John A. Logan College
Administrative Procedure Manual

Article V – Human Resources

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Procedures for Implementing Policy on Hiring Professional/Executive Support Staff Administrative Procedure 501

A. THE POSITION

1. All professional positions shall have a concise position description with well-defined duties and qualifications that shall be utilized in any posting. The President must authorize the initiation of the search process.
2. Minimum education requirements for professional positions will be determined by Board Policy and the position description. The administration reserves the right to assign an equivalency factor for some positions when the opportunity for a diverse and/or adequate pool of candidates may be difficult to obtain.
3. Job descriptions for professional positions will be initiated by the position supervisor and approved by the division Vice-President/Provost and President.
4. In consultation with the Office of Human Resources, the position supervisor will develop interview questions for the initial video conference/phone interview and interview questions for the in-person interview utilizing a rubric developed by and housed in the Office of Human Resources.

B. SEARCH COMMITTEES

1. The President or division Vice-President/Provost will appoint the chair of the search committee. Committee members of at least two, but no more than five, will be selected by the position supervisor in consultation with the Office of Human Resources. One full-time faculty member may substitute for a non-teaching professional.

C. ADVERTISING

1. The Office of Human Resources will advertise professional positions in relevant sites as determined by the Office of Human Resources and the position supervisor or division Vice-President/Provost.
2. All postings will be advertised for a minimum of 10 business days to achieve a sufficient and diverse applicant pool. The Office of Human Resources shall consider only those applicants who have submitted the required application materials by the posted deadline. The deadline may be extended with the President's approval in consultation with the Office of Human Resources to achieve a sufficient and diverse applicant pool.

D. APPLICATIONS, RESUMES, TRANSCRIPTS, REFERENCE LETTERS, ETC.

1. Official transcripts or unofficial transcripts must be included with the application and submitted to the Office of Human Resources.
2. All required documentation must be received in the Office of Human Resources by the deadline to be considered a qualified applicant.

E. SELECTION OF APPLICANTS TO BE INTERVIEWED

1. The Office of Human Resources shall record all applications and address the pool of applicants according to Equal Employment Opportunity regulations and John A. Logan College policy.
2. The Office of Human Resources shall screen the applications to remove candidates who do not meet the minimum requirements. A list of qualified candidates shall be submitted to the committee chair.

3. To ensure diversity in the candidate pool, 10% of the qualified candidate pool should meet a diversity goal. If the 10% is not satisfied after attempted recruitment efforts, the position can go forward with documentation regarding diversity efforts.
4. The search committee shall review the qualified candidates, utilizing the interview rubric, and determine applicants for the initial interview by video conference/phone. At the completion of the initial interviews, the committee shall establish a pool of qualified applicants for in-person interviews.
5. The Office of Human Resources shall coordinate the scheduling of the applicant interviews and establish an interview schedule.

F. RECOMMENDATIONS TO HIRE

1. Departments should consider the following when submitting hiring recommendations **to** the President: qualifications, interviews, references, and the scope of the position.
2. The committee chair shall be expected to present recommended candidates to the hiring supervisor.
3. The hiring supervisor shall conduct reference checks.
4. Upon determining a recommendation, a background check shall be conducted by the Office of Human Resources prior to submission to the Board of Trustees.
5. The appropriate division Vice-President/Provost must approve all recommendations.
6. Recommendations must be signed and received in the Office of Human Resources on or before the board agenda deadline to be included on that month's agenda. The salary that is being recommended must be determined by the position supervisor in consultation with the Office of Human Resources in accordance with Board Policy 5220A.
7. The supervisor/chair shall offer the position and confirm interest from the preferred candidate, pending Board approval.
8. The President shall present his/her recommendation to the Board of Trustees for ratification or approval at the next regular board meeting.

G. PROBATIONARY PERIOD

1. New Employee Hires: In accordance with Board Policy 5230, all new employees will be evaluated at the end of each month during the probationary period of **120 days**. After the successful completion of the probationary goals, the supervisor may have a salary re-evaluation, not to exceed the midpoint range listed in Administrative Procedure 522A.1.

2. Internal Employee Hires (promotions or new appointments): In accordance with Board Policy 5230, all internal hires will be evaluated at the end of each month during the probationary period of **120 days**. After the successful completion of the probationary goals, the supervisor may have a salary re-evaluation, not to exceed the midpoint range listed in Administrative Procedure 522A.1.

NOTE: *This document is an Administrative Procedure established by the administration of John A. Logan College. Such Administrative Procedures do not bind the Board of Trustees. Nothing in this document shall be construed as a waiver by the Board of its managerial authority to hire all College employees. This Administrative Procedure shall not, in any way, limit the Board of Trustees' right to reject any and all recommendations or to hire staff not recommended by the administration.*

Kirk E. Overstreet, Ph.D.

PRESIDENT

SEPTEMBER 24, 2024
DATE

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 10, 1985; JULY 15, 1996; NOVEMBER 21, 2008; JULY 3, 2012; FEBRUARY 1, 2014; DECEMBER 5, 2014; MAY 7, 2019; MARCH 3, 2021; MARCH 22, 2022; SEPTEMBER 1, 2023; **SEPTEMBER 24, 2024**
CROSS REF.: BOARD POLICY 5110; 5220A

In order to be in compliance with ICCB Administrative Rule 1501.303(f) and HLC guidelines, John A. Logan College (JALC) has set the following minimum standards for all faculty in accordance with the Illinois Community College Board (ICCB) Recognition Standard 8a Faculty Qualification/Policies, which states:

> *Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling, and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in areas where work experience and related training is the principal learning medium. (Administrative Rules of the Illinois Community College Board, p.31)* *http://files.eric.ed.gov/fulltext/ED430661.pdf*

The ICCB interpretation throughout the enforcement of these rules is that instructors teaching courses designated as Transfer Courses (1.1) must meet the Master's Degree requirement and have a *minimum* of 18 graduate hours in the discipline. Regarding areas where work experience and related training is the principal medium, otherwise referred to as Career and Technical Education Courses (1.2), instructors must hold the appropriate credential and 2000 hours of demonstrated experience in the field.

Faculty members teaching in higher education should have completed a significant program of study in the discipline they will teach or develop curricula at least one level above that of courses being taught or developed. Those teaching general education courses (English, Math, Humanities, Speech, Social Sciences, and Sciences) typically hold a master's degree and should have completed substantial graduate coursework in the discipline of those courses. In some cases, such as a practice-oriented discipline or programs, tested experience in the field may be needed as much or more than formal education preparation. Tested experience implies that some objective measure ensures that the individual's knowledge and expertise are sufficient for determining what students must learn.

FACULTY AND ADJUNCT FACULTY

The College complies with the following directives within the ICCB Rule (September 2016, p. 113):

A. The academic preparation and experience of faculty and staff ensure that the objectives of the unit of instruction, research, or public service are met.

