

# ADMINISTRATIVE PROCEDURES

## AN APPENDIX TO THE BOARD OF TRUSTEES POLICY MANUAL

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### ***College Mission Statement:***

*We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.*

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***Procedures to be Used in Implementing  
Policy on Hiring Non-Teaching  
Professional Staff***

***Administrative Procedure 501***

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A. THE POSITION

1. All non-teaching 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 non-teaching 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 non-teaching professional positions will be initiated by the position supervisor and approved by the division Vice President **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 the in-person interview questions utilizing a rubric developed by and housed in the Office of Human Resources.

B. SEARCH COMMITTEES

1. The President or division Vice President 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 non-teaching professional positions in relevant sites as determined by the Office of Human Resources **and the position supervisor or division Vice President**.
2. Deadlines: The duration of the posted opening shall be ten (10) **business** days. 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.

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***Administrative Procedure 501***

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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. The division Vice President may review this schedule at their discretion.

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 committee chair 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

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5. The appropriate division Vice President 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 committee chair with approval by the position supervisor and the Office of Human Resources in accordance with Board Policy 5220A.
7. Once the Office of Human Resources has established the salary, the supervisor/chair shall offer the position and confirm interest from the preferred candidate, pending Board approval.

**G. SELECTION OF AN APPLICANT**

1. The President shall present his/her recommendation to the Board of Trustees.
2. After the Board of Trustees approves a recommendation for hire, the committee chair must notify the candidate by the end of the next business day.
3. Applicants who were not offered the position shall be notified by the Office of Human Resources after the Board of Trustees approves the recommendation for hire.

**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. Overton, Ph.D.*

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PRESIDENT

MARCH 3, 2021

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**  
CROSS REF.: BOARD POLICY 5110; 5220A

***Procedures to be Used in Implementing  
Policy on Hiring Full-Time Faculty***

***Administrative Procedure 502A***

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A. THE POSITION

1. All faculty positions will have a concise position description with well-defined duties and qualifications that will be utilized in any posting per the master contract. The president must authorize the initiation of the search process.
2. For full-time faculty hires, the minimum qualifications must be met by May 31 for a fall semester start date, or August 31 for a spring semester start date.
3. Job descriptions and interview questions/screening and rating documents for faculty positions will be initiated by the appropriate dean, after face-to-face consultation with the departmental chair and department faculty, and submitted to the vice-president for instruction for approval.
4. The teaching unit will be selected by the department chair and department faculty.

B. SEARCH COMMITTEES

1. The vice-president for instruction will appoint the chairperson for full-time tenure track faculty positions. The vice-president, along with the dean and the department chair, will establish search committees for full-time tenure track faculty positions. The search committee will consist of the appropriate dean, three full-time faculty members from the department (including the department chair), a full-time faculty member from outside the hiring department, and a non-voting representative from the Office of Human Resources. If, for any reason, one or more of these members is unable to fully participate in the search process, the vice-president will appoint a replacement.
2. The Office of Human Resources will provide a checklist for procedures to be followed during the search process to the chairperson of the search committee as well as a review of those procedures for all members of the search committee.

C. ADVERTISING

1. The Office of Human Resources will advertise full-time tenure track faculty positions in relevant sites as directed by the vice-president for instruction. The sites will be selected by the vice-president for instruction, in consultation with the dean and the department chair.
2. The vice-president for instruction will submit the following documents to the Office of Human Resources prior to a position being posted:
  - a. names of the search committee members
  - b. approved application screening documents, interview criteria, and interview questions

***Procedures to be Used in Implementing  
Policy on Hiring Full-Time Faculty, cont.***

***Administrative Procedure 502A***

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3. Deadlines

The duration of the posted opening will be six (6) weeks except for extenuating circumstances. 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 approval of the vice-president to achieve a sufficient pool of applicants.

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

1. Applications will be screened in the Office of Human Resources or in an approved on-campus environment as determined by the Office of Human Resources.
2. Official or unofficial transcripts must be submitted to the Office of Human Resources prior to the ranking of applicants by the search committee. Official transcripts must be on file within the Office of Human Resources prior to official first date of employment.

E. SELECTION OF APPLICANTS TO BE INTERVIEWED

1. The Office of Human Resources will record all applications and address the pool of applicants according to Equal Employment Opportunity regulations and John A. Logan College policy.
2. The first screening to remove unqualified applicants from the pool will be done by the Office of Human Resources. The second screening will be done by members of the committee. Once scoring is completed, the committee chair, department chair, and vice-president will determine candidates to be interviewed. Ranking scores will not be shared with committee members prior to interviews.
3. The committee chairperson with approval of the vice-president for instruction will submit a list of interview candidates to the Office of Human Resources. All applicant rating sheets and signed applicant rating summary will be submitted at this time.
4. To ensure Equal Employment Opportunities, at the recommendation of the executive director of human resources, the College president reserves the right to submit qualified candidates to be interviewed. These recommendations by the president must be submitted prior to the selection of applicants to be interviewed.
5. The Office of Human Resources will coordinate scheduling of the applicant interviews and establish an interview schedule. The vice-president for instruction may review this schedule at his/her discretion.

F. RECOMMENDATIONS TO HIRE

Departments should consider the following when submitting recommendations for hire: qualifications, personal interviews, nominations, references, and the College's Equal

Employment Opportunities regulations. All recommendations must be forwarded through the approval channel along with references, and the screening and interview ratings.

