

# John A. Logan College

## Board of Trustees Policy Manual

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The provisions of this policy will prevail for all employees except where a difference is noted in the hiring policy for a specific category of employees.

1. All full-time and part-time positions and salaries at the College may be established by the President within the approved budget and ratified by the Board of Trustees.
2. After a position has been created, the Office of Human Resources will be responsible for conducting a search.
3. **The President may offer employment to candidates for full-time and part-time positions contingent upon ratification by the Board of Trustees. The President will recommend the employment for ratification at the next regular meeting.**
4. The Board of Trustees will take action upon the President's recommendation.
5. John A. Logan College is an Equal Opportunity/Affirmative Action institution in its hiring and promotion policies and procedures. Job announcements will comply with the College Equal Opportunity Requirements.
6. The State Universities Retirement System law has been amended effective August 1, 2013, requiring mandatory contribution for employers that employ "affected annuitants." John A. Logan College's policy is to be fiscally responsible in hiring "affected annuitants." The Board of Trustees delegates the responsibility for establishing guidelines and procedures consistent with the law (40 ILCS 5/15-139.5) for enforcing this policy.
7. If a need arises to meet staffing needs, the President is authorized to hire personnel on an interim basis by hiring or reassigning staff at the prevailing rate of pay. The President will bring such action to the Board for approval at the next regular Board meeting. Such interim positions shall only be valid for a period of one year or less. Interim positions will be posted through the regular hiring process before becoming permanent.
8. The President may employ substitutes needed to replace professional staff on a temporary basis at the prevailing rate of pay.
9. The President may employ needed staff for short-term training programs requested by local businesses and industry. This includes employment for short-term courses, workshops, and seminars. Short-term is defined as less than one academic semester. Compensation and workload will be established prior to the approval of the contract to provide this service.

10. Members of the same family or household are eligible for employment at John A. Logan College. Neither individual Board members nor employees of John A. Logan College shall participate in the selection, hiring, supervision, or performance review of any person who is a member of the employee’s family or household and who is an applicant for employment with, or employed by, the College.

For the purpose of this policy, “family” is defined to mean the husband, wife, child or child’s spouse, parent or parent’s spouse, brother or brother’s spouse, sister or sister’s spouse, domestic partner, and individuals in the same household. “Family” also includes an employee or board member’s spouse’s child, parent, brother, or sister.

This policy shall not be retroactive to affect any existing employees as of the effective date of this policy *or* to individuals employed prior to a nepotism conflict arising under this policy.

11. Any person (employee or board member) who participates in an employee selection process must disclose any personal or professional relationship (if known) he or she has (or had) with any candidate. Employees shall give such notification to the Office of Human Resources. Vice-Presidents must report personal or professional relationships (if known) with a candidate to the President. The President must report personal or professional relationship (if known) with a candidate to the chairman of the Board of Trustees. When a candidate is presented for consideration to the Board of Trustees, trustees must disclose any personal or professional relationship (if known) with the candidate to the other members of the Board of Trustees.

ADOPTED: APRIL 2, 1974

AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 17, 1986; NOVEMBER 11, 1991; AUGUST 22, 2006; APRIL 30, 2009; NOVEMBER 26, 2013; AUGUST 28, 2018; SEPTEMBER 24, 2019; APRIL 27, 2021; OCTOBER 26, 2021; **MARCH 22, 2022**

REVIEWED: JULY 18, 2018; AUGUST 2, 2019; MARCH 11, 2021; SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**

LEGAL REF.: 110 ILCS 805/3-42

CROSS REF.: BOARD POLICY 3510; 5113

The President is authorized to sign contracts of employment on behalf of the Board of Trustees, subject to prior official approval of the appointment by the Board.

ADOPTED: JUNE 17, 1968  
AMENDED:  
LEGAL REF.:  
CROSS REF.:

**John A. Logan College recognizes the tenure definitions outlined in the Illinois Public Community College Act, 110 ILCS 805, Paragraphs 103B-1 through 103B-6.**

ADOPTED: AUGUST 5, 1980  
AMENDED: NOVEMBER 20, 2001, MARCH 22, 2016; SEPTEMBER 30, 2016 (TITLES); **MARCH 22, 2022**  
REVIEWED: NOVEMBER 10, 2015; **FEBRUARY 10, 2022**  
LEGAL REF.: 110 ILCS 805; PARAGRAPHS 103B-1 – 103B-6  
CROSS REF.: ADMINISTRATIVE PROCEDURE 504

In regard to the employment and/or termination of SURS annuitants, the Board of Trustees of John A. Logan College reserves the right to take actions to avoid a financial penalty under Public Act 97-0968, the Return to Work Act (40 ILCS 5/5-139).