B. The academic preparation and experience of the faculty and staff, as evidenced by the level of degrees held, professional experience in the field of study, and demonstrated knowledge of the field, ensure that they are able to fulfill their academic responsibilities. At a minimum, faculty shall have a degree from an institution accredited by a U.S. Department of Education recognized accrediting body or a degree from another country evaluated for U.S. equivalency in the discipline they will teach or for which they will develop curricula at least one level above that of the courses being taught or developed.

   i) Faculty providing undergraduate general education coursework shall possess, at a minimum, a master's degree in the field of instruction.
   ii) Faculty engaged in providing technical and career coursework at the associate degree level shall possess, at a minimum, a bachelor's degree in the field of instruction or equivalent training in the occupational field.

iii) Faculty teaching in a baccalaureate degree program shall have, at a minimum, a master's degree in the field of instruction.
iv) Faculty teaching in a graduate program shall have a doctorate or terminal degree in the field of instruction.
v) The Board may make exceptions for professional experience, equivalent training, and other qualifications; however, except in extraordinary circumstances, these should prove the exception and not the rule in meeting faculty qualification requirements.

From these guidelines, JALC has developed the following interpretation:

A. Those teaching 1.1 transfer courses, that is, courses that may be used as college credit towards a four-year degree and/or are Illinois Articulation Initiative (IAI) identified courses, must have a master's degree in the content area or a master's degree plus 18 semester hours of graduate-level credit in the discipline of instruction.
B. Those teaching 1.2 non-transfer occupational/technical courses must have a bachelor's degree in the field and/or a combination of education, training, and tested experience.
C. Individuals who do not explicitly meet College minimum degree and coursework requirements for 1.2 non-transfer occupational/technical courses can be justified on an individual basis by documenting other qualifications.

CREDENTIAL REVIEW PROCESS

JALC uses the following process to ensure that faculty credentials in all areas of instruction have been vetted and verified. Unofficial credentials are required at the time of application and must be uploaded into the College's applicant tracking system in a PDF format. Upon hire, the faculty member is required to present official transcripts. The recruitment/new checklist form is attached to all new hire paperwork and submitted to H.R. for processing. The form establishes a record of the review of credentials submitted and is sent through a routing review sequence with the following documentation attached:

- Transcripts from all institutions of higher education awarding a degree and/or transcripts indicating applicable additional coursework
- Documentation of relevant training and related testing, if required
- Copies of licensures/certification, if required

International credentials must be assessed as equivalent academic preparation by an approved evaluation service. Coursework submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program or formally validated by the granting institution as graduate-level study.

Official documentation from all post-secondary institutions attended must be provided by the granting institution in the form of an official transcript with detailed listings of coursework completed and degree(s) conferred if applicable.

A transcript is considered official if an authorized electronic transcript is received from the National Student Clearinghouse transcript ordering service, including the complete record of the person's academic course history at that institution or if it meets the following requirements:

- Printed on official paper
- Signed and dated by the issuing institution's Registrar
- The complete record of the person's academic course history at that institution
- Delivered to and received by designated (or appropriate) JALC staff member in a sealed envelope, with issuing institution's stamp and date across the sealed flap of the envelope (U.S. post or hand delivery). If the envelope seal is already broken when received by the designated JALC staff member, the document shall no longer be considered official.

The cover page from the institution will serve as verification the document is official. The necessary documentation is routed to the department supervisors, who will examine individual credential packets for compliance with the stated guidelines.

Approved packets will be routed to the Office of Human Resources as an official record. Human Resource staff will add credential data to the appropriate data repository system(s) and file the credential packet in the individual's employee file.

Kirk E. Owenstein, Ph.D.

PRESIDENT

May 23, 2023

DATE

ADOPTED: MAY 23, 2023
AMENDED:
LEGAL REF: ICCB Administrative Rule 1501.303(f)
CROSS REF.: BOARD POLICIES 5220; 5310

Procedures to be Used in Implementing Policy on Hiring Full-Time Faculty — *Administrative Procedure 502A*

A. THE POSITION

1. All full-time faculty job listings will include the position description, the required qualifications, the preferred qualifications, and the essential functions and position duties as identified in the Association's collective bargaining agreement. The President must authorize the posting of the position.
2. Required position qualifications must be met by May 31 for a fall semester start date or October 31 for a spring semester start date.
3. The Material Review Criteria, Interview Question form, Search Committee Recommendation form, and Advertising Request form will be completed by the Assistant Provost of Academic Affairs or their designee and submitted to the Provost for approval.
4. The teaching topic indicated on the Material Review Criteria and Interview Questions form will be identified by the Dean or Department Chair in collaboration with the subject lead instructor(s). If there is no subject lead instructor(s), the Department Chair or Dean will collaborate with the Assistant Provost of Academic Affairs or their designee to identify the teaching topic.

B. SEARCH COMMITTEES

1. The Provost will appoint the Chair of the Search Committee for full-time faculty positions.
2. The Chair will establish the Search Committee for full-time faculty positions. The Search Committee will consist of five members: the Assistant Provost of Academic Affairs or their designee, three full-time faculty, of which two must be from the department and may include the Department Chair, and one additional member from either full-time faculty or professional staff. If, for any reason, one or more of these members cannot participate fully in the search process, the Committee Chair will appoint a replacement.
3. The Office of Human Resources will orient the Committee on the process to be followed during the interviews.

C. ADVERTISING

1. The Office of Human Resources will advertise full-time faculty positions as indicated on the Advertising Request form.
2. The Assistant Provost of Academic Affairs, or their designee, will submit the following documents to the Office of Human Resources prior to a full-time faculty position posting:
    - The Material Review Criteria and Interview Questions, which include the Teaching Topic;
    - The Search Committee Recommendation; and
    - The Advertising Request.
3. The Office of Human Resources will consider only those applicants who have submitted the required application materials by the posted deadline. The deadline may be extended with the approval of the Provost to achieve a sufficient pool of applicants.

D. APPLICANT SELECTION

1. The Office of Human Resources shall record all applications and address the pool of applicants according to Equal Employment Opportunity regulations and John A. Logan College policy.
2. Applications will be screened by the Office of Human Resources or in an approved environment as determined by the Office of Human Resources.
3. Official or unofficial transcripts must be submitted to the Office of Human Resources with a cover letter and CV/resume as required in order to be included as a candidate for the position. Official transcripts must be on file within the Office of Human Resources prior to the official first date of employment.
4. To ensure diversity in the candidate pool, 10% of the qualified candidate pool should meet a diversity goal. If the 10% is not satisfied after attempted recruitment efforts, the position can go forward with documentation regarding diversity efforts.
5. The Search Committee shall review the qualified candidates and determine which applicants will be interviewed.
6. The Office of Human Resources will coordinate the scheduling of the applicant interviews and establish an interview schedule.

