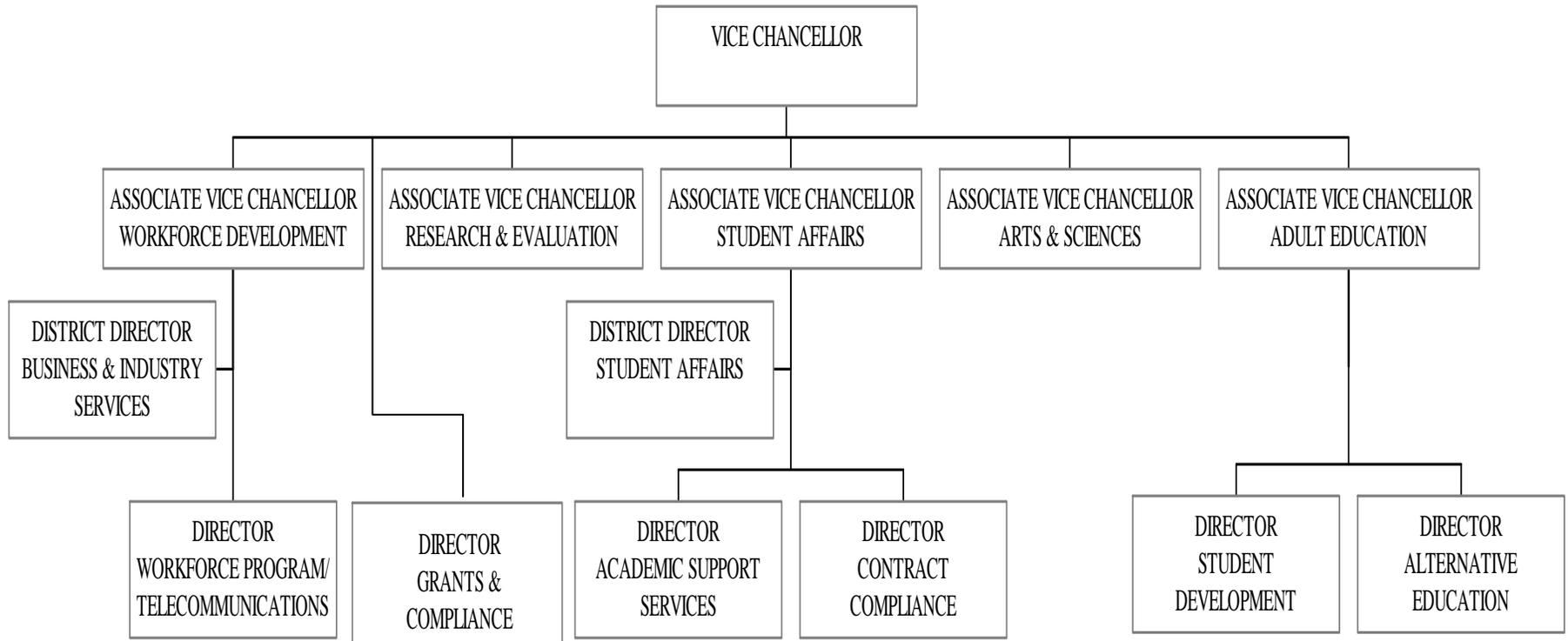
Before a sabbatical commences, the faculty member will agree in writing that, should they fail to return to the City Colleges following the said leave or return for less than one year, they will return the money paid to them during the sabbatical. Sabbaticals will not be construed as a break in employment. Classes and other work made available due to sabbatical leave may be filled by outside lecturers.

## ACADEMIC CALENDAR OF CRITICAL DATES

### Academic Management Time Lines

<b>Notification Date</b>	<b>Deadline</b>	<b>Project</b>
January 8	February 1	<b>Student Evaluations of Faculty</b> (To Presidents, attn. Vice Presidents – Reminder to conduct evaluations each semester)
January 15	March 1 (April Board)	Promotion in Rank Recommendations (To Presidents, attn. Vice Presidents)
April 15		<b>*Sabbatical Leave Summer/Fall Reinstatement</b> Reminders (To Presidents, attn. Vice Presidents)
June 1	August 30 (October Board)	Contract Renewal/Tenure Recommendations
July 2	August 1	<b>Student Evaluations of Faculty</b> (To Presidents, attn. Vice Presidents – Reminder to conduct evaluations each semester)
August 15	October 1 (November Board)	Sabbatical Leave Applications (For current academic year – Spring only)
October 1	December 1 (February Board)	<b>Contract Renewal/Tenure Recommendations 3<sup>rd</sup> and 4<sup>th</sup> Year</b> (Academic Year- Fall Semester hire) (To Presidents, attn. Vice Presidents)
November 1	January 2 (February Board)	<b>Contract Renewal – 2<sup>nd</sup> Year</b> (Academic Year – Fall Semester hire) (To Presidents, attn. Vice Presidents)
November 15		<b>* Sabbatical Leave Reinstatement Reminder</b> (To Presidents, attn. Vice Presidents)
December 1	February 28 (April Board)	<b>Sabbatical Leave Application</b> (For next academic year – Fall, Spring) (To Presidents, attn. Vice Presidents)
December 15	February 1	<b>Post-Tenure Review</b> (25% of tenured faculty evaluated each year)
	Ongoing	<b>Funded Project Report</b> (Faculty assignments to projects, as required)
	2 Weeks Prior to Leave Date	<b>Faculty Leave Request</b> (Academic Programs – as needed)
	No Later than 10 <sup>th</sup> Day of Class	<b>Overtime</b>
	No Later than 10 <sup>th</sup> Day of Class	<b>Outside Lecture Assignments</b>
	30 Days Before End of Semester for following Semester	<b>Teacher Programs</b>
	Revisions should be submitted no later than 3 weeks after semester begins	
		<b>Lane Advancement</b> (Human Resources – date of hire, etc.)
		<b>Distinguished Professorships</b>

**ACADEMIC AFFAIRS, PLANNING & RESEARCH DEPARTMENT**



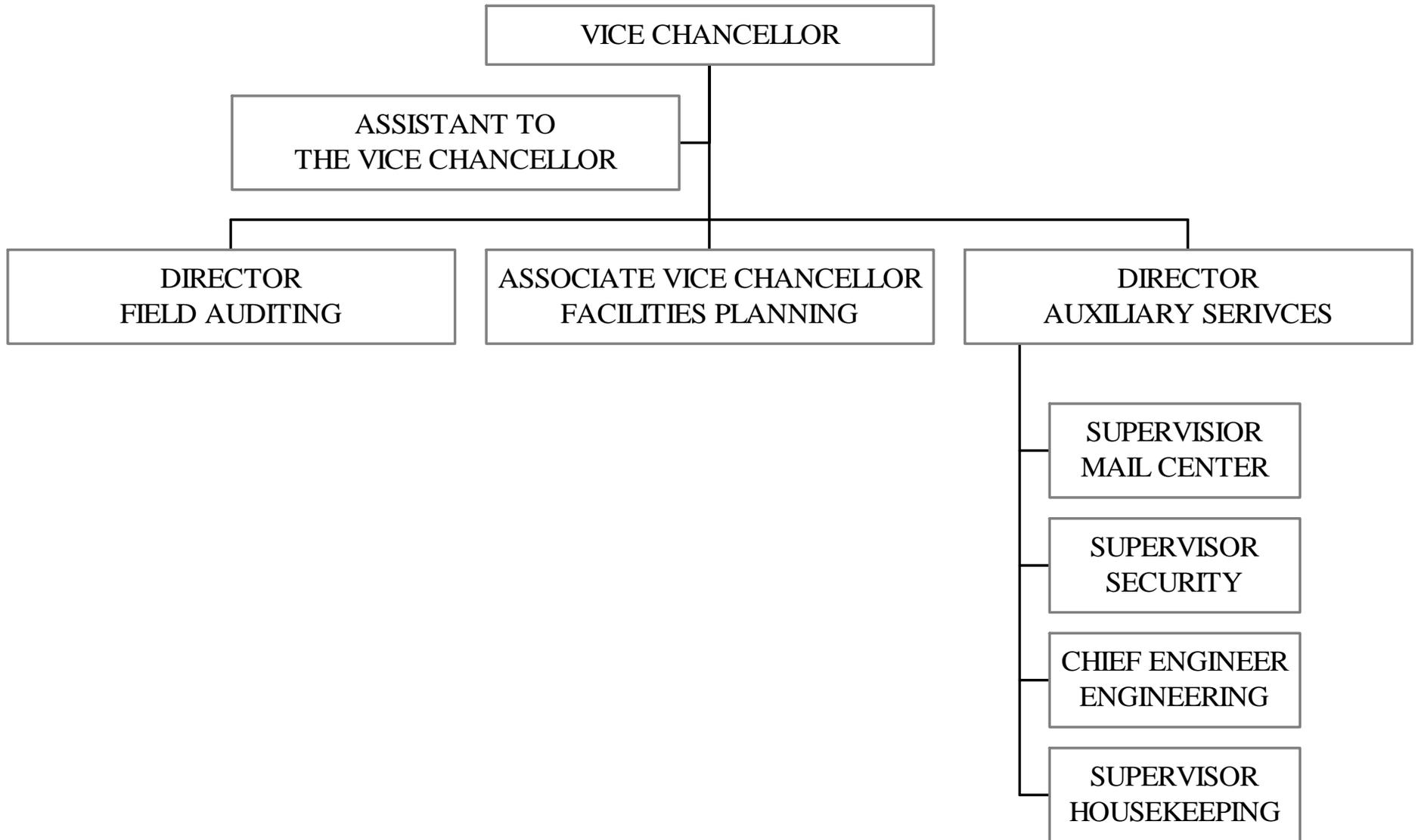
## **OFFICE OF ADMINISTRATIVE SERVICES**

The Office of Administrative Services is committed to providing quality support services to the seven colleges and District office of CCC. These support services include providing coordination, supervision and leadership in the areas of:

- Auxiliary Services
- Capital Development Program
- CCC Foundation
- Facilities Planning
- Field Auditing

The mission of the Office of Administrative Services is achieved with a staff of 55 full and part-time employees at the District Office. The Vice Chancellor of Administrative Services heads the Office of Administrative Services. Please see the organization chart for more detailed information

**ADMINISTRATIVE SERVICES DEPARTMENT**



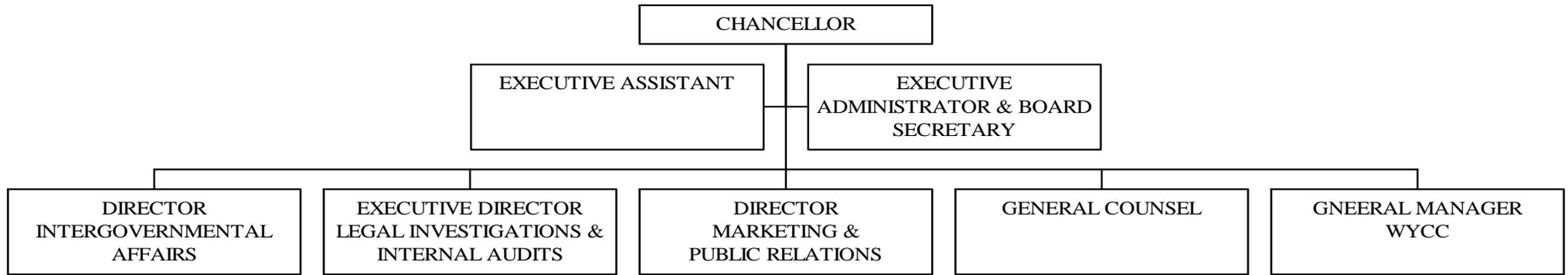
## **OFFICE OF THE CHANCELLOR**

The Office of the Chancellor provides leadership to the entire staff of the City Colleges of Chicago. The Chancellor's office is the chief administrative office of the District reporting to the Board of Trustees. Below are some other areas that are administered in the Chancellor's office:

- Develops Administration and Educational Policy Objectives
- Evaluates Performance of Officers of the District
- Establishes standards for educational quality and accountability for the District
- Leads the Strategic Goal Planning Process for the District
- Reviews Reports and Financial Statements to determine progress in goal attainment

The mission of the Office of the Chancellor is accomplished with a staff of 14 full and part-time employees at the District Office. The Office of the General Counsel and the Office of Marketing and Public Relations operate under the leadership of the Office of the Chancellor. Please see the organizational chart for more detailed information.

**THE OFFICE OF THE CHANCELLOR DEPARTMENT**



## **OFFICE OF THE GENERAL COUNSEL**

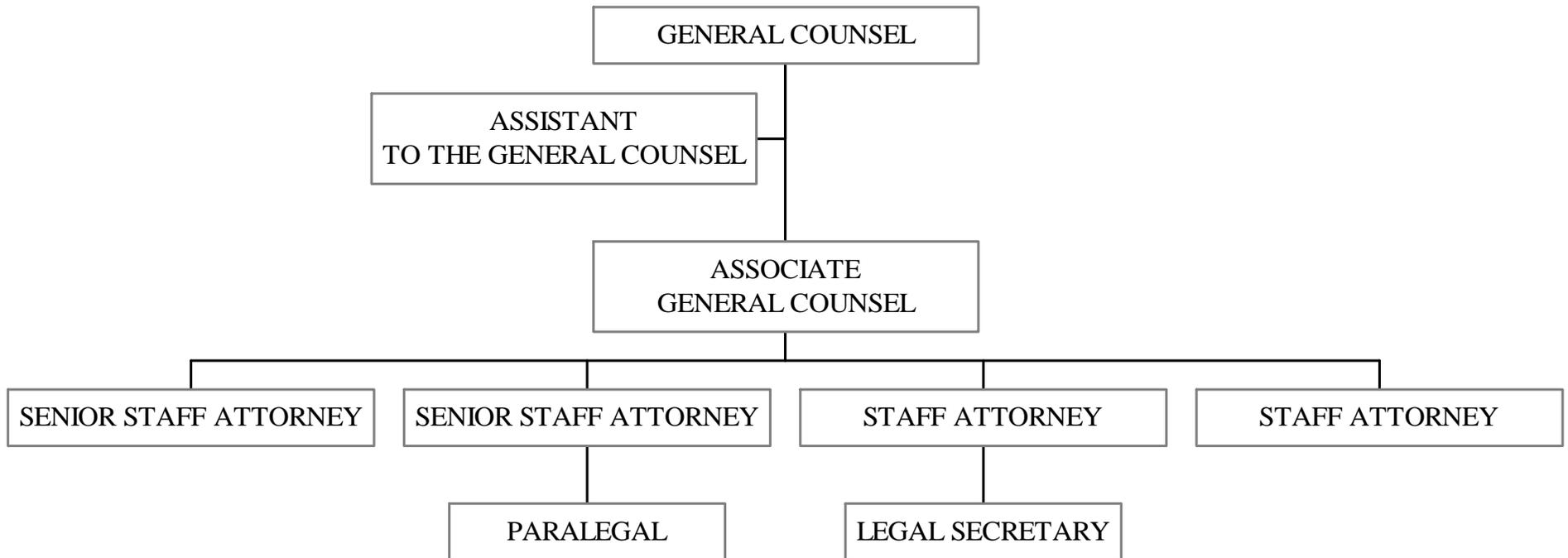
The Office of the General Counsel (“OGC”) is responsible for the legal needs of the District (City Colleges of Chicago). Located centrally, the OGC provides legal advice and representation to the Board, the Chancellor and management. The responsibilities of the OGC include the preparation of legal documents, such as agreements, contracts, leases, and memoranda of understanding. Further, the OGC represents the District before judicial and administrative tribunals. Finally, the Office of General Counsel provides advice and counsel to management, often in the form of extensively researched legal options.

The General Counsel is assisted by a staff of in-house attorneys and support staff. On occasion, the General Counsel recommends to the Chancellor and to the Board the appointment of outside attorneys to represent the District. The General Counsel has authority to settle small claims up to \$5,000.00. The General Counsel reports to the Chairman of the Board and the Chancellor.

The mission of the OGC is to provide high-quality legal services to the District to assure that District decision makers have access to timely and competent legal advice; that the District’s decisions comply with federal, state and local laws; that differences are resolved, wherever possible, with employees, vendors or others with whom the District deals without conflict or litigation; and where litigation is necessary, that the District’s interests are well represented.

The Office of the General Counsel is presently staffed with a General Counsel, an Associate General Counsel, two Senior Staff Attorneys, two Staff Attorneys, a Paralegal, and an Assistant to the General Counsel and a Legal Secretary. Each attorney is responsible for at least one substantive area of law including general litigation/workers compensation; labor and employment; contracts and corporate counseling. Please see the organization chart for more detailed information.

**GENERAL COUNSEL DEPARTMENT**



## **WYCC**

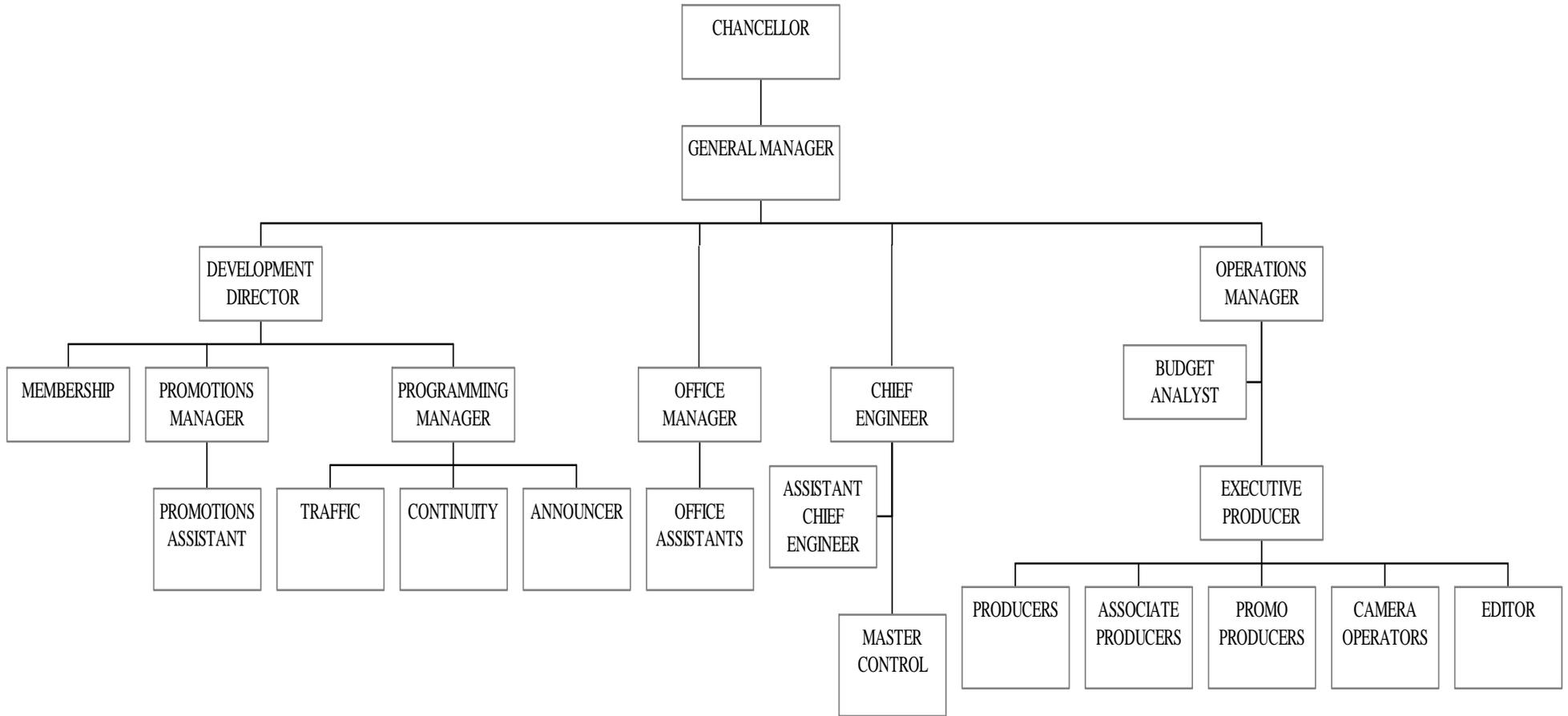
Owned and operated by City Colleges of Chicago, the award winning WYCC-TV, Chicago's PBS educational station, began its broadcast operations in February 1983. Broadcasting from the top of the John Hancock building, the station signal reaches most counties in northern Illinois, southern Wisconsin and northern Indiana.

The mission of WYCC is to strengthen the community and educational base by producing original programming that expresses the needs and interests of the station's three million population viewing area. The station carries on the tradition of quality programming for all ages. It extends the mission of the City Colleges of Chicago by offering quality educational opportunities and information via the television medium. Enrollments for telecourses delivered by WYCC total 7,000 (students) per year.

Primary funding for the broadcasting activities of WYCC is provided by the licensee-City Colleges of Chicago, grants from the Corporation for Public Broadcasting and the State of Illinois. WYCC also receives viewer and corporate support through donations, matching gifts and underwriting.

The mission of WYCC-TV is accomplished with a staff of 22 professionals with various broadcast management, production and engineering backgrounds. WYCC-TV is headed by a General Manager. Please see the organization chart for more detailed information.

# WYCC DEPARTMENT



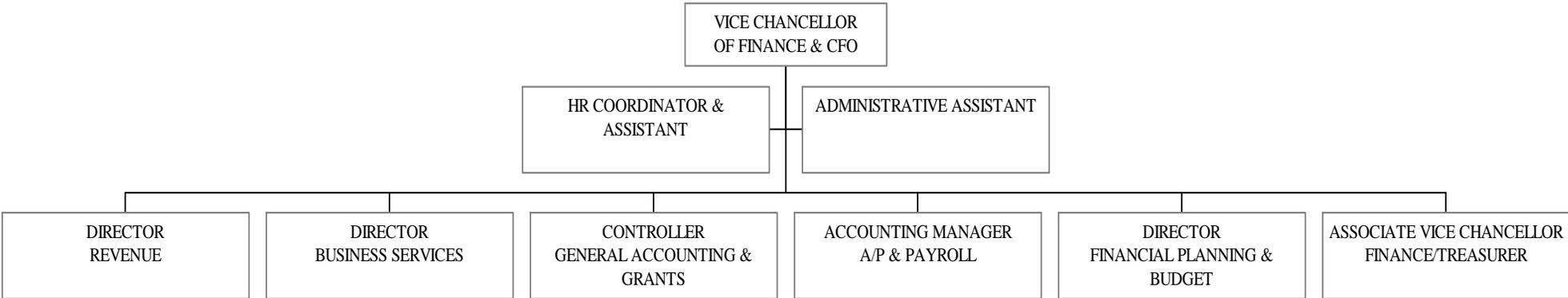
## **OFFICE OF FINANCE**

The Office of Finance provides the financial management of the District. This office is responsible for the management of the District's financial resources, timely reporting of financial information, providing functional support for financial management systems and other financial services. The following areas are under the jurisdiction of the Office of Finance:

- Revenue Department (Student Accounting)
- Treasury
- General/Grant Accounting
- Budget and Planning
- Accounts Payable
- Payroll
- Purchasing

American Express Tax & Business Services, Inc. carries out the function of the Office of Finance. The Office of Finance is under the direction of the Vice Chancellor for Finance who also serves as the Chief Financial Officer. Please see the organization chart for more detailed information.