In this effort, the following stipulations apply to SURS annuitants:

- John A. Logan College will comply with the provisions of Public Act 97-0968, including reporting requirements regarding the employment and compensation of annuitants.
- SURS annuitants will only be considered for part-time employment.
- SURS annuitants will not be considered for any employment or re-employment if employed simultaneously by any other SURS-covered institutions.
- SURS annuitants will be limited to only one position and will not work for more than one division of the College within the same semester.
- “Affected Annuitants” will not be employed or re-employed.
  - a. As defined under the Illinois Public Act 97-0968, “Return to Work Act,” any annuitant that is considered to be an “affected annuitant” will not be employed or re-employed for any academic year that they are considered to be an affected annuitant unless s/he suspends his/her SURS pension including any reciprocal pensions and provides verification of such.
  - b. The annuitant must provide an accurate history of employment and must disclose in writing to the College if they are considered to be or expect to become an affected annuitant. This disclosure will be required both when applying for initial employment and annually when seeking re-employment each academic year. Failure to provide the information requested in relation to the Return to Work Act or providing false information will be grounds for termination of employment.

The only exception to the above stipulations is that an “affected annuitant” may be employed to perform critical operations due to an unforeseen illness, death, or accident of an employee for no more than one academic year. SURS must first be notified if these circumstances occur and provide written approval.

### **Employment after Retirement**

**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 agreement, written or oral, to return to a SURS-covered employer at the time of retirement. If the annuitant does not satisfy this requirement, the annuity will be cancelled.**

**It is the annuitant’s responsibility to notify SURS upon returning to employment for a SURS-covered employer.**

**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.**

**JALC Retirees**

**John A. Logan College employees whose board-approved retirement date falls between July 1<sup>st</sup> and December 31<sup>st</sup> are not eligible for re-employment with the College until July 1<sup>st</sup> of the following year. Employees whose board-approved retirement date falls between January 1<sup>st</sup> and June 30<sup>th</sup> are not eligible for re-employment with the College until January 1<sup>st</sup> of the following year.**

ADOPTED: NOVEMBER 26, 2013  
AMENDED: **JANUARY 24, 2017**  
REVIEWED: FEBRUARY 12, 2016; **NOVEMBER 7, 2016**  
LEGAL REF.: 40ILCS 5/15-139, PUBLIC ACT 97-0968  
CROSS REF.: BOARD POLICY 51 10, 5225



The established holidays of the College are:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day (June 19)**
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

**When the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When the holiday falls on a Sunday, the following Monday shall be observed as a holiday.**

ADOPTED: JUNE 4, 1968  
AMENDED: MARCH 11, 1985; FEBRUARY 11, 1992; JULY 26, 2005; OCTOBER 26, 2021; **MARCH 22, 2022**  
REVIEWED: SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**  
LEGAL REF.:  
CROSS REF.: **5 ILCS 140 / 63**

In case of emergency or if it should be in the best interest of the College, the President may declare holidays in addition to those established by the Board and notify faculty, staff, and students accordingly.

ADOPTED: JUNE 4, 1968

AMENDED:

LEGAL REF.:

CROSS REF.: BOARD POLICY 4110

The employee planning to retire must complete a John A. Logan College retirement application, with a SURS retirement estimate for the respective retirement date, and submit it to the Director of Compensation and Benefits. A benefits summary will be provided to the employee. If the employee chooses to proceed, s/he must notify the President’s Office in writing, and such notification shall be irrevocable. Years of full-time service at John A. Logan College shall include non-contiguous years. Total years of service shall be based upon the anniversary date of full-time service and shall be rounded up to the nearest whole year. Benefits under this policy are restricted to those submitting retirement notifications after the date of policy adoption by the Board of Trustees. Eligibility for grant employees is determined by Policy 7171, Grant Personnel.

**RETIREMENT INCENTIVE**

John A. Logan College will provide a retirement incentive to eligible full-time employees retiring on or before September 1, 2023. Full-time employees must be vested with the State Universities Retirement System (SURS) and eligible to receive a retirement annuity from SURS on the retirement date. Notification of retirement must be received by the President’s Office in hard copy on or before the deadline date specified in order to be eligible. If requests from a division, department, or office, which if granted would create a hardship on the College, the President may defer the retirement date. The retirement incentive will be paid in the final pay distribution and shall be calculated as follows:

$$\text{Retirement Incentive} = \text{Annual Base Salary} \times \text{FT Service} \times \text{Multiplier}$$

Window	Retirement Date	Annual Base Salary @ Retirement	FT Service @ Retirement	Multiplier	Calculated Incentive	Maximum	Notification Deadline
A	July 1, 2019 - January 1, 2020			3.00%	\$ -	\$ 25,000	March 31, 2019
B	January 2, 2020 – September 1, 2020			2.00%	\$ -	\$ 20,000	June 30, 2019
C	September 2, 2020 – September 1, 2021			1.00%	\$ -	\$ 15,000	December 31, 2019
D	September 2, 2021 - September 1, 2023			0.50%	\$ -	\$ 7,500	June 30, 2021

*Example: Marge was employed full-time in 1983 and left employment after 7 years. Marge later returned in another position and plans to remain for an additional 20 years full-time, making her total years of service 27 at the time of retirement. If Marge’s base salary on her last date of work on August 31, 2022 is \$45,000 (Retirement date = September 1, 2022), Marge’s retirement incentive will be calculated as: \$45,000 x 27 x 0.005 = \$6,075*