E. RECOMMENDATIONS TO HIRE

1. Departments should consider the following when submitting hiring recommendations to the President: qualifications, interviews, references, and the scope of the position.
2. The Office of Human Resources will provide the Committee Chair with references for recommendations to hire. The Committee Chair or their designee will conduct reference checks.
3. Initial placement on the salary schedule is established using the Full-Time Faculty Initial Placement on Salary Schedule rubric provided in accordance with the collective bargaining agreement with the Full-Time Faculty Association and in consultation with the Provost.
4. When the recommended applicant is provided and accepts an employment offer, the Office of Human Resources shall conduct a background check before submission to the Board of Trustees.
5. Recommendations must be signed and received in the President's Office for final approval before the board agenda deadline to be included on that month's agenda.
6. The President shall present his/her recommendation to the Board of Trustees for ratification or approval at the next regular board meeting.

NOTE: This document is an Administrative Procedure established by the administration of John A. Logan College. The Board of Trustees is not bound by such Administrative Procedures, and nothing in this document shall be construed as a waiver by the Board of its managerial authority to hire all employees of the College. This Administrative Procedure shall not, in any way, limit the Board of Trustees' right to reject any recommendations or to hire staff not recommended by the administration.

Kirk E. Overstreet, Ph.D.

PRESIDENT

06/11/24

DATE

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 10, 1985; JULY 15, 1996; MAY 22, 1998; AUGUST 1, 2006; JULY 1, 2007; AUGUST 1, 2008; NOVEMBER 21, 2008; DECEMBER 5, 2014; MARCH 22, 2022, JULY 01, 2023, **JUNE 11, 2024**
CROSS REF.: BOARD POLICIES 5110; 5310

Fulltime Faculty Initial Placement on Salary Schedule

John A. Logan College Education Association, Article III, Section 3.1-2

Teaching Experience	Faculty Years	Total
Graduate Assistant *1 year = .25 years*		
Secondary Education *Less than fulltime = .5 years* *Fulltime = .75 years*		
Adjunct Post-Secondary *30 credit hours = to 1 year*		
Fulltime Post-Secondary *1 year = 1 year*		
Career Experience		
Fulltime experience directly related to position content area *1 year = 1 year*		
Total Years of Experience		

Highest Degree Earned_____

Credit Hours Beyond Highest Degree_____

Placement for FY_____ will be at _____(years' experience) at _____(education level).

Salary amount_____

Hiring chair signature line_____

Hiring committee representative signature_____

Affirmative Action — Employment and Applications *Administrative Procedure 503*

The purpose of this administrative procedure is to outline specific ways to monitor the hiring of employees. This Affirmative Action Employment Procedure strictly prohibits anyone from excluding a person or persons from making application and excluding a person from employment, training, promotion, retention, discipline, or any other personnel matters because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

To comply with the College's commitment to undertake affirmative action to overcome the underutilization (if any) of women, minorities, and individuals with disabilities, the following procedures will be followed:

1. Supervisors who select applicants for employment will submit to the Office of Human Resources, with each recommendation for employment, the following affirmative action forms, and application materials:
    a. the *Applicant Status Form* completed and signed, and indicate the disposition of each application reviewed;
    b. *Summary of Applications Received and Processed* form completed and signed with the appropriate statistical data on those interviewed and hired; and
    c. *Applicants By Rank & Percentage* form signed by the appropriate supervisor/administrator.

2. Application materials for persons who are employed will be placed in their personnel files in the Office of Human Resources.

3. Applications of persons who applied and were not selected for employment will be retained for the period mandated by law.

4. Personnel files will be retained, according to the law, for five years after termination of employment; salary information and start and termination dates will be retained until the employee is age 70.

5. Upon receipt of any application for employment, the Office of Human Resources will mail or deliver to the applicant an *Affirmative Action Data Sheet*. This information, if returned to the Affirmative Action Officer, will be recorded upon receipt for compliance purposes.

6. The Office of Human Resources will maintain a master file for each position and will include the following:
    a. alphabetical applicant list;
    b. *Applicants By Rank & Percentage* form;
    c. applications and interview rating sheets;
    d. copy of *Employee Recommendation Form;*
    e. copy of tests (if any);
    f. EEO detailed applicant analysis;
    g. *Employment Opportunities Bulletin* (vacancy notice);
    h. interview questions;
    i. *Personnel Requisition Form*;
    j. position description; and
    k. *Summary of Applications Received and Processed.*

7. The Affirmative Action Officer will monitor the College's affirmative action goals and objectives. He or she will:
    a. assist in identifying and solving equal employment opportunity and affirmative action problems if any;
    b. report the effectiveness of the programs to the president and vice-presidents, indicating needs for remedial action, and indicating the degree to which the College's goals and objectives have been attained;
    c. serve as a liaison between the College and EEO enforcement authorities;
    d. serve as a liaison between the College and special organizations that address women, minorities, and persons with disabilities issues;
    e. inform the officers of the College on developments in the EEO field;
    f. regularly confer with officers of the College, supervisors, and employees to assure that the College's policies are observed;
    g. assist in screening applications to ensure that all employees are treated fairly;
    h. assist in the investigation of internal and external complaints as specified in the Rules for the Administration of the Illinois Human Rights Act;
    i. make recommendations for changes in programs and procedures as necessary to eliminate discriminatory practices; and
    j. provide a forum to listen to any aggrieved employee or applicant for employment who believes he/she has been discriminated against due to race, color, religion, sex, age, national origin, or disability.

Original signed by President Ron House
PRESIDENT

November 22, 2016
DATE

ADOPTED: OCTOBER 15, 1984
REVISED: FEBRUARY 23, 1996; NOVEMBER 22, 2016; **JULY 1, 2024** ***(MOVED FROM ARTICLE III)***
REVIEWED:
CROSS REF.: BOARD POLICY 3510

Administration of the Personnel Record Review Act — *Administrative Procedure 504*

All employees, ex-employees (who have terminated employment within the preceding year), or the employee's authorized representative may, by making a written request, review their personnel files in accordance with the law a maximum of two times per year at reasonable intervals, unless provided differently in a collective bargaining agreement. If the request is submitted in writing and in accordance with the law, the records will be made available within seven days. The College will mail copies of such records to the employee if the employee can demonstrate that he/she is unable to review the records at the worksite during normal working hours. All copies of the information provided by the College to an employee will be charged to the employee at the prevailing copy cost as established in the College Business Office.

All written requests for review of personnel records must be made to the Office of Human Resources, and subsequent record reviews by the employee will normally take place in that office area. The College has the right to protect the records from loss, damage, or alteration to ensure the integrity of the files.