1. After interviews are complete, the search committee will hold a post-interview discussion to finalize selection(s). The dean and the department chair will be expected to present recommended candidates to the executive hiring committee, consisting of the president, the vice-presidents and the executive director of human resources, prior to the Board of Trustees meeting. If a member of the executive hiring committee is unable to be present, he/she may designate a representative. At that time, the executive hiring committee will have the opportunity to question the recommendations of the committee and determine a recommended candidate for presentation to the board. The chair of the search committee will not be expected to present to the Board of Trustees.
2. The Office of Human Resources will provide the committee chair with the references for recommendations to hire. Reference checks will be conducted by the department chair and/or the dean. The committee chair shall contact finalists to confirm interest in the position prior to submission to the executive hiring committee.
3. The president, in consultation with the search committee and the Office of Human Resources, has the option of extending the search efforts if, in his/her judgment, the recommendations are not in the best interest of the College.
4. Materials expected to be delivered to the executive hiring committee include, but are not limited to:
  - a. summary and rationale for the recommendations, if applicable;
  - b. employee recommendation form;
  - c. information received from reference checks; and
  - d. interview ratings, responses and interview summary scoring sheet.
5. Upon determining a recommendation, a background check will be conducted by the Office of Human Resources prior to submission to the Board of Trustees.
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 vice-president for instruction at this time.

**G. SELECTION OF AN APPLICANT**

1. The president will present his/her recommendation to the Board of Trustees.
2. Applicants who were not offered the position will be notified after the Board of Trustees approves recommendation for a hire.

***Procedures to be Used in Implementing  
Policy on Hiring Full-Time Faculty, cont.***

***Administrative Procedure 502A***

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NOTE:

THIS DOCUMENT IS 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 AND ALL RECOMMENDATIONS, OR TO HIRE STAFF NOT RECOMMENDED BY THE ADMINISTRATION.

*Original signed by President Mike Dreith* \_\_\_\_\_  
PRESIDENT

DECEMBER 5, 2014 \_\_\_\_\_  
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  
CROSS REF.: BOARD POLICIES 5110; 5210; 5310



***Procedures to be Used in Implementing  
Policy on Hiring Term Faculty      Administrative Procedure 502B***

A. THE POSITION

1. Minimum Education Requirements for the position will follow Higher Learning Commission regulations and guidelines. Faculty assigned to a career field must meet existing state vocational education requirements, certification, and other qualifications.
2. Job descriptions for term faculty positions will be initiated by the department chairperson and/or by the **associate dean of academic affairs** and submitted to the dean and the vice-president for instruction.

B. HIRING

1. The **associate dean** will submit a recommendation to the dean and then to the vice-president for instruction. If approved by the vice-president for instruction, a recommendation will be submitted to the Board of Trustees.

C. ADVERTISING

1. The Office of Human Resources will advertise term faculty positions as needed in the local newspaper and on the John A. Logan College homepage.

D. DEADLINES

1. The Office of Human Resources will consider only those applicants who have the required application materials.
2. If there is an insufficient pool from which to hire, the executive director of human resources will confer with the **associate dean** about re-advertising.

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

1. Applicants must complete and sign the College's application for any position advertised prior to the deadline date.
2. Applicants should apply to the Human Resources Office, C116, during normal working hours. All applications and verifications of education must be received (not postmarked) on the deadline date before the close of business.
3. The Office of Human Resources will screen applications to determine minimum qualifications and assess the pool of applicants according to Equal Employment Opportunities regulations.

***Procedures to be Used in Implementing  
Policy on Hiring Term Faculty      Administrative Procedure 502B***

4. The Office of Human Resources will accept unofficial transcripts and letters verifying degrees from the appropriate college or university administrator as long as specific courses and grades are submitted prior to the deadline.
5. Applicants should contact all educational institutions in time for the Office of Human Resources to receive official transcripts prior to the start of employment or request an extension.

F. SELECTION OF APPLICANTS TO BE INTERVIEWED

1. The **associate dean of academic affairs**, with approval from the dean, will submit the following completed documents and/or information to the Office of Human Resources:
  - a. section one of the Applicant Status Form; and
  - b. appropriate reference checks after associate dean interviews potential candidate/s.
2. If an issue arises regarding Equal Employment Opportunities, the executive director of human resources will review the list of applicants with the **associate director of academic affairs** and up to the level of president, if necessary, to ensure fairness.

G. RECOMMENDATION TO HIRE

Departments should consider the following when submitting recommendations for hire: qualifications, personal interviews, nominations, references, and the College's Equal Employment Opportunities regulations. All recommendations must be forwarded through the approval channel along with references.

1. The dean, the **associate director of academic affairs**, and the Office of Human Resources have the option of extending the search efforts if, in his/her judgment, the recommendations are not in the best interest of the College.
2. 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.

H. THE OFFER OF A POSITION

1. The **associate director of academic affairs** or appropriate supervisor will notify the successful applicant that he/she is being hired contingent upon board approval and background check clearance. The salary that is being recommended must be confirmed at this time.