**FINANCE DEPARTMENT**



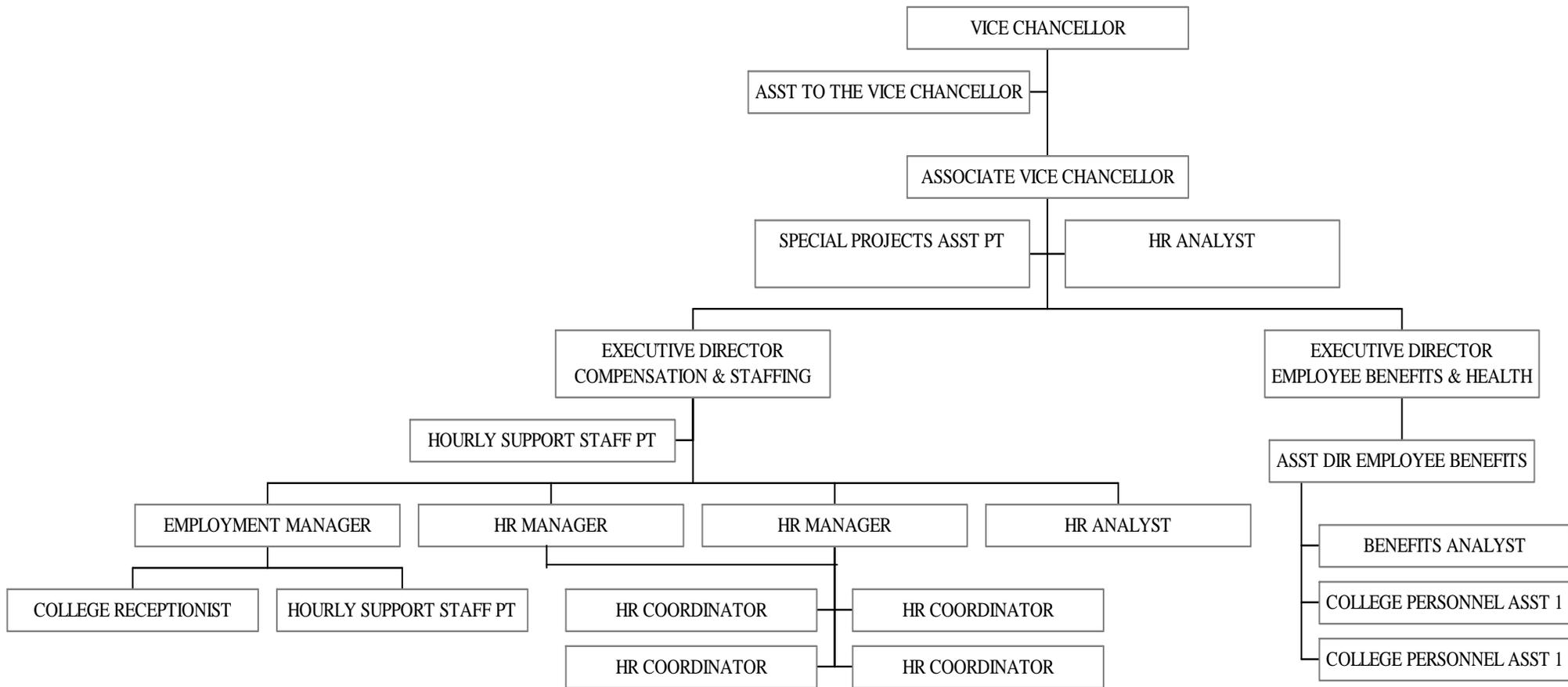
## **OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT**

The Office of Human Resources and Staff Development (HR) provides leadership in the areas of recruitment, selection, and employment to our 9,000 plus, full and part-time workforce. Additionally, this office administers benefits, compensation, classification, organizational, and staff development programs. Below are some other areas that are administered in the HR office:

- Performance Evaluation
- Training and Career Development
- Promotions and Transfers
- Grievances and Complaints
- Health and Insurance Plans
- Equal Employment Opportunity
- Family Medical Leave Act
- Retirement Planning

The mission of the Office of Human Resources is accomplished with a staff of 22 full and part-time HR employees at the District Office. HR liaisons at each college site also support the administration of this office. The Office of Human Resources is headed by the Vice Chancellor for Human Resources and Staff Development. Please see the organization chart for more detailed information.

**HUMAN RESOURCES & STAFF DEVELOPMENT DEPARTMENT**



## **OFFICE OF INFORMATION TECHNOLOGY**

The mission of the Office of Information Technology (OIT) is to provide an information technology environment that empowers and enables faculty, students, and staff to enhance the quality of teaching and learning, to reengineer business processes, and to improve operating productivity.

OIT success is contingent on how effectively it gets constituents to collaborate on, commit to, and support the vision for information technology. OIT success is determined by how consistently it provides quality services, how effectively it communicates with constituents, how timely it meets project goals and deadlines, and how well it aligns project deliverables with customer expectations.

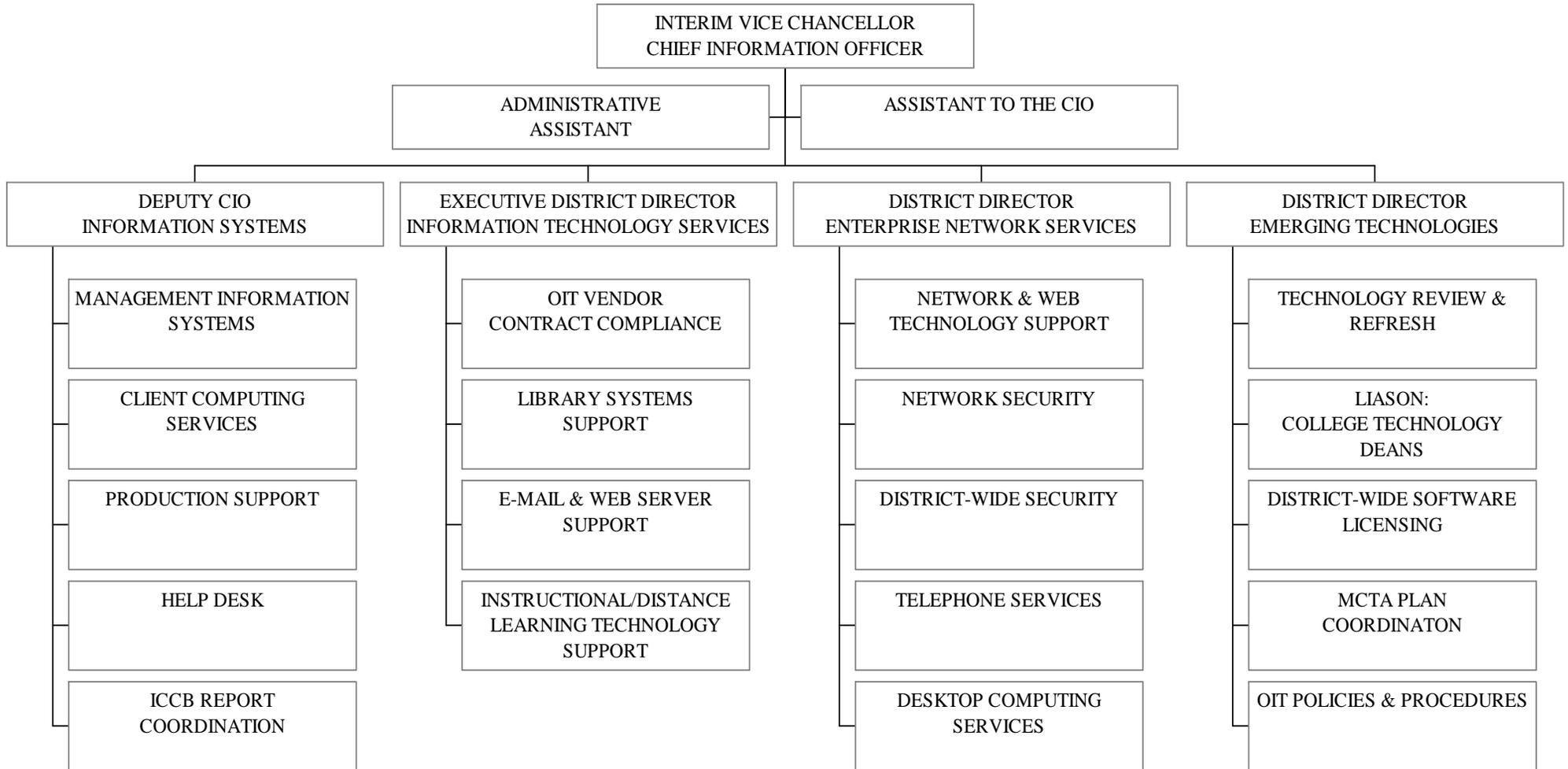
OIT core values are rooted in maintaining a work environment that treats people with dignity and respect while emphasizing empowerment, accountability, teamwork and integrity.

OIT provides the following services:

- Day to day activities and support services
- Evaluate infrastructure needs
- Manage IT operations (including Midrange, Help Desk Client Computing, Network, Production Support and Web Support)
- Support web and distance learning application including Web site support, library system and Blackboard
- Monitor network usage percentage and performance analysis
- Service request for ad-hoc reporting
- Manage system backups and data integrity
- Provide Unix, Novell, and Windows NT technical support to the colleges
- Maintain, change or write new programs to support the Administrative Data Systems

The Office of Information Technology is under the direction of the Vice Chancellor for Information Technology who also serves as the Chief Information Officer. Please see the organization chart for more detailed information.

# INFORMATION TECHNOLOGY DEPARTMENT



# **Section II**

## **CCC Employee Benefits**

**Disclaimer: The City Colleges of Chicago (CCC) District-Wide Employee Manual is not an offer or a contract of employment. It is intended only to provide general information about employment, a statement of current policies and a general description of employee benefits.**

**Neither this District-Wide Employee Manual nor any other provision in any policy or procedure is intended to set forth guaranteed terms and conditions of employment or to limit CCC's or the employee's ability to terminate the employment relationship. Either the employee or CCC can terminate the employment relationship at any time, for any reason, with or without cause.**

**This District-Wide Employee Manual becomes effective October 1, 2001. It supersedes any and all previous policy guides, personnel policy manuals, or employee handbooks or manuals. CCC, in the exercise of its discretion, may alter, amend or delete provisions, policies, benefits, rules, procedures or other terms and conditions of employment at any time.**

## **BENEFITS**

### **Benefit Eligibility**

Full-time, permanent employees are eligible for employee benefits as indicated in this section. Part-time or temporary employees are generally not eligible for benefits except as specifically indicated in this section. The eligibility for and the extent of employee benefits depends upon the employees job family. A table of employee benefits by job family is set forth in the Appendix for reference. The benefits available to employees covered by collective bargaining agreements may vary from these benefits. Employees covered by collective bargaining agreements should consult their collective bargaining agreements. Questions regarding your employee benefits should be directed to the Office of Human Resources Benefits Department.

### **Consolidated Omnibus Budget Reconciliation Act**

COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985) is an act that requires CCC to offer continuation of medical coverage to employees and dependents that would otherwise lose group medical coverage because of certain qualifying events.

For an employee, the only qualifying events are termination of employment (voluntary or involuntary for any reason except gross misconduct) or reduction in hours to less than the minimum number of hours required for plan participation.

- Who is a Qualified Beneficiary?  
A qualified beneficiary is any employee or covered dependent who loses medical insurance because of a qualifying event.  
  
For a dependent, the following are qualifying events:
  1. The employee terminating employment or reduction in hours.
  2. Divorce or legal separation.
  3. Death of the employee.
  4. Dependent child reaching maximum age participation in plan.
  
- How Long is COBRA Coverage Extended For?
  1. Termination of employment or reduction in hours offers 18 months of coverage.
  2. Divorce or legal separation offers 36 months of coverage to the ex-spouse and dependent children.
  3. Death of the employee offers 36 months of coverage to the widow/widower and dependent children.
  4. When a dependent child reaches the maximum age for coverage, COBRA offers 36 months of coverage to the child.
  
- How Much Does COBRA Cost?
  1. The monthly premium for COBRA is 102% of the full group rate premium.
  2. There is no subsidy from CCC.
  3. An application for COBRA coverage is automatically mailed to the employee's home if the qualifying event is termination of employment.
  4. For any other qualifying event that applies to a dependent, the employee must notify the Benefits Department, Office of Human Resources, and request that an application be mailed to the qualified beneficiary.

## **Dental**

Dental Insurance is available free of cost to all full-time of City Colleges of Chicago employees. This is a single policy only. Family coverage is available to full-time employees at the full cost of the coverage. Part-time employees of Local 3506 can purchase single and family coverage by paying the full cost of the coverage.

## **Department of Personnel Training Classes**

All full-time employees are eligible to attend classes offered by the City of Chicago's Department of Personnel (DOP) and coordinated through the City Colleges of Chicago Office of Human Resources and Staff Development. These classes will be scheduled quarterly and a class schedule will be distributed to each employee prior to class inception. Additionally, Harold Washington College awards Continuing Education Units (CEU) for every 10 hours of training to persons who attend and successfully complete the designated training. CEUs hours are cumulative.

- All applicants must first complete a Program Enrollment Application.
- The employee's direct supervisor and the College President or the Vice Chancellor must approve this application before it is submitted to the Personnel Liaison.
- All applications will be processed on a first-come first-served basis. Class size is restricted to 24 applicants of which no more than 50% can be City College employees.
- Program participation will be confirmed by a City of Chicago training representative via a phone call and written notification.

## **Direct Deposit**

All employees may enroll in the direct deposit program. By authorizing City Colleges through the Payroll Department your check is automatically deposited into your checking or savings account. On payday, instead of a check, you receive a notification of deposit, which serves as your check stub, and record of payment. Necessary forms can be obtained at the new employee orientation program or by contacting the Payroll Department.

## **Flexible Spending Accounts**

A flexible spending account (FSA) allows you to use pre-tax dollars to reimburse yourself for certain health care and dependent care expenses, in accordance with the Internal Revenue Service regulations. A health care and dependent care FSA allows you to reimburse yourself for out-of-pocket expenses. These expenses could be your annual deductibles, co-payments, expenses not covered under CCC's insurance plans, or expenses incurred for the care of a child or dependent parent. There is a maximum of \$2,500 per year for a health care FSA and \$5,000 per year for a dependent care FSA. You contribute to your FSA through payroll deductions. You set the deducted amount, but keep in mind that any money remaining in a FSA at the end of the calendar year is forfeited. To participate, you must sign up within 30 days of employment or during the annual open enrollment period.

## **Garnishments and Wage Assignments**

If under court order your wages are to be garnished, City Colleges of Chicago will deduct the court-mandated amount from your wages.

## **Group Insurance Coverage**

Full-time, permanent employees and certain part-time employees are eligible for group insurance coverage. Eligible employees must pay a portion of the premium cost through payroll deduction or other means. Below is a listing of group insurance coverage available:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Term Life Insurance Coverage

## **Homeowners and Auto Insurance Discounts**

Group Insurance for automobile, homeowners, condo unit owners, renters and personal umbrella coverage is available at a discount to City Colleges employees based on employee category. See the Office of Human Resources Benefits Department for participating insurance agencies. Discounts are as follows:

- Administrators
  - \$100 toward Homeowners insurance
  - \$200 towards Auto Insurance
- Non-Bargained-For & Non-Academic
  - \$100 toward Homeowners
  - \$100 towards Auto
- Local 1600 Faculty
  - \$100 towards Homeowners
  - \$200 towards Auto
- Local 1600 Professional
  - \$100 towards Homeowners
  - \$200 towards Auto
- Local 1708
  - \$100 towards Homeowners
  - \$100 towards Auto

## **Leaves**

Full-time employees are eligible for certain paid and unpaid time off which may be subject to certain eligibility criteria. The majority of the leaves described in this section are for full-time employees who are not covered by collective bargaining agreements. Employees covered by collective bargaining agreements should consult their collective bargaining agreements for information regarding leaves available to them. Please see appendix for a detailed leave schedule for different employee groups.

### Bereavement/Funeral

Full-time employees, who suffer the loss of an immediate family member, other relative or close friend may be granted a short paid leave of absence for attendance at a funeral, memorial service or bereavement. Whether this leave is available and whether it is charged to sick leave banks vary by job family. Employees covered by collective bargaining agreements should consult the appropriate agreement.

Full-time Administrators and Non-Bargained-For employees may be granted this leave for a period not to exceed 5 workdays. If the leave is granted for the death of a parent, grand-parent, parent-in-law, spouse, child, brother or sister, the leave will be granted in addition to other paid leaves. If the leave is granted for other relatives or close friends, the leave will be charged against the employee's sick day leave bank.

### Election Day

In accordance with applicable law, all employees may be granted up to two (2) hours leave on Election Day in order to fulfill their responsibility to vote. Colleges and departments will schedule times for voting leave depending on their operational needs.

### Family and Medical

The Family and Medical Leave Act of 1993 ("FMLA") allows "eligible" employees to take unpaid leave, or to substitute appropriate paid leave, for up to a total of twelve work weeks in any twelve month calendar year for an appropriate "qualifying reason". The following procedures should be followed to request FMLA leave or an extension of FMLA leave. To be "eligible" for FMLA leave an employee must: a) have worked for the City Colleges of Chicago for at least twelve (12) months; b) have worked at least 1250 hours over the past twelve (12) months; and c) have not taken over twelve weeks of FMLA leave in the past twelve (12) months.

- "Qualifying reasons" to be eligible for FMLA are:
  - a) For the employee's serious health condition;
  - b) To care for an immediate family member (spouse, child or parent-not parent-in-law) whom is seriously ill;
  - c) for the birth of a child; or
  - d) For the placement of a child for adoption or foster care.
- Obtain the FMLA Packet from the District Office of Human Resources or campus.
  - The FMLA Packet includes-
    - a) Leave Request or Leave Extension Request form
    - b) Certification of Health Care Provider form
    - c) Family and Medical Leave Act Overview
    - d) Payroll Status form. (see appendix)
- Complete the Leave Request or Leave Extension Request form including the beginning and ending dates of the requested leave.
- Complete the Payroll Status form to declare unpaid/paid status during the leave.
- Have your Health Care Provider complete the Certification of Health Care Provider for leaves taken due to your own serious illness, or
- Have your immediate family member's treating Health Care Provider complete the Certification of Health Care Provider for leaves taken due to the immediate family member's serious illness.

Submit completed forms and Health Care Certification to your immediate supervisor for review and signature.

## Holiday

- Paid Holidays

All full-time employees receive paid holidays. Paid holidays may vary depending upon whether the employee is covered by a collective bargaining agreement. Employees covered by collective bargaining agreements should consult their appropriate collective bargaining agreement to determine the paid holidays they receive. Employees in the full-time Administrator and other full-time Non-Bargained-For job families generally have the following paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Thursday and Friday of College Spring Recess
- Memorial Day

A holiday schedule is published annually by the Office of Human Resources after Board approval.

- Floating Holidays

In addition to the paid holidays scheduled by the Board, certain job families including, full-time Administrators and full-time Non-Bargained-For job families, receive two floating holidays in lieu of Columbus Day and Veteran's Day. Employees covered by collective bargaining agreements should consult the appropriate agreement to determine if they receive this benefit. Floating holidays must be used during the fiscal year granted or they will be forfeited. Floating holidays are paid out to employees upon separation only if the employee's separation date is on or after the dates these holidays would normally be celebrated.

## Jury Duty

All employees are granted leave to fulfill their responsibilities as jurors. Certain full-time job families, including full-time Administrators and Non-Bargained-For employees receive the leave without loss of pay, provided that they remit their jury duty pay to City Colleges. Employees covered by collective bargaining agreements should consult the appropriate agreement to determine whether this benefit is available to them. Employees summoned to jury duty must submit a copy of the jury summons to their supervisor in advance of the leave.

## Military

Full-time employees who are called to active duty or who leave their positions for extended active duty in the military service of the United States during a state of war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency. An employee granted this leave shall be entitled to return to his/her position at the beginning of the semester following his/her discharge from service provided that the employee passes a health examination given by a physician designated by the Board of Trustees. Applications to return to the City Colleges position must be made within sixty (60) days of the employee's discharge from service. The position to which the employee is returned shall be at the same salary level, including salary upgrades the employee would have received but for the leave, as the employee enjoyed prior to the leave. Employees returning from military leave shall not suffer any break in service or seniority. Service and seniority dates shall be calculated as if the employee was continuously employed.

- **Peace Corp**

Full-time employees who leave their positions to serve with the United States Peace Corps shall be afforded the same benefits as employees who take active-duty military leave except that no contributions shall be made to the State University Retirement System on behalf of an employee on Peace Corp Leave.

- **Reserve or National Guard**

Full-time employees may take leaves of absence to perform temporary active duty with the Reserve or National Guard. During such leaves of absence and while engaging in the performance of this military duty, such employees shall be paid their base salary provided any sum of money paid as compensation for the performance of the Reserve or National Guard duty are remitted to the Board.

## Personal Days

All full-time employees are granted personal days to take for personal reasons other than illness. The number of personal days granted to full-time employees depends upon their job family. Employees covered by collective bargaining agreements should consult the appropriate agreement to determine their eligibility and entitlement.

Full-time Non-Bargained-For and Administrative employees receive three (3) personal days, January 1<sup>st</sup>.

Except in emergency circumstances, advance approval of personal days is required. Approval must be sought by the employee and granted by the supervisor in writing.

### Professional Advancement Leaves

Full-time Administrators may request leaves for professional advancement that may be granted in the exercise of discretion by the Chancellor and subject to approval by the Board of Trustees. Such leaves may be granted for the purpose of advanced study, research, writing, exchange teaching or any other professional experience relating to a field of employment which will be of benefit to City Colleges of Chicago. Professional advancement leaves may be granted with full-pay, with one half (½) pay, or without pay within the Chancellor's discretion and subject to approval by the Board of Trustees. Upon conclusion of the leave, Administrators granted this leave may return to their former position or, if not available, any other position for which they qualify as determined by the Chancellor in the exercise of his discretion.

Leaves with pay will be subject to written agreement between City Colleges and the Administrator which sets forth the terms and conditions of the leave. In the case of paid professional advancement leave, the Administrator must agree not to accept any full-time employment during the period of the leave unless the employment is ancillary or part of the advance study, research, writing, exchange teaching or other professional services done as part of the leave. The compensation to be paid to the Administrator during the leave shall be reduced by the amount of pay for full-time employment earned by the Administrator from other sources during the leave.

### Sick Days

All full-time employees are granted sick days. In the event an employee is too ill to come in to work, it is required that the employee notify CCC of his/her absence. In accordance with the Job Abandonment Policy, each President and Vice Chancellor has appointed a designee who employees can contact, in addition to their immediate supervisor, to report an absence. Leaving a voice mail message will not relieve the employee of the obligation to speak directly with their immediate supervisor, or the supervisor's designee, to report absences. The employee shall continue to call the supervisor, or the supervisor's designee, until they finally can talk to that individual.

Sick day entitlement is determined by employment category. Employees who are members of a collective bargaining unit will find their sick day entitlement in their Union Contract.