**Due to COVID-19 hardships experienced by employees, employees who previously submitted a notification for retirement in Window C who request an earlier retirement date of no later than January 1, 2021, shall be eligible for the Window B incentive calculation multiplier. To be eligible for the Window B calculation multiplier, the request for revision to an earlier retirement date must be received no later than September 30, 2020.**

**PAYMENT OF UNUSED SICK LEAVE**

Employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) or more years may elect to be paid for a maximum of fifty-five (55) days of unused sick leave. Employees hired on or after July 1, 2005, may elect to be paid for unused sick leave at a rate of two (2) unused sick leave days per year of full-time service, not to exceed fifty-five (55) days. Employees will not be compensated for more unused sick leave days than accrued at the date of retirement. If the

employee elects this option; these days will not count as extended service credit with SURS. Payment of unused sick leave will begin as directed by the retiring employee in writing to the Director of Compensation and Benefits Services for as much as two (2) SURS years prior to retirement. Absent written direction from the retiring employee, unused sick leave compensation shall be included in the final pay. If an employee, after being granted payment for unused sick leave, requests and is granted continued employment, that person must repay all sick leave payments received to date immediately.

### **HEALTH INSURANCE FOR RETIRED EMPLOYEES**

Retiring employees may continue to participate in the group health insurance plan after retirement in accordance with COBRA. Following the COBRA period, retirees participate in the College Insurance Program for Retirees administered by Illinois Central Management System (CMS). Employees hired full-time after July 1, 2005, who retire from active full-time employment at the College and have been employed full-time for twenty (20) years, or employees hired full-time prior to July 1, 2005, who has been employed full-time for ten (10) years or more are eligible for partial premium refunds for the retiree and, if married, spouse coverage. Dependent eligibility shall be included for persons retiring on or before September 1, 2023. Those eligible will receive a refund equal to the difference between the rates within the retirees' College Insurance Program and the John A. Logan College insurance plan.

No reimbursement will occur unless the retiree's cost is higher than current employees' share of comparable coverage under the John A. Logan College plan. Employees ineligible for participation in the College Insurance Program due to SURS benefit plan selection but who would have otherwise been eligible for partial premium refund will be provided a premium refund not to exceed the refund had the employee been eligible for the College Insurance Program. Payments will begin upon receipt of a written request of such, which must be accompanied by verification of coverage. At the death of a retired employee, coverage will be extended to a surviving spouse if previously covered. Employees hired after January 1, 2013, are ineligible for premium reimbursement.

Employees currently retired shall continue receiving this benefit under the same conditions that existed at the time of retirement. Upon eligibility for Medicare benefits or other future healthcare program for eligible retirees, retirees must sign up for such coverage to cause their retiree plan to become secondary coverage. Failure to do so will result in the retiree being solely responsible for any additional increase to the cost of insurance coverage. The College will not take into consideration premiums paid for programs other than the College Insurance Program for community college retirees when calculating potential reimbursement.

ADOPTED: MARCH 22, 1994

AMENDED: OCTOBER 24, 1995; JUNE 23, 1998; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6136); JUNE 25, 2002; AUGUST 23, 2005; JUNE 24, 2008; JUNE 22, 2010; OCTOBER 23, 2012; NOVEMBER 24, 2015; OCTOBER 25, 2016; NOVEMBER 28, 2017; JANUARY 22, 2019; **JUNE 23, 2020**

REVIEWED: NOVEMBER 10, 2015; SEPTEMBER 21, 2016; OCTOBER 11, 2017; JANUARY 16, 2019; **MAY 26, 2020**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5142, 5144, 5260, 5272, 7171; ADMINISTRATIVE PROCEDURE 514

The designation of Emeritus status will be provided to retirees of John A. Logan College as an honorary title corresponding to that held last during their active service if they have served ten years as a full-time employee at the College.

ADOPTED: MAY 24, 1994

AMENDED: JULY 27, 1999; JUNE 24, 2008; JANUARY 27, 2015; NOVEMBER 22, 2016; **SEPTEMBER 26, 2017**

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016; **JULY 24, 2017**

LEGAL REF.:

CROSS REF.: ADMINISTRATIVE PROCEDURE 514A

The purpose of this benefit is to assist non-teaching professionals and **executive support staff** in reaching retirement eligibility and/or to eliminate early retirement pension reduction.

**ELIGIBILITY REQUIREMENTS**

1. Minimum service to the College of twenty (20) years of full-time service. Part-time service does not count toward meeting minimum service to the College.
2. The employee must present a written, irrevocable retirement letter to the College a minimum of six (6) months in advance of the retirement date. The letter is to be submitted to the Office of Human Resources and copied to the Office of the President.
3. The employee must need the additional service credit to either reach retirement eligibility or to eliminate an early retirement pension reduction as described in 40 ILCS 5/15-136(b). Service credit will not be purchased beyond the point that the total accumulated service credit exceeds thirty (30) years.
4. Eligibility will be based upon a first-come, first-served basis as described in the “Rationing” section below.