Employees are hereby informed that they may disagree with any information contained in the personnel file, and removal or correction of that information may be mutually agreed upon by the College and employee. If agreement cannot be reached by both parties, the employee may have a written statement attached to the disputed portion of the record explaining the employee's position. If either the College or employee knowingly places in the personnel record information which is false, John A. Logan College or the employee, whichever is appropriate, shall have remedy through legal action to have that information expunged.

Certain restrictions apply to both employees and John A. Logan College in regard to third-party access to personnel files. Generally, the College shall not divulge disciplinary material to a third party without informing the employee by first class mail. The employee will be notified at the last known address on or before the day the information is divulged. This release of information and written notice will not apply if the employee has waived written notice as part of a signed arbitration, or if such information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

Unless authorized in writing by the employee, the College will not gather or keep a record of employees' associations, political activities, publications, communications, or non-employment activities that may occur off the College's premises.

According to the law, the **Office of Human Resources** will allow employees or other designated representatives to inspect records of the following type:

1. letters of reference for that employee;
2. test scores, except cumulative total test scores;
3. materials used by the College for management planning;
4. information of a personal nature about a person other than the employee when such disclosure would invade the privacy of the other person;
5. records relevant to any other pending claim between the College and employee which may be discovered in a judicial proceeding;
6. investigatory or security records are being kept to investigate criminal conduct or other activity that could harm the College's properties or operations.

Administration of the Personnel Record Review Act — *Administrative Procedure 504*

The law provides penalties for non-compliance with the Personnel Record Review Act, and employees may take action in the local circuit court to compel compliance.

This administrative procedure is designed to provide brief knowledge of the law and establish a procedure for implementing the law at John A. Logan College. This policy is not intended as a re-statement or summary of the law.

(Original signed by President Ray Hancock)
PRESIDENT

February 23, 1996
DATE

ADOPTED: NOVEMBER 30, 1984
AMENDED: FEBRUARY 23, 1996; **JULY 1, 2024** ***(MOVED FROM ARTICLE III)***
REVIEWED:
CROSS REF.: **820 ILCS 40**

Change in Employment from Full-Time to Part-Time Status Admin. Procedure 505

PURPOSE

This procedure aims to provide a clear and transparent procedure for employees transitioning from full-time to part-time status and outline the consequences of this change. The transition in employment status must be approved by relevant supervisors.

A. REQUEST FOR CHANGE OF EMPLOYMENT STATUS

1. **Employee Submission**: Employees must submit a formal written request for a change in status to their supervisor, outlining the desired reduction in hours and reasons for the request.
2. **Supervisor Review**: The supervisor will review the request and consider departmental needs, employee performance, and organizational goals.
3. **Consultation with HR**: Supervisors will consult with Human Resources to ensure the request complies with organizational policies, labor laws, and contractual obligations.
4. **Approval Process**: Upon review and agreement by both the supervisor and HR, the employee will receive written approval of the transition. If denied, the employee will be provided with a written explanation.

B. EFFECTIVE DATE OF TRANSITION

1. **Notice Period**: Employees must give at least a [30-day] notice before the effective date of their transition unless otherwise agreed upon.
2. **HR Documentation**: The HR department will process and document the employment status change in the employee's file, updating relevant records (e.g., payroll, benefits, etc.).

CONSEQUENCES OF TRANSITION TO PART-TIME EMPLOYMENT

Transitioning to part-time employment may impact compensation and benefits, including but not limited to health insurance, retirement, and paid time off. Said impacts will be addressed at the time of transition.

ELIGIBILITY FOR FUTURE FULL-TIME STATUS

Employees may request to return to full-time status based on organizational needs and the availability of full-time positions. Reapplying for full-time status will follow the institution's standard hiring procedures.

REVIEW AND ACKNOWLEDGMENT

The employee will be required to review this procedure with HR and their supervisor before the transition is finalized. Both the employee and supervisor must sign an acknowledgment form to confirm their understanding of the procedure and its consequences.

COMPLIANCE AND EXCEPTIONS

All transitions must comply with applicable state and federal employment laws and the institution's policies. Any exceptions to this procedure must be approved by the relevant department head and HR.

Change in Employment from
Full-Time to Part-Time Status ***Admin. Procedure 505***

Kirk E. Owenstown, Ph.D.

PRESIDENT

OCTOBER 16, 2024
DATE

ADOPTED: OCTOBER 16, 2024
AMENDED:
CROSS REF.: BOARD POLICY 5110

Return to Work – Employee and Volunteer Restrictions Administrative Procedure 506

Under the SURS return-to-work restrictions (40 ILCS 5/15-139), an annuitant may not return to work in any capacity, paid or unpaid, with a SURS-covered employer until retired for at least 60 calendar days. The Annuitant must have a clear separation from SURS-covered employment and no written or oral agreement to return to a SURS-covered employer at the time of retirement. If the Annuitant does not satisfy this requirement, the annuity will be canceled.

It is the Annuitant's responsibility to notify SURS upon returning to employment for a SURS-covered employer; any position at JALC is considered SURS-covered, including volunteer and grant positions.

In order to apply to any position at JALC, paid or unpaid, the Annuitant must include their Certification of Retirement Annuity in the application materials. No application, paid or unpaid, will be considered if the Certification of Retirement Annuity is not attached.

If the Annuitant returns to SURS-covered employment after the 60-day period, the Annuitant will be subject to an earnings limitation. The exact amount of the earnings limitation will be stated on the Certification of Retirement Annuity upon finalization of the retirement claim. If the Annuitant exceeds the earnings limitation, the retirement annuity will be reduced or suspended.*

DEFINITION OF AFFECTED ANNUITANT

An employed annuitant would become an affected annuitant on the first day of an academic year following the academic year in which the Annuitant initially meets the following conditions:

- Receives compensation during an academic year beginning after August 1, 2013, that is greater than 40 percent of the highest annual rate of earnings earned prior to retirement, and
- Receives an annuity of at least $833.33 per month ($10,000 per year) in the academic year containing June 1, 2015, and any academic year thereafter.

If the employee fails to disclose their annuitant status prior to 15 days of employment and the College is required to make a contribution to SURS because of affected status, the employee will be responsible for reimbursing the College for said contribution.

* *https://surs.org/life-events/return-to-work-employee-restrictions/*

Kirk E. Overstreet, Ph.D.

PRESIDENT

October 16, 2024

DATE

ADOPTED: OCTOBER 16, 2024
AMENDED:
REVIEWED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 5113, RETIREE RETURN TO WORK POLICY

PURPOSE

Stipends (or fixed pay) are used to compensate individuals who are engaged in College-related activities normally outside the realm of Board Policies #5220, 5220A, 5221A and 5221B. Stipend positions are intended as an additional method of accomplishing specific aims and objectives consistent with the established missions and goals of John A. Logan College. Stipends may be granted for professional activities of College-wide or district-wide significance, including activities such as in instruction, athletics, student activities or other projects designated by the president. Stipends will be considered on the basis of documented need and the availability of human and material resources. Stipends will not be added to base salary.