### Vacation

Most full-time employees earn vacation days. The exception is Local 1600 full-time faculty.

Vacation shall be taken at a time agreed upon by employee, the employee's supervisor and the employee's department head. A request to take vacation should be made in writing at least one week in advance of the date requested. The written request should be made to the employee's supervisor. If possible, the request will be granted. The supervisor will take into consideration the workload of the department, and the number of other employees requesting the same time period off, when approving a vacation request. Seniority will be considered if two employees request the same time off.

Vacation entitlement is determined by employment category. Employees who are members of a collective bargaining unit will find their vacation entitlement in their Union Contract.

## **Leave Procedures**

### Requesting a Leave

The following procedures should be followed to request a Leave of Absence or an extension of a Leave of Absence:

- Obtain the Leave Packet from the District Office of Human Resources or campus. The Packet includes – a Leave Request or Leave Extension Request form and Payroll Status form. (See appendix)
- Complete the Leave Request or Leave Extension Request form including the beginning and ending dates and the type of leave being requested. Complete the Payroll Status form to declare unpaid/paid status during the leave. (see appendix)
- Submit completed forms and any other required documentation, such as a statement of planned activities for a personal or professional leave to immediate supervisor for review and signature.

### Reinstatement from Leave

To be properly reinstated from an approved Leave of Absence or an extension of a Leave of Absence you must:

- Contact your immediate supervisor to inform him/her of your intended return date. Note: It is permissible to return to work from an approved leave prior to the original expiration date of the leave.
- Obtain the appropriate documentation, if necessary, supporting your reinstatement.
- Request a medical release form to return to full duty status if returning from an illness, FMLA, or parental leave.
- Submit the appropriate documentation to your immediate supervisor.

## **Life Insurance**

All full-time employees receive term life insurance coverage equal to two times the annual salary to different maximums depending on the employment category. Enrollment is automatic, and there is no charge to the employee for this coverage. There is no coverage available for a spouse or dependent children.

At the time of hire, each employee is asked to complete a beneficiary designation. This can be any person or entity, such as a charity. Employees may change their beneficiary designations at any time. Original beneficiary designation forms are in the new hire packets. Additional forms may be obtained from each campus or from the Office of Human Resources Benefits Department.

## **Long-Term Disability**

When you contribute to the State Universities Retirement System (SURS) pension plan, you are automatically provided with Long-Term Disability (LTD) coverage. There is no additional cost to you for this coverage. To receive benefits due to sickness, you must have contributed into SURS for at least two years prior to the illness. If the disability is due to an accident, the benefit is immediate. However, there is a 60-day elimination period before benefits begin. To qualify you must be unable to perform the duties of your job. Disability benefits are 50% of your base salary at the time you became disabled.

Disability benefits continue until either of the following has occurred:

- You have received 50% of your total earnings while a participant under SURS, or
- September 1<sup>st</sup> of the year following your 70<sup>th</sup> birthday, unless you became disabled after reaching age 65, then you are entitled to up to 5 years.

If you are still disabled when your disability benefits end, you may request a Disability Retirement Allowance. To request this benefit you must be totally disabled and unable to perform any gainful employment. This benefit is 35% of your base salary at the time you became disabled. This benefit will continue until you are no longer disabled, or you request your normal retirement benefit under SURS, or you die.

## **Medical Insurance**

Full-time employees and AFSCME employees are eligible to enroll in one of the three medical plans. Eligible employees have 30 days from date of hire to enroll in a plan. Employees may cover dependents under their plans. The definition of dependent is outlined in the CCC Dependent Documentation Requirements. In general, a dependent is a legal spouse, or children (natural, stepchildren, legally adopted children or a child for whom you have been appointed legal guardian) until age 25 regardless of full-time student status. A handicapped child can continue to be covered beyond age 25.

Information about the three medical plans is located at each campus and the District office. Each medical plan has a directory of doctors and hospitals. Completed enrollment forms are to be forwarded to the Benefits Department, Office of Human Resources, 12th Floor, District Office.

To enroll a dependent, the appropriate documentation is required. To enroll a spouse you need to submit a certified marriage license. To enroll a child you need to submit a certified birth certificate. If the child is not your natural child, you will have to submit additional verification. These documents must be original certified documents. No photocopies will be accepted.

Dependents may be added throughout the year if the documentation discussed above is provided within 30 days of the date of the event along with a completed enrollment form. In the case of marriage, you may add your spouse within 30 days of the date of the marriage. In the case of birth, adoption, or becoming legal guardian, you may add the child within 30 days.

Changing medical plans can only take place during a period of Open Enrollment. Once a year a period of Open Enrollment is held where employees are given the opportunity to switch medical plans, or enroll for the first time. Also, dependents may be added, if they were not originally enrolled, or added at the time of acquisition.

Full-time employees pay a subsidized rate for their medical insurance depending upon the plan in which they enroll. Full-time employees may pay for their insurance through payroll deduction. AFSCME employees may participate in the medical plans by paying the full cost of the plan, for single or family coverage, through payroll deduction or by personal check.

## **Salary and Wages**

### Initial Salary

Employee salary and wages are determined either by applicable collective bargaining agreements or, in the case of all other employees, by the District's Compensation and Pay Plan. Under the District's Compensation and Pay Plan, all Non-Bargained-For job classifications are graded. Each grade has a corresponding salary schedule consisting of a range of salaries appropriate for the classification. Where an employee begins on the schedule generally is a function of a variety of factors including the employee's experience, special talents and budgetary considerations.

### Overtime

On occasion, your supervisor may require that you work more hours than your normal schedule. Non-exempt employees who are required to work in excess of an eight-hour day or a 40-hour workweek will receive 1 ½ times their regular hourly salary. Employees covered by bargaining agreements should consult those agreements for information on their overtime provisions.

### Salary Increases

Salary increases are established either by collective bargaining agreements or by the District merit performance system. Under the merit performance system, Non-Bargained-For employees are evaluated annually, no later than June 30<sup>th</sup> based upon their performance in the prior fiscal year. Performance evaluations assess several aspects of employee performance including: Planning; Organizing and Executing; Problem-Solving/Decision Making; Job Knowledge; Leadership & Development; Communication; and Working Relationship. Subject to budget constraints, employees who are judged to have performed competent may be eligible for merit increases.

### Payroll Periods

All employees of City Colleges of Chicago are paid on a biweekly basis. Each two-week pay period begins on a Sunday and ends on a Saturday. Full-time non-service employees are paid the Friday before the close of each pay period (see appendix). Part-time and service employees, i.e. janitors, engineers and firemen, are paid two weeks after the close of a pay period (see appendix).

Employees are paid based upon Certificates of Attendance submitted by the employee and their Department Heads, which must accurately record attendance and leave usage.

## Wage Deductions

Employees will have a variety of deductions from their paychecks depending upon the employees job family and whether they are eligible for participation in the State University Retirement System (SURS). Among the wage withholdings are the following:

- Federal income tax withholding
- Federal insurance contribution act withholding “FICA” or “Social Security” (Only for employees not eligible for SURS participation)
- SURS contributions
- Medicare contributions withholdings
- State income tax withholdings
- Employee benefit premium contributions (for benefit eligible employees only)
- Voluntary deductions such as Flexible Spending Account, 403(b) contributions, Savings Bond purchases etc.
- Mandated involuntary deductions including wage garnishments, wage assignments, mandated deductions for delinquent City of Chicago fees and taxes and court-ordered withholdings for spousal and child support

CCC does not participate fully in the Social Security system. We do however, deduct the required contribution to allow you to participate in the Medicare provision of Social Security. Employees contribute 8% to SURS in lieu of a contribution toward a Social Security retirement benefit. Additionally, payroll deductions will be made for the employee’s share of payment for benefits in programs for which the employee is enrolled.

### **Savings Bonds - Automated Purchase**

City Colleges of Chicago provides all employees the opportunity to purchase savings bonds. Savings bonds are available in \$100, \$200, \$500 and \$1,000 denominations. They can be purchased through payroll deduction. Funds are deducted biweekly from the employee’s payroll check. The bonds are purchased when the total payroll deductions are sufficient to purchase a bond at the end of each month. The purchase price of the bond is ½ the face value of the bond. The bond will mature in 10 years. To participate obtain an application in General Accounting from the Accounting Coordinator.

### **Special Training Classes**

All full-time employees are eligible to attend special training classes at the budgetary discretion of the department head. This special training must serve to enhance your current job skills and knowledge base.

- All applicants must first complete a Special Training Request Form and a Tuition Reimbursement form. (see appendix)
- The employee’s direct supervisor and the President of the College must approve this application before it is submitted to the Personnel Liaison at the college.
- For more information regarding training opportunities, see your immediate supervisor.

## **Staff Development Academy**

The Staff Development Academy (SDA) was established to assist managers with their management, training and employee development responsibilities. The SDA is based on a proactive philosophy that seeks to stay ahead of staff development issues rather than react to staff development problems. Consider the SDA an answer to many current workforce development questions.

The SDA will offer a variety of services to managers at the City Colleges of Chicago (CCC) organization. These services are as follow:

- Design and Presentation of Customized Training Courses
- Consultation in program facilitation (Train-the-Trainer)
- Registration and coordination of various Administrative Courses through the SDA
- Information regarding the latest staff development trends and issues
- Assistance creating individual employee career development plans
- Registration for courses through the City of Chicago Department of Personnel (DOP)

In summary, managers may contact the SDA to request customized or specialized courses in various areas. The SDA is managed by the Associate Vice Chancellor, for Human Resources and Staff Development. The staff will work with you to provide the highest quality training services possible. Call (312) 553-2633 to sign up for an SDA course.

## **State Universities Retirement System**

All employees who are hired for at least four months or for an academic term are eligible for and must participate in the State University Retirement System (“SURS”). SURS is an employee pension system created by the Illinois Pension Code, which provides retirement and long-term disability pensions to participants subject to compliance with its eligibility criteria. SURS is independent of City Colleges and it is solely responsible for determining eligibility.

Eligible employees contribute eight (8%) percent of their gross income to an individual SURS account. Eligible employees do not contribute to the Federal Social Security (FICA) program. The State contributes to the employees’ SURS accounts.

Upon enrollment in SURS, eligible employees must elect to participate in one of three types of pension plans: a traditional defined benefit pension plan, a portable defined benefit plan or a self-managed, defined contribution plan. The election is a lifetime election for SURS participation and is irrevocable regardless of whether the employee leaves and later returns to SURS participation.

Eligibility for retirement and disability pensions is determined solely by SURS. SURS describes its eligibility criteria as follows: an employee who has participated in SURS for at least five (5) years and attains the age of at least 62 years (or eight years of service at the age of 55), is eligible for a retirement pension. Additionally, SURS provides its participants with long-term disability coverage. An eligible employee who becomes disabled as a result of an accident is eligible for a disability pension regardless of length of participation in SURS. An employee who becomes disabled as a result of illness or disease is eligible for a disability pension only if the employee has participated in SURS for at least two (2) years.

### **Tax-Deferred Savings Plans**

You may elect to contribute a portion of your income to a tax-deferred retirement account within certain limits established by the IRS. This money is automatically deducted from your paycheck prior to tax withholdings and invested with an accepted Tax-Deferred Savings Plan Provider and among your chosen investment options. The City Colleges currently has a list of 12 Board approved Tax-Deferred Savings Plan Providers. To enroll in one of these plans contact the Payroll Department.

### **Tuition Wavier for City Colleges**

All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse and dependent children up to age 25. Free tuition is limited to credit classes only. The individual is still required to pay any student fees. It is requested that the employee accompany the spouse or dependent child to the campus for registration. After the student has registered, they and the employee go to the Business Office, where tuition is normally paid. At the Business Office, the employee shows his/her picture ID and a copy of their latest Federal Income Tax Return (Form 10-40), proving that the student is a dependent. At that time, tuition is waived and any required fees are paid.

### **Tuition Reimbursement**

CCC reimburses approved expenditures by full-time staff members for tuition, seminars, conferences, meetings, CCC course offerings and other approved activities. Employees should submit to their supervisor the "Tuition Reimbursement Form" (see appendix) at least 30 days prior to scheduled date of attendance.

- Course must be approved in advance by the President and supervisor for reimbursement. If lane advancement is sought for the course, the Vice Chancellor for Human Resources will be the final judge in the applicability of the course syllabi.
- Tuition is not advanced to the applicant. Applicant must pay tuition and obtain a receipt for the same. When the course is satisfactorily concluded, the applicant must submit an official grade report or transcript to verify credit earned.
- Course books and supplies as indicated in the Board-Union Contract for Union Employees may be covered, but qualified expenses include tuition, course fee, course books, supplies and membership fees may not exceed the \$1,000.00 maximum per person per fiscal year.
- Once approved, the department submits the documentation along with a purchase order to the Business Office. The Business Office will submit the purchase order to the District Office Accounts Payable for payment.
- Travel restrictions apply for employees attending an out of state seminar/conference/meeting. The college or District Office Travel Coordinator should confirm the arrangement and approval for air travel. Arrangements require the President/Chancellor, Vice President/Vice Chancellor's approval in advance. Employees should request government rates when making hotel reservations.

**Vision Insurance**

Vision insurance is available free of cost to all full-time employees of City Colleges of Chicago. This is single policy only. Family coverage is available to full-time employees at the full cost of the coverage. Part-time employees of Local 3506 can purchase single and family coverage by paying the full cost of the coverage.

Vision coverage includes examination and glasses. Contact lenses may be chosen only when they are medically necessary.

**Worker's Compensation**

Most employees are covered by Worker's Compensation laws and City Colleges of Chicago Worker's Compensation Program for injuries they suffer on the job while performing their duties as a City Colleges employee.

If you are hurt or become ill on the job, you should report the illness or injury to your supervisor and contact the Security Department as soon as possible. Any full or part-time employee who has been injured while working must report the injury. Every person involved in or witnessing an accident/incident is required to complete an incident report in the Security Office. If an ambulance is required, Security will make arrangements for an ambulance.

The Office of the General Counsel administers workers compensation claims together with an outside claims adjuster.

## **Section III**

# **City Colleges of Chicago Policies**

**Disclaimer: The City Colleges of Chicago (CCC) District-Wide Employee Manual is not an offer or a contract of employment. It is intended only to provide general information about employment, a statement of current policies and a general description of employee benefits.**

**Neither this District-Wide Employee Manual nor any other provision in any policy or procedure is intended to set forth guaranteed terms and conditions of employment or to limit CCC's or the employee's ability to terminate the employment relationship. Either the employee or CCC can terminate the employment relationship at any time, for any reason, with or without cause.**

**This District-Wide Employee Manual becomes effective October 1, 2001. It supersedes any and all previous policy guides, personnel policy manuals, or employee handbooks or manuals. CCC, in the exercise of its discretion, may alter, amend or delete provisions, policies, benefits, rules, procedures or other terms and conditions of employment at any time.**

## **CCC POLICIES**

### **Alcohol Free Workplace**

Except for District celebrations and with the express written permission of the Chancellor, the possession, use or distribution of alcohol at the workplace is prohibited. Employees are prohibited from working or conducting the business of City Colleges while under the influence of alcohol. Employees who violate this prohibition will be terminated.

### **Attendance Monitoring**

#### **Public Accountability**

The Board of Trustees has adopted principles of public accountability which require time and attendance monitoring of all employees including those employees who are otherwise exempt under the Fair Labor Standards Act. All employees shall be required to use accumulated leave time for days or fractions of days that they are absent and shall be accountable to the Board for recording such time accurately.

#### **Certificates of Attendance**

All employees are required to complete and sign certificates of attendance in which they verify their hours of work during each pay period. Employees' regular paychecks, including wages and salary for time worked, holiday pay and other paid leaves, shall be generated based upon the certificate of attendance submitted.

#### **Correction of Erroneous Certificates of Attendance**

Employees, including employees on leave, shall be required to correct any erroneously submitted certificate of attendance no later than the first payroll period in which they actively work following submission of the erroneous certificate.

#### **Excessive Absenteeism or Tardiness**

Excessive absenteeism or tardiness is not tolerated. If any employee averages more than one absence per 30-day calendar period (exclusive of approved paid leaves), the employee generally is considered excessively absent. Employees with an average of five instances of tardiness and absenteeism in any 30-day calendar period are generally considered to be excessively absent or tardy. Discipline will be imposed for excessive absenteeism and tardiness. Employees with abusive absenteeism or tardiness, even within a 30-day calendar period, will be corrected with appropriate discipline.

#### **Inability to Submit Certificates of Attendance**

Employees who are on leave or who, due to exigent circumstances, are unable to complete the certificate of attendance, shall be paid based upon their supervisors' certification of their attendance or approved leave; provided, however, that said employees shall be required to verify those certificates no later than the first payroll period upon their return to work.

## Leave Approval

Employees must secure advance approval from their immediate supervisor for all anticipated absences including the use of paid leave (e.g., vacation, sick, personal etc.). Certain leaves require completion of forms and certifications, which must be obtained and completed for approval prior to the beginning of the leave. Forms can be obtained from the College Human Resource Representative or the Office of Human Resources at the District Office.

## Other Time-Keeping Methods

Nothing in this rule shall preclude the Chancellor or designee from using time-keeping methods such as time cards or timesheets in addition to the certificate of attendance.

## Reporting Absences

It is the responsibility of each employee to secure advance approval from his or her immediate supervisor for all anticipated absences. Notice of any absence must be given directly to the employee's immediate supervisor within one-half hour of the scheduled reporting time. An explanation as to the nature of the absence must also be provided. If the absence extends beyond one day, daily notification is required unless other arrangements have been made with the immediate supervisor. Failure to call the supervisory directly may result in disciplinary action up to and including termination.

## **Building Closing**

The City Colleges of Chicago buildings and facilities are closed on the following days:

- New Years Eve (TBD Annually)
- New Years Day
- Martin Luther King Jr. Day
- Lincoln's Birthday
- Thursday and Friday preceding Easter Sunday (Spring Recess)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve (TBD Annually)
- Christmas Day

The above listed days represent days the City Colleges is closed for business. Entitlement to received paid holidays will vary based upon employee Job Family. Employees should consult their collective bargaining agreement and/or the 'Holiday Memo' distributed by the Office of Human Resources, whichever is applicable, to determine the paid holidays to which they are entitled based upon their respective Job Families.

### **Compliance with Child and Spousal Support Obligations**

All applicants for employment shall be required to disclose any unpaid court-ordered child or spousal support obligations currently owed by the applicant. As a condition of hire and continued employment, the applicant shall be required to demonstrate that satisfactory arrangements for the payment of the unpaid and current obligation have been made, either through payroll deduction or other means.

### **Confidentiality**

CCC employees may have authorized access to student, employee and other records and data systems during the course of employment. Release of those records to third parties is limited by federal and state law and CCC employee and student policies promulgated pursuant to federal and state laws. Employees with access to those records must become familiar with applicable CCC policies governing their disclosure. The records and data systems are confidential and the information contained in them may NOT be duplicated or disclosed to third parties. Employees who breach the confidentiality of such records will be terminated.

### **Criminal History Verification and Post-Employment Convictions**

All employees must disclose any history of criminal convictions on their employment application. Applicants for employment must consent to a criminal history verification as part of the application process. Employees who are convicted of any crime during their CCC employment must advise the Vice Chancellor of Human Resources of the conviction within five (5) business days of the conviction. Certain criminal convictions may make applicants or employees ineligible for employment.

### **Discipline and Termination**

Non-Bargained-For employees may be discharged for any or no cause. Without limiting the CCC's discretion, employees whose performance falls below expectations, who violate CCC policies or who engage in misconduct are subject to discipline and termination of employment. Disciplinary action may include: verbal warnings/counseling, written warnings, demotions, unpaid suspensions, termination of employment and other actions that the CCC deems appropriate under the circumstances.

### **Dress Code/Professionalism**

In the interest of Service Excellence, employees of the City Colleges of Chicago must maintain a professional demeanor at all times. Employee dress should be neat and unsoiled in appearance as well as in a manner consistent with a professional atmosphere, keeping in mind the impression made on clients, visitors, students and other employees.

No revealing, soiled and/or malodorous clothing; clothing with obscenities; or other clothing that is inappropriate for a professional environment will be permitted. Employees not in compliance shall be requested by their supervisors to make appropriate changes before returning to work.

Fridays have been established as a "Casual Dress Day" for all staff. Attire is left to the discretion of the employee. However, the stated standards of dress regarding revealing clothing, etc. are applicable. In addition, if you have a scheduled meeting or other business commitment you must dress in the appropriate manner.

Violators will be subject to disciplinary action.

### **Drug-Free Workplace Policy**

City Colleges of Chicago is a drug-free workplace with a zero tolerance for use of illegal controlled substances. Employees who report to work under the influence of illegal drugs will be terminated. Employees who are in possession of illegal controlled substances or drug paraphernalia, regardless of whether the paraphernalia is prohibited by law, will be terminated. Employees who are convicted of a violation of a criminal drug statute will be terminated. (See Appendix for Board's Drug-Free Workplace Policy)

### **Drug and Alcohol Testing**

In an effort to maintain a drug and alcohol free workplace, applicants for employment may be required to submit to post-offer, pre-employment drug screening. Employees whom supervisors reasonably suspect are working under the influence of drugs or alcohol or who are involved in a motor vehicle accident while on City Colleges' business may be required to submit to post-employment drug and alcohol screening. Certain employees in safety and security positions may be required to submit to random drug testing. Applicants whose drug screens indicate the presence of illegal drugs shall be ineligible for employment. Employees whose drug or alcohol screens indicate the presence of drugs or alcohol will be terminated.

### **Emergencies**

In case of a fire, life threatening situation(s), bomb threat(s), or a case in which your health or safety is endangered or that of others, or if property is being damaged/destroyed, please contact the Security Department at \*911 immediately and inform your supervisor or administrator in charge. Do not try to handle the situation yourself.

### **Employee Change of Personal Data**

All employees are required to advise the Vice Chancellor of Human Resources of any changes in their address, telephone number, name, and emergency contact information. He or she must immediately complete a Change of Address/Name form (see appendix) and submit the completed form to the Office of Human Resources. Address changes should be submitted on a timely basis to eliminate the loss of correspondence being mailed to an employee's address.

If you are submitting a name change, you must provide a social security card displaying the new name.

### **Employee Identification Cards**

All CCC employees are issued CCC identification cards, which employees must have with them while at work. Employees who lose their identification cards must report the loss to their supervisors and security so that the lost card can be immediately replaced. Employees must pay a fee of \$5.00 at Security to replace a lost identification card.

### **Employee Indebtedness to City, State or Other Public Agencies**

All employees must disclose on their employment application whether they are in default for any obligation to the City of Chicago. Employees or applicants who are or who become in default will be required to provide proof that arrangements have been made or enter a payroll deduction authorization for payment of past due City of Chicago fees. To the extent provided by law, employees who are in default on any City of Chicago obligation may be subject to involuntary payroll withholdings.

## **Employee Status**

CCC employees are public employees and, as such, have a special duty to perform their duties with efficiency, competence, honesty and integrity. Employees hold a fiduciary relationship to the Board of Trustees.

## **Employment Verification**

### Work History

It is the policy of CCC to provide neutral employment verifications. Requests must be in writing and accompanied by signed authorization from the employee to release the information and should be forwarded to the Campus Human Resources Liaisons or the Office of Human Resources at the District Office. The only information that will be provided is positions held, starting and ending salary, and dates of employment.