**REQUIRED EMPLOYEE CONTRIBUTION LEVELS**

1 Year	-	0%
1.01 - 2.00 Years	-	25% of the total cost of purchase
2.01 - 5.00 Years	-	50% of the total cost of purchase

Share of costs is determined by dollar (\$) cost, not years (#) of service credit.

Service credit purchased by the employee is eligible for reimbursement by the College. If service credit has been purchased in advance by the employee, the College will reimburse the employee in a manner as to provide the same benefit to the employee had s/he not purchased service credit in advance.

*Example: Because the cost of service credit increases dramatically over time, the employee elects to purchase 100% of three (3) years of eligible service credit ten (10) years in advance of the anticipated retirement date. The employee later submits a JALC retirement application and an irrevocable retirement letter, as provided for in this policy, and is determined eligible for the benefit outlined in this policy. The employee provides proof of purchase, including the amount paid, and is reimbursed for 50% of the cost of the past service credit.*

If the employee contribution is done through the SURS payroll reduction plan, the College will increase gross pay by the appropriate dollar amount necessary until the purchase is completed.

**MAXIMUM COLLEGE PURCHASES**

The maximum amount of service credit to be purchased by the College for non-teaching professional and **executive support staff** is \$25,000 per year with the year defined as the period of August 1 – July 31. The maximum individual limit is \$12,500 per individual.

**RATIONING**

***Purchase of Service Credit – Non-Teaching Professionals  
and Executive Support Staff***

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**5143**

The benefit will be awarded up to the maximum individual and annual limitation expressed above. The benefit will be awarded based upon a first-come, first-served basis as determined by the date of receipt of the irrevocable retirement letter submitted in accordance with the instructions provided in the Eligibility section above. Should more than one (1) otherwise eligible employee irrevocable retirement letter be received on the same date, causing the annual maximum to be exceeded, the employee with the earliest full-time start date will receive first consideration.

ADOPTED:           OCTOBER 21, 2008  
AMENDED:          NOVEMBER 22, 2016; **OCTOBER 31, 2018 (TITLES)**  
REVIEWED:         FEBRUARY 12, 2016; SEPTEMBER 21, 2016  
LEGAL REF.:        40 ILCS 5/15-136(B)  
CROSS REF.:

The primary mission of John A. Logan Community College is educational instruction. Even so, there are various occasions when the College personnel do research and creative writing. Research and creative writing leads to new ideas; new ideas may lead to patents and copyright. It follows that in regard to patents and copyrights, which result from research or creative writing conducted by staff members with assistance and encouragement of the College, there should be an equitable distribution of credit and responsibility. Further, the College also has a responsibility to itself and to the public in regard to the type of research it sponsors and in obtaining from such research and creative writing, the greatest public benefit. The policy of the College concerning research, patentable discoveries, and copyrights, and the benefits that may accrue from such patents and copyrights is as follows:

- A. Independent Research and Writing. Research or writing conducted by a staff member on his own time and at his own expense shall be termed "Independent Research and Writing."
  1. No claims or restrictions shall be placed by the College on any copyrights, patents, patent rights, or discoveries obtained as the result of independent research.
  2. The individual researcher or writer, however, may voluntarily assign all of his or her claim to the results of such research or writing to the College.
  
- B. College-Sponsored Research and Writing. Research and writing conducted by a staff member with the help of the College, either in the form of a grant or grants or in the time assigned to research or write, or both, shall be termed "College-Sponsored Research and Writing."
  1. If the College's aid does not exceed ten percent (10%) for an individual's research or creative writing, either in actual funds or in salary for the assigned time, or in both together, the College shall not be considered to have established a right to share in the results.
  2. In such cases where the College commissions the faculty work, the College pays such person to do the work and thereby acquires ownership in the same. Royalties or profits resulting from the work are to be divided between the College and the faculty member.
  3. Staff members shall have the responsibility of reporting to the proper College authorities any possible invention or creative writing coming from College-sponsored research, which should be protected by patent or copyright.
  4. If the College determines not to assert a claim to possible patent or copyright materials, the College may release its proprietary interest to the researcher or writer of record.
  5. The College or its designated agent shall assume all responsibility for protecting or promoting property rights to patents and copyrights developed with the financial support of the College unless the College elects to release its proprietary interests to the individual researcher or writer. If the College utilizes a patent or copyright management firm and such a firm assumes a part or all of the costs of patenting or copyrighting, distribution of royalties shall be agreed to by the College, the management firm, and the inventor or writer.
  6. The researcher or writer shall be responsible for obtaining appropriate written releases from individuals identifiable in, or in some manner requested to participate in, the creation of College-sponsored materials or inventions. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge, all materials developed did not infringe on existing copyrights, patents, or other legal rights.



7. Each employee/inventor/writer will supply all information and execute all papers necessary for the purpose of presenting patent applications on inventions/discoveries or copyright materials covered under this policy.
8. Whenever income or royalties are divided, both the College and the faculty member will get at least ten percent (10%).