***Procedures to be Used in Implementing  
Policy on Hiring Term Faculty      Administrative Procedure 502B***

2. The **associate director of academic affairs** is responsible for ensuring that the applicant does not begin working until all procedures or conditions are satisfied.
  - a. The department may not utilize the services of an applicant if the Office of Human Resources notifies the department that transcripts, licenses, and/or other employment documents are needed. Following board approval, the **associate director of academic affairs** or the appropriate supervisor is responsible for ensuring that the applicant(s) who has (have) been recommended for hire schedule an appointment with the Office of Human Resources to complete personnel documents.
  - b. No applicant may start working without prior approval.
  - c. Policy allows the president to hire an applicant and ratify at a subsequent meeting. The department may not use the services of the applicant until the president has signed the Employee Recommendation Form and the Office of Human Resources has notified the **associate director of academic affairs** of the president's approval.
3. The president or his/her designee makes all offers to the employees on behalf of the Board Trustees.

NOTE:

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ORIGINAL SIGNED BY PRESIDENT RON HOUSE  
PRESIDENT

DECEMBER 11, 2017  
DATE

ADOPTED: JULY 1, 2007  
AMENDED: DECEMBER 5, 2014; JANUARY 3, 2017; **DECEMBER 11, 2017**  
CROSS REF.: BOARD POLICIES 5110; 5410

***Procedures to be Used in Hiring  
Community Education  
Part-Time Faculty***

***Administrative Procedure 503***

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1. The need for new part-time faculty will be established each semester by the administration based on the positions needed to teach the approved schedule of classes.
2. Criteria on which to judge the various applicants for each position will be established by the dean using input from appropriate persons and approved by the affirmative action officer.
3. The position description describing the positions and needed qualifications will be submitted to the vice-president for administration and president for approval.
4. Vacancy notices will not be needed if (1) the applicant has initiated and developed the proposed offering, and is otherwise qualified to provide quality instructional services to **students**, (2) the proposed offering is to be taught in an employer's place of business and the employer requests that an employee be used to teach the class and the employee is otherwise qualified to provide quality instructional services to **students**, or (3) the proposed offering is to be taught in a school and the school administration requests that one of its employees be used to teach the class and the person is otherwise qualified to provide quality instructional services to **students**. All other positions will be circulated through the College's Employment Opportunity Bulletin or advertised externally.
5. All applications or inquiries concerning employment at John A. Logan College that are personally written to the College (not duplicated) shall be recognized with a typed response by the Office of **Human Resources**.
6. After dissemination of vacancy notices, the administration shall have the responsibility of selecting for interviews applicants who best meet the established criteria.
7. The administration shall be responsible for conducting the interviews and having the applicants meet or interview with those people with whom they would most likely work if selected for the position.
8. The administration shall make a decision as objectively as possible based on the criteria established and the responses of others who have met and/or interviewed the person. In addition to written references, the supervisor shall contact references by telephone or in person concerning the candidate chosen before reaching a final decision.
9. All recommendations for employment shall be submitted on the Employee Recommendation Form by the dean for **community** education and the vice-president for administrative services. Attached to the Employee Recommendation Form shall be the application and transcripts that will include pertinent facts about the applicant based on the established criteria.
10. The vice-president will review and recommend the applicants he or she approves to the College president.
11. The president shall act on the recommendation presented to him/her and either approve or reject it. If the president approved the recommendation, the person shall be employed and submitted to the board at its next regular meeting for ratification.

***Procedures to be Used in Hiring  
Community Education  
Part-Time Faculty (Cont.)***

***Administrative Procedure 503***

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12. After the position is filled, the Office of **Human Resources** shall notify all applicants as to the status of their application.

*(Original signed by President Ron House)*

\_\_\_\_\_  
PRESIDENT

February 1, 2016

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DATE

ADOPTED: APRIL 1, 1980  
AMENDED: JULY 8, 1985; JULY 15, 1996; **FEBRUARY 1, 2016**  
REVIEWED: JANUARY 28, 2016  
CROSS REF.: BOARD POLICY 51 10; 5510

## **Tenure Definitions**

## **Administrative Procedure 504**

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Administrators shall include, but not be limited to, the following positions:

Non-teaching professional grades 1-3

1. President
2. Vice-Presidents
3. Deans
4. Associate Deans/Chief Affirmative Action Officer

Supervisors shall include, but are not limited to, the following positions:

Non-teaching professional grades 4-7

1. Coordinators
2. Directors
3. Administrative Assistant
4. Managers
5. Computer Programmer
6. Media Specialist
7. Engineer
8. Department Chairs (faculty)

Clerical Employees and Non-Academic Support Personnel shall include, but are not limited to, the following positions:

Operational grades 1-6

1. Janitors/Custodians
2. Buildings and Grounds Maintenance
3. Clerical (secretarial) staff
4. Laboratory Supervisors (Child Care, Cosmetology)
5. Technicians
6. Draftsperson
7. Staff Accountant
8. Specialists

Academic Support Services Personnel shall include and be limited to the following positions:

Non-teaching professional grades 5 and 6

1. Counselors
2. Librarian
3. Tutors

(ORIGINAL SIGNED BY PRESIDENT RAY HANCOCK)  
PRESIDENT

JULY 15, 1996  
DATE

ADOPTED: AUGUST 5, 1980  
AMENDED: MARCH 3, 1981; DECEMBER 18, 1981;  
SEPTEMBER 29, 1985; JULY 15, 1996  
REVIEWED:  
CROSS REF.: BOARD POLICIES 5220, 5221, 5221A

***Procedures for Obtaining Textbooks  
for Part-Time Instructors***

***Administrative Procedure 506***

In an effort to control the cost of purchasing textbooks for part-time instructors at John A. Logan College, administrative procedures and guidelines have been adopted as follows:

1. When the semester schedules are developed, the department chairs will provide the secretary with a listing of courses, textbook requirements, and the total number of sections for which complimentary copies will be required.
2. At this time, which is three to four months prior to the semester, the secretary will contact publishers to obtain complimentary copies. This contact will be followed up monthly until books are received.
3. A storage area will be designated for instructor books and the secretary will be responsible for inventory control.
4. Whenever it is determined that an adequate number of complimentary copies cannot be obtained, the secretary will purchase the required textbooks from the bookstore, charge the appropriate division, and put the books in the designated storage area. These books will be clearly, permanently, and obviously stamped, "Property of John A. Logan College--Not for Resale."
5. As part-time instructors are hired, they will check out the necessary textbooks and keys from the secretary. The instructor will sign a form indicating all property they have received.
6. Prior to the end of each semester the department chairs will provide a listing of continuing part-time instructors to the secretary. This list must be confirmed by the dean for instructional services.
7. At the end of each semester, all non-continuing part-time instructors will be required to turn in textbooks and keys to the secretary and will sign the initial form indicating that all property was returned. At this time, they will receive a form, signed by the division secretary or chair or dean, which will allow their final paychecks to be released.
8. All confirmed, continuing part-time instructors must also check with the secretary to sign forms to maintain an indefinite loan of the books.
9. After all books have been returned, the secretary will inventory the storage area, dispose of outdated books, and prepare to begin the process again.

All full-time instructors should check with the appropriate secretary to obtain necessary textbooks. These will be issued to the instructor on a permanent basis and will not need to be checked in and out each semester.

*(Original signed by Ray Hancock)*  
PRESIDENT

June 4, 1991  
DATE

ADOPTED: JUNE 4, 1991  
AMENDED:  
CROSS REF.:

The purpose of this guide is to provide the evaluator with a standard for the evaluation of employees. Each supervisor is required by the College to complete in writing an evaluation for faculty, operational, and non-teaching professional staff. Operational and non-teaching professional staff must be evaluated no later than February fifteen of each year. In addition, those employees who are on probation must be evaluated every month during the 90-day probationary period. Employee Performance Evaluation forms may be obtained from the Office of Personnel Services.

The evaluation of instructional employees must be completed in accordance with the collective bargaining agreement. The Division of Instructional Services oversees the evaluation function for faculty, and the Office of Personnel Services oversees the evaluation process for operational and non-teaching professional staff.

The applicable position description of the employee should be used in the evaluation process. Supervisors should discuss the evaluation with their employees, and any differences of opinion should be expressed and made part of the record. After the employee signs the document, each supervisor should sign and forward it through the approval channel in a timely fashion. The offices of the vice-presidents and president are responsible for forwarding all performance evaluations under their jurisdiction to the Office of Personnel Services within sixty days of the date of each evaluation.

Each unit supervisor should strive to evaluate his/her staff promptly and insure that his/her employees are aware of how their performance is regarded, with a view toward improvement. The performance evaluation is a review process designed to determine how well the employee is performing in terms of the assigned tasks; to bring out strengths and weaknesses of the employee; and to clearly designate areas where improvement is required. This process is intended to be a strong supervisory tool for development.

The major reason for evaluating basic strengths and shortcomings is to facilitate the individual's development. If supervisors are to help subordinates improve their job performance and/or advancement potential, supervisors must know in what ways they need to improve. It would not be prudent, for example, to encourage a subordinate to become more aggressive "because good employees are aggressive" without first assessing whether he or she is already too aggressive, too passive, or "just right" for the position. Similarly, everyone does not need to become "more considerate of and sensitive to subordinate needs and feelings." Some employees may already be too sensitive and considerate. Effective management development, therefore, requires an evaluation of basic strengths and shortcomings in behavioral terms. Behavioral traits refer to such areas as the individual's approaches to problems and decisions, emotional maturity, attitudes and motivation, interpersonal skills, and managerial behavior.

Below are steps and information to assist each supervisor in the evaluation process:

1. Standards of Performance

It is the supervisor's responsibility to maintain accepted standards of job performance and personal conduct by insuring that employees know what is expected of them and by promptly calling attention to unsatisfactory performances.

2. Constructive Discussion

When an employee's performance is unsatisfactory, corrective action should be the purpose of all discussions. Supervisors should allow the employee a reasonable time to meet acceptable standards of performance, and evaluations should be fair and equitable in accordance with the nature of the shortcoming or offense.



## **Performance Evaluations (Continued)Administrative Procedure 507**

### 3. Unsatisfactory Work Performance

For unsatisfactory quality or quantity of work, the employee should be allowed a period of not less than 90 days to correct the unsatisfactory condition before a warning is made part of the employee's personnel file. Depending on the circumstances, employees may or may not be allowed additional time for recurrence of the same or similar sub-standard work performance. Three written warnings could result in termination of employment.

### 4. Promotions

The first criterion to be considered in evaluating a person's suitability for promotion is the individual's performance on his/her current job. It should be clear, however, that performance is an insufficient basis on which to make promotional decisions. The job to which the individual is to be promoted is by definition different from his/her current job and frequently requires different abilities, skills, and behavior. Automatically promoting a person because he/she is liked or for affirmative action reasons may not be appropriate. The same characteristics, motives, and attitudes which make him/her effective in the current position may render him/her ineffective in a different position. Sound placement decisions, therefore, require an analysis and evaluation of the individual's overall strengths and deficiencies, in addition to his/her job performance.