### Salary/Annual Income History

Upon written request and authorization to release information signed by the employee, CCC will provide salary/annual income history verifications. These requests should be forwarded to the Office of Human Resources at the District Office. All requests will be responded to within 72 hours of receipt.

## **Equal Opportunity in Employment, Programs, Services and Activities**

Except as allowed by law, the Board of Trustees prohibits discrimination by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. "Discrimination" shall include harassment or the creation of a hostile work environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. Prohibited harassment under this Rule includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or education, or where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Any employee, student or other person who believes that he or she has been the victim of prohibited discrimination may file a complaint within 180 days of the occurrence of the discrimination in accordance with the Equal Opportunity Complaint Procedures set forth in this District-Wide Employee Manual (see appendix).

## **Education Loan Default**

All employees must disclose on their employment application whether they are in default for any educational loan. Employees or applicants who are in default will be required to provide proof that arrangements have been made for repayment of the loan as a condition of initial or continued employment.

## **Ethics Policy**

As public employees, all CCC employees hold a fiduciary relationship with the Board of Trustees and owe a special duty to the Board and the public to avoid conflicts of interest, self-dealing and the appearance of impropriety. All employees are required to place the interests of CCC before all other interests. To that end, the Board of Trustees has promulgated an Ethics Policy, which is separately published and reproduced in the Appendix. All employees are required to adhere to its provisions. Employees who violate its provisions shall be subject to discipline, up to and including termination of employment.

## **Guidelines Governing the Use of Computing and Technology Resources**

Most CCC employees are granted access to CCC telephones, personal computers, electronic mail, internet and intra-net services. Access to these resources is granted to assist employees in conducting CCC business and use of those resources should be limited to such use. The Board of Trustees has promulgated guidelines for the use of CCC Computing and Technology Resources, which is separately published and reproduced in the Appendix. All employees are required to consult and adhere to these guidelines. Employees who abuse these resources shall be subject to discipline up to and including termination of employment.

## **Hours of Work**

Subject only to applicable Collective Bargaining Agreements, all full-time employees who are “non-exempt” as defined under the United States Fair Labor Standards Act shall generally work an eight (8) hour day and forty (40) hour work week exclusive of meal breaks as their regular workweek. These employees shall be afforded a one (1) hour unpaid meal break each eight-hour workday. These employees shall generally work for five (5) consecutive workdays. Staggered working hours and schedules may be adopted to ensure adequate staffing during all days and hours of business operation. There is no guarantee of a certain number of hours of work.

Part-time, non-academic employees shall be regularly assigned to work no more than 29 hours in a workweek but may be assigned more than those hours on intermittent or sporadic basis. Said employees may be assigned to regularly work less than 29 hours in a workweek as operational and academic needs dictate.

## **Incident/Accident Report**

If you hurt yourself, lose an item or are involved in any other accident, have been a victim of an assault or crime, or have witnessed a crime, you are required to notify your immediate supervisor and contact the Security Department as soon as possible. Every person involved in or witness to, an accident/incident is required to complete an Incident Report in the Security Office. If you require an ambulance, Security will make arrangements.

## **Inter-Governmental Affairs Policy**

The Chancellor has charged the Intergovernmental Affairs Unit with the responsibility of identifying and accessing federal, state and local resources; creating and amending statutes, rules, policies that benefit the District, and maintain and develop relationships with various governmental organizations. As a result all contracts related to City Colleges of Chicago made with individuals representing Government entities must be communicated to the Intergovernmental Affairs Unit in the Chancellor’s Office.

### **Legal Defense – Obligation to Assist**

CCC's General Counsel represents CCC as a corporate entity and body politic. CCC employees are required to assist the General Counsel in advising the Board of Trustees and the Chancellor and in defending CCC in litigation by providing the General Counsel and their legal staff with accurate and complete information within the employee's knowledge and timely access to documents within the employee's custody or control.

### **Investigations – Duty to Cooperate**

CCC's Executive Director of Legal Investigations and Internal Audits is responsible for conducting certain investigations and audits. All CCC employees must cooperate with the Director in conducting those audits and investigations. Subject to constitutional protections, employees must provide requested information and interviews to the Director. Employees may bring a representative to advise them during the Director's interview.

### **Indemnification of Employees**

Employees who are sued for acts arising out of their employment by CCC must immediately transmit the summons and complaint to CCC's Office of the General Counsel. CCC will indemnify, to the extent provided by law, employees who are sued in their individual capacities for acts arising out of the performance of duties as a CCC employee. Employees must cooperate with the General Counsel or counsel appointed in the defense of the suit.

### **Media/Public Relations**

Inquiries from the broadcast and print media seeking CCC comment must be referred to the CCC's Office of Marketing and Public Relations. Employees are not authorized to make comments to the media about CCC activities or represent themselves as CCC spokespersons. Employees have the same rights as all citizens to speak out on matters of public concern to the extent provided by law, provided that they do so without representing themselves as CCC spokespersons.

### **New Employee Orientation**

A "New Employee Orientation" session is conducted each month for full time employees new to CCC and part time employees promoted to full time status. The session will be two days long, one and one half days conducted at the District Office and one half day will be conducted at the employee's home campus or District Office department. Once you have been notified, attendance is mandatory.

### **Outside Employment Policy**

CCC permits employees to maintain employment in addition to their employment with CCC as long as it does not interfere or create a conflict of interest with their CCC employment. Any such employment shall be referred to as "Outside Employment" and shall be defined as any and all forms of activity for which payment in the form of cash, services, or benefits of any value is received and includes traditional employment, independent contractor, self-employment arrangements, consulting and research or any other form of employment outside of the City Colleges of Chicago. It is the employee's obligation to report all outside employment and earnings when so requested by completing and submitting an "Outside Employment" form. The form will be distributed to applicable employees in the Spring semester of each year. Employees who fail to submit forms when requested will be subject to discipline.

## **Performance Evaluation System for Non-Bargained-For Employees**

The Performance Evaluation System is applicable to full-time, Non-Bargained-For employees. CCC policy is to reward performance and effort of employees through a merit salary increase system. While salary increases are subject to budget constraints, eligible employees are generally evaluated for salary increases once during the fiscal year, normally in July of each year, based upon their prior year's performance. Employees who receive an evaluation of competent or above shall be eligible for a merit increase, subject to budgetary constraints. Employee's overall evaluations are based upon predetermined performance indicators, which are given numeric scores on a 5.0 scale as follows:

- 4.5–5.0 – Superior
- 3.5-4.49 – Excellent
- 2.5-3.49 – Competent
- 1.5-2.49 – Marginal
- 1.0-1.49 – Unsatisfactory

Employees must have been in their current position by April 1<sup>st</sup> of the evaluation year to be eligible for a merit increase. Certain merit and other salary increases are subject to approval by the Board of Trustees.

See applicable collective bargaining agreements for provisions regarding performance evaluations for Union employees.

## **Personnel File Access**

The current employee, former employee or his/her representative may access individual personnel files by submitting a written request to the Office of Human Resources.

## **Photocopying/Copyrights Infringements**

All employees must comply with all applicable laws governing the use of copyrighted materials.

## **Procedures for Petty Cash Reimbursements**

Attain prior approval to receive petty cash from authorized signer for petty cash (President or Vice Chancellor). The authorized personnel shown on the list, maintained by the petty cash custodian, must provide an original signature. Facsimile signatures will not be accepted. The Petty Cash Reimbursement form must be used and forms may be obtained from the custodian at the Treasurer's Office and blank Petty Cash forms can be duplicated for future use (see appendix). Your request cannot exceed \$100.00 or reimbursement must be completed through the Financial Management System (FMS). All information on the form is required and all receipts must be attached to the petty cash form. Petty cash reimbursement is normally disbursed upon receipt of a completed request and a review of documentation. However, if demand on a particular day exceeds our funds, you will be reimbursed within two working days. It is mandatory that the Cost Center being charged has the funds available. This will ensure that there is no delay in the replenishment process and that there are enough petty cash funds on hand.

## **Purchasing and Receiving of Goods and Services**

The Purchasing Department provides guidelines and assistance in the procurement of goods and services. All purchases made by CCC must be made in accordance with Board and State rules and regulations, which includes compliance with the Minority Business Enterprise/Women Business Enterprises Plan. At the District Office, each of the department heads is responsible for approving all purchases made by their departments. If you need to make a purchase of any kind, please contact the appropriate person in your department who is responsible and authorized to make purchases. Please contact the Purchasing Department if you have any questions or require additional information.

City Colleges of Chicago has policies and procedures for the procurement of goods and services. Staff is not authorized to make any commitments on behalf of the City Colleges of Chicago without an original Purchase Order approved by the authorized department head. Employees that make commitments or purchases without a properly approved Purchase Order will be personally responsible for the payment of the goods or services ordered.

## **Recycling Program**

City Colleges of Chicago participates with the City of Chicago in the implementation of a recycling program. Blue recycling cans have been placed throughout each floor. Please place all clean writing paper and newspaper in the blue cans.

## **Residency Requirement**

Except for military personnel to be employed full-time at District facilities outside the City of Chicago, all full-time employees recommended for hire or hired on or after July 1, 1977 shall be residents of the City of Chicago. A certificate of residence within the City of Chicago shall be required as part of the employment application process. Continued residence within the City of Chicago shall be a condition of continued employment for all employees subject to this Rule. A nonresident of the City of Chicago may be hired, provided that such person agrees, as a condition of employment, to establish actual residency with the City of Chicago within six months after the commencement of employment. The Chancellor may extend the time during which a new employee may establish residence in the City for up to two additional three-month periods, if warranted by the individual circumstances of the employee and if the Chancellor determines that it is the best interest of the District to do so.

## **Resignations and Exit Interview**

Employees who resign from CCC employment are requested to submit formal written resignations. CCC requests, as a matter of professional courtesy, that an employee provides CCC with two weeks advance notice of their resignation. The Office of Human Resources may conduct exit interviews with employees who resign. Employees are encouraged to cooperate and provide constructive information regarding their CCC employment experience in the exit interview.

## **Searches and Inspections**

Subject to applicable law, employees have no expectation of privacy in CCC facilities, offices, cubicles or containers such as desks, filing cabinets and credenzas. These areas and containers may be subject to searches and inspections by CCC.

## **Security Policy**

The safety and security of CCC employees, students and visitors is of vital importance. To that end, the Board of Trustees has promulgated a Security Policy, which is separately published and reproduced in the Appendix. All employees are required to read the Security Policy and adhere to its provisions. Employees who violate the policy are subject to discipline up to and including termination of employment.

## **Smoke-Free Workplace**

Smoking is prohibited in CCC facilities. Employees may smoke during break and lunch periods outside CCC facilities but only in areas designated for that purpose. Employees are requested to use ashtrays in such locations.

## **Vehicle Usage**

### Use of CCC or Personal Vehicles in the Course of Employment

CCC employees may be allowed to use CCC vehicles or their personal vehicles in connection with their employment, depending upon the nature of their job responsibilities. Employees must obtain approval for CCC vehicle or personal vehicle use in the course of employment through their President/Vice Chancellor or their designee. Approval of such requests is discretionary. Where such vehicle use has been approved, the employee must do the following:

- 1) Provide CCC with a photocopy of the employee's currently valid driver's license and ensure that CCC is advised of any changes in the status of the license.
- 2) In the case of employees who use their personal vehicles, maintain automobile property and liability coverage on the automobile consistent with the limits imposed by Illinois law, provide CCC with a photocopy of current insurance card and ensure that CCC is advised of any changes in the status of such insurance coverage.

### Non-CCC Employee Passengers in CCC Vehicles

Employees approved for limited use of CCC vehicles may transport adult passengers in CCC vehicles only if the transportation is related to CCC business. Employees approved for limited use of CCC vehicles may not transport minor passengers for any purpose except where:

- 1) The vehicle is intended to transport minors in CCC programs
- 2) The Vice Chancellor/President or their designee approves the transportation of minor passengers in writing in advance of the transportation.

### Parking and Moving Violations

All parking and moving violations received while driving a CCC vehicle or a personal vehicle in the course of CCC employment are the personal responsibility of the driver. In the event a driver cannot be identified, fines will be assessed to the employee assigned to the vehicle.

### Automobile Accidents or Property Damage

In the event an employee is involved in an automobile accident in the course of employment, the employee must do the following:

- 1) Make a police report as immediately as possible after the accident and, if possible, at the scene of the accident, and submit a copy of the report to their Vice Chancellor/President and the Office of the General Counsel
- 2) Advise the employee's immediate supervisor of the accident as immediately as is practical under the circumstances of the accident
- 3) Submit to their Vice Chancellor/President and the Office of the General Counsel a written report of the accident, injuries and/or property damage suffered by the employee or others in connection with the accident as immediately as practical under the circumstances, but in no event later than twenty-four hours after the accident.

### **Violence in the Workplace**

CCC has a zero tolerance for violence in the workplace. Possession of weapons, fighting, harassment, threats and intimidation are prohibited and will result in severe discipline up to and including termination of employment.

### **Visitors**

All visitors must be registered with Security before they are permitted access to the building. Visitors are also required to present their personal identification. Visitors will not be given access to the building during non-regular business hours if not accompanied by a CCC department head or its designee.

# **Section IV**

## **Work Rules**

**Disclaimer: The City Colleges of Chicago (CCC) District-Wide Employee Manual is not an offer or a contract of employment. It is intended only to provide general information about employment, a statement of current policies and a general description of employee benefits.**

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**This District-Wide Employee Manual becomes effective October 1, 2001. It supersedes any and all previous policy guides, personnel policy manuals, or employee handbooks or manuals. CCC, in the exercise of its discretion, may alter, amend or delete provisions, policies, benefits, rules, procedures or other terms and conditions of employment at any time.**

## **WORK RULES**

City Colleges of Chicago employees are public employees. As such, they have a special obligation to conform their conduct to the highest standards of honesty, integrity and competence. This list is not intended to be exhaustive and employees should always be cognizant of their special obligation as public employees. With that limitation, the following conduct is prohibited:

1. Absence without leave. Employees will be subject to termination for violations of the Abandonment of Employment policy. See Article 3.8.17 of the Board Rules.
2. Leaving the department, office or work site without proper authorization.
3. Failing to call in advance when tardy or not showing up for work.
4. Having an irregular or excessive absence or tardiness record, a pattern of repeated absence or tardiness at a specific time or on specific days of the week, month or in relation to holidays or weekends.
5. Failure to return to work on time after breaks, lunch or rest periods.
6. Failing to disclose any information requested or providing a false or misleading answer to any question in any application, questionnaire, information form or other documents provided to CCC.
7. Falsely representing to a superior the quality and/or quantity of work performed by either the employee making the representation or any other employee.
8. Making false, inaccurate or deliberately incomplete statements in an official inquiry, investigation or other official proceeding.
9. Fraud in securing employment.
10. Requesting or accepting a leave of absence on fraudulent grounds.
11. Falsification of any attendance or other employment records.
12. Engaging in a profession, business trade investment, occupation or other activity that results in a conflict of interest with present CCC employment.
13. Use of sick leave in an unauthorized manner for purposes other than allowed under CCC policy.
14. Involvement in the illegal sale, delivery, receipt, possession or use of any controlled substance whether on or off the job site, during the hours of employment or non-working time.
15. Engaging in any act or conduct prohibited by the Municipal Code of the City of Chicago, the Illinois Compiled Statutes, applicable laws of other states or federal statutes.

16. Possessing, carrying, storing or using weapons or dangerous chemicals on the job when not authorized to do so.
17. Misappropriation of any funds of the CCC or any other public or private organization.
18. Gambling or betting during working time or on work premises.
19. Theft or unauthorized possession of CCC or other public property or use of such property for unauthorized purposes; having other CCC employees perform such services or directing other CCC employees to perform services for unauthorized purposes or accepting the benefits of such performance.
20. Retaliation against an employee who reasonably and in good faith has filed a grievance, charge or complaint regarding the terms or conditions of employment; and/or against an employee who has properly testified, assisted or participated in any manner in an investigation, proceeding or hearing regarding such grievance, charge or complaint.
21. Using one's official status as a public employee to effectuate the sale, disposal or exchange of property or other object of value belonging to any member of the public through fraud, theft or misrepresentation or complicity with others in such acts.
22. Discourteous treatment, including assault, threats, intimidation, or physical abuse of any other CCC employee or verbal abuse which results in physical contact. Provoking or inciting another employee to engage in such conduct.
23. Reporting for work or engaging in work for the CCC while under the influence of alcohol or drugs; drinking alcoholic beverages or using drugs not prescribed or in a manner not prescribed by a physician during working hours; possession of alcohol or illegal drugs while on duty or while conducting CCC business.
24. Insubordinate actions, including failure to carry out a rule, order or directive related to the performance of employee's duties; assaulting, threatening, intimidating or abusing a supervisor either physically or verbally.
25. Restricting production output, encouraging others to do so or supporting others doing so.
26. Giving preferential treatment in the course of employment to any organization or person unless authorized by law.
27. Loss of professional or other license or failing to attain and maintain prerequisites necessary to obtain or renew professional or other license when such a license is required to meet the standards of the employee's position.
28. Failing to take action as needed to complete an assignment or perform a task safely.

29. Solicitation of other employees for any purpose during the working time of the employee soliciting or being solicited, or in areas to which the public has access for the purpose of transacting CCC business.
30. Using the office, work site, locations, vehicle, tools, equipment or materials and supplies to conduct a secondary business, trade or occupation.
31. Treating discourteously any member of the public where such person can reasonably believe that the employee is acting within the scope of employment.
32. Interfering with others on the job.
33. Distributing literature in any working area or area where CCC business is conducted with the members of the public, during the work time of the employee who is distributing or the employee who is receiving the literature, except in the course of performing the duties of the positions.
34. Acting negligently or willfully in the course of employment so as to damage public or private property or cause injury to any person.
35. Failing to comply with laws or departmental rules governing health, safety and sanitary conditions in carrying out any act in the scope of employment.
36. Failing to comply with laws, CCC Board Rules or policies, and Departmental Policies concerning procurement and purchasing of goods and services.
37. Mismanagement or waste of CCC funds or property.
38. Inattention to duty including loafing, sleeping on duty, or loitering in the work area.
39. Incompetence or inefficiency in the performance of the duties of the position. This means performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions, due either to lack of ability, knowledge or fitness, lack of effort or motivation, carelessness or neglect.
40. Solicitation or acceptance of any fee or other valuable thing which may be construed as a bribe; that is, when such fee, gift or other valuable thing has been solicited by or given to the employee in the hope or expectation of receiving treatment better than that accorded other persons, or using one's office so as to give the appearance of such impropriety.
41. Discrimination against an employee or applicant because of race, color, religion, gender, disability (including but not limited to HIV status), national origin, age or sexual orientation. Discrimination against a CCC student or member of the public in the performance of the employee's job duties because of race, color, religion, gender, disability (including but not limited to HIV status), national origin, age or sexual orientation.

- (a) Sexual harassment, which means any unwelcome sexual advance, request for sexual favors or conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or CCC services; or when submission to, or rejection of, such conduct by an individual is used as the basis of any employment or service decision affecting the individual; or when such conduct has the purpose or effect of substantially interfering with the work performance of any employee or creating an intimidating hostile or offensive work environment. Conduct, which can, in certain circumstances, be considered sexual harassment includes but is not limited to sexually suggestive or offensive remarks, sexually suggestive pictures, sexually suggestive gestures, verbal harassment or abuse of a sexual nature and touching, patting or pinching.
  - (b) Failure of supervisor to report to the supervisor's superior the existence of a romantic relationship between the supervisor and a subordinate employee.
  - (c) Failure of a supervisor to report incidents of sexual harassment when the supervisor is aware, or reasonably should be aware of such harassment, regardless of whether affected subordinate employees have made complaints about the conduct. (See Sexual Harassment Policy for appropriate reporting procedures.)
  - (d) Failure to cooperate with and truthfully answer inquiries from the CCC officials regarding discrimination, including harassment of any type.
42. Failure to comply with the CCC 's outside employment policy.
  43. Violation of the confidentiality of CCC personnel and other records.
  44. Violation of the CCC Ethics Policy.
  45. Violation of the CCC Policies Governing the Use of Computing and Technology Resources.
  46. Failure to report misconduct of other CCC employees to the proper person.
  47. Failure to make an immediate incident report in accordance with CCC policy concerning injury or accident to yourself or others, theft or damage of CCC property, criminal activity you witness on CCC property or other matters required to be reported under CCC's incident/Accident Report Policies.
  48. Violation of departmental or College rules and regulations, including but not limited to departmental or College rules and regulations on telephone and computer usage.

49. Unauthorized entry into CCC property or facilities.
50. Conduct unbecoming a public employee.
51. Violation of the CCC 's Drug Free Workplace Policy.
52. Failure to pay an overdue debt to the CCC or to the City of Chicago within thirty calendar days of receiving a demand therefore, unless the employee:
  - (a) has entered into an agreement with the CCC or the City of Chicago through the appropriate department for the payment of all debts owed to the CCC or the City and is in compliance with the agreement;
  - (b) is contesting liability for the amount of the debt in a pending administrative or judicial proceeding; or,
  - (c) has filed a petition in bankruptcy and the debts owed the CCC or the City are dischargeable in bankruptcy.

## **Section V**

# **Equal Employment Opportunity Compliant Procedure and Employee Problem-Solving Procedures**

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## **Equal Employment Opportunity Officer and Complaint Resolution Process**

The EEO Officer or designee addresses all equal opportunity concerns including complaints of discrimination, harassment or hostile work environment and requests for accommodation due to religion or disability, of CCC employees, applicants for employment, students or applicants for admission or any other person. With respect to employees, complaints of discrimination may concern hiring, wages, salary, benefits, promotions, transfers, work environment or any other term or condition of employment. With respect to students or other persons, complaints of discrimination may concern admissions, participation, application of academic policies, educational or learning environment, or any other term or condition of participation in Board programs, services and activities.

For purposes of this policy, “discrimination” includes harassment or the creation of a hostile working or learning environment because of a person’s race, creed, color, national origin, ethnicity, citizenship, gender, sexual preference or orientation, marital status, disability or handicap, age, veteran status, or membership or lawful participation in the activities of any organization. Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service or activity, or where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual’s work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

EEO complaints must be made to the EEO Officer in writing within 180 days of the discriminatory act complained of. The EEO Officer may develop form complaints. The EEO Officer shall act as the Board’s designated Title IX Officer and Section 504/ADA Compliance Coordinator. Complaints may be made by or against employees, students or other participants in Board programs, activities and services.

Employees must report incidents of discrimination, harassment or hostile work environment to the EEO Officer. Complaints and reports shall be held in confidence to the extent that such confidence is consistent with policy of eliminating and correcting incidents of discrimination or harassment and bringing the Board and its facilities into compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Retaliation against employees who make complaints is prohibited. All employees, students and complainants must provide their full cooperation to the EEO Officer when that cooperation is requested.