GENERAL GUIDELINES

The following guidelines and procedures will apply when stipends are requested:

1. All stipend positions should be filled with qualified applicants. Hiring records for employees should be kept in accordance with the Illinois Records Act. The Office of **Human Resources** will advertise various stipends as directed by the president. **Titles and level classifications of stipend positions shall be maintained by the Office of Human Resources.**

2. Stipends may also be used for activities performed during summer terms. Stipends may be filled by presidential appointment, internal posting, or external advertising.

3. With the exception of presidential appointments, which can be at any stipend level**,** anyone interested in stipend positions must apply in accordance with College hiring procedures. The Stipend Application is a multi-use form to be used by supervisors when proposing a new stipend, or by an internal applicant when applying for a stipend activity or project. Positions externally advertised should be circulated through the Opportunity Employment Bulletin and an application completed in the **Office of Human Resources**. The Stipend Application should be attached to the Employee Recommendation Form. These forms may be obtained from the Office of **Human Resources**.

4. When a short-term stipend for a special project(s) is completed, written documentation must be provided by the project supervisor and sent to the division vice-president or president indicating that the project is completed. Results and evaluation of the project should be included. An Employee Recommendation Form terminating the employee should be submitted through the appropriate channel with a copy of the evaluation information for the employee's personnel file.

5. The payroll information should be collected and forwarded to the Business Office according to College procedures.

6. Stipend employees who resign from the position are encouraged to give a two-week notice when position is vacated.

7. Faculty advisors shall be paid at a rate of $24.00 per advisee for fall, spring, and/or summer semesters.

STIPEND SALARY SCHEDULE

Stipend Level	Annual Stipend Range
I	150 – 500
II	400 – 900
III	1,000 – 1,800
IV	1,500 – 3,000
V	2,500 – 4,100
VI	3,500 – 5,500
VII	5,000 – 9,000
VIII	Presidential Stipend

If more than one person serves in a given stipend position, the stipend will be divided equally.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)
PRESIDENT

July 17, 2018
DATE

ADOPTED: FEBRUARY 14, 1992
AMENDED: FEBRUARY 28, 1995; OCTOBER 24, 1995; APRIL 11, 1997; MARCH 22, 2001; APRIL 1, 2004; OCTOBER 23, 2007; AUGUST 20, 2008; JUNE 9, 2011; **JULY 17, 2018**
CROSS REF.:

Internships at the College *Administrative Procedure 509*

In the utilization of interns at John A. Logan College, the following procedures will be followed:

1. All requests for internships are to be referred to the appropriate assistant provost's office.

   A. Only requests for non-teaching professional internships will be considered. No teaching internships will be allowed.

   B. Interns will not be allowed to perform routine or ongoing classroom duties or assume routine or ongoing responsibility for classroom activities.

2. All prospective interns will be interviewed and accepted or rejected by the appropriate dean prior to any internship obligation.

3. Persons accepted for internships and the appropriate assistant provost will develop a clearly written internship agreement that will include the following information:

   A. goals and objectives of the internship experience;

   B. duties and responsibilities of the intern;

   C. responsibilities of the direct supervisor of the intern (may be someone other than the dean); and

   D. criteria and methods of evaluating the intern's performance.

4. Contractual agreements regarding internship experiences shall be forwarded to the appropriate vice-president/provost for approval.

5. Copies of all approved contractual agreements regarding internship experiences shall be forwarded to the President.

6. Contractual agreements between John A. Logan College and the interns may be voided if the intern does not fulfill the obligations of the contract to the satisfaction of the College.

(Original signed by President Ray Hancock)
PRESIDENT

September 30, 1993
DATE

ADOPTED: SEPTEMBER 20, 1993
AMENDED:
CROSS REF.:

Reimbursement for Retirees' Health Insurance — *Administrative Procedure 514*

This administrative procedure specifies how Board Policy 5141, Retirement Benefits, is implemented as it relates to the reimbursement of retirees' health insurance.

Reimbursement will be based on the difference between the actual rates for the chosen coverage within the retirees' College Insurance Plan (CIP), administered by the Illinois Central Management Services, and the rates for the John A. Logan College health insurance plan for current employees. No reimbursement will occur unless the retirees' premium is higher than the employees' share of the premium for comparable coverage under the John A. Logan College health insurance plan. No Medicare premiums will be included as retiree premiums. This reimbursement will be identified as the "current active employee levels method."

Examples:

a) *Retiree Only CIP Premium (Non-Medicare) $270, Active Employee Share of JALC premium $230, Reimbursement $40*
b) *Retiree Only CIP Premium (Medicare Primary) $60, Active Employee Share of JALC Premium $230, Reimbursement $0*
c) *Retiree Plus Dependent CIP Premium (Non-Medicare) $1,300, Active Employee Share of JALC Premium $480, Reimbursement $820*
d) *Retiree Plus Dependent CIP Premium (Medicare-Retiree, Non-Medicare Dependent) $1,200, Active Employee Share of JALC Premium $480, Reimbursement $720*
e) *Retiree Plus Dependent CIP Premium (Non-Medicare Retiree, Medicare-Dependent) $700, Active Employee share of JALC Premium $480, Reimbursement $220*
f) *Retiree Plus Dependent CIP Premium (Medicare Primary-Both) $278, Active Employee Share of JALC Premium $480, No Reimbursement $0*

If a retiree has additional dependent children enrolled, reimbursement amounts will be calculated based on the difference between the CIP premium and an active employee's share of the JALC premium for family coverage.

The amounts above are for illustration purposes only. Actual CIP deduction amounts and JALC rates will be evaluated throughout the fiscal year, and reimbursement calculations will be adjusted based on actual enrollment and the actual rates for each plan.

The "current active employee levels method" of reimbursement described above will apply except in these specific instances:

1) When a specific reimbursement percentage is designated in an individual employment contract, the reimbursement would be based on specific contract language.

2) For those individuals retired on or before August 1, 2008, with a status of Medicare Primary for all enrollees as illustrated in example b and example f above, the College will reimburse up to the actual cost of their CIP premium for the chosen coverage when the amount is below the current dollar amount the College pays for an active employee. For those individuals illustrated in examples: a, c, d, and e above and anyone retired after August 1, 2008, the "current active employee levels method" will still apply. Retirees will not be reimbursed more than their actual CIP premiums.

3) In accordance with direction from the Board of Trustees on January 28, 2014, reimbursement to those retired on or before August 1, 2008, who had reimbursement previously reduced due to a change in enrollment status shall have the reimbursement recalculated in accordance with #3. This adjustment is effective February 1, 2014, and shall be applied going forward.

