

Illinois Community College Board

REVISED EMPLOYEE GUIDEBOOK

The ICCB Employee Guidebook is revised to include necessary updates, changes in organization and formatting, and new policies. The highlighted sections of the guidebook have been changed.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the adoption of the ICCB Employee Guidebook dated September 2019.

BACKGROUND

The Employee Guidebook was last written in September 2014. Although a few changes have been taken to the board since that time, five years have passed since the last significant review. The guidebook has been updated and new policies have been added to accommodate changes in State law and to address areas that were not previously addressed in the guidebook. Some policies needed clarification or changes to keep up with work environment and workforce issues, while other changes were made to update terminology and codify practice not in policy. In addition, the Employee Guidebook was reviewed by outside legal counsel and, where necessary, suggested revisions were made.

The major changes are:

1. Title Change/Reorganization: Position titles have been updated throughout to reflect the Board's current organizational structure. When necessary, the order of the policies within the Guidebook have been reorganized into a more user-friendly format that groups related policies.
2. Terminology Changes: Changes in terminology are present throughout the employee guidebook. In some instances, unnecessary or duplicative language was removed. In other instances, additional language was added to clarify existing policy and improve employee understanding of the underlying policies. Minor non-substantive changes were made throughout the employee guidebook to reflect the Board's editorial style and establish the use of consistent terminology.
3. New Policies: The following new policies have been created to accommodate changing laws and the changing work environment:

2.1 Employment Process

2.2.1. Scope

2.2.2 Recruitment

2.2.3 Hiring Process

2.2.4 Executive Director Approval

3.3 Job Descriptions

3.4 Personal Relationships

4.4 Wage Garnishments

6.8.5 Animals in the Workplace

6.9.2.2 Agency Provided Cell Phone Use

6.10 Office Closings

6.10.1 Early Dismissal

7.2.1.4 Overnight Use [agency vehicle]

7.2.1.5 I-PASS Transponders

7.2.1.6 Vehicle Returns

7.2 Personal Vehicle Parking

8.2 Absence Notification and Approval

8.7.1 Uniformed Services Employment and Reemployment Rights Act

8.7.2 Civil Air Patrol Leave

8.7.3 Illinois Family Military Leave Act

8.10 Blood and Organ Donation Leave

8.11 Disaster Service Volunteer Leave

8.12 School Visitation Leave

8.13 Illinois Victims' Economic Security and Safety Act

9.10 Additional Benefits

9.11 Academic Titles

9.12 Professional Organizations

9.13 Reasonable Accommodations

10.6 Ex Parte Communications During Rulemaking

10.7 Whistleblower Protection

11.1.1 Investigatory Suspension

4. New Appendices: In order to include information about policies that are indirectly related to the Guidebook, the following appendices were added:

Appendix III: Procurement Policy

Appendix IV: Interview Committee and Hiring Process

5. Updated or Changed Policies: The following policies have been updated or changed to meet changing needs, to accommodate changing laws, or to provide clarification:

2.2 Criminal Background Checks

2.3 Probationary Period

2.4 Internal Applicants / Hiring

2.9 Employment References

3.1.1 Probationary Period Evaluation

3.1.2 Annual / Periodic Performance Review

3.2 Personnel File

4.2 Salaries and Wages

4.3 Salary and Wage Increases

5.1.1 Weekly News

5.4 Breaks

5.5 Overtime / Comp Time

6.1 Overview [employee conduct]

6.2 Absenteeism and Punctuality

6.3.2 Workspace Hygiene and Personal Decorations

6.4 Harassment Prohibition

6.4.1 Definition of Sexual Harassment

6.4.8 Other Prohibited Forms of Harassment

6.6.2 Violence- and Weapon-Free Workplace

6.6.4 Clean Air Act / Smoke-Free Environment

6.6.5 Drug- and Alcohol-Free Workplace

- 6.8.1 Agency Property
- 6.8.4 Return of Property
- 6.9.4 Email and Personal Mail
- 6.9.5 Media Relations / Media Inquiry Policy
 - 6.9.6.1 Policy [social media]
 - 6.9.6.3 Practices [social media]
- 7.1.1 Agency Travel
 - 7.2.1.1 General Policy [agency vehicle]
 - 7.2.1.2 Driver Responsibilities
 - 7.2.1.3 Vehicle Reservations and Trip Ticket
- 7.2.2 State Vehicle Credit Cards and Purchases
- 8.1 Holidays
- 8.3 Personal Days
- 8.4 Vacation
- 8.5.1 Sick Leave
- 8.6 Bereavement Leave
- 8.7 Military Leave
- 8.8 Family Medical Leave of Absence
- 9.2 Group Insurance Program
- 9.3 Group Life Insurance / Accidental Death and Dismemberment
- 9.4 Flexible Spending Accounts and Commuter Savings Program
- 9.6 Deferred Compensation
 - 9.8.1 Worker's Compensation
 - 9.8.2 Unemployment Compensation
- 10.1 Agency Ethics Policy
- 10.2 Gift Ban
- 10.5 Revolving Door Prohibition
 - 12.1.1 Corrective Action Policies and Procedures
- 12.1 Just Cause
- 12.4 Reduction in Workforce
- 12.5 Retirement