When a complaint of discrimination is made to the EEO Officer, the Officer will conduct an investigation of the complaint and bring the complaint resolution process to a conclusion within forty-five (45) calendar days of its receipt, if feasible. In investigating and resolving EEO complaints, the EEO Officer will do the following:

- Determine whether the complaint concerns an equal employment opportunity issue or whether it is more appropriately addressed in the grievance or problem-solving procedures provided in this District-Wide Employee Manual and Student Policy Manual.
- Work with disabled employees, student or other persons and appropriate Board personnel to find reasonable accommodation for disabilities.
- Investigate all complaints of discrimination, including harassment, in a fair, impartial and expeditious manner.

### **Problem-Solving Procedures for Non-Bargained-For Employees**

Employees who are experiencing difficulties with co-employees or supervisors, and who are not covered by a collective bargaining agreement with a complaint procedure, are encouraged to attempt to resolve those problems or difficulties with their supervisor, Vice Chancellor or, where appropriate, through College administration representatives. If such efforts are unsuccessful or impractical, employees may file a complaint with the Office of Human Resources. The grievance process is a problem-solving process, not an adjudicatory process. A Human Resources representative shall meet with the complaining employee to discuss the nature of the complaint and determine whether further investigation is necessary or desirable. If the Human Resources representative determines that such action is desirable, an attempt will be made by the representative to conciliate the dispute between the employee and the co-employee or supervisor and attempt to achieve an amicable resolution of the problem or difficulty.

### **Union Grievances**

Many employees are represented by collective bargaining agents and have union contracts that contain grievance procedures allowing them to file a complaint. Although many working conditions are covered in collective bargaining agreements, some may not involve a union contract, and unionized and non-bargained for employees alike may still take advantage of the procedures provided for all employees.

# **Section VI**

## **Building Information**

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## **BUILDING DIRECTORY**

The District Office is located at 226 W. Jackson in a 14 – story building that is accessible to the physically challenged. The building houses the main offices of the administration of the City Colleges of Chicago.

- 1 Lobby, Information Center, Mail Center, Security, Receiving, Engineering, Housekeeping
- 2 Employee Dining Area, Vending Machines
- 3 Board of Trustees Meeting Rooms, Telecommunications Center
- 5 Office of Information Technology
- 7 Office of Information Technology Senior Staff
- 9 Adult Education, Alternative Education, Chicago Consortium for Higher Education, Student Development
- 10 Administrative Services, Auxiliary Services, Facilities Planning, Field Auditing
- 11 Finance, General Accounting, Accounts Payable, Payroll Services
- 12 Human Resources and Staff Development
- 13 Academic Affairs, Planning and Research
- 14 Chancellor, General Counsel, Public Relations, Internal Audit

All floors have washrooms near the freight elevators and require an entry key code. Please see your supervisor for this code.

## **BUILDING INFORMATION**

### **Building Access**

During the hours when a college is normally open to the students and faculty the offices of each college shall be opened also to members of the public having business with, or seeking information from the college. However, visitors or outsiders may be required by college personnel to state or record their presence, destination and purpose when seeking admission to the Board's facilities under security procedures deemed necessary by the college president. Visitors or outsiders must have prior written permission to attend or be present at class meetings. Except as otherwise ordered City Colleges property shall be closed to unauthorized personnel after normal college hours. College facilities also shall be closed to the public in emergency situations and at such other times as may be necessary for the orderly conduct of the college's business. Admission to college facilities during periods when such facilities are closed to the public will be limited to authorized individuals who may be required to sign the register and/or display identification documents when requested by security staff or other authorized individuals.

In the event that off-campus extension classes are canceled due to events beyond the Board's control, employees shall not be entitled to pay.

### **Student Identification Cards**

1. The security office, or any other office designated by the college's president, shall provide all registered students with a college identification card. Lost identification cards may be replaced for a fee of \$5.00.
2. All fees are payable to the college's business office. Any changes that are made on identification cards require a \$5.00 fee.
3. Student identification cards shall be issued during the first two weeks of each semester, and as required during the semester.

### **Faculty and Staff Members Identification Cards**

1. Full and part-time faculty who teach college-credit courses or adult learning skills programs shall receive identification cards.
2. The president shall determine whether students and staffers must display identification cards while they are on the college campus.

### **Building Access – District Office**

The District Office building's regular business hours are 7:30 AM to 6:00 PM. Anyone requiring access to the building other than these hours must sign in at the Security Desk and present their CCC identification card.

Everyone requiring entry to the building must present identification and have official business with the City Colleges of Chicago. If you are an employee of CCC, you must present your ID, if not available for the day; a temporary identification card will be issued by Security. Identification cards are issued to all employees and visitors who will be accessing the building on a regular basis for more than a month. Each person is assigned an access code based on his or her regular work schedule. CCC identification cards should be worn at all times while in the building and should be used only for their intended purpose. Identification cards must be presented to gain access to the building and whenever requested by the Security Department or an administrator.

The first identification card is issued free of charge. There will be a five-dollar fee applied to all additional cards issued. If you require an ID card, please contact the Security Department to obtain an authorization form. A department head must approve all ID authorization forms.

### **Building Evacuation**

Every City Colleges of Chicago building shall have a building evacuation plan, developed by the college administration, which details procedures to be followed in the event of an emergency necessitating the evacuation of the building. The plan should describe the fire notification system, list all emergency exits, and describe procedures for assisting physically challenged persons. Relevant portions of the plan should be distributed to students, faculty and staff and be posted in high-visibility areas to ensure that everyone knows what to do if an emergency occurs.

### **Building Meeting Rooms – District Office**

The Office of Auxiliary Services schedules reservations for conference rooms for the District Office for CCC sponsored meetings. Please contact Auxiliary Services, or download from the CCC web page, to obtain a room reservation request form. If you are hosting a celebration or a meeting in which food and/or beverages are served, the hosting department is responsible for placing all of the trash in a trash container, cleaning the tables and organizing the room used. Please clean up so that the next person can have a clean room. If you require additional garbage receptacles, please contact the Housekeeping Department at least 24 hours in advance to request additional garbage receptacles.

### **Cafeteria/Vending – District Office**

A coffee room is provided on each floor and a Dining Room on the second floor of the District Office building for your convenience. Please limit eating and drinking to these areas. Eating and drinking in offices or work areas make it difficult to maintain our offices clean and free of rodents and insects.

An ice machine is provided on the second floor for your use. Vending machines are installed on the 2<sup>nd</sup> and 13<sup>th</sup> floors. Please report machine problems to the Office of Auxiliary Services.

### **Emergency Building Closing**

During extreme weather conditions, power outages, emergencies or other events which may require closing of a college or colleges, the following actions should be taken:

1. The College President must obtain the approval of the Chancellor prior to closing a college unless students or staff would be in danger by remaining in the college.
2. If the building is closed for any reason, it will be announced on TV and local radio news stations. The Chancellor will notify the Chairman of the Board of Trustees about the closing of any campus.

### **Emergency Building Closing – District Office**

During extreme weather conditions, power outages or other emergencies the District Office may be closed for regular business. If the building is closed for any reason, it will be announced on TV and local radio news stations. You may also call the Security Office at 312-553-2575 to verify if the building has been closed for business.

Building closings do not apply to Security, Engineering or Housekeeping personnel or administrators. These staff members must report to work unless specifically instructed not to report to work by their supervisor or Security Office.

### **Energy Curtailment Program**

City Colleges of Chicago participates with the City of Chicago in curtailing the electric consumption during inclement weather during the summer months. During the summer, CCC may be asked by ComEd to activate our Energy Curtailment Program. If requested to do so, lights may be turned off, air conditioning turned down, and other equipment may be turned off.

Your cooperation and patience are requested in making this program a success. By curtailing our electric consumption, we will be assisting in minimizing the use of inefficient electric power plants and in having sufficient electricity available to cool the homes in the Chicago metropolitan area.

### **Facilities for the Physically Challenged – District Office**

City Colleges of Chicago is committed in assisting physically challenged persons. If you require assistance or special services, please inform your supervisor so that we may try to accommodate your needs. A handicapped accessible washroom is located on the seventh floor and on the second floor. The second floor washroom does not have an automatic door.

## **DISTRICT OFFICE BUILDING EVACUATION PLAN**

CCC is concerned for your safety and asks for your cooperation in the evacuation of the building during emergencies. In an event of an emergency, the fire enunciators will be activated or you will be requested to vacate the building. Please vacate the building as quickly and safely as possible using the stairs located on the South, Center and North wings of the building. You are required to follow the instructions of members of the Fire Department, Police Department, Security, Engineering and Fire Marshals on your floor.

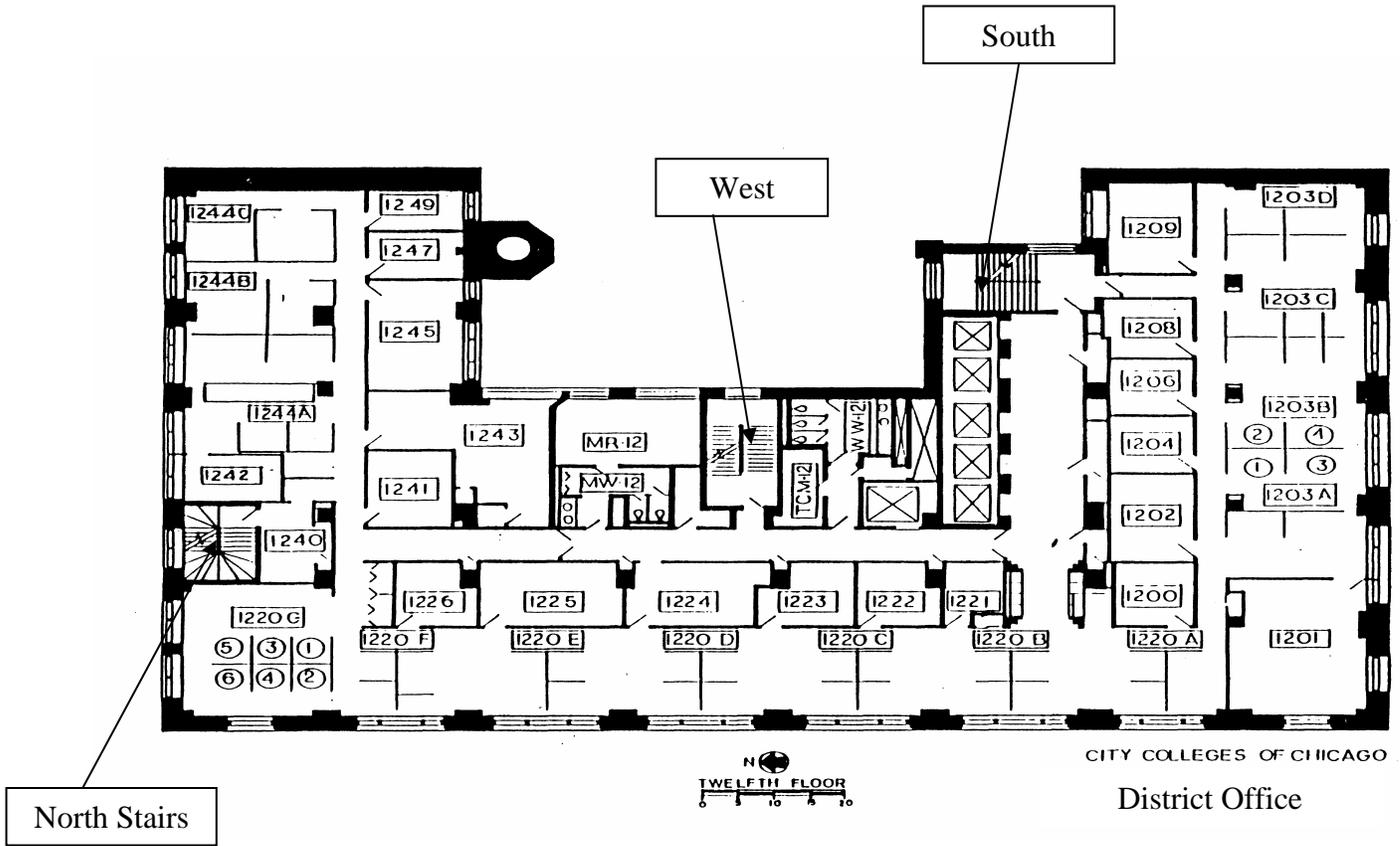
Familiarize yourself with your department floor plan. Locate all three (3) stairwells. Take note of where the fire pull-box alarms, fire extinguishers, and fire hoses are located.

Three persons per floor have volunteered to act as life safety monitors, and will aid in the building evacuation. See your supervisor for a current list of these monitors. In the event of a building evacuation, it is imperative that you follow these persons' directions.

### **Emergency Procedures**

1. When an alarm sounds, **exit the building immediately.**
2. Members of the security force and floor life safety monitors will remain to aid in the evacuation. Please follow their directions.
3. Do not wait for verification that an emergency is "real".
4. Do not return until a member of Security officially announces an "all clear".
5. If you see a fire, **call \*911** immediately or pull the fire alarm.
6. If the fire is small and can be extinguished without any special means or facilities attempt to extinguish the fire, otherwise call for assistance.
7. Use the stairs; **do not use the elevators.** If a stairwell has smoke in it, use a different stairwell.
8. If all stairwells are blocked going down, go to the roof. To get to the roof, go to the 14<sup>th</sup> floor, and walk up the stairs at stairwell number 1, identified by st-1-14 above the door.
9. If your exit is blocked go into a nearby room, close the door and wait for help.
10. Offer to help physically challenged persons. If you cannot help, report their location to the floor life safety monitors or security personnel.
11. Do not stop in the lobby or on the first floor. Proceed out of the building.
11. Do not block any entrance, or the street. The Fire Department needs clear access around and into the building.
13. Failure to heed security, life safety monitors, or other authorized personnel may result in disciplinary action.
14. Persons responsible for false alarms will be subject to separation from the City Colleges and may be subject to prosecution.

# TYPICAL FLOOR PLAN



Typical Floor  
The stairs are in the same location on all floors

# **Section VII**

## **Administrative and Technical Services**

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## **ADMINISTRATIVE AND TECHNICAL SERVICES**

### **Accessing The Board of Trustees Archives**

Board of Trustees Reports can be viewed on Netview through the CCC web site. The Netview System contains all Board Reports prior to July 1997. To access the archives go to the CCC Netscape home page. Type in <http://10.7.0.156> . For Board Reports after July 1997, contact the Board office at (312) 553-2515.

### **Engineering Services**

The Engineering Department is responsible for maintaining the electrical and mechanical systems in the building in good operating condition, as well as maintaining the building and grounds. The Engineering staff is dedicated to providing efficient engineering services in a professional and courteous manner.

### **Engineering Services – District Office**

The Engineering Department is responsible for maintaining the electrical and mechanical systems in the building, as well as maintaining the building and grounds. The Engineering Department provides two types of services, 1) electrical, mechanical and 2) building-related repair services, at no cost to the requesting department. Engineering also makes arrangements for non-repair (special) service, for which the requesting department is charged.

If you notice something that needs to be repaired or if you need other services from Engineering, please contact the Auxiliary Services Department for an Engineering Service Work Request Form to request Engineering Services (see appendix). A department head must approve all Engineering Service Work Request Forms. Forward completed forms to the Director of Auxiliary Services for processing. Forms may be faxed.

If you have an engineering emergency, contact the Chief Engineer at x-2571. If the emergency threatens life and/or property, contact Security at \*911 immediately.

### **Housekeeping – District Office**

The Housekeeping Department is responsible for the cleaning and upkeep of the building and furniture. The Housekeeping Department provides two types of services, 1) cleaning of the general building and 2) cleaning the exterior of furniture and refuse pickup, at no cost to the requesting department. Housekeeping also makes arrangements for special services, for which the requesting department is charged.

If you notice something that needs to be cleaned or if you need other services from the Housekeeping Department, please contact the Auxiliary Services Department to obtain a Housekeeping Services Work Request Form (see appendix). A department head must approve all Housekeeping Service Work Request forms. Forward completed forms to the Director of Auxiliary Services for processing.

If you have a housekeeping emergency, contact the Chief Engineer at x-2571. If the emergency threatens, life and/or property call Security at \*911 immediately.

## **Mailing Services**

The Mail Center provides the following types of mailing service: inter-office, campus, first class, priority, next-day delivery, registered, certified, large volume mailing, large packages and miscellaneous mailing of items. The Mail Center is not authorized to process personal mail.

District Office personnel deliver and pick up campus mail on a daily basis from each of the campus facilities, learning centers and technical institutions. If you have a large quantity of boxes that must be delivered, the originating department must make arrangements to have the packages/boxes delivered or picked up from the District Office Mail Center.

### **Mailing Services – District Office**

The Mail Center provides the following types of mailing service: inter-office, campus, first class, priority, next-day delivery, registered, certified, large volume mailing (over 200 pieces), large packages and miscellaneous mailing of items. If you are planning to have a large mailing, please contact the Mail Center as soon as possible to make the proper arrangements. The Mail Center is not authorized to process personal mail. If you require additional information, please contact the Supervisor of Building Services in the Office of Auxiliary Services.

District Office personnel deliver and pick up campus mail on a daily basis from each of the campus facilities, learning centers, and technical institutions. If you have a large quantity of boxes that must be delivered, the originating department must make arrangements to have the packages/boxes delivered or picked up from the District Office Mail Center.

### **Reserving Audio/Visual/Video Equipment**

The reservation of audio/visual/video equipment is available to staff members for CCC sponsored events. It is the responsibility of the requesting department to care and secure the equipment while under their possession.

### **Reserving Audio/Visual/Video Equipment – District Office**

The Mail Center provides audio/visual/video equipment for District Office staff members for CCC sponsored events. The Mail Center personnel will deliver and set-up the equipment for your meeting located at the District Office. Please provide a minimum of two business days for your request to be completed. It is the responsibility of the requesting department to care and secure the equipment while under their possession. Please inform the Mail Center as soon as you are finished using the equipment so that it can be picked up and made available to other staff members. Please contact the Mail Center to obtain an Audio/Visual/Video Equipment Request form or download it from the web page to reserve the audio/visual/video equipment, and to obtain a listing of available equipment or additional information (see appendix). A department head must approve all Audio/Visual/Video Equipment Request forms.

## **Signage**

The colleges provide signage for classrooms, offices and employee work areas. Please follow the individual campus procedures when initiating a request for signage.

### **Signage – District Office**

The Mail Center provides signage for the District Office occupants. It is the intention of the District Office to maintain uniformity of the signage in the building. Please contact the Mail Center to obtain a Sign Request form. The department head must approve all Sign Request forms.

# **Section VIII**

## **Appendix**

**Disclaimer: The City Colleges of Chicago (CCC) District-Wide Employee Manual is not an offer of employment or a contract of employment. It is intended only to provide general information about employment, a statement of current policies and a general description of employee benefits.**

**Neither this District-Wide Employee Manual nor any other provision in any policy or procedure is intended to set forth guaranteed terms and conditions of employment or to limit CCC's or the employee's ability to terminate the employment relationship. Either the employee or CCC can terminate the employment relationship at any time, for any reason, with or without cause.**

**This District-Wide Employee Manual becomes effective October 1, 2001. It supersedes any and all previous policy guides, personnel policy manuals, or employee handbooks or manuals. CCC, in the exercise of its discretion, may alter, amend or delete provisions, policies, benefits, rules, procedures or other terms and conditions of employment at any time.**

**CITY COLLEGES OF CHICAGO—DISTRICT OFFICE  
ADMINISTRATIVE SERVICES  
WORK REQUEST (ENGINEERING)**

**Request Form SR-112**

**If you require immediate service, please call the Chief Engineer at x2571.  
If this is an emergency, call Security at \*911 and ask them to call Engineering on the radio.**

**General Information**

Engineering Department provides two types of services, electrical, mechanical and building related repair services, at no cost to the requesting department. Engineering also makes arrangements for non-repair (special) services, for which the requesting departments are charged for the service.

Following is a list of typical repair and special services:

- |  |  |
|--|--|
| 1) Typical repair services – at no cost to the requestor | 2) Special Services – requesting dept. will be charged |
| - Lighting   | - Painting   |
| - Equipment repair                                       | - Pod reconfigurations                                 |
| - Heating and air conditioning                           | - Major furniture moving                               |
| - Hanging of pictures and related items                  | - Construction work                                    |
| - Moving, minor  | - Work that can only be performed off hours            |

For Special Services, you will be informed of the cost and asked to complete a budget transfer form or generate a P.O. before work will commence.

**To Request Service**

Please complete this form for all required work, obtain the proper approval(s) and fax the form to Auxiliary Services at x2508. Your work will be completed as soon as possible.

**Requestor**

Name: _____	Tel. No.: _____
Department: _____	Fax No.: _____
Room No: _____	Date Work Req: _____

**Description of Work Requested**

\_\_\_\_\_  
\_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Auxiliary Services Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Engineering use only**

Job Assigned to: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Time Required: \_\_\_\_\_ Materials Cost: \_\_\_\_\_

**CITY COLLEGES OF CHICAGO—DISTRICT OFFICE  
ADMINISTRATIVE SERVICES  
Work Request (Housekeeping)**

**Request Form SR-113**

**If you require immediate service, please call x3344.**

**If this is an emergency, call Security at \*911 and ask them to call Housekeeping on the radio.**

**General Information**

Housekeeping Department provides two types of services, general cleaning of the building, refuse pickup and exterior cleaning of furniture, at no cost to the requesting department. Housekeeping also makes arrangements for special services.

Following is a list of general cleaning and special services:

1) General Cleaning Services

- Vacuum carpet & clean floors
- Clean walls & ceilings
- Clean restrooms
- Polish furniture
- Replenish restroom supplies
- Provide dumpsters for large paper disposal

2) Special Services

- Shampoo carpets
- Shampoo chairs

**To Request Service**

Please complete this form for all required work, obtain the proper approval(s) and fax the form to Auxiliary Services at x2508. Your work will be completed as soon as possible.

**Requestor**

Name: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Department: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Room No: \_\_\_\_\_

Date Work Req: \_\_\_\_\_

**Description of Work Requested (Please send a sketch of the work needed, when appropriate)**

\_\_\_\_\_  
\_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Auxiliary Services Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Auxiliary Services use only**

---

---

Job Assigned to: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Time Required: \_\_\_\_\_

---

---

**CITY COLLEGES OF CHICAGO—DISTRICT OFFICE  
ADMINISTRATIVE SERVICES  
AUDIO/VISUAL AND VIDEO EQUIPMENT**

**Request Form SR-101**

**General Information**

Audio/visual/video equipment is available for use for CCC purposes. Please make your reservations as soon as possible so that the equipment will be available when you need it. Equipment is not available for outside firms or meetings not sponsored by CCC. Equipment is available for temporary use and not for permanent use. Requesting department will be charged for damaged or lost equipment. **Following is the list of equipment available:**

<b>Equipment</b>	<b>Type/Size</b>	<b>Quantity</b>
Easel.....	Dry erase board.....	_____
Easel with paper pad	Flip chart 70" high.....	_____
Extension Cord.....	25'/50' Heavy Duty.....	_____
Videocassette player.....	13" color.....	_____
Monitor/TV with VCR.....	25" color.....	_____
Monitor/TV with VCR.....	35" color.....	_____
Overhead Projector.....	For transparencies.....	_____
Podium.....	Wood.....	_____
Projector.....	35mm slide.....	_____
Public Address System.....	75 watt.....	_____
Screen.....	Projection 6'.....	_____
Tape Recorder.....	Portable.....	_____

**To Make Reservations**

Please complete this form, obtain the proper approval(s) and fax it to the Mail Center at x3284. **Please allow 2 business days for your equipment to be delivered.** Please contact the Mail Center as soon as your meetings are ended so that the equipment can be picked up.