Division of the remaining eighty percent (80%) will be determined by negotiation and should be based upon the following criteria:

- (a) The origin of the idea on which materials and/or inventions are based.
  - (b) The subject matter expertise involved.
  - (c) The investment (time, energy and money) of the faculty member in the development of materials and/or inventions.
  - (d) The extent to which the College supported or commissioned the materials and/or inventions.
9. Agreement regarding specific division of equity is to be arrived upon, if at all possible, upon inception of the project. If a project is begun without a specific agreement, such agreement is to be obtained as soon as possible using the criteria listed above.
  10. Those materials and/or inventions developed with the College's involvement will be available for internal use by the College without charge.

C. Externally-Sponsored Research. Research contracts between the College and other agencies shall state clearly the obligations and rights of the College and of the cooperating agency and the procedures to be followed in case patentable discoveries or materials subject to copyright grow out of the research or writing. In each case the College shall be free to negotiate with the sponsor and agency so far as the copyrights are concerned.

D. Definitions: The following definitions apply under the terms of this policy:

Inventions: All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereinafter amended or supplemented.

Materials: All instructional, literary, art, dramatic, and musical materials or works and all other material published or unpublished, whether or not copyrighted or copyrightable. This includes written and recorded materials.

Faculty Members: Part-time and full-time, teaching and non-teaching professional level staff.

College: John A. Logan Community College District No. 530.

Support: Include use of College facilities, equipment (owned or rented), materials, funds, information, and/or time and services of College employees and/or students or College and related duties.

ADOPTED: MAY 14, 1984

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

In accordance with Illinois statute PA76-1343\* and Chapter 110, Illinois Revised Statutes, Sections 100/0.01., 100/1., 100/2., and 100/3., no full-time employee of the College may undertake, contract for, or accept anything of value in return for consulting or research services for any person other than the College unless he or she has prior written approval of the president, or his or her designee, to perform such outside consulting or research services.

\*Public Act 76-1343, § 0.01 added by P.A. 86-1324, § 1147, eff. Sept. 6, 1990 states:

“No full-time member of the faculty of any state-supported institution of higher learning may undertake, contract for or accept anything of value in return for research or consulting services for any person other than the institution on whose faculty he (she) serves unless (a) he (she) has the prior written approval of the president of that institution or a designee of such president, to perform the outside research or consulting services, such request to contain an estimate of the amount of time which will be involved; and (b) he (she) submits to the president of that institution or such designee, annually, a statement of the amount of actual time he (she) has spent on such outside research or consulting services.”

ADOPTED:           OCTOBER 24, 1995  
AMENDED:  
LEGAL REF.:       PA 76-1342, PARAGRAPH 0.01 ADDED BY PA 86-1324  
                      PAR. 1147  
CROSS REF.:       ADM. PROCEDURE 313

**INTRODUCTION**

The purpose of this policy is to clarify the conditions under which John A. Logan College, hereafter known as the “*employer*,” may place an employee on modified duty and to provide guidance to the departments for administering the policy consistently. The employee is responsible for informing all health care providers of the “*employer’s*” modified policy.

**SCOPE OF THE POLICY**

This policy *may* apply to all full-time and part-time employees who have a temporary disability arising from a work-related injury or condition which temporarily prohibits them from performing full job duties or meeting the essential job functions of the position. **Employees with chronic or permanent disabilities are excluded from this policy.** The assignment of modified duty is solely at the “*employer’s*” discretion and not a right.

**RESPONSIBILITY FOR THE POLICY**

The “*employer*” is responsible for monitoring the administration of this policy. All requests for modified duty assignments must include the physical or medical restrictions, which will be reviewed by the “*employee*” and/or their physician. The “*employer*” will determine the availability of assignments and monitor the employee’s progress in returning to full duty.

**DEFINITION OF MODIFIED DUTY**

Modified duty is defined as temporary work, which can be accomplished by an injured or ill employee within the stipulated medical or physical limitations, and without exposing others or *himself/herself* to the risk of being harmed. Modified duty is further defined as temporary work, which, when accomplished, will contribute to the fulfillment of the mission of the department as distinguished from “make work” assignments created solely to accommodate ill or injured employees.

**PHYSICAL CONDITIONS OF THE EMPLOYEE**

The “*employer*” may consider providing an employee modified duty work for reasons including but not limited to the following:

1. To assist an employee in recuperating from a temporary illness or injury by reintroducing them gradually to the demands of full duty work.
2. To avoid placing a temporarily disabled employee in positions that may aggravate the existing injury or illness or risk harm to themselves, co-workers, or to other persons or property, by assigning them work they can perform within the restrictions of the treating health care provider.
3. *To conserve resources by having a recuperating employee accomplish meaningful work that is otherwise performed by the regular workforce.*
4. To assist in determining an employee’s fitness for duty.

NO "MAKE WORK" ASSIGNMENTS

Based on the aforementioned objectives, there is no intention of creating "make work" assignments for any employee, regardless of the employee's physical condition, disability or illness. Employees assigned to modified duty are placed in full-pay status and expected to perform a fair day's work in a function that substantially contributes to the mission of the "employer."