### 5. Common Evaluation Errors

#### A. Lack of Objectivity

Far too often supervisors evaluate people on the basis of personal feelings rather than on an objective analysis of strengths and shortcomings. In order to be objective, supervisors must recognize their biases and actively work at not allowing them to influence their evaluations.

#### B. Halo Effect

A typical error in evaluating people is to allow the evaluation of one aspect of a person's ability or makeup to distort the evaluation of his/her other abilities and characteristics and to overly influence the entire evaluation of the person. It is easy, for example, to be so impressed by a high degree of overall intelligence and motivation that one fails to appreciate the fact that the person is so terribly disorganized that he/she gets little done.

#### C. Leniency

Most people want to get along with other people. Most want to be helpful and to be thought well of by others. Certainly, no one wants to hurt people. In addition, due to the egalitarian values of our society, many people are not particularly comfortable in "judging" other people. For these reasons and others, many people tend to evaluate their staff more favorably and more leniently than they should. One tends to see his or her employees' strengths more readily and more clearly than their shortcomings, placing more emphasis on their strengths than their shortcomings in the overall assessment. These tendencies are particularly strong when the supervisor knows that his/her evaluation is going to affect the individual's career and when the supervisor must communicate this to him/her.

#### D. Sufficient Data

Good evaluations usually require the following kinds of data:

- (1) knowledge of the person's background, experience, and training;
- (2) clear understanding of the person's job responsibilities;
- (3) appreciation for the situational factors affecting the person's performance;

- (4) observations of performance on a variety of tasks;
- (5) observations of performance in a range of situations; and
- (6) frequent discussions with the person in order to understand attitudes, motivation, interests, aspirations, etc.

6. Behavioral Characteristics

The following list of "behavioral characteristics" is a glossary of terms which is designed to be helpful in analyzing and evaluating **strengths and deficiencies** of employees and can be used when writing comments about the individual's abilities and behavior. The list is intended to be a first step toward achieving consistency in language and definition of words and phrases when evaluating employees. It is not intended to be inclusive and to be used rigidly or mechanically. Rather, it is intended to stimulate thinking and to help make the evaluation more productive, thorough, analytical, and objective for the employee.

Aggressive--	Presents views in a forceful and assertive manner. Does not back down when opposed. Takes charge.
Ambitious--	Strongly desires advancement to position of increased authority and prestige.
Analytical--	Thinks logically, isolates the fundamental parts of a complex problem.
Communicates well--	Speaks clearly, articulately, and concisely. Is readily understood by others.
Competitive--	Strongly desires to be first and to win.
Conceptual--	Thinks in abstract and theoretical terms.
Confident--	Approach to new, unfamiliar, and difficult situations reveals self-assurance and realistic confidence.
Courage of convictions--	Stands up for beliefs and principles.
Creative--	Thinks originally and imaginatively, conceives new ideas and approaches.
Credible--	Readily gains the trust and confidence of others.
Critical thinker--	Probes beneath the surface. Does not accept things at face value.
Decisive--	Makes decisions quickly, applying sufficient data as a basis for the decision.
Delegates effectively--	Assigns work in accordance with subordinate's capabilities and his/her need to grow and learn. Not reluctant to "let loose of the reins."
Deliberate--	Thoughtful and hesitant in making decisions. Carefully considers alternative.
Demands excellence--	Communicates and enforces high performance standards, strict and exacting in judging performance.
Detail oriented--	Pays careful attention to details.
Develops people--	Actively works at enhancing the competence of subordinates. Stimulates growth and development
Diligent--	Applies steady, earnest effort to perform task.
Energetic--	Works vigorously and actively. Does not tire or fatigue easily.
Engaging--	Stimulating, elicits positive reactions from others.
Enthusiastic--	Communicates positive attitudes in an emotionally expressive and vibrant manner. Approaches problems optimistically.
Follows through--	Carries activities through to conclusion, insures that projects are completed.
Friendly--	Shows a personal interest in others. Has a pleasing personality.
Gives feedback--	Freely and generously communicates recognition for accomplishments and criticism for deficient performance.

Gives guidance and direction--	Lets subordinates know what is expected of them. Suggests appropriate courses of action.
Good judgment--	Discerns and chooses the correct course of action. Effectively blends intelligence, knowledge, and the understanding of people.
Has drive--	Pursues objectives with a high degree of energy and persistence.
Has perspective--	Views things in their relative importance, appreciates the broad picture.
Honest--	Behaves sincerely and candidly. Avoids deception and artificiality.
Initiative--	Moves into new areas without being prodded. Starts a series of events independently.
Intellectually curious--	Wants to know "why." Shows a thirst for and a keen interest in acquiring knowledge.
Learns quickly--	Readily grasps new ideas and concepts.
Listens well--	Pays close attention when others are speaking actively, tries to understand what's being said.
Mature--	Does not allow feelings to distort reasoning. Controls the expression of strong feelings. Does not rationalize failures.
Motivates subordinates--	Enhances subordinate's motivation to perform and achieve results.
Objective--	Reaches conclusions on the basis of facts as opposed to personal feelings and prejudices.
Open and straight forward--	Freely states what's on his/her mind. Expresses views without creating defensiveness.
Open minded--	Willingly considers new ideas and an approach not tied to tradition or convention.
Outgoing--	Sociable, extroverted, enjoys and seeks out contact with people.
Patient--	Maintains composure in the face of delays and barriers.
Perseveres--	Pursues objectives in spite of obstacles and discouraging events.
Persuasive--	Sells ideas effectively. Overcomes objections.
Plans and organizes--	Lays out tasks in a logical and orderly sequence. Establishes and follows through on priorities.
Poised--	Maintains composure in embarrassing or upsetting situations.
Politically astute--	Is shrewd in discerning sources of power and ways of dealing with them.
Practical--	Emphasizes action over abstraction. Thinks realistically, rejects the impractical.
Responsible--	Reliable and trustworthy, willing to be held accountable.
Responsive--	Reacts promptly to suggestions and requests.
Resourceful--	Improvises, devises ways to solve difficult problems.
Results-oriented--	Is intent upon achieving practical results. Concentrates attention on making things happen.
Risk-taker--	Acts without assurance of success. Able and willing to risk failure.
Selects competent people--	Recognizes and appreciates strength and competence. Actively seeks out competent people.
Self-disciplined--	Carries out difficult, unpleasant, and unrewarding tasks without procrastination.
Self-reliant--	Acts without undue guidance and assistance from others.
Sensitive--	Shows appreciation for and understanding of others.
Sets a fast pace--	Works quickly, places a premium on speed of action. Shows a strong sense of urgency.