Department Responsible: ..... Mail Center ..... Tel. Extension: .....2580/2581  
 Position Responsible: .....Mail Center Supervisor ...Room Number: ..... 103

**Requestor**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Department: \_\_\_\_\_ Tel. Extension: \_\_\_\_\_  
 Room No: \_\_\_\_\_ Fax: Number: \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Time: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Mail Center use only:**

---

**Equipment delivered by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Equipment picked up by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CERTIFICATION OF HEALTH CARE PROVIDER**

(Family and Medical Leave Act of 1993)

**To be completed by treating Health Care Provider when requesting Family and Medical Leave Act (FMLA) leaves of absence.**

1. Employee's Name: \_\_\_\_\_

2. Patient's Name (if different from employee): \_\_\_\_\_

3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition <sup>1</sup> qualify under any of the categories described? If so, please check the applicable category.

\_\_\_\_ 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5 \_\_\_\_ 6 \_\_\_\_ None of the above

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5a. State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's incapacity<sup>2</sup> if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5b. Will it be necessary for the employee to work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in #6 below)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5c. If the condition is a chronic condition, (condition #4) or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments: \_\_\_\_\_  
\_\_\_\_\_

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatment, actual or estimated dates of treatment, if known, and period for recovery if any: \_\_\_\_\_  
\_\_\_\_\_

6b. If another provider of health will provide any of these treatments (e.g. physical therapist), please state the nature of the treatments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.  
<sup>2</sup> "Incapacity," for the purposes of FMLA, is defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

**CERTIFICATION OF HEALTH CARE PROVIDER CONT.**

(Family and Medical Leave Act of 1993)

6c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g. prescription drugs, physical therapy requiring special equipment): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy of a chronic condition), is the employee unable to perform work of any kind? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7b. If unable to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employer should supply you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7c. If neither a nor b applies, it is necessary for the employee to be absent from work for treatment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8c. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Type of Practice

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

(To be completed by the employee needing family leave to care for a family member:)  
State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**A “*Serious Health Condition*” means an illness, injury, impairment, or physical or mental condition that involves one of the following:**

1. Health Care-Inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
2. Absence Plus Treatment-A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
  - a. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider.
  - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Pregnancy-Any period of incapacity due to pregnancy or for prenatal care.
4. Chronic Conditions requiring treatments-A chronic condition which:
  - a. Requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision of a health care provider.
  - b. Continues over an extended period of time (including recurring episodes of single underlying conditions); and
  - c. May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)

Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

A regimen of continuing treatment includes, for example, a course of prescription medication (e.g. an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over the counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

5. Permanent/Long-term Conditions Requiring Supervision-A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g. Alzheimer’s disease, a severe stroke, or terminal stages of a disease.)
6. Multiple Treatments (Non-Chronic Conditions)-Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

City Colleges of Chicago  
Department of Human Resources  
226 W. Jackson Blvd. 12<sup>th</sup> Floor  
Chicago, IL 60606

(312) 553-2900 Phone  
(312) 553-2905 Fax

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**CITY OF CHICAGO – DEPARTMENT OF PERSONNEL  
PROGRAM ENROLLMENT APPLICATION**

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---

Program Name \_\_\_\_\_ Program Date(s) \_\_\_\_\_

---

Full-Time Employee Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

---

Social Security Number \_\_\_\_\_ Campus/Department \_\_\_\_\_

---

Work Address \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Are you a Supervisor/Manager? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_ If so, how long? \_\_\_\_

Will a reasonable accommodation be required: \_\_\_\_ Yes \_\_\_\_ No

If so, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

---

Application Source: \_\_\_\_ Flier \_\_\_\_ Supervisor \_\_\_\_ Co-Worker \_\_\_\_ Other (specify) \_\_\_\_\_

**THIS APPLICATION MUST BE APPROVED BY THE FOLLOW:**

1. \_\_\_\_\_  
Name of Supervisor (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_  
President or Vice Chancellor (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

3. \_\_\_\_\_  
Staff Developer (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Return this application to the PERSONNEL LIAISON  
at your college prior to the program date.

Application submission does not guarantee enrollment.

Your enrollment will be confirmed by telephone.

City of Chicago  
Department of Personnel  
Training Division  
333 South State Street, Suite 520  
Chicago, IL 60604-3975



*Providing Quality and  
Excellence in Government!*

Richard M. Daley, Mayor  
City of Chicago

Glenn E. Carr,  
Commissioner  
Department of Personnel



**DISTRICT OFFICE  
DEPARTMENTAL  
REQUEST ORDER FORM**

**Check Appropriate Box(ES)**

- ξ Issue a One-time PO
- ξ Issue an Annual PO;  
beginning \_\_\_ ending \_\_
- ξ Submitting attached quotation for approval
- ξ Process invoice for payment
- ξ Send PO to vendor
- ξ Send Request Order Form to vendor
- ξ Charge to PO No. : \_\_\_\_\_
- ξ Goods and services already received
- ξ Quotations attached
- ξ FMS Requisition No.: \_\_\_\_\_

**VENDOR**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

FY \_\_\_\_\_

DEPT: \_\_\_\_\_

Ship to: \_\_\_\_\_

Charge to: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

QTY	UNIT	CATALOG NUMBER	COMMODITY CODE	ITEM DESCRIPTION	SIZE/COLOR	PRICE	EXT. AMT
					<b>Freight/Delivery:</b>		

Date: \_\_\_\_\_ Dept. Head Signature: \_\_\_\_\_ Approval Signature: \_\_\_\_\_ Total: \_\_\_\_\_

**DRUG-FREE WORKPLACE POLICY  
OF THE  
CITY COLLEGES OF CHICAGO**

**Published by the Authority of the**

**BOARD OF TRUSTEES  
Community College District No. 508  
226 West Jackson Boulevard  
Chicago, Illinois 60606**

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**Adopted July 6, 1989**

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## **Drug-Free Work Place Policy**

The Board is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis. It is the policy of the Board of Trustees of City Colleges of Chicago (hereinafter City Colleges) that its workplaces be drug-free. Accordingly, the following rules and regulations are effective as of July 6, 1989.

### Regulations

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee while on City Colleges premises or while performing work for City Colleges is prohibited.
2. Being under the influence of any controlled substance while on City Colleges premises or while performing work for City Colleges is prohibited.
3. As a condition of his or her employment, each employee shall agree in writing to abide by the terms contained in this policy; and
4. Agree to notify City Colleges of any criminal drug statute conviction for a violation occurring on City Colleges premises no later than five (5) days after such conviction.

### Disciplinary and other Employer Action

1. Violation of these prohibitions may result in disciplinary action, up to and including termination.
2. City Colleges shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of such a conviction. City Colleges shall notify the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.
3. City Colleges may also require an employee who violates this policy to satisfactorily attend an employee assistance program or a substance abuse assistance or rehabilitation program.

### Definitions

For the purposes of the above rules and regulations, the following definitions apply:

1. A controlled substance is one:
  - a) which is not legally obtainable;
  - b) which is being used in a manner different from that prescribed; or
  - c) which is legally obtainable but has not been legally obtained.
2. A conviction is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal statutes.

Employee Benefits & Leave Schedule by Job Family

		Direct Deposit	Vacation	Paid Sick days	Personal Days	Paid Holidays	Sabbatical	Professional Advancement Leave	Advanced Study-Research Leave	Paid Bereavement Leave	Election Day Leaves	Jury Duty Leave	Military Leave	Medical Ins.	Dental Ins.	Vision Ins.	Life Ins.	FSAs	403b Pre-Tax Savings	Auto/Homeowners	Savings Bond	CCC Tuition Waivers
Administrators	110, 120	YES	20 days	12 days	3 days	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Faculty, Full-time	301-304	YES	NO	10 days	5 from sick days	YES	YES	NO	YES (Tenured)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Training Specialists, Full-time	321	YES	Based on seniority	10 days	5 from sick days	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Lecturers, Continuing Education	351	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Lecturers, CAN	353	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Lecturers, Part-time, Credit	361	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Adult Educators	371	YES	NO	NO	NO	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	YES	YES
Coordinators, Adult Education	375	YES	NO	NO	NO	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	YES	YES	YES
Clericals, Full-time, Non-Bargaining For	411, 413, 415	YES	Based on seniority	12 days	3	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Clericals, Full-time, Local 1708, Unit I	421	YES	Based on seniority	12 days	3 from sick days	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Clericals, Full-time, Local 1708, Unit II	431	YES	Based on seniority	12 days	3	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Professionals, Local 1600	441, 445	YES	Based on seniority	12 days	5 from sick days	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hourly support, Part-time	451	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
IBEW-Full-time	461	YES	Based on seniority	12 days	5 from sick days	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	YES	YES
IBEW-Part-time	463	YES	Based on seniority	12 days	5 from sick days	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO	NO	YES	YES
Security Guards	721	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Janitors, Local 1	811	YES	Based on seniority	YES	Based on seniority	YES	NO	NO	NO	YES	YES	YES	YES	SEIU 25 Trust	NO	NO	NO	NO	NO	NO	NO	YES
Engineers, Local 399	821	YES	Based on seniority	6 days	Based on seniority	YES	NO	NO	NO	YES	YES	YES	YES	IBOE 399 Trust	NO	NO	NO	NO	NO	NO	NO	YES
Firemen, Local 7	831	YES	Based on seniority	6 days	Based on seniority	YES	NO	NO	NO	YES	YES	YES	YES	IBFO Trust	NO	NO	NO	NO	NO	NO	NO	YES
Adjunct Appointments	391	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Janitors, Replacements	812	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Adult Education Substitute Training Specialists,	373	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Students	611	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Summer Employees	625, 626	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO

**Employee Leave Schedule 05/08/01**

<b>JOB FAMILY</b>	<b>UNION</b>	<b>SICK DAYS</b>	<b>PERSONAL DAYS</b>	<b>FLOATING HOLIDAYS</b>	<b>VACATION DAYS</b>
<b>110</b>	<b>Administrative</b>	<b>12</b> (Available beginning July 1 <sup>st</sup> )	<b>3</b> (Available July 1 <sup>st</sup> ) Balance to Sick Bank	<b>2</b> (Available July 1 <sup>st</sup> ) Balance to Zero	<b>20</b> (July 1 <sup>st</sup> - Advance Bank) Allowed to carry forward 10 to sick and 10 to vacation
<b>301-304</b>	<b>Local 1600</b> Faculty	<b>10</b> (Available July 1 <sup>st</sup> )	<b>5</b> (Deducted from Sick Days) (Available July 1 <sup>st</sup> ) Balance to Zero	No	No
<b>321</b>	<b>Local 1600</b> FT Training Specialist	<b>12</b> (Available July 1 <sup>st</sup> )	<b>5</b> (Deducted from sick days) (Available July 1 <sup>st</sup> ) Balance to Zero	No	As of July 1 <sup>st</sup> <b>10</b> = 1-6 yrs; <b>15</b> = 7-14 yrs; <b>20</b> = 15+ yrs
<b>371, 372, 375</b>	<b>Local 3506</b> Pt Adult Educators & Coordinators	No	No	No	No
<b>411, 413-415</b>	<b>Non-Bargained for Non-Academic</b>	<b>12</b> (Available July 1 <sup>st</sup> )	<b>3</b> (Available July 1 <sup>st</sup> ) Balance to Sick Bank	<b>2</b> (Available July 1 <sup>st</sup> ) Balance to Zero	As of July 1 <sup>st</sup> : <b>10</b> = 1-6 yrs; <b>15</b> = 7-14 yrs; <b>20</b> = 15+ yrs
<b>421</b>	<b>Local 1708</b> Unit I	<b>12</b> (Available beginning of Fall Semester)	<b>3</b> (Available July 1 <sup>st</sup> ) (Deducted from Sick Days) Balance to Sick	<b>2</b> (Available Sept. 1 <sup>st</sup> ) Balance to Zero	As of June 1 <sup>st</sup> : <b>10</b> = 1-6 yrs; <b>15</b> = 7-14 yrs; <b>20</b> = 15+ yrs
<b>431</b>	<b>Local 1708</b> Unit II	<b>12</b> (Available beginning of Fall Semester)	<b>3</b> (Available July 1 <sup>st</sup> ) Balance to Sick	<b>2</b> (Available Sept. 1 <sup>st</sup> ) Balance to Zero	As of July 1 <sup>st</sup> : <b>10</b> = 1-6 yrs; <b>15</b> = 7-14 yrs; <b>20</b> = 15+ yrs
<b>441</b>	<b>Local 1600</b> Professionals	<b>12</b> (Available July 1 <sup>st</sup> )	<b>5</b> (Deducted from Sick Days) (Available July 1 <sup>st</sup> ) Balance to Zero	No	As of July 1 <sup>st</sup> : <b>10</b> = 1-6 yrs; <b>15</b> = 7-14 yrs; <b>20</b> = 15+ yrs
<b>445</b>	<b>Local 1600</b> Professionals	<b>12</b> (Available July 1 <sup>st</sup> )	<b>5</b> (Deducted from Sick Days) (Available July 1 <sup>st</sup> ) Balance to Zero	No	<b>20</b> (July 1 <sup>st</sup> - Advance Bank)
<b>461</b>	<b>Local 1220</b> IBEW-Full Time	<b>12</b> (Available beginning of Fall Semester)	<b>5</b> (Deducted from Sick Days) (Available January 1 <sup>st</sup> )	<b>2</b> (Available July 1 <sup>st</sup> ) Balance to Zero	Per Union Contract
<b>463</b>	<b>Local 1220</b> IBEW-Part Time	<b>12</b> (Available beginning of Fall Semester)	<b>5</b> (Deducted from Sick Days) (Available January 1 <sup>st</sup> )	No	Per Union Contract
<b>811</b>	<b>Local 25</b> Building Maintenance	<b>6</b> After 1 year + 1 day of service (Available beginning of Fall Semester)	<b>1</b> (Available after January 1 <sup>st</sup> ) Balance to Sick	<b>1</b> (Available Sept. 1 <sup>st</sup> ) Balance to Zero	As of January 1 <sup>st</sup> : <b>5</b> = <1 yr; <b>10</b> = 1-6 yrs; <b>15</b> = 7-13 yrs; <b>20</b> = 14-18 yrs; <b>25</b> = 19+ yrs Balance to Zero
<b>821</b>	<b>Local 399</b> Building Engineers	<b>6</b> After 1 year + 1 day of service (Available beginning of Fall Semester)	<b>1</b> = 6 mo. to 1 yr; <b>2</b> = 1+ yrs (Available January 1 <sup>st</sup> ) Balance to Sick	<b>1</b> (Available January 1 <sup>st</sup> ) (Given for employee's Birthday Holiday) Balance to Zero	As of January 1 <sup>st</sup> : <b>5</b> after 1 yr; <b>10</b> after 2 yrs; <b>15</b> after 8 yrs; <b>20</b> = 15-19 yrs; <b>25</b> = 20+ yrs Balance to Zero
<b>831</b>	<b>Local 7</b> Firemen	<b>6</b> After 1 year of service (Available beginning of Fall Semester)	<b>1</b> = 1 yr; <b>2</b> = 2 yrs Balance to Zero	<b>1</b> (Available Sept. 1 <sup>st</sup> ) Balance to Zero	As of January 1 <sup>st</sup> : <b>5</b> = 1 yr; <b>10</b> = 2-7 yrs; <b>15</b> = 8-14 yrs; <b>20</b> = 15-19 yrs; <b>25</b> = 20+ yrs Balance to Zero

**ETHICS POLICY  
OF THE  
CITY COLLEGES OF CHICAGO**

**Published by the Authority of the**

**BOARD OF TRUSTEES  
Community College District No. 508  
226 West Jackson Boulevard  
Chicago, Illinois 60606**

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Amended by #18686 adopted 7-1-95;  
Amended by #20318 adopted 12-4-97;  
Amended by #20774 adopted 7-2-98**

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## **Ethics Policy**

### **PREAMBLE**

The mission of Community College District No. 508 is: *“The City Colleges of Chicago, an institution of higher education, will provide opportunities for all students to enhance their knowledge and skills by offering superior, affordable, comprehensive educational programs and services.”* To this end, this Ethics Policy is adopted to ensure that the highest ethical standards are maintained in fulfilling this mission.

### **Section 1**

#### **DEFINITIONS**

Whenever used in this Policy, the following terms shall have the following meaning:

- (a) “Board” means the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois.
- (b) “Board action” and “Board activity” mean any and every activity undertaken by the Board itself or by any Board member or employee in furtherance of any decision, mandate or request of the Board.
- (c) “Board contract” means any contract entered into pursuant to Board action.
- (d) “Board member” means any person serving as a member of the Board.
- (e) “Compensation” means money, thing of value or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.
- (f) “Contract management authority” means personal involvement in or direct supervisory responsibility for the formulation or execution of a Board contract, including, without limitation, the preparation of specifications, evaluation of bids or proposals, negotiation of contract terms or supervision of performance.
- (g) “District” means Community College District No. 508, County of Cook and State of Illinois.
- (h) “Doing business” means any one or combination of sales, purchases, leases or contracts to, from, or with the Board in an amount in excess of \$5,000 in any twelve (12) consecutive months.
- (i) “Employee” means an individual employed by the District, whether part-time or full-time.
- (j) “Expenditure” means a payment, distribution, loan, advance, deposit, or gift of money or anything of value.
- (k) “Gift” means anything of value given without expectation of receiving anything in return.
- (l) “Person” means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, whether or not operated for profit.

## **Ethics Policy Cont.**

- (m) “Relative” means a person who is related to a Board member, employee, or spouse or any of the following whether by blood or my adoption; parent, child, brother or sister, aunt or uncle, cousin, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister.
- (n) “Seeking to do business” means (1) taking any action within the past 6 months to obtain a contract or business from the District which, if such action were successful, would result in the person doing business with the District; and (2) the contract or business sought has not been awarded to any person.
- (o) “Special interest” means any economic or other personal interest that is in any way distinguishable from the interests of the public generally and shall include the economic or other personal interest of a spouse; it may include, but not limited to, a romantic or familial relationship. The ownership, through purchase or inheritance, of less than 1% of the shares of stock in a corporation, parent or affiliate thereof, regardless of the value or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended, shall not be considered a special interest.
- (p) “Familial relationship,” identical to the definition of “Relative,” exists when two persons are related by blood, law, or marriage.
- (q) “Romantic relationship” exists when, without benefit of marriage, two persons as consenting partners (1) have a sexual union or (2) engage in partnering or courtship that may or may not have been consummated sexually.
- (r) “Student officers” means students of the District holding elective or appointed office.

### **Section 2:**

#### **FIDUCIARY RESPONSIBILITY**

- (a) Employees, Board members, and Student officers shall at all times in the performance of their duties owe a fiduciary responsibility to the Board, to the students of the District and to the residents of the District.
- (b) Nothing in this Policy shall be construed to prohibit any individual employee or groups of employees from exercising whatever individual or collective rights they may have through collective bargaining, the first amendment, or otherwise to advocate for changes in their terms and conditions of employment or academic schedules, programs or policies.

### **Section 3:**

#### **IMPROPER INFLUENCE**

No employee or Board member shall make or participate in making, or in any way attempt to use his position to influence any Board decision or action in which he knows or has reason to know that he has any special interest.

## **Ethics Policy Cont.**

### **Section 4:**

#### **OFFERING, RECEIVING OR SOLICITING GIFTS OR FAVORS**

- (a) No person shall give or offer to give, to any employee or Board member, or relative of any employee or Board member, and none of them shall solicit or accept a gift, promise of future employment, or other gratuity based on any understanding either explicit or implicit, of the giver receiving any benefit thereby or of influencing any decision, action or judgement of the employee, Board member or District.
- (b) Any gift received in violation of this section shall be immediately returned to the sender.
- (c) Employees shall not give a gift or solicit a contribution from another employee for a gift to a supervisor, nor shall any employee or Board member accept a gift from subordinate employees. This does not prohibit voluntary gifts or contributions on special occasions such as birthdays, weddings, transfers, illness or retirement.
- (d) Nothing in this section shall prohibit any person from giving or receiving: (1) an award publicly presented in recognition of public service; (2) business entertainment including, but not limited to meals, not to exceed \$100.00 per occurrence; (3) reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with public events, appearances or ceremonies related to District business, if furnished by the sponsor of such public event. Any business entertainment in excess of \$100.00 shall require prior notification, whenever possible, to the Chancellor.

### **Section 5:**

#### **USE OF DISTRICT OWNED PROPERTY**

No employee or Board member shall engage in or permit the unauthorized use of District owned property.

### **Section 6:**

#### **EMPLOYMENT OF RELATIVES**

- (a) No employee or Board member shall employ or advocate for employment, in any department of any College or program of the District in which said employee or Board member serves or over which he exercises authority, supervision, or control, any person (1) who is a relative of said member of employee, or (2) in exchange for or in consideration of the employment of any said employee or member's relatives by any other member or employee. Relatives shall not receive preferential treatment in the determination of salary, raise or promotion. This subsection shall not apply to part-time summer employment of less than 4 months per year.
- (b) Where a relative of an employee or Board member is employed by nongovernmental person doing business with the District or seeking to do business with the District, the employee or Board member shall not have or exercise contract management authority.
- (c) No employee or Board member shall use or permit the use of his position to assist any relative in securing employment or contracts with persons over whom the member or employee exercises contract management authority. The employment of or contracting with a relative of such a Board member or employee by such a person within six months prior to, during the term of, or six months subsequent to the period of a Board contract may be considered as evidence that said employment or contract was obtained in violation of this section.

## **Ethics Policy Cont.**

### **Section 7:**

#### **POLITICAL RIGHTS AND RESPONSIBILITIES**

- (a) No employee or Board member shall engage in political activities while at work or on duty, or use Board property for partisan political purposes.
- (b) No employee or Board member shall use his or her position to coerce or inhibit others in the free exercise of their political rights.

### **Section 8:**

#### **CONFLICTS OF INTERESTS**

- (a) No employee or Board member shall make or participate in the making of any decision or take any action with respect to any matter in which he has any special interest.
- (b) It is a violation of this policy for any employee or faculty member, instructional assistant or other City Colleges employee to participate in the instruction, evaluation, or supervision of a student with whom there is a romantic or familial relationship. Any employee or faculty member engaged in such relationships shall immediately disclose the romantic or familial relationship to the relevant college administrator, who shall promptly arrange for other oversight for the student.
- (c) Any employee who has a special interest in any action or activity pending before the Board or any of the Colleges of the District shall disclose the nature of such interest to the head of the department or division to whom that employee reports, as applicable. In the case of any special interest of any Vice Chancellor or head of any department or division of a College, such disclosure shall be made to the Chancellor or to the president of the College, as applicable. The obligation to report under this subsection arises as soon as the employee is aware of the activity. The obligation to report under this subsection does not apply to applications for health, disability or worker compensation benefits.
- (d) Any Board member who has any special interest in any matter pending before the Board or any committee of the Board shall publicly disclose the nature and extent of such interest in the record of proceedings of the Board. Such Board member shall abstain from voting on the action or activity but shall be counted for purposes of a quorum. The obligation to report under this subsection arises as soon as the Board member is aware of such conflict.
- (e) No employee or the spouse of any employee, or entity in which an employee or his or her spouse has financial interest, shall apply for, solicit, accept or receive a loan of any amount from any person who is either doing business or seeking to do business with the Board; provided, however, that nothing in this section prohibits application for, solicitation for, acceptance of or receipt of loan from a financial lending institution, if the loan is negotiated at arm's length and is made at market rate in the ordinary course of the lender's business.