4) Retirees will be responsible for immediately notifying the Payroll office of any changes in enrollment status, including, but not limited to, dependent status, plan changes, and changes in Medicare eligibility. The College will request from each retiree proof of enrollment and premium amounts at least two times per year. The request will be made after each open enrollment period with effective dates of January 1st and July 1st of each year or as needed if the College believes there has been a potential status change that may affect the reimbursement calculation. If the requested proof is not provided by the deadline as stated, future reimbursements will be suspended until such proof is received. If a change in status results in an overpayment, the retiree will be responsible for repaying the College.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)
PRESIDENT

SEPTEMBER 26, 2019
DATE

ADOPTED: JANUARY 28, 2014 (TO BE EFFECTIVE FEBRUARY 1, 2014)
AMENDED: JUNE 12, 2017; **SEPTEMBER 26, 2019**
CROSS REF.: BOARD POLICY 5141

Procedure for Modified Duty Assignment — *Administrative Procedure 515*

The procedure for assigning an employee to a modified duty assignment is as follows:

1. Fitness for Duty Report: Employees recuperating from a work-related injury or illness and unable to perform essential job functions shall have the treating healthcare provider complete a *Fitness for Duty Report*. The employee's health care provider shall review the position description applicable to the employee's job prior to completing the *Fitness for Duty Report*. It is the responsibility of the employee to inform all health care providers of the "*employer's*" modified duty policy.

2. Identification of Modified Duty Work: The employee shall submit the *Fitness for Duty Report* to their *division supervisor,* who *shall* then consult with the appropriate personnel to identify modified duty work that is compatible with the employee's restriction(s) and the duration of the modified duty assignment, as determined by the health care provider.

3. Expiration of Assignment: When the modified duty assignment expires as stated on the *Fitness for Duty Report*, the employee cannot continue to work. Modified duty assignments may not exceed ninety (90) days unless extended at the request of the employee's supervisor and with supporting medical documentation supplied by the employee.

(Original signed by Robert L. Mees)
PRESIDENT

FEBRUARY 28, 2012
DATE

ADOPTED: FEBRUARY 28, 2012
AMENDED:
REVIEWED:
CROSS REF.: BOARD POLICY 5154

Paid Leave for All Workers (PLAWA) Administrative Procedure 516

In accordance with PLAWA, all employees are to be afforded a maximum of forty (40) hours of PLAWA leave (hereinafter PL) per 12-month period to be earned at a rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period.

JALC currently provides Sick Leave for full-time employees at the rate of 13.3 hours per month of employment. It is the intention of this procedure that the (40) hours of PL be taken from the already allocated "personal business" sick leave the employees currently accrue. If an employee does not specify a reason prior to or at the time of their leave, it shall be presumed to be PL up to the maximum (40) hours. Part-time employees who do not earn sick leave shall accrue PL at the rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period. Employees shall be paid their regular hourly rate of pay for PL.

The 12-month period for purposes of calculating PL shall be the calendar year. Employees shall be permitted to use accrued PL beginning on March 30, 2024, or ninety (90) days after the commencement of their employment, whichever is later. Full-time and part-time employees may, at the end of a 12-month period, carry over accrued, unused PL into the next 12-month period. An employee, however, may not use more than 40 hours of accrued PL in a 12-month period and may not carry over more than 40 hours; anything in excess of 40 hours shall be converted to general sick leave and shall follow the accumulated sick leave policy.

JALC does not credit PL under this policy to any other employee vacation bank or paid time off (PTO) bank. As a result, in accordance with PLAWA, JALC does NOT compensate employees for accrued, unused PL upon termination or separation from employment.

PL Use

JALC requires employees to provide seven (7) calendar days' notice of the employee's intent to take PL. If, however, the employee's need to take PL is not foreseeable, the employee must provide notice as soon as is practicable after the employee is aware of the necessity of taking PL. JALC may deny an employee's request to use PL if granting leave would significantly impact College operations. The following is an illustrative (not exhaustive) list of reasons why requests to use PL may be denied: 1) Staffing would fall below minimum levels necessary to provide effective public service; 2) Emergency circumstances exist requiring employee attendance; 3) Employee absence would hamper JALC's ability to meet critical workflow obligations or deadlines.

An employee is not required to search for or find a replacement worker to cover the hours during which the employee will be on PL. Employees may take PL in increments as small as one (1) hour unless the employee's scheduled workday is less than one (1) hour, in which case, the employee's scheduled workday shall be used to determine the amount of PL taken. An employee may take PL for any reason of the employee's choosing. An employee is not required to provide JALC with a reason for taking PL. JALC will not require the employee to provide documentation or certification of the reason that PL was taken. An employee may choose whether to use PL under this policy prior to using any other leave provided by JALC or State law. If an employee does not specify a reason prior to or at the time of their leave, it shall be presumed to be PL. Employees shall be paid their regular hourly rate of pay for PL.

If an employee is separated from employment with JALC and is rehired within twelve (12) months of separation from JALC, previously accrued PL that had not been used by the employee shall be reinstated, and the employee shall be entitled to use it at the commencement of re-employment.

** This procedure does not apply to anyone covered under a collective bargaining agreement.

Kirk E. Overstreet, Ph.D.

PRESIDENT

JANUARY 1, 2024

DATE

ADOPTED: JANUARY 1, 2024
AMENDED:
REVIEWED:
LEGAL REF.: 820 ILCS 192/5
CROSS REF.: BOARD POLICY 5272 – SICK LEAVE

Compensation for non-probationary professional staff will be set annually by the Board of Trustees based on comparative market data, recommendations by their Cabinet member, and the President's final recommendation to the Board of Trustees. Should the College award salary increases in a given year, the following will apply:

1. Professional staff close to their maximum salary range will receive an increase added to their base pay up to the amount of general increase granted not to exceed the maximum of the salary range.

2. Any professional staff who reaches the maximum salary range and does not receive the full amount of the general increase added to their base pay shall receive a stipend equivalent to the dollar amount of the percentage not received.

3. Professional staff over the top of the maximum salary range will not receive an increase to their base pay but will receive a stipend equivalent to the total amount of the general increase percentage granted to eligible professional employees within their salary range.

PROFESSIONAL STAFF EMPLOYEE PERFORMANCE EVALUATION

All professional staff will be evaluated by their supervisor annually by March 31.* The evaluation is based on the immediate supervisor's assessment of the professional's overall job performance and shall be conducted fairly and objectively.

A professional employee with a rating of "Needs Improvement" on a Performance Evaluation Improvement Plan will be monitored. If improvement is not seen immediately, the supervisor will be required to meet with the Executive Director of Human Resources to determine the next step in the performance management process.