## Performance Evaluations (Continued) Administrative Procedure 507

Shows consideration and sensitivity--	Responsive to the needs and feelings of subordinates.
Shows foresight--	Anticipates the future consequences of actions.
Sophisticated--	Presents an impressive and dignified appearance and demeanor.
Tactful--	Rarely offends people. Expresses views without creating defensiveness.
Terminates incompetent people--	Able and willing to fire people when necessary. Terminates people for incompetence, not because of feelings.
Tolerates ambiguity--	Copes effectively with complex, vague, and disordered situations.
Tough minded--	Unsentimental, able to make decisions detrimental to a few but helpful to most.
Versatile--	Applies a wide range of aptitudes, skills, and abilities.
Works hard--	Expend extra effort "above and beyond the call of duty." Makes personal sacrifices for the sake of the job.

### 7. Examples of a Positive Display of a Behavioral Trait

- A. For a positive comment, the evaluator may say the employee is "ambitious," meaning that he or she strongly desires advancement to position of increased authority and prestige;
- B. Another example of a positive comment occurs when the evaluator uses the word "practical," such as: "Counselor 'X' is very practical when she discusses financial matters with disadvantaged students."

### 8. Examples of a Negative Display of a Behavioral Trait

- A. If an ambitious behavior is improperly channeled and is disruptive, it may impact negatively on the individual's employment. The evaluator may add such descriptive terms as "overly" or "too" to the word "ambitious" in order to represent a trait that needs improvement, such as: "Employee 'X' does not follow the chain of command and continues to seek direction from outside the department; therefore, the evaluator feels this employee is overly ambitious."
- B. "Impractical" behavior denotes a negative trait, so the evaluator may say: "Employee 'X' is impractical when he demands that his staff report to work 15 minutes before start time and work through lunch on a routine basis."

\*A duplicate of this procedure may also be found under "Support Staff #602."

*(Original signed by President Ray Hancock)*  
PRESIDENT

January 18, 1996  
DATE

ADOPTED: JANUARY 18, 1996  
AMENDED:  
REVIEWED:  
CROSS REF.: BOARD POLICY 5220

## 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.

**Stipends (Continued)**

**Administrative Procedure 508**

**STIPEND SALARY SCHEDULE**

<b>Stipend Level</b>	<b>Annual Stipend Range</b>
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.:

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 dean'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 dean 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 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.:

**OUTLINE OF MENTOR PROGRAM**

A. Selection of Mentors

Full-time or term faculty would request a mentoring assignment through their departmental chair, associate dean, or assistant to the dean. An instructor would need the supervisor's recommendation to be considered for an assignment.

B. Mentor Assignments

Faculty would be assigned one to three (maximum) mentorees each semester as needed. Assignments would be made by the dean on recommendation of the supervisor. Experienced and highly effective term instructors could be given mentor assignments **if no full-time faculty are interested or available.**

C. Mentor Compensation

Mentors would be paid a stipend of \$300 for one mentoree, and \$500 for two or more. (See *Attachment A.*) A signed stipend agreement would be required in which the mentor agrees to perform the designated duties of a mentor. The dean will have the option of employing additional mentors-at-large to assist with on-going activities involving term faculty and/or other instructional projects. A \$500 stipend per semester will be provided for mentors serving in this capacity. The number of mentors employed will be determined by need and budgetary consideration.

D. Feedback and Evaluation

The mentor would keep the dean and their supervisor informed of problems and progress of the mentoree on a regular basis. The mentor would complete the required forms/reports/checklist for the dean, assistant to the dean, or associate dean.

E. Mentorees

All new term faculty would be assigned a mentor during the instructor's first semester of teaching at John A. Logan College. Non-tenured full-time faculty may be assigned a mentor their first semester. Mentoring might continue a second semester if the dean and mentor agree that it is needed and that the mentoree has good potential as a classroom teacher. Continuing term instructors could be assigned a mentor if student and administrative evaluations indicate that improvement is needed.