### **Section 9:**

#### **INTEREST IN BOARD BUSINESS**

- (a) No employee or Board member shall have a special interest in any contract, work or business of the Board or in the sale of any article, whether the expense, price or consideration of the contract, work, business or sale is paid with funds belonging to or administered by the Board. Compensation for property taken pursuant to eminent domain shall not constitute a financial interest within the meaning of this section.

## **Ethics Policy Cont.**

- (b) Unless sold pursuant to a process of competitive bidding following public notice, no employee or Board member shall have a financial interest in the purchase of any property that belongs to the Board. Before participating in the competitive process, the employee or Board member shall disclose his financial interest.
- (c) Notwithstanding the above, an employee may contract with the Board for the delivery of goods or services where there is full disclosure of the contractor's relationship to the Board and the Board gives its written consent.
- (d) Notwithstanding the above, a Board member may contract with the Board for the delivery of goods or services where no comparable goods or services are available, there is full disclosure of the contractor's relationship to the Board and the Board gives its written consent.

### **Section 10:**

#### **REPRESENTATION OF OTHER PERSONS**

- (a) No employee or Board member may represent or have a special interest in the representation of any person, other than the Board, in (1) any formal or informal proceeding or transaction before or affecting the Board which is of non-ministerial nature; (2) any judicial or quasi-judicial proceeding before any administrative agency or court in which the Board is a party.

### **Section 11:**

#### **POST EMPLOYMENT RESTRICTIONS**

- (a) No former employee or Board member shall assist or represent any person, other than the Board, in any judicial or administrative proceeding involving the Board if the employee or Board member was counsel of record or participated personally and substantially in the proceeding during his employment or service on the Board.
- (b) No former employee or Board member shall, for a period one year after termination of his employment or service on the Board, assist or represent any person, other than the Board, in any business transaction involving the Board if the employee or Board member participated personally and substantially in the subject matter of the transaction during his term of employment or service on the Board.
- (c) Notwithstanding the above, a former employee or Board member may represent or be employed by the Board or another party so long as that representation or employment is not adverse to the Board and he or she first obtains the Board's written permission.

### **Section 12:**

#### **CONFIDENTIAL INFORMATION**

No current or former employee or Board member shall use or disclose, other than in the performance of his official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of his position or employment. No current or former employee or Board member shall utilize such information for his personal benefit or for the benefit of any individual or group. For the purposes of this section, "Confidential Information" means any information that may not be obtained pursuant to the Illinois Freedom of Information Act as may be amended from time to time.

## **Ethics Policy Cont.**

### **Section 13:**

#### **APPLICABILITY TO CONTRACTS**

- (a) All contracts and leases shall be accompanied by a disclosure of the name and business address of each attorney, lobbyist, or consultant who was retained by the contractor with respect to that contract or lease and the name and business address of any other person who will be paid any fee for communicating with Board employees or officials when such communications are intended to influence the issuance of the contract or lease; provided, however, that this disclosure does not apply to employees of the contractor.
- (b) All bids, proposals or other solicitations for contracts or lease shall be accompanied by a disclosure of the ownership interests of those persons seeking to do business with the Board. For purposes of this section, the ownership, through purchase or inheritance, of less than 1% of the shares of stock in a corporation, parent, or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended, shall not be considered an ownership interest.
- (c) All Board contracts shall contain a provision requiring compliance with this Policy. Any contract negotiated or entered into in violation of this Policy shall be voidable at the option of the Board. Any contractor of the Board found to have violated any of the provisions of this Policy or who fails to provide documents or information requested by the Board or the Board's designee to investigate violations of this Policy shall be subject to cancellation of all existing contracts.

### **Section 14:**

#### **CONTRACT INDUCEMENTS**

No payment, gratuity, gift or offer of employment shall be made in connection with any Board contract, by or on behalf of a subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. This prohibition shall be set forth in every Board contract and solicitation therefor.

### **Section 15:**

#### **DUTY TO ADVISE OR DISCLOSE; CONFIDENTIALITY OF DISCLOSURE; PROHIBITION AGAINST RETALIATORY ACTION**

- (a) No information shall be withheld from, or false information supplied to, the Board, its members or employees, by any employee or Board member when so doing in any way interferes with, delays or impedes any Board action or the functioning of any Board activity or abets the carrying on or concealment of any violation of this Policy, or of any other rule, regulation or contract of the Board or of any law, statute or ordinance which affects the Board or its activities or property.
- (b) Any information or documents assembled as a result of this Policy shall be confidential except as required to implement this Policy. The requirement of confidentiality shall not prevent the Board or its employees from complying with applicable state or federal laws or regulations.
- (c) The Board, to the full extent of its authority, will neither condone nor allow any retribution to be taken against any person for any action taken in furtherance or enforcement of this Policy or furtherance or enforcement of any Board action, activity, rule or regulation.

## **Ethics Policy Cont.**

### **Section 16:**

#### **ENFORCEMENT PROVISIONS**

- (a) Allegations of violations of this Policy shall be reported to the General Counsel who shall have responsibility for investigating the allegations and making recommendations to the Board for such disciplinary or other action as may be appropriate to effectuate this Policy.
- (b) Any Employee or Board member found to have violated any of the provisions of this Policy or to have intentionally furnished false or misleading information or failed to cooperate in investigations concerning any matter covered by this Policy shall be subject to appropriate sanctions up to and including discharge from employment.
- (c) Nothing in this Policy shall preclude the Board from maintaining an action for an accounting for any pecuniary benefit received by any person in violation of this Policy or other law, or to recover damages for violation of this Policy.
- (d) The procedures and penalties provided in this Policy are supplemental and do not limit the power of the Board to otherwise discipline employees or take appropriate administrative action or to adopt more restrictive rules. Nothing in this Policy is intended to repeal or is to be construed as repealing in any way the provisions of any other applicable statute, ordinance, rule or regulation.

### **Section 17:**

#### **CERTIFICATION**

Every employee and Board member shall certify that he has reviewed and read the provisions of this Policy.

**CITY COLLEGES OF CHICAGO**  
**FAMILY AND MEDICAL LEAVE ACT-REVIEW**

Effective August 5, 1993

**PURPOSE OF ACT**

- To balance the demands of the workplace with the needs of families;
- Entitle employees to take responsible leave for medical reason, birth or adoption of a child, and to care for a child, spouse, or parent who has a serious health condition.

**ELIGIBILITY**

- To be eligible for coverage, an employee must:
  - ✓ have been employed with CCC for at least 12 months before the leave is requested;
  - ✓ have worked at least 1,250 hours during the 12 month period before the leave is requested.

**LEAVE REQUIREMENTS**

- Eligible employees are entitled to a total of 12 weeks of leave during each calendar when leave is taken for one or more of the following qualifying reasons:
  - ✓ The birth of a child and to care for the child;
  - ✓ The placement of a child with the employee for adoption or foster care;
  - ✓ To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
  - ✓ A serious health condition that makes the employee unable to perform the duties of their position.
- If both spouses are working for the same employer, their combined leave in any calendar year is limited to 12 weeks if the leave is taken for either the birth or adoption of a child or to care for a sick parent.

**SUBSTITUTION OF PAID LEAVE**

- The Act requires only unpaid leave. However, depending on the reason for the leave, the employee may elect, OR the CCC may require the employee to substitute accrued paid leave for any part of the unpaid leave as follows:

<u>Qualifying Reason</u>	<u>Accrued Leave That May Be Substituted</u>
✓ Birth, adoption, foster	Vacation, Personal
✓ Care for immediate family member	Vacation, Personal, Sick
✓ Employee's serious health condition, including any period of incapacity due to pregnancy or for prenatal care	Vacation, Personal, Sick

**INTERMITTENT OR REDUCED SCHEDULE LEAVE**

- Intermittent leave, leave taken in blocks of time, or reduced schedule leave, reducing the normal work schedule, may be taken under the following circumstances:
  - ✓ When medically necessary in cases of a serious health condition of the employee or their immediate family member;
  - ✓ For the birth and care or placement for adoption or foster care subject to CCC approval.

## **FAMILY AND MEDICAL LEAVE ACT-REVIEW CONT.**

- Employees seeking intermittent or reduced schedule leave based on planned medical treatment MUST provide medical certification outlining the dates on which treatment is expected and the duration of treatment. Intermittent leaves may only be taken in full day increments. A reasonable effort must be made to schedule treatment so as not to unduly disrupt day to day operations. Employees must give at least 30 days notification of their intentions if at all practical.

### **CERTIFICATION SUPPORTING LEAVE REQUESTS**

- A certification provided by a health care provider is required to support an employee's request for FMLA leave. The attached 'Certification of Health Care Provider' form can be used for this purpose. A certification is not sufficient unless it includes the following:
  - ✓ The date the condition;
  - ✓ The probable duration;
  - ✓ Appropriate medical facts; and
  - ✓ An assertion that the employee is unable to perform the job functions or that the employee is needed to care for a sick immediate family member for a specified time.

Whenever possible, the employee must give 30 days notice to CCC before taking FMLA leave. Otherwise, the employee must notify CCC of the need to take FMLA leave as soon as knowledge of the need arises.

*"Health Care Provider"* means:

- ✓ Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which they practice; or
- ✓ Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct subluxation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- ✓ Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, under state law; or
- ✓ Christian Science practitioners listed with the First Church of Christian Scientist in Boston, MA; or
- ✓ Any health care provider recognized by the employer or the employer's group health plan benefits manager.

### **BENEFIT PROTECTION**

- CCC is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

### **JOB PROTECTION AND RESTORATION**

- An employee must be restored to their original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment upon return from FMLA leave.

## **FAMILY AND MEDICAL LEAVE ACT-REVIEW CONT.**

Key employees-Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to the CCC's operations, the CCC may refuse to reinstate certain highly paid "key employees", among the highest paid ten percent of employees at CCC, to their former position after FMLA leave during which health coverage was maintained. In order to do so, the CCC must:

- ✓ Notify the employee of their "key employee" status in response to the employee's notice of intent to take FMLA leave;
- ✓ Notify the employee as soon as it decides it will deny job restoration, and explain the reasons for the decision;
- ✓ Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

**POLICES AND GUIDELINES GOVERNING THE USE OF  
COMPUTING AND TECHNOLOGY RESOURCES  
OF THE  
CITY COLLEGES OF CHICAGO**

**Published by the Authority of the**

**BOARD OF TRUSTEES  
Community college District No. 508  
226 West Jackson Boulevard  
Chicago, Illinois 60606**

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**Adopted July 2, 1998**

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## **Policies and Guidelines Governing the Use of Computing and Technology Resources**

The Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, provides computing and technology resources at each of the City Colleges of Chicago as well as at the Central Office to support the educational and administrative activities of the District. These resources include library research tools, electronic mail (e-mail), voice mail, Internet access, computer laboratories, student information and registration systems, financial and accounting systems, and other computing facilities and related services.

Users of these services and facilities have access to valuable District resources and, in some cases, to confidential data. It is important for all users to conduct themselves in a responsible, ethical, and legal manner when utilizing these resources. Users must respect the rights of others and must abide by the licenses and other contractual and legal obligations by which the District makes technology resources available to all. In addition, all users have a responsibility to help the District maintain a secure technology network that can be shared by everyone.

This policy applies to all computing and technology services and resources owned or managed by the City Colleges of Chicago. Individual departments or computer labs may have additional policies regarding the equipment held in those departments or labs. Contact the department chair or person in charge for more information about policies in particular situations.

### **Polices and Guidelines**

1. The District's computer and technology resources are provided for educational and administrative purposes and are to be used in a manner that is consistent with those purposes. Unauthorized use of District resources for commercial purposes, personal gain, or for any other purpose inconsistent with the mission of the District is prohibited.
2. Be sensitive to the needs of others; use only your fair share of computing resources. Use of District resources for non-educational purposes including, but not limited to, game playing, chain letters, or other mass mailings or activities that could damage, unduly burden, or disrupt the normal operations of District systems is prohibited.
3. Refrain from displaying material on screens in shared facilities or forwarding material (e.g., violent or sexually explicit materials) that may cause discomfort or embarrassment to others. Technological resources are not to be used to retrieve or send pornographic, obscene, harassing, or illegal materials or messages.
4. Be civil when communicating with others -- write as if you expect the whole world to read every message. There is no guarantee of privacy in the use of computer and technology resources. Further, there may be occasions when it will be necessary for District administration to access computer or telephone accounts in order to prevent disruption to the network or other shared services or to enforce laws or District policy.
5. Identify yourself clearly and accurately in electronic communications. Individuals or campus organizations that obtain access to a telephone, computer, or e-mail may only use their own passwords, are responsible for protecting those passwords from use by others, and are responsible for reporting any unauthorized use of the system as well as any breach of system security that they are aware of.

## **Policies and Guidelines Governing the Use of Computing and Technology Resources Cont.**

6. Users are expected to use computing resources in ways that are ethical and honest. It is unethical to represent someone else's work as your own, or to allow someone to represent your work as theirs. Plagiarism and cheating will not be tolerated. Additionally, altering the electronic communications of others may be a form of fraud, which is prohibited.
7. It is the intention of the District to honor all software licenses it holds as well as all other contractual and legal obligations regarding the use of software and other computer related products. CCC forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using CCC equipment to make illegal copies of software is prohibited.
8. No user shall attempt to open files or documents or gain access to areas or systems for which they have not been granted authorization.
9. CCC employees who violate this policy are subject to appropriate disciplinary action including suspension of their computer privileges. Serious violations of this policy may result in expulsion or discharge. Individual who violate state or federal privacy laws, copyright laws, or software licensing agreements also may be subject to criminal or civil action by the appropriate authorities or by the owner of the copyright.

## Job Family List

<u>Description</u>	<u>Job Family</u>
Administrators	110
Full Time Faculty	301-304
Full Time Training Specialists	321
Continuing Education Lecturers	351
CNA Lecturers	353
Part-Time Credit Lecturers	361
Adult Education Program-Adult Educators	371
Adult Education Program-Substitute Training Specialists	373
Adult Education Program-Coordination	375
NBF/Career Service Exempt	411, 413, 415
1708 Unit I	421
1708 Unit II	431
1600 Professionals	441, 445
Part Time Hourly Support	451
IBEW-Full Time	461
IBEW-Part Time	463
Full/Part-time Students (Part-time Employees)	611
Security Guards	721
Janitors	811
Replacement Janitors	812
Engineers	821
Firemen	831
Adjunct Appointments	391

**CITY COLLEGES OF CHICAGO  
LEAVE EXTENSION REQUEST FORM**

Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

College/District Office \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Job Family \_\_\_\_\_ Department \_\_\_\_\_

Position Title \_\_\_\_\_ Home Tel No. \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Union \_\_\_\_\_ Work Tel No. \_\_\_\_\_

Type of Leave Requested: Illness \_\_\_\_\_ Personal \_\_\_\_\_ FMLA \_\_\_\_\_ Professional \_\_\_\_\_ Special \_\_\_\_\_

Parental \_\_\_\_\_ Part-Time [Tenured Faculty Only] \_\_\_\_\_ Military \_\_\_\_\_ Peace Corps \_\_\_\_\_ Medical \_\_\_\_\_

Other Military Leave \_\_\_\_\_ Jury Duty or Court Attendance \_\_\_\_\_ Summer \_\_\_\_\_ Other \_\_\_\_\_

This Leave will be: Paid \_\_\_\_\_ Unpaid \_\_\_\_\_ Partially Paid/Partially Unpaid \_\_\_\_\_  
Pay Percentage while on leave % \_\_\_\_\_

Leave Dates: From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

This leave extension is being requested for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Appropriate documentation supporting this extension request must be submitted with this form.**  
(Ex: A medical statement from a health care provider indicating the need for a requested illness, FMLA, or parental leave, a statement of planned activities for a professional leave, or a statement indicating the reason for a personal, special, or summer leave, etc.) This extension covers only the definite period stated. This leave may be terminated prior to the date specified above, upon approval of College President/Department Head. A medical release to return to full duty status must be submitted prior to a return from an illness, FMLA, or parental leave. The City Colleges of Chicago reserves the right to require submission to a medical evaluation if deemed necessary. An employee will be considered to have abandoned their position and may be subject to disciplinary action if they do not return to work or submit another Leave Extension Request form on or before the end date of this requested leave.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College President or Vice Chancellor

\_\_\_\_\_  
Date

---

FOR DISTRICT OFFICE HUMAN RESOURCES DEPARTMENT USE ONLY

Approved by Human Resources Department

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources Representative

\_\_\_\_\_  
Date

**CITY COLLEGES OF CHICAGO  
LEAVE REINSTATEMENT FORM**

Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_

College/District Office \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

Job Family \_\_\_\_\_

Department \_\_\_\_\_

Home Tel No. \_\_\_\_\_

Position Title \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Union \_\_\_\_\_

Work Tel No. \_\_\_\_\_

Please reinstate the employee named above to the position listed above effective \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Month) (Day) (Year)

This employee is returning to work from a \_\_\_\_\_ leave which was  
effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Month) (Day) (Year) [TYPE OF LEAVE] (Month) (Day) (Year)

**Appropriate documentation supporting this request must be submitted with this form.** (Ex: A medical release to return to full duty status prior to returning from an illness, FMLA, or parental leave.) The City Colleges of Chicago reserves the right to require submission to a medical evaluation if deemed necessary.

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College President/Vice Chancellor

\_\_\_\_\_  
Date

---

FOR DISTRICT OFFICE HUMAN RESOURCES DEPARTMENT USE ONLY

Approved by Human Resources Department

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources Representative

\_\_\_\_\_  
Date

**CITY COLLEGES OF CHICAGO  
LEAVE REQUEST FORM**

Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_  
 College/District Office \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Job Family \_\_\_\_\_ Department \_\_\_\_\_  
 Position Title \_\_\_\_\_ Home Tel No. \_\_\_\_\_  
 Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Union \_\_\_\_\_ Work Tel No. \_\_\_\_\_

Type of Leave Requested: Illness \_\_\_ Personal \_\_\_ FMLA \_\_\_ Professional \_\_\_ Special \_\_\_  
 Parental \_\_\_\_\_ Part-Time[Tenured Faculty Only] \_\_\_\_\_ Military \_\_\_ Peace Corps \_\_\_ Medical \_\_\_  
 Other Military Leave \_\_\_ Jury Duty or Court Attendance \_\_\_ Summer \_\_\_ Other \_\_\_

This Leave will be: Paid \_\_\_\_\_ Unpaid \_\_\_\_\_ Partially Paid & Partially Unpaid \_\_\_\_\_  
 Pay Percentage while on leave % \_\_\_\_\_

Leave Dates: From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

This leave is being requested for the following reason(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Appropriate documentation supporting this request must be submitted with this form.** (Ex: A medical statement from a health care provider indicating the need for a requested illness, FMLA, or parental leave, a statement of planned activities for a professional leave, or a statement indicating the reason for a personal, special, or summer leave, etc.) This leave covers only the definite period stated. This leave may be terminated prior to the date specified above, upon approval of College President/Department Head. A medical release to return to full duty status must be submitted prior to return from an illness, FMLA, or parental leave. The City Colleges of Chicago reserves the right to require submission to a medical evaluation if deemed necessary. An Employee will be considered to have abandoned their position and may be subject to disciplinary action if they do not return to work or submit a Leave Extension Request form on or before the end date of this requested leave.