If improvement is progressing, the employee will be formally re-evaluated by the end of June. If his/her overall performance has not improved, they will be formally re-evaluated by the end of September.

**Employees in a new position will be evaluated according to the probationary requirements.*

Kirk E. Owenson, Ph.D.

PRESIDENT

JULY 1, 2022

DATE

ADOPTED: JULY 1, 2022
AMENDED:
REVIEWED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 5220A, PROFESSIONAL STAFF COMPENSATION

Professional Staff Employment Levels Administrative Procedure 522

Professional staff positions are assigned to employment levels based upon responsibilities, duties, and required qualifications in accordance with Board Policy 5220 – Professional Staff Position Guidelines. Compensation for professional staff is determined in accordance with Board Policy 5220A – Professional Staff Compensation and Administrative Procedure 522A.1 – Professional and Executive Support Salary Schedule. All job titles shall correspond with a classification on the salary schedule.

Level 5 – Executive Administrators (Executive Council)
Provost (CAO/CSO)
Vice-Presidents

Level 4: Senior Administrators
Assistant Provost
Associate/Assistant Vice-Presidents

Level 3: Administrators
Senior Dean/Director
Dean/Director
Associate Dean/Director
Assistant Dean/Director
Head Coaches

Level 2: Managers
Manager
Associate Manager
Assistant Manager

Level 1: Professionals
Advisors
Analysts
Assistant Coaches
Coordinators
Facilitators
Technicians
Tutors

Kirk E. Overstreet, Ph.D.

PRESIDENT

JULY 1, 2022
DATE

Professional Staff Employment Levels Administrative Procedure 522

ADOPTED: ORIGINALLY ADOPTED APRIL 1, 1980 AS BOARD POLICY 5221; BECAME BOARD POLICY 5220C JANUARY 25, 2000; BECAME ADMINISTRATIVE PROCEDURE 522 FEBRUARY 28, 2012

AMENDED: JUNE 8, 1982; AUGUST 23, 1984; MAY 20, 1985; JULY 14, 1986; JULY 14, 1987; JULY 11, 1988; SEPTEMBER 12, 1988; MARCH 11, 1991; JULY 8, 1991; OCTOBER 19, 1993; JANUARY 24, 1995; OCTOBER 22, 1996; AUGUST 25, 1998; JANUARY 26, 1999; SEPTEMBER 28, 1999; JANUARY 25, 2000 (NUMBER CHANGED FROM 5221 TO 5220C – 5221 BECAME "NON-UNION OPERATION STAFF POSITION GUIDELINES); JANUARY 23, 2001; JUNE 25, 2002; JULY 26, 2005; MAY 27, 2008; NOVEMBER 25, 2008; FEBRUARY 28, 2012(BOARD POLICY 5220C ELIMINATED AND JOB TITLE CLASSIFICATIONS PUT INTO NEW ADMINISTRATIVE PROCEDURE 522); JUNE 27, 2012; SEPTEMBER 14, 2012; MAY 15, 2013; AUGUST 15, 2013; SEPTEMBER 1, 2014; OCTOBER 31, 2016; **JULY 1, 2022 *(LEVELS UPDATED)***

LEGAL REF.: I.R.S. CH. 122 §103-9 (1977)

CROSS REF.: BOARD POLICIES 5220, 5220A

Executive Support Staff Employment Levels Administrative Procedure 522A

Executive support staff positions are positions that perform complex, confidential tasks that require high-level training and experience as defined in Board Policy 5221 – Executive Support Staff Position Guidelines. Compensation for executive support staff is determined in accordance with Board Policy 5221A – Executive Support Staff Compensation and Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule.

Level 3

Senior Executive Assistant

Level 2

Executive Assistant II

Level 1

Executive Clerk
Executive Assistant I

Kirk E. Overstreet, Ph.D.

PRESIDENT

JULY 1, 2022
DATE

ADOPTED:
AMENDED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 5221; 5221A; 5221D

Professional & Executive Support Staff Salary Schedule Administrative Procedure 522A.1

Professional salary ranges are based on multiple factors including compensation philosophy, internal equity, market competitiveness, fiscal responsibility, etc. The College salary schedule for professional and executive support staff positions **does not** apply to **grant-funded** positions.

Salary Schedule for FY 2024 – 2025*			
PROFESSIONAL STAFF			
Level 5: Executive Administrators (Executive Council			
Provost (CAO/CSO)	Compensation for Executive Administrators will be determined by the President and Board of Trustees, in accordance with Board Policy 5210.		
Vice-Presidents			
Level 4: Senior Administrators	**Minimum**	**Mid-Range**	**Maximum**
Assistant Provosts	$95,000	$119,780	$137,000
Assistant Vice-Presidents	$95,000	$119,780	$137,000
Executive Directors	$95,000	$119,780	$137,000
Stipend Allowance for Temporary Appointments	$400 per pay period		
Level 3: Administrators	**Minimum**	**Mid-Range**	**Maximum**
Senior Dean/Director	$90,000	$106,000	$121,000
Dean/Director	$75,000	$98,050	$116,000
Associate Dean/Director	$70,000	$87,450	$100,000
Assistant Dean/Director	$65,000	$79,500	$89,000
Head Coaches	$55,000	$74,200	$89,000
Stipend Allowance for Temporary Appointments	$350 per pay period		
Level 2: Managers	**Minimum**	**Mid-Range**	**Maximum**
Manager	$55,000	$66,250	$74,000
Associate Manager	$50,000	$60,950	$68,000
Assistant Manager	$45,000	$55,650	$63,000
Stipend Allowance for Temporary Appointments	$300 per pay period		
Level 1: Professionals	**Minimum**	**Mid-Range**	**Maximum**
Coordinators, Analysts, Advisors, etc.	$40,000	$53,000	$68,000
Stipend Allowance for Temporary Appointments	$250 per pay period		

Professional & Executive Support Staff Salary Schedule Administrative Procedure 522A.1

EXECUTIVE SUPPORT STAFF			
	Minimum	**Mid-Range**	**Maximum**
Level 3: Senior Executive Assistant	$55,000	$63,600	$68,000
Stipend Allowance for Temporary Assignments	$200 per pay period		
Level 2: **Executive Assistant II**	$45,000	$53,000	$58,000
Stipend Allowance for Temporary Assignments	$200 per pay period		
Level 1: Executive Clerk and Executive Assistant I	$35,000	$42,400	$47,000
Stipend Allowance for Temporary Assignments	$200 per pay period		

Kirk E. Owenson, Ph.D.