F. Duties of the Mentor

*(Each mentor should keep a copy for their records.)*

1. To meet with the mentoree before the semester begins to tour the campus and discuss the proper syllabus format.
  - Orientation of campus facilities
  - Syllabus requirements

**Report: The mentor will file Report No. 1 with the appropriate associate dean in the first week of the semester.**



2. To meet with the mentoree before the semester begins or the first week of the semester to do the following:
- review course syllabus
  - review course objectives
  - review course outline
  - review course schedule (deadlines, etc.)
  - discuss testing and test construction
  - review suggested grading scale
  - discuss instructional techniques

**Report: The mentor will file Report No. 2 for each mentoree with the appropriate associate dean at the end of the first week of the semester.**

3. To meet with the mentoree during the third or fourth week:
- to discuss instruction
  - to determine if any problems or concerns exist
  - to determine if the instructor is accomplishing course objectives
  - and to determine if the schedule of topics is being followed

**Report: The mentor will file Report No. 3 for each mentoree with the appropriate associate dean by the end of the 4<sup>th</sup> week of the semester.**

4. To observe one full class session no later than **mid-term**. The observation will be announced. After the observation, the mentor will meet with the mentoree and share observations and make any recommendations for change or improvement if needed. The mentor and mentoree **must both sign** this report.

**Report: The mentor will file Report No. 4 for each mentoree with the appropriate associate dean by midterm.**

*(Original signed by President Robert L. Mees)*  
PRESIDENT

OCTOBER 26, 2004  
DATE

ADOPTED: OCTOBER 15, 2003; OCTOBER 26, 2004 (RETROACTIVE TO OCTOBER 15, 2003)

AMENDED:

CROSS REF.:

**ATTACHMENT A**

The following salary schedule will apply.

	<u>One Mentor</u>	<u>Two or More Mentors</u>
Year 1	300	500
2	320	520
3	340	540
4	360	560
5	380	580
6	400*	600*

\*These are maximum amounts once six (6) years of services is reached.

Mentor-At-Large                      \$500\* per semester

## ***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 premium for comparable coverage under the John A. Logan College health insurance plan. No Medicare premiums will be included as retiree premium. 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

***Reimbursement for Retirees’  
Health Insurance (continued)***

***Administrative Procedure 514***

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 1<sup>st</sup> and July 1<sup>st</sup> 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

## ***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 premium for comparable coverage under the John A. Logan College health insurance plan. No Medicare premiums will be included as retiree premium. 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) For those retirees that were temporarily eligible for additional reimbursement under Policy 5144, One-Time Additional Retirement Incentive, they will receive 100% of retiree only coverage until the expiration of their eligibility as determined by Policy 5144 upon which time the reimbursement method described above would then apply.

## ***Reimbursement for Retirees'***

### **Health Insurance**

### **Administrative Procedure 514**

- 2) When a specific reimbursement percentage is designated in an individual employment contract, the reimbursement would be based on specific contract language.
- 3) 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.
- 4) 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.
- 5) **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 1<sup>st</sup> and July 1<sup>st</sup> 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

JUNE 12, 2017

DATE

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

***Email Accounts for Retirees with  
Emeritus Status***

***Administrative Procedure 514A***

Employees who will meet the eligibility requirements for Emeritus Status, as defined in Board Policy 5142, Emeritus Status, may request a College email account by making that request in writing to his/her supervisor prior to retirement. The supervisor will validate Emeritus Status eligibility and make request to the Information Technology department for the assignment of the email address. The new email address will be provided in the following format: FirstnameLastname@emeritus.jalc.edu.

Emails sent to the employee's former email address after the effective date of retirement will receive an automated response from the College notifying the sender of the new email address. Usage of all emeritus employee email accounts must comply with John A. Logan College policies and procedures.

Original signed by President Mike Dreith

PRESIDENT

DECEMBER 5, 2014

DATE

ADOPTED: DECEMBER 5, 2014  
AMENDED:  
CROSS REF.: BOARD POLICIES 5142, 7501

***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



***Non-Teaching Professional  
Employment Grades***

***Administrative Procedure 522***

Non-teaching professional positions are assigned to employment grades based upon the criteria outlined in Board Policy 5220-Professional Staff Position Guidelines. Compensation for these positions is determined in accordance with Board Policy 5220A-Professional Staff Compensation with the salary schedules established by the Board of Trustees. All job titles shall correspond with a classification on the salary schedule.

Levels	Position Titles
Level 11	Business Function Analyst in Student Services Dean for Academic Affairs Dean for Community Education Dean for Financial Operations Dean for Student Services Dean for Workforce Development & Adult Education Executive Director of Human Resources Executive Director of Integrated Technology
Level 9	Director of Buildings & Grounds Director of Institutional Research Director of Nursing
Level 8	Associate Dean for Admissions Associate Dean for Education Technology CCRR Director Director of Facility Services Director of Financial Assistance Director of Network Infrastructure Director of Purchasing & Auxiliary Services
Level 7	Director for Term Faculty Instruction Director of Academic Advisement Director of Accounting Services Director of Compensation & Benefit Services Director of Continuing Education Director of Curriculum, Instruction and Compliance Director of Desktop Technology Director of Diversity and Inclusion Director of Emergency Planning & Risk Management Director of Literacy Director of Recruitment/Retention & Academic Advisor Director of Student Activities & Cultural Events Director of Student Success Director of Testing Services
Level 6	Advisor/Head Baseball Coach Advisor/Head Softball Coach Assistant to the President Associate Director of Human Resources Coordinator of Extension Center Coordinator of Institutional Research Director of ASE Director of CHEC