\_\_\_\_\_  
 Signature of Employee Date  
 \_\_\_\_\_  
 Signature of Immediate Supervisor Date  
 \_\_\_\_\_  
 Signature of College President or Vice Chancellor Date

---

FOR DISTRICT OFFICE HUMAN RESOURCES DEPARTMENT USE ONLY

Approved by Human Resources Department Yes \_\_\_\_\_ No \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Human Resources Representative Date

**Application for Services**

Date: \_\_\_\_\_ Name of User or Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Computation Results Will Be Used In:

ξ 1. College Administration

ξ 3. Research Project

ξ 2. Course Instruction

ξ 4. Other \_\_\_\_\_

Requested Date of Completion: \_\_\_\_\_

Job Description: \_\_\_\_\_

Part of an Existing System: ξ Yes      ξ No

Title: \_\_\_\_\_

Program Number: \_\_\_\_\_

Scheduling Information: \_\_\_\_\_

Name of Person Filing Out Form: \_\_\_\_\_ Phone #: \_\_\_\_\_

President/Vice Chancellor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Complete Below**

Project Number Assigned: \_\_\_\_\_ Priority of Job: (1-3, 1 Highest) \_\_\_\_\_

Estimated Time to Complete Job: \_\_\_\_\_ Hours Target Date to Complete Job: \_\_\_\_\_

OIT Staff Assigned: \_\_\_\_\_

**Approvals:**

OIT Unit Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor for Technology, CIO: \_\_\_\_\_ Date: \_\_\_\_\_

Disposition: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_ Actual Total Hours: \_\_\_\_\_

**City Colleges of Chicago  
Work Study Pay Periods - 2001**

<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>	<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>
01	12/10/00 - 12/23/00	01/12/01	14	06/10/01 - 06/23/01	07/13/01
02	12/24/00 - 01/06/01	01/26/01	15	06/24/01 - 07/07/01	07/27/01
03	01/07/01 - 01/20/01	02/09/01	16	07/08/01 - 07/21/01	08/10/01
04	01/21/01 - 02/03/01	02/23/01	17	07/22/01 - 08/04/01	08/24/01
05	02/04/01 - 02/17/01	03/09/01	18	08/05/01 - 08/18/01	09/07/01
06	02/18/01 - 03/03/01	03/23/01	19	08/19/01 - 09/01/01	09/21/01
07	03/04/01 - 03/17/01	04/06/01	20	09/02/01 - 09/15/01	10/05/01
08	03/18/01 - 03/31/01	04/20/01	21	09/16/01 - 09/29/01	10/19/01
09	04/01/01 - 04/14/01	05/04/01	22	09/30/01 - 10/13/01	11/02/01
10	04/15/01 - 04/28/01	05/18/01	23	10/14/01 - 10/27/01	11/16/01
11	04/29/01 - 05/12/01	06/01/01	24	10/28/01 - 11/10/01	11/30/01
12	05/13/01 - 05/26/01	06/15/01	25	11/11/01 - 11/24/01	12/14/01
13	05/27/01 - 06/09/01	06/29/01	26	11/25/01 - 12/08/01	12/28/01

**\*\*\*Paid early due to holiday**

**City Colleges of Chicago  
Adult Educators Pay Periods - 2001**

<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>	<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>
01	12/10/00 - 12/23/00	01/12/01	14	06/10/01 - 06/23/01	07/13/01
02	12/24/00 - 01/06/01	01/26/01	15	06/24/01 - 07/07/01	07/27/01
03	01/07/01 - 01/20/01	02/09/01	16	07/08/01 - 07/21/01	08/10/01
04	01/21/01 - 02/03/01	02/23/01	17	07/22/01 - 08/04/01	08/24/01
05	02/04/01 - 02/17/01	03/09/01	18	08/05/01 - 08/18/01	09/07/01
06	02/18/01 - 03/03/01	03/23/01	19	08/19/01 - 09/01/01	09/21/01
07	03/04/01 - 03/17/01	04/06/01	20	09/02/01 - 09/15/01	10/05/01
08	03/18/01 - 03/31/01	04/20/01	21	09/16/01 - 09/29/01	10/19/01
09	04/01/01 - 04/14/01	05/04/01	22	09/30/01 - 10/13/01	11/02/01
10	04/15/01 - 04/28/01	05/18/01	23	10/14/01 - 10/27/01	11/16/01
11	04/29/01 - 05/12/01	06/01/01	24	10/28/01 - 11/10/01	11/30/01
12	05/13/01 - 05/26/01	06/15/01	25	11/11/01 - 11/24/01	12/14/01
13	05/27/01 - 06/09/01	06/29/01	26	11/25/01 - 12/08/01	12/28/01

**\*\*\*Paid early due to holiday**

**City Colleges of Chicago  
Faculty/Staff Pay Periods - 2001**

<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>	<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>
01	12/31/00 - 01/13/01	01/12/01	14	07/01/01 - 07/14/01	07/13/01
02	01/14/01 - 01/27/01	01/26/01	15	07/15/01 - 07/28/01	07/27/01
03	01/28/01 - 02/10/01	02/09/01	16	07/29/01 - 08/11/01	08/10/01
04	02/11/01 - 02/24/01	02/23/01	17	08/12/01 - 08/25/01	08/24/01
05	02/25/01 - 03/10/01	03/09/01	18	08/26/01 - 09/08/01	09/07/01
06	03/11/01 - 03/24/01	03/23/01	19	09/09/01 - 09/22/01	09/21/01
07	03/25/01 - 04/07/01	04/06/01	20	09/23/01 - 10/06/01	10/05/01
08	04/08/01 - 04/21/01	04/20/01	21	10/07/01 - 10/20/01	10/19/01
09	04/22/01 - 05/05/01	05/04/01	22	10/21/01 - 11/03/01	11/02/01
10	05/06/01 - 05/19/01	05/18/01	23	11/04/01 - 11/17/01	11/16/01
11	05/20/01 - 06/02/01	06/01/01	24	11/18/01 - 12/01/01	11/30/01
12	06/03/01 - 06/16/01	06/15/01	25	12/02/01 - 12/15/01	12/14/01
13	06/17/01 - 06/30/01	06/29/01	26	12/16/01 - 12/29/01	12/28/01

**\*\*\*Paid early due to holiday**

**City Colleges of Chicago  
Hourly Pay Periods - 2001**

<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>	<u>PP#</u>	<u>Date Range</u>	<u>Check Date</u>
01	12/17/00 - 12/30/00	01/12/01	14	06/17/01 - 06/30/01	07/13/01
02	12/31/00 - 01/13/01	01/26/01	15	07/01/01 - 07/14/01	07/27/01
03	01/04/01 - 01/27/01	02/09/01	16	07/15/01 - 07/28/01	08/10/01
04	01/28/01 - 02/10/01	02/23/01	17	07/29/01 - 08/11/01	08/24/01
05	02/11/01 - 02/24/01	03/09/01	18	08/12/01 - 08/25/01	09/07/01
06	02/25/01 - 03/10/01	03/23/01	19	08/26/01 - 09/08/01	09/21/01
07	03/11/01 - 03/24/01	04/06/01	20	09/09/01 - 09/22/01	10/05/01
08	03/25/01 - 04/07/01	04/20/01	21	09/23/01 - 10/06/01	10/19/01
09	04/08/01 - 04/21/01	05/04/01	22	10/07/01 - 10/20/01	11/02/01
10	04/22/01 - 05/05/01	05/18/01	23	10/21/01 - 11/03/01	11/16/01
11	05/06/01 - 05/19/01	06/01/01	24	11/04/01 - 11/17/01	11/30/01
12	05/20/01 - 06/02/01	06/15/01	25	11/18/01 - 12/01/01	12/14/01
13	06/03/01 - 06/16/01	06/29/01	26	12/02/01 - 12/15/01	12/28/01

**\*\*\*Paid early due to holiday**



### Payroll Status Form

To be completed and submitted with Leave Request Form and Leave Extension Request Form

Name \_\_\_\_\_ Department/Campus \_\_\_\_\_

Job Family \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

I have requested a \_\_\_\_\_ Leave of Absence from \_\_\_\_\_ to \_\_\_\_\_

My requested payroll status during this leave is the entire leave will be:

- unpaid
- paid
- partially paid and partially unpaid

For the paid portion of the leave, the paid benefit time that will be used is:

- Sick: from \_\_\_\_\_ to \_\_\_\_\_; Total number used \_\_\_\_\_.
- Vacation: from \_\_\_\_\_ to \_\_\_\_\_; Total number used \_\_\_\_\_.
- Personal: from \_\_\_\_\_ to \_\_\_\_\_; Total number used \_\_\_\_\_.
- Floating Holiday: from \_\_\_\_\_ to \_\_\_\_\_; Total number used \_\_\_\_\_.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus/District Office Payroll Department Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College President/Vice Chancellor

\_\_\_\_\_  
Date

---

FOR DISTRICT OFFICE HUMAN RESOURCES DEPARTMENT USE ONLY

Employee has and is approved to use the accrued benefit time requested:

Sick \_\_\_\_\_ Yes \_\_\_\_\_ No    Vacation \_\_\_\_\_ Yes \_\_\_\_\_ No

Personal \_\_\_\_\_ Yes \_\_\_\_\_ No    Float Hol. \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature of Human Resources Representative

\_\_\_\_\_  
Date



**PERSONAL DATA  
CHANGE FORM**

**Name** \_\_\_\_\_ **Soc. Sec. No.** \_\_\_\_\_

**Emp Id Number** \_\_\_\_\_ **Job Family** \_\_\_\_\_ **Effective Date Of Change** \_\_\_\_\_

**Social Security Number Change\***

From \_\_\_\_\_

To \_\_\_\_\_

**Name Change\***

From \_\_\_\_\_

To \_\_\_\_\_

**Address Change**

From \_\_\_\_\_

City State Zip

To \_\_\_\_\_

City State Zip

**Telephone Number Change**

From ( ) \_\_\_\_\_

To ( ) \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\* SOCIAL SECURITY CARD CHANGE REQUIRED, EMPLOYEE MUST PRESENT COPY OF NEW CARD FOR THE REQUESTED CHANGE TO BE MADE

RETURN TO DISTRICT OFFICE DEPARTMENT OF HUMAN RESOURCES  
226 WEST JACKSON BOULEVARD, CHICAGO IL 60606, 12<sup>TH</sup> FLOOR

**ALL INFORMATION IS REQUIRED**

**PETTY CASH**

(Please attach receipts)  
(Maximum \$100.00)

**Amount:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Verified/Approved by:** \_\_\_\_\_

**Cost Center:** \_\_\_\_\_

**Balance:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_

**ALL INFORMATION IS REQUIRED**

**PETTY CASH**

(Please attach receipts)  
(Maximum \$100.00)

**Amount:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Verified/Approved by:** \_\_\_\_\_

**Cost Center:** \_\_\_\_\_

**Balance:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_

---

**STAFF DEVELOPMENT ACADEMY TRAINING  
 MANAGER'S REQUEST FORM**

---

Program Name \_\_\_\_\_ Requested Date(s) \_\_\_\_\_

Campus/Department \_\_\_\_\_ Phone Number \_\_\_\_\_

Requesting Manager's Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

---

Group Name \_\_\_\_\_  
*(e.g. Payroll, HR, etc.)*

Please list individual attendees below.

_____ Name (print)	_____ Title	_____ Name (print)	_____ Title
_____ Name (print)	_____ Title	_____ Name (print)	_____ Title
_____ Name (print)	_____ Title	_____ Name (print)	_____ Title
_____ Name (print)	_____ Title	_____ Name (print)	_____ Title
_____ Name (print)	_____ Title	_____ Name (print)	_____ Title
_____ Name (print)	_____ Title	_____ Name (print)	_____ Title
_____ Name (print)	_____ Title	_____ Name (print)	_____ Title

*THIS APPLICATION MUST BE APPROVED BY THE FOLLOWING:*

1. \_\_\_\_\_  
 President or Vice Chancellor (Print)      Signature      Phone      Date
- \_\_\_\_\_  
 Associate Vice Chancellor (Print)      Signature      Phone      Date

Return this application to the PERSONNEL LIAISON  
 at your college prior to the program date.  
 Application submission does not guarantee enrollment.  
 Your enrollment will be confirmed by mail/telephone.

**“Learning to Change, Changing to Learn”**

**SECURITY POLICY  
OF THE  
CITY COLLEGES OF CHICAGO**

# Security Policy

Crimes, safety issues and other related emergencies must be reported immediately to the Security Department. The report should be made to any Security Officer on duty. The Security Officer will complete an incident report and ask you to endorse it. Please notify your immediate supervisor of all incidents.

## Enforcement of Criminal Laws

### (a) Policy

It is the Security Department's responsibility to protect City Colleges of Chicago (CCC) students, faculty, staff, and property from violations of criminal statutes. Security officers, who are also off-duty police officers, have the authority to make arrests. They may do so when they have evidence that a crime has been committed. Security Officers who are not off-duty police officers may not make arrests. They should, however, notify CCC off-duty police officers and the Chicago Police Department of any criminal activities. CCC students, faculty and staff members must report all violations of the law that occurs at the City Colleges to the Security Department.

### (b) Responding to a Report of a Crime

Once Security has received a report of a crime, it will investigate the incident. All information that is obtained is recorded on an Incident-Report Form. If Security determines that any laws have been broken, the following procedures are followed:

1. Chicago Police Department is notified immediately
2. If possible, Security Officers will apprehend the alleged offender
3. Identify and interview any witnesses
4. Secure the crime scene and safeguard any evidence
5. Notify the Security Director or Supervisor of the crime, and accompany Chicago Police officers to the police station.

### (c) Cooperation in Criminal Prosecutions

1. CCC personnel, students, faculty, and staff members are expected to assist police in preparing charges, and to appear as witnesses in any criminal prosecution that results from an incident that occurs on CCC grounds.
2. The Security Director is responsible for assisting the police and the state attorney in working with all victims and witnesses.
3. CCC security personnel are required to attend any court hearing related to campus incidents in the following situations:
  - i) The Security Officer has signed a court complaint
  - ii) The Security Officer is the arresting officer
  - iii) The Security Officer is required as a witness by the prosecutor
  - iv) The Security Officer is served with a subpoena

## **Security Policy Cont.**

### **(d) Security Investigations**

1. Investigations of criminal incidents on CCC campuses are not closed until one of the follow occurs:
  - i) An arrest is made
  - ii) The property is recovered
  - iii) The incident is resolved to the satisfaction of the complainant
  - iv) All possible leads have been exhausted, or the investigation cannot move forward because of lack of information, evidence, or cooperation by the complainant or the witnesses
  - v) The Chicago Police Department assumes responsibility for the investigation
2. Only the Director of Security can terminate the investigation of an incident that occurred on the campus.

### **(e) Reporting Requirements**

1. Incident Reports
  - i) An incident report is completed by the Security Officer who was involved in a security incident. Any additional staff member who was involved completes a separate report.
  - ii) All incident reports are completed and submitted to the Security supervisor for review before the conclusion of the shift in which the incident took place.

## **Crime Reporting**

### **Reporting Services**

Please report all crimes to the proper authorities as soon as possible. Bulletins are published to inform staff and students of incidents that may affect their safety and well being. They are posted on bulletin boards throughout the building, please refer to them.

**SEXUAL HARASSMENT POLICY  
AND  
COMPLAINT PROCEDURE  
OF THE  
CITY COLLEGES OF CHICAGO**

**Published by the Authority of the**

**BOARD OF TRUSTEES  
Community College District No. 508  
226 West Jackson Boulevard  
Chicago, Illinois 60606**

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**Adopted February 6, 1992**

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**Board of Trustees of Community College District No. 508  
County of Cook and State of Illinois**

**Resolution**

**Policy  
Sexual Harassment**

Whereas, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and the Illinois Human Rights Act prohibit sexual harassment in the workplace; and

Whereas, the above-references federal and state laws define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conducts is made a condition of employment or education, or where submission to or rejection of such conduct is the basis for an academic or personnel decision, or where such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile or offensive work or learning environment; and

Whereas, Title IX of the Education Amendments of 1972, prohibit sex discrimination in educational programs and employment practices and sexual harassment is a form of sex discrimination;

Now, therefore, be it resolved that the Board of Trust of Community College District No. 508, County of Cook and State of Illinois ("Board") in accordance with its Title IX Policy (Board Report No. 4860, adopted November 2, 1976) and its affirmative Action Policy (Board Report No. 4048, adopted March 4, 1975) hereby reaffirms its commitment to the fair and equal treatment of all of its students and employees; and that said Board hereby adopts a Policy prohibiting sexual harassment of, or by, its students and employees; and

Be it further resolved that the Chancellor is hereby appointed to publish and distribute this Policy among students and employees of the City Colleges of Chicago. The Chancellor shall establish appropriate procedures implementing this policy. Said procedures shall become a part of the Rules for the Management and Government of the City Colleges of Chicago, and shall be attached thereto as Appendix VI.

# **Sexual Harassment Complaint Procedure**

## **I. Statement of Purpose**

The purpose of the policy is to prohibit sexual harassment of students and employees of the City Colleges of Chicago. The following procedure is hereby implemented for City Colleges of Chicago students and employees to establish a method whereby an individual who believes (s)he has been subjected to sexual harassment may be afforded an opportunity to make a complaint regarding such treatment, and to provide a procedure for prompt and equitable resolution of complaints alleging sexual harassment.

## **II. Prohibited Conduct**

Sexual harassment by employees or students of the City Colleges of Chicago will not be tolerated. Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature where:

- (1) submission to such conduct is made a condition of employment or education;
- (2) submission to or rejection of such conduct is the basis for an academic or a personnel decision affecting the individual; or
- (3) such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile or offensive work or learning environment.

## **III. Informal Resolution**

An individual who believes (s)he has been sexually harassed may request help to informally resolve the situation from the office of the College President (for students and campus employees), or the Office of Human Resources (for central office employees). Many times perceived instances of harassment can be resolved quickly and satisfactorily by informal methods. However, an individual is not required to participate in this process prior to submitting a formal complaint.

Requests for informal resolution and the information obtained during the informal resolution process shall be held in the strictest confidence unless the individual requesting the resolution agrees that another party or parties must be informed in order to reach a solution. If informal resolution occurs, no formal decision shall be made as to whether sexual harassment has occurred; no further action will be taken and the matter will be considered closed.

## **IV. Complaint and Investigation Procedures**

The following procedures are applicable to all employees and students of the City Colleges of Chicago and shall serve as the means for filing an internal complaint alleging sexual harassment by any City Colleges of Chicago employee or student.

### **(a) Formal Complaint**

1. An individual who believes (s)he has been subjected to sexual harassment may present a complaint setting out the conduct, incident(s) or occurrence(s) which form the basis for the sexual harassment claim.

## **Sexual Harassment Complaint Procedure Cont.**

2. The complaint must be in writing, signed by the individual alleging the harassment (“the Complainant”) and include an address and/or phone number where the Complainant can be reached.
3. Complaints must be submitted within one hundred twenty (120) days following the day the Complainant learns of the last act, incident or occurrence forming the basis of the complaint.
4. Complaints by students and campus employees must be submitted to the Office of the College President. Complaints by central office employees must be submitted to the Office of Human Resources. A sexual harassment complaint against a college president may be submitted to the Office of Human Resources. Sexual harassment complaints against the Vice Chancellor for Human Resources may be submitted to the Office of the General Counsel.

### **(b) Investigation**

1. The College President, or his or her designee, shall investigate all sexual harassment complaints made by students or campus employees. The Vice Chancellor for Human Resources, or his or her designee, shall investigate all sexual harassment complaints made by central office employees, and also complaints against the college president. The Office of the General Counsel shall investigate any sexual harassment complaint against the Vice Chancellor for Human Resources.
2. Sexual harassment is a sensitive matter. Therefore, the individual(s) investigating the claim shall not unnecessarily divulge information regarding the alleged sexual harassment.
3. However, in order to conduct a full and fair investigation of the sexual harassment claim the accused person shall be informed of the allegations contained in the complaint and given an opportunity to submit a written response to the allegations.
4. Every effort will be made to promptly investigate the complaint. If possible, within thirty (30) days after receiving the sexual harassment complaint the person investigating the complaint will provide each Party (i.e. the Complainant and the Accused) with a written decision regarding the alleged sexual harassment. Where a decision cannot be reached within thirty (30) days each Party will be notified of the reason(s) for the delay and a written decision shall be provided as soon thereafter as possible.

### **(c) Hearing Procedures**

1. If either Party is dissatisfied with the result of the investigation (s)he may, within fourteen (14) days after the decision is issued, request a hearing on the allegations contained in the sexual harassment complaint.
2. The Party must submit a written request to the Office of the College President, in the case of students and campus employees; the Office of the Vice Chancellor for Human Resources, for central office employees; or the Office of the General Counsel, where the complaint is against the Vice Chancellor for Human Resources.
3. The request for a hearing must include a statement of reasons for the Party’s dissatisfaction with the result of the investigation.

### **Sexual Harassment Complaint Procedure Cont.**

4. Each Party may present evidence and/or witnesses on his/her behalf. Each Party may be represented at the hearing by an individual of his/her choice.
5. If possible, within fourteen (14) days after the hearing a written decision shall be provided to each Party. Where a decision cannot be reached within fourteen (14) days each Party will be notified of the reason(s) for the delay and a written decision shall be provided as soon thereafter as possible.

### **V. Disciplinary Action**

- (a) Recommendations for disciplinary action against a student or employee as a result of a sexual harassment complaint shall be handled in accordance with the District's disciplinary procedures and applicable collective bargaining agreements.
- (b) Retaliation against a student or employee who, in good faith, makes a charge of sexual harassment is prohibited.

**To be submitted within two weeks after end of meeting  
or receipt of official grade report for course.  
Receipts for items must be attached – originals, not copies.**

Applicant \_\_\_\_\_

Name and Campus \_\_\_\_\_

Give name of conference/meeting or institution and course and inclusive dates

**Travel** – common carrier (attach copies of tickets)

Date	Carrier	From	To	Amount

Total common carrier – enter here and on line 1 \_\_\_\_\_

**Auto Travel**

Dates	From	To	Mileage	Amount (32.5¢/mile)

Total auto travel – enter here and on line 2 \_\_\_\_\_

**Car Rental** – prior approval required.

Dates	Purpose	Daily Rate	Mileage Cost	Amount

Total car rental – enter here and on line 3 \_\_\_\_\_

**Lodging**

Dates	Hotel/motel & City	Daily Rate	Amount

Total lodging – enter here and on line 4 \_\_\_\_\_

**Meals**

Dates	Breakfast	Lunch	Dinner	Amount

Daily Totals \_\_\_\_\_

Total meals – enter here and on line 5 \_\_\_\_\_

**Parking**

Date	Purpose	Length of Time	Amount

Total parking – enter here and on line 6 \_\_\_\_\_

**Taxi/Limousines**

Date	Purpose	Amount

Total taxi/limousines – enter here and on line 7 \_\_\_\_\_

**Conference/Meeting Fees**

Dates	Explanation	Amount

Total Conference/meeting fees – enter here and on line 8 \_\_\_\_\_

**Totals**

Common carrier 1 \_\_\_\_\_

Auto travel 2 \_\_\_\_\_

Car rental 3 \_\_\_\_\_

Lodging 4 \_\_\_\_\_

Meals 5 \_\_\_\_\_

Parking 6 \_\_\_\_\_

Taxis/limousines 7 \_\_\_\_\_

Conferences/meeting fees 8 \_\_\_\_\_

Other/Miscellaneous 9 \_\_\_\_\_

Course tuition 10 \_\_\_\_\_

Other course fees 11 \_\_\_\_\_

Grand total expenses \_\_\_\_\_

Less Cash advance 12 \_\_\_\_\_

**Reimbursement** \_\_\_\_\_

**Other/miscellaneous**

Dates	Explanation	Amount

Total other – enter here and on line 9 \_\_\_\_\_

**Course Tuition** – official grade report or Transcript must be attached to show course Completion

Dates	Institution	Course	Amount

Total course tuition – enter here and on line 10 \_\_\_\_\_

**Other Course Fees**

Dates	Explanation	Amount

Total other fees – enter here & on line 11 \_\_\_\_\_

**Signature of Applicant**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Put totals in box at the right. Sign below**



Request to attend professional conference/meeting  (Check One)  
 Request to take a course for tuition reimbursement

**Faculty must submit request at least thirty days before start of meeting or course**

**Applicant's Name and Purpose (please sign below)**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
College

Check appropriate personnel category:  
 Administrator     Faculty     Student  
 Professional employee     Clerical Staff

\_\_\_\_\_  
Date(s) of absence or of course

\_\_\_\_\_  
Person in charge during absence

\_\_\_\_\_  
Meeting or conference title or course title

\_\_\_\_\_  
Sponsoring organization or institution offering course

\_\_\_\_\_  
Location

Attach official announcement or invitation for the conference/meeting or description of the course. State purpose of conference/meeting/course:

\_\_\_\_\_

\_\_\_\_\_

Specifically indicate how this conference/meeting/course relates to your job and will benefit your college and/or the district:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures Required for Approval**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
For Faculty Only – Chairperson of College – Union Committee on Professional Leave

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
College President/Vice Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor – for Presidents and Vice Chancellors Only

\_\_\_\_\_  
Date

**Remuneration and Reimbursement**

Will you receive any remuneration (including travel, Lodging, honorarium, fees)?  Yes     No  
 If yes, complete next two lines:

Type	Amount
_____	_____

Source \_\_\_\_\_

Are you seeking reimbursement from the City Colleges of Chicago for expenses?  Yes     No  
 Have you requested any other reimbursement for travel or professional development this academic year?  
 Yes     No

If you are seeking reimbursement, please estimate your expenses and give documentation to support your estimates.

Estimate of expenses not including air fare (lodging, meals, registration fees, non-air travel, other) \_\_\_\_\_

Estimate of car rental (all car rental must be approved in advance below) \_\_\_\_\_

Estimate of tuition (if appropriate) \_\_\_\_\_

Estimate of air fare (if necessary) \_\_\_\_\_

Total estimated expenses \_\_\_\_\_

Cash Advance need?  Yes     No (advance limited to 50% of total estimated expenses other than air fare or registration fee)

To obtain reimbursement for expenses, faculty must submit the Faculty Conference/Course Report Form and the Reimbursement Form, including original receipts (not copies) and if appropriate, an official grade report or transcript to show course completion, to the college President or designee within two weeks after completion of the conference/meeting or after receipt of the official grade report.

Business office should indicate the budget line item to be

Charged for expenses:

\_\_\_\_\_  
Budget line item to be charged for expenses

\_\_\_\_\_  
Car Rental Approved

\_\_\_\_\_  
Date