PRESIDENT

JULY 1, 2024

DATE

**New positions/hires will not exceed the mid-range at initial hire, with the exception of the Executive Council. Executive Council salaries are determined by the President based on multiple factors, including compensation, philosophy, internal equity, market competitiveness, fiscal responsibility, etc.*

ADOPTED: JULY 1, 2022
AMENDED: **JULY 1, 2024**
REVIEWED: OCTOBER, 2023
LEGAL REF.:
CROSS REF.: BOARD POLICIES 5210, 5220, 5220A, 5221, 5221A
ADMIN. PROCEDURES 521, 522, 522A

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

Specific rules and regulations regarding staff behavior are necessary for the efficient operation of the College and the benefit and safety of all visitors, students, and staff. All College staff are expected to contribute to a productive and cooperative effort to conduct the College's business and serve the students and the general public. Further, College staff are responsible to the College and the community to conduct themselves at the highest level of ethical standards and adherence to Board Policy 4211, Employees Ethics Act.

The reputation of John A. Logan College is reflected by one's attitude toward students, faculty, staff, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which John A. Logan operates. Regardless of the position, it is essential to remember that good manners and a willing, cooperative attitude are an indispensable part of the job.

Conduct that interferes with operations discredits the College, or violates performance or ethical standards will not be tolerated. Such conduct will be addressed through performance management processes, specifically Administrative Procedure 524, Progressive Discipline.

CODE OF CONDUCT AND STANDARDS OF BEHAVIOR FOR EMPLOYEES

John A. Logan College staff will show mutual respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment to learn and work. College Administration will set the tone for civil behavior through their professional conduct and leadership of the institution. All members of the college community will create a positive environment characterized by considerate and principled conduct.

All employees are expected to conduct themselves and behave with professionalism, courtesy, integrity, and the highest level of ethics. Such conduct includes, but is not limited to:

- Cooperating with other employees and treating all students, visitors, other employees, and members of cooperating agencies or businesses in a courteous and considerate manner;
- Reporting to management unethical or illegal conduct, or conduct suspected to be unethical or illegal, by employees or students;
- Maintaining high standards of honesty and integrity, free from personal considerations, bias, or favoritism.

Employees are expected to perform their assigned duties in accordance with established timelines, standards of quality, and College Policies. This includes, but is not limited to:

- Meeting established quality standards in a timely fashion;
- Protecting and conserving College property and resources;
- Employing all appropriate safeguards and practices to ensure the safety of students, employees, and visitors;
- Reporting ready for work at the assigned starting time and the proper work location, and notifying the supervisor in advance of any absence from work or the inability to report to work on time.

Employees are required to comply with Federal, State, County, and Municipal laws and regulations as well as the policies and procedures of John A. Logan College.

Code of Conduct for all JALC Faculty and Staff Administrative Procedure 523

To assist employees in their efforts to meet the expectations of the College, supervisors shall:

- Be familiar with College policies and procedures that affect assigned personnel;
- Consult with Human Resources for assistance prior to initiating corrective or disciplinary action.
- Substantiate each apparent violation of policy or procedure or instance of unsatisfactory performance before acting;
- Inform the employee if any policy or procedure has been violated;
- Ensure that any action taken is prompt and in accordance with applicable College policy or procedure.

The following conduct is prohibited, and any employee engaging in such conduct, attempting to engage in such conduct, or aiding another employee is subject to the progressive discipline procedures. The examples below are illustrative of the behavior that will not be permitted but are not intended to be all-inclusive:

- Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; using, selling, dispensing, or possessing alcohol and/or illegal drugs or narcotics on College premises, while conducting College business, or at any time which would interfere with the effective conduct of the employee's work for the College; using illegal drugs; or testing positive for illegal drugs;
- Fighting or assaulting a fellow employee, visitor or student; using language, actions, and/or gestures which are threatening, intimidating, abusive, obscene, or profane; engaging in any form of intimidation, bullying, harassment, sexual harassment, discrimination, or contributing to an offensive, hostile environment; disorderly or disruptive conduct;
- Refusing to follow College policies, regulations, and procedures or management's instructions concerning a job-related matter, except in cases where the safety of the employee may be endangered or in cases where the action is illegal or unethical;
- Possessing firearms or other weapons on College property, except as required by the job;
- Stealing, destroying, defacing, misusing, or using College or another person's property without authorization;

All employees are expected to maintain a certain standard in their communications to each other and the public. Employees are expected to communicate with a high degree of integrity and transparency. Employees are prohibited from lying, misrepresenting, or intentionally omitting information with the intent to mislead and/or to benefit themselves, other employees, employee groups, or non-College individuals or organizations. This standard applies to communication as an employee, in any form, including social media, to any member of the College, community, or the public.

- Failing to notify the College of a felony conviction or the loss of a license or certificate required for the position, or failing to cooperate in a College investigation or audit;
- Abusing sick leave or demonstrating a pattern of sick leave use without required medical documentation, or having unauthorized absences from work;
- Using an employee's official position for personal gain; using confidential information for personal advantage or to further any private interest; accepting or soliciting, directly or indirectly, any gift or item of other than the modest monetary value from any person or entity

seeking action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties;

- Engaging in outside employment or activities that conflict with official College duties and responsibilities, or that tend to impair the capacity for performance of duties and responsibilities in an acceptable manner, or that create a real or apparent conflict of interest (see Board Policy 5153, External Consulting and Employment);
- Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
- Disclosing information of a confidential nature to unauthorized persons.

Kirk E. Overstreet, Ph.D.

PRESIDENT

JANUARY 10, 2022
DATE

ADOPTED: JANUARY 10, 2022
AMENDED:
REVIEWED:
LEGAL REF.:
CROSS REF.: ADMIN. PROCEDCURE 524, PROGRESSIVE DISCIPLINE

Progressive Discipline *Administrative Procedure 524*

This procedure aims to provide definitive steps for the progressive discipline of all John A. Logan College staff. Progressive discipline will be used when necessary and will follow all contracts and state guidelines. The College reserves the right to skip any progressive step depending on the severity of the situation.

The steps for progressive discipline include the following:

1) Verbal warning, including an emailed confirmation of the warning.
2) Written warning, which will be added to the employee's personnel file.
3) *Suspension, including paid or unpaid, depending on the circumstance.
4) Dismissal

*Per Board Policy 5225, the Board, through its authorized representative, reserves the right to suspend employees for indefinite periods of time, with or without pay, immediately upon notice. The authorized representative is the President of the College. Such instances of suspension shall be reported to the Board at its next regular meeting. The Board must ratify the action at that time to sustain the suspension. This type of action will be taken when it is considered to be in the interest of the College. No benefits or salary shall be accrued during the suspension.

Kirk E. Owens, Ph.D.

PRESIDENT

JANUARY 10, 2022
DATE

ADOPTED: JANUARY 10, 2022
AMENDED:
REVIEWED:
LEGAL REF.:
CROSS REF.: BOARD POLICY 5225, DISMISSAL OR SUSPENSION