**Non-Teaching Professional****Employment Grades****Administrative Procedure 522**

6 (continued)	Director of Adult Education Director of Business & Industry Training Director of Career Services Director of Corporate Training Director of Pre-School Head Men's Basketball Coach Head Volleyball Coach
Level 5	Associate Director of Revenue Associate Director of Network Infrastructure Database Administrator Director of Partnerships & Dual Credit Director of Policy, Resource & Communications
Level 4	Advisor/Assistant Men's Basketball Coach Associate Director of Payroll Services Business Analyst/Student Financial Planning CCRR Coordinator for Quality Services Coordinator of Allied Health Admission Coordinator of Human Resources Coordinator of Scholarships & Accounting Support Services Coordinator of Technology Support Coordinator of Testing Services Head Women's Basketball Coach LRC Professional Development Facilitator Manager of Campus Support Services Webmaster
Level 3	Advisor/Counselor CCRR Coordinator for Information and Systems Coordinator of Career Services Coordinator of Recruitment Coordinator of Student Financial Assistance Coordinator of Visual Media Counselor/Facilitator for Early School Leaver Program Disability Support Services Coordinator IDHS CCAP Case Manager Project Services Coordinator Staff Accountant Veteran's Affairs Specialist
Level 2	Basic Skills Tutor/Academic Advisor IDHS CCRR Child Care Facilitator Pre-K Facilitator Retention Facilitator
Level 1	ABE Counselor/Facilitator Coordinator for Transfer Programs Counselor/Facilitator for Adult Secondary Education

***Non-Teaching Professional  
Employment Grades***

***Administrative Procedure 522***

ORIGINAL SIGNED BY PRESIDENT HOUSE  
PRESIDENT

OCTOBER 31, 2016  
DATE

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**

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

CROSS REF.: BOARD POLICIES 5220, 5220A, 5220B

## ***Non-Teaching Professional (NTP)***

### ***Position Review Process***

### ***Administrative Procedure 522A***

All non-teaching professional positions will have a concise position description with well-defined duties. College job descriptions are developed, written and managed by the employee's immediate supervisor. Therefore, if an employee believes there is a discrepancy with the essential functions of his/her position or disagree with how his/her position is classified; the concern must first be addressed with the immediate supervisor. A non-teaching professional must be employed in their position for one or more years before seeking reclassification. Non-teaching professional positions employees are entitled to one position review request every two years.

#### **NTP POSITION REVIEW PROCESS**

**STEP 1:** The employee will schedule a meeting with the employee's immediate supervisor to discuss the position's classification. During this meeting, both the employee and the supervisor will utilize the Compease Factors Report to review the criteria ratings and discuss the essential functions of the position. It is the responsibility of the supervisor to determine if a specific criteria rating needs to be reviewed. If the employee's supervisor concurs with the employee's concern about the position's classification, the supervisor shall complete "NTP Supervisor's Request for Position Review" form and forward the request form to the next immediate supervisor for review at Step 2. If the employee's supervisor does not support review of the position, the employee may appeal the matter for Step 2 review by completing "NTP Employee Appeal" form and delivering the Appeal form to the employee's immediate supervisor within 15 calendar days of the meeting.

**STEP 2:** At Step 2 the next immediate supervisor or person designated by the Vice President will review the supervisor's request for position review or the employee's appeal form and schedule a meeting with the employee and the employee's immediate supervisor to discuss the position's classification. The reviewing supervisor shall make a written answer to the review request or employee appeal within 15 calendar days following their meeting. If the employee is dissatisfied, the employee may request a further review of the position's classification by requesting the matter be referred to the Vice President for Step 3 by making a written request to the Vice President within 15 calendar days of receipt of the reviewing supervisor's answer.

**STEP 3:** At Step 3 the Vice President has 15 calendar days to determine if the position's classification should be referred to the Office of Human Resources for reassessment (Step 4) or deem the position as accurately classified. If the position has been determined appropriately classified, the Vice President notifies the immediate supervisor, and the immediate supervisor notifies the employee of the findings.

**STEP 4:** Upon notification from the Vice President, the Office of Human Resources will, within 15 calendar days, re-enter the specific criteria into the College Compease Database and reassess the position. The Office of Human Resources will forward Compease results to the Vice President, including notice if a job classification change is needed or the position is classified appropriately. If the position has been determined appropriately classified, the Vice President notifies the immediate supervisor, and the immediate supervisor notifies the employee of the findings. If an adjustment in a position is approved, Step 5 must be followed.

***Non-Teaching Professional (NTP)***  
***Position Review Process, continued***

***Administrative Procedure 522A***

STEP 5: The Vice President notifies the immediate supervisor of the approval for adjustment. It is the immediate supervisor's responsibility to process a new position description form and submit an employee recommendation form for signatures.

*(Original signed by Robert L. Mees)*

PRESIDENT

February 22, 2012

DATE

ADOPTED: FEBRUARY 22, 2012

AMENDED:

CROSS REF.: ADMINISTRATIVE PROCEDURE 522; BOARD POLICY 5220

## **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 5XX, 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.

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

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.

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;

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

- 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. Overton, Ph.D.*

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PRESIDENT

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JANUARY 10, 2022

DATE

ADOPTED:            JANUARY 10, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:



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. Overton, Ph.D.*

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PRESIDENT

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JANUARY 10, 2022

DATE

ADOPTED: JANUARY 10, 2022

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 5225, DISMISSAL OR SUSPENSION