AVAILABILITY OF MODIFIED DUTY WORK

There is no right to modified duty work, and no employee will be removed from a *John A. Logan College* job to make modified duty work available for a recuperating employee. The availability of modified duty assignments may limit the number of individuals who can perform such work at any given time. Finally, there may be instances where modified duty is not available.

CASE-BY-CASE CONSIDERATION

Each case of eligibility for a modified duty assignment is considered independently of any other past or present assignments. Thus, the circumstances of each case, the needs of John A. Logan College, the availability of assignments, and the nature of the work shall determine an assignment being made.

Loss or Forfeiture of Workers' Compensation Benefits

Subject to any determination of an Arbitrator adjudicating the employee's worker compensation benefits, an employee shall lose or forfeit the worker's compensation benefits if the worker chooses to do either of the following:

1. The employee fails to notify the "employer" of the employee's release for modified duty by the employee's treating health care provider.
2. The employee is released for modified duty but refuses the modified duty assignment.

ADOPTED: FEBRUARY 28, 2012  
AMENDED:  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: ADMINISTRATIVE PROCEDURE 515

**The organizational structure of John A. Logan College will be in accordance with Board Policy 4120, Organization of the College.**

**Executive Administrator positions, including but not limited to Vice-President(s) and the Provost,** shall be hired according to the General Hiring Policy.

The only exception to this policy is:

**The President will be responsible for conducting the search and recommending his/her candidate(s) to the Board for approval. The Board, at its discretion, may elect to interview the candidate(s) prior to their approval.**

#### **MINIMUM REQUIREMENTS**

An earned doctorate is required, plus five years of full-time work experience in a major administrative position. **An appropriate terminal degree may be substituted for a doctorate at the vice-president level. All requirements will be defined in the job descriptions provided and maintained in the Office of Human Resources.**

#### **SALARY**

Compensation for **Executive Administrators** will be determined by the President and the Board of Trustees.

ADOPTED: APRIL 2, 1974  
AMENDED: APRIL 1, 1980; MARCH 11, 1985; **MARCH 22, 2022 (MERGED LANGUAGE FROM 5220D, VICE-PRESIDENTS)**  
REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**  
LEGAL REF: 110 ILCS 805/3-42 (1992)  
CROSS REF: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 501

All **executive support** personnel will be hired according to the General Hiring Policy with the following exceptions:

1. For a full-time position, the President will make the nomination to the Board of Trustees after receiving a recommendation from the staff. The Board will make the official appointment of the individual.
2. For a part-time position, the President will make the official appointment of the individual upon recommendation from the staff.

ADOPTED: JUNE 4, 1974

AMENDED: MARCH 13, 1989; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6110); MAY 22, 2012;  
**OCTOBER 2016 (TITLES)**

REVIEWED:

LEGAL REF.: 110 ILCS 805/3-42 (1992)

CROSS REF.: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 601

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**Professional positions are defined in the following categories: Senior Administrators, Administrators, Managers, and Non-Teaching Professionals and require at least a bachelor's degree or the equivalent in work experience or training for unique and high-demand occupational fields.**

A full-time position shall be defined as one that is created for 30 or more hours per week, and the employee will be regularly employed for a continuous period of nine (9) or more months per year.

A part-time position shall be defined as one that is created for less than 30 hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Employees will be considered to be employed on a probationary basis during the first three (3) consecutive months of service. After three (3) consecutive months of employment, they will be considered to be regular employees unless the probationary period is extended.

### **CRITERIA FOR CREATING A POSITION**

The basic principles behind the formulation of these criteria are to determine what the College can afford to pay to have particular tasks accomplished and to provide equity among the various positions within the College based upon the contribution made by that position.

Each position shall be classified according to its responsibilities, duties, and required qualifications. All job titles shall correspond with a classification on the salary schedule. A salary schedule for professional employees shall be established by the Board of Trustees.

The basic minimum qualifications needed to perform the functions should be established when the position is created. **The College expects all candidates who are hired for professional positions to have credentials that exhibit their ability to perform the duties required.**

The level at which a position is started is determined by well-defined, written duties, as well as essential job functions **and credentials.**

After assigning a position to a level, factors that should be considered in determining the individual's salary are outlined in Board Policy 5220A – Professional Staff Compensation. The assignment of positions to a classification **level** in Administrative Procedure 522 – Non-Teaching Professional Salary Schedule must be approved by the appropriate Vice-President, **Provost**, and the President.

### **PROMOTIONS**

The College is committed to the concept of advancing its employees in a fair and equitable manner. A promotion from one position to another shall be based on education, past work performance, references, and the results of a job interview. In addition, supervisors are charged with the responsibility of properly evaluating the candidates in an effort to hire qualified employees who provide the best match for the job. If candidates are rated evenly, seniority at the College may be used in the decision-making process.

