

Illinois Community College Board

EMPLOYEE GUIDEBOOK UPDATES

The ICCB Employee Guidebook is revised to include a new parental leave policy that provides for up to eight weeks of paid parental leave in any 12-month period. The Guidebook is also revised to update the information technology system backup policy.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following additions and modifications to the employee guidebook:

8.6 Parental Leave

An employee may be granted up to eight weeks of paid parental leave in any 12-month period from the date of any previous parental leave. The employee must meet one of the following criteria:

- Have given birth; or
- Be a spouse or committed partner of a person who has given birth to a child; or
- Have adopted a child or had an adoptive or foster child placed in their home who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Parental leave must begin within one year of the date of a live birth or initial placement of the adopted or foster child, or it will be forfeited.

Employees requesting parental leave for adoption or foster placement must provide documentation of the placement (e.g., court order, placement), for either the adoptive or foster child.

Should both parents be employees, they shall each be eligible for 8 weeks of paid parental leave which may be taken consecutively or concurrently. Multiple births or adoptions will not increase the amount of eligible leave within any 12-month period. Upon termination of employment, the employee shall not be eligible for payment of any unused Parental leave. Except in unusual circumstances and upon the agreement of the employer and employee, employees must take paid parental leave in one continuous period.

Employees who are otherwise eligible for paid leave (vacation, sick, personal days, etc.) may use such leave prior to or after taking paid parental leave. The paid leave shall not exceed 16 weeks for any qualifying event within a 12-month period. The first 12 weeks of leave will automatically be counted toward the 12-week family and medical leave entitlement for eligible employees under the Family Medical Leave Act. Exceptions to this may be made based upon the request of a physician or at the discretion of the Executive Director.

Group benefit coverage and retirement (SURS) provided by ICCB through the State of Illinois will continue during the leave if the employee remains on payroll through the use of paid parental leave, vacation time, sick time, floating holidays, or personal time. Employees not on payroll who choose to continue with group benefit coverage will be required to continue their contributions for group medical and optional benefits through direct payment to the Department of Central Management Services, Bureau of Benefits.

An eligible employee shall initially notify his or her supervisor of the need for parental leave and include the estimated timing and duration of such leave at least 30 calendar days in advance of the need for parental leave, where practical. If the need for parental leave is not foreseeable, an eligible employee must give notice of the need to his or her supervisor as soon as practical.

Appendix II: Information Technology, Internet, and Email Security

Backup Policy (revised)

Because systems are subject to failure for a variety of reasons, it is imperative that an effective program of backups be actively utilized. This program is designed to permit recovery of data lost due to mishaps ranging in severity from something as simple as users erasing incorrect files through re-creating entire systems after a major catastrophe. Not only are backups important in data recoveries, they play a key role in every day data management. Effective archival of infrequently used data provides greater workspace for current activities while ensuring availability of historical information. This policy, then, is the basis for both the agency's Data Retention Policy and its Disaster Recovery Plan for Information Technology. The success of this policy depends upon users understanding what will or will not be included in backup processes.

- User data stored in folders in designated shared drives will be backed up nightly using an incremental method as well as a point in time recovery method.
- User data stored in private/home folders (i.e., My Documents) will be backed up nightly using an incremental method.
- All non-archived e-mail and associated files will be backed up nightly using an incremental method as well as a point in time recovery method.
- The SUSE environment, including all files associated with agency MIS systems, will be backed up in full once per week and nightly using an incremental method.
- A full back up of the entire system will run once per week with incremental backups occurring nightly the rest of the week. The week's backups from each system will be stored on a physical server, separate from the virtual environment. Once per week, the backups for the week, known as the weekly backup, will be copied to two separate drives. One will be stored on site in the agency's vault. The other will be stored at the home of the Deputy Director for Information Technology. The previous week's weekly backup will return to rotation.
- The first weekly backup of each month will be pulled from rotation and be known as a monthly backup. Weekly backups will otherwise return to rotation. Monthly backups will be stored in the agency's vault. A copy of the most current monthly backup will also be stored at the home of the Deputy Director for Information Technology.
- Monthly backups from January will be pulled from rotation and be known as yearly backups. Yearly backups will be kept for three years in the agency's vault and then returned to rotation.
- No end-user data stored outside the designated private/home folders and the designated shared directories will be backed up unless a specific request is made for such action. In that event, the request may be honored on a one-time basis, and the resulting backup shall be the responsibility of the requestor.

BACKGROUND

These changes were made based on staff input and an analysis of parental leave policies offered to other State of Illinois employees. The parental leave policy is a new tool to assist the agency with recruitment and retention of staff. The agencies information systems backup policy has been revised to reflect current operating procedures and audit recommendations.