### **RECLASSIFICATIONS**

Under some circumstances, positions may be reclassified or upgraded to meet the changing needs of the College. Positions may be considered for reclassification if employees are asked to assume substantial additional duties and responsibilities on a permanent basis, including supervision and evaluation of personnel. Proposals for reclassification must be justified, well documented, and submitted through the proper channels for approval.

**TEMPORARY STATUS CHANGES**

College employees may be temporarily transferred to another position or promoted to a higher grade to maintain essential services considered to be in the best interests of the College. Temporary appointments shall be made for a period of time not to exceed one calendar year. Recommendations to fill a temporary vacancy must be made through the proper channels. Employees temporarily assigned to a higher-level position will be compensated in accordance with Board Policy 5220A. Employees asked to temporarily fill a position of a lower grade will maintain their current salary.

**LATERAL POSITIONS**

Supervisors may assign employees to lateral positions within the departments to meet the needs of a particular section or office or to accommodate requests from individual employees. Employees making lateral moves will not be eligible for additional compensation. Those seeking a lateral move in another department must follow the normal college hiring procedures. Recommendations for lateral moves must be submitted through the proper channels.

ADOPTED: MARCH 8, 1976  
AMENDED: JUNE 8, 1982; SEPTEMBER 14, 1987; MARCH 13, 1989; OCTOBER 19, 1993; JANUARY 24, 1995;  
OCTOBER 21, 2008; OCTOBER 25, 2011; FEBRUARY 28, 2012; **MARCH 22, 2022 (TENTATIVE)**  
REVIEWED: **FEBRUARY 10, 2022**  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 5110, 5220A, 5220B, 5224  
ADMINISTRATIVE PROCEDURES 507, 522, 522A, 602



**NEW HIRES**

Initial salary will be the equivalent of 80 percent of the salary range mid-point for the position unless increased through the following criteria and approved by the Executive Director for Human Resources and the appropriate vice president/provost.

1. Years of relevant experience. \$500 may be added to the base salary for each year of relevant experience beyond the posted minimum up to a maximum of \$5,000.
2. Educational degrees and specialized training. For specialized training and/or education beyond the posted minimum, \$2,250 may be added to the base salary (masters and/or specialized training), and \$3,750 may be added to the base salary for a doctoral degree.
3. Unique and high-demand occupational field. The administration may increase the base salary for some positions that may be unusual in nature or design, and when the opportunity for a diverse and/or adequate pool of candidates may be difficult to obtain. The increase in base salary shall not exceed \$20,000.

At the discretion of the Board of Trustees, based upon the recommendation of the President, base salary may be enhanced by adding to the base salary for each of the above criteria. The maximum addition to the base salary for Criteria 1-2 is a 30 percent increase in the base salary. The maximum increase in base salary for Criterion 3 is \$20,000 and is in addition to the increases associated with Criteria 1-2.

**EXISTING AND RETURNING EMPLOYEES**

An increase **equal to the current average faculty contract increase** may be added to the annual base salary of an individual. To be eligible for an annual increase in salary, the employee's first date of work must be six months prior to the start of the fiscal year. The start of the fiscal year for grant employees shall be determined by the grant. Increases for grant employees are contingent upon grant funding.

If a John A. Logan College employee ceases employment and later regains employment, the employee will be considered a new hire for purposes of salary determination.

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; SEPTEMBER 28, 1999 (RETRO. TO 7-1-99); NOVEMBER 25, 2008;  
MARCH 23, 2010; FEBRUARY 28, 2012; NOVEMBER 26, 2013; NOVEMBER 22, 2016

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5110, 5220, 5221, 5221A, 5224; **ADMIN. PROC. 507**

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<u>GRADE</u>	<u>MINIMUM REQUIREMENTS</u>
<b>11</b>	Bachelor's degree. For some positions, a master's degree or a doctoral degree may also be required.
<b>4-10</b>	Bachelor's degree required. For some positions, a master's degree may also be required.
<b>1-3</b>	Bachelor's degree required.

These are minimum requirements. Additional requirements may be requested for certain positions.

The College expects all candidates who are hired for professional positions to have at least a bachelor's degree and some experience in the area of work.

The administration reserves the right to assign an equivalency factor for some positions that may be unusual in nature or design, and when the opportunity for a diverse and/or adequate pool of candidates may be difficult to obtain.

ADOPTED: OCTOBER 19, 1993  
AMENDED: JANUARY 24, 1995; OCTOBER 22, 1996; JUNE 25, 2002; MARCH 24, 2009; **FEBRUARY 28, 2012**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 3510, 5110, 5220, 5220A, ADMINISTRATIVE PROCEDURE 522

**Executive support staff** positions are defined as positions at the College that do not generally require a bachelor's degree or the equivalent in work experience or training.

A full-time **executive support** staff member shall be defined as one who is regularly employed and regularly scheduled for 30 or more hours per week for a continuous period of nine (9) or more months per year.

Part-time **executive support** staff shall be defined as one who regularly works less than 30 hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Employees will be considered to be employed on a probationary basis during the first ninety days of service from the first date of work. After ninety calendar days of employment, they will be considered to be regular employees unless the probationary period is extended.

#### **CRITERIA FOR CREATING A POSITION**

The basic principles behind the formulation of these criteria are to determine what the College can afford to pay to have particular tasks accomplished and to provide equity among the various positions within the College based upon the contribution made by that position.

Each position shall be classified according to its responsibilities, duties, and required qualifications. A starting compensation for **executive support staff** employees shall be established by the Board of Trustees.

The basic minimum qualifications needed to perform the functions should be established when the position is created and in compliance with Board Policy 5221C.

All positions shall be graded based on duties well defined in writing as well as essential job functions and taking into consideration:

1. The group(s) that the individual in the position must interact with on a regular basis.
2. The degree of responsibility in relation to other positions in the College.
3. The market value of similar positions.
4. The amount of experience required to attain acceptable proficiency and skill in the job.

After assigning a position to a salary grade, factors that should be considered in determining the individual's salary are:

1. The performance of the individual in carrying out the duties of the position.
2. The number of years of service given to the College and similar experience elsewhere.
3. The educational training which directly relates to the position.

**RECLASSIFICATIONS**

Under some circumstances, positions may be reclassified or upgraded to meet the changing needs of the College. Positions may be considered for reclassification if employees are asked to assume substantial additional duties and responsibilities on a permanent basis. Proposals for reclassification must be justified, well documented, and submitted through the proper channels for approval.

**TEMPORARY STATUS CHANGES**

College employees may be temporarily transferred to another position or promoted to a higher grade to maintain essential services considered to be in the best interests of the College. Temporary appointments shall be made for a period of time not to exceed one calendar year. Recommendations to fill a temporary vacancy must be made through the proper channels. Employees temporarily assigned to a higher-level position will be compensated in accordance with Board Policy 5221A. Employees who are asked to temporarily fill a position of a lower grade will maintain his/her current salary.

**LATERAL POSITIONS**

Supervisors may assign employees to lateral positions within the departments to meet the needs of a particular section or office or to accommodate requests from individual employees. Employees making lateral moves will not be eligible for additional compensation. Those seeking a lateral move in another department must follow the normal College hiring procedures. Recommendations for lateral moves must be submitted through the proper channels.

**PROMOTIONS**

The College is committed to the concept of advancing its employees in a fair and equitable manner. A promotion from one position to another shall be based on education, past work performance, references, and the results of a job interview. In addition, supervisors are charged with the responsibility of properly evaluating the candidates in an effort to hire qualified employees who provide the best match for the job. If candidates are rated evenly, seniority at the College may be used in the decision-making process.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; AUGUST 15, 1988; MARCH 13, 1989; JANUARY 24, 1995; JANUARY 25, 2000  
(FORMERLY BOARD POLICY 6120); OCTOBER 21, 2008; MAY 22, 2012; JULY 22, 2014;  
**OCTOBER 2018 (TITLES)**

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221A, 5221C; ADMINISTRATIVE PROCEDURE 601

The normal work day for an executive support staff employee at the College is eight (8) hours, plus a one-half hour for lunch. A fifteen-minute break in the morning and afternoon is allowed; the two (2) breaks can be taken at the lunch break to extend it to a one-hour period.

No salary increase will be granted automatically. Each increase will be based upon satisfactory performance by the employee. These increases will be reviewed ultimately by the President and approved prior to their inclusion in the budget.

All employees of the College must enter the salary range at the base salary for the grade of the position unless additional pay has been recommended by the supervisor and approved through the appropriate channels for education and/or experience beyond the minimum requirement(s).

An employee must have completed six (6) months of consecutive full-time employment by the beginning of the fiscal year to be entitled to an annual raise. Annual raises for this group will be **approved by the Board of Trustees**.

In addition to the raises calculated in the previous paragraph, any full-time employee covered by this policy will be awarded longevity salary adjustments to the base salary **based on non-contiguous years of full-time service at John A. Logan College** effective the first day of the month following **eligibility for the respective** service period as follows:

10 Year	-	\$500
15 Year	-	\$500
20 Year	-	\$500
25 Year	-	\$500
<b>30 Year</b>	-	<b>\$500</b>

It is the responsibility of the employee to communicate with the Payroll Office when s/he believes s/he is entitled to the longevity adjustment. This policy is not to be applied retroactively.

A College employee who changes a position laterally shall maintain his/her previous salary regardless of the entry-level for the new position. Grant personnel who change positions laterally may maintain their previous salary if the grant can sustain the previous salary.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; AUGUST 16, 1982; AUGUST 15, 1988; NOVEMBER 3, 1989; OCTOBER 19, 1993; JANUARY 24, 1995; SEPTEMBER 28, 1999; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6130); JUNE 27, 2006 (RETROACTIVE TO JULY 1, 2005); OCTOBER 24, 2006; FEBRUARY 25, 2014, MARCH 22, 2016; OCTOBER 2018 (TITLES); **SEPTEMBER 24, 2019**

REVIEWED: FEBRUARY 12, 2016; **AUGUST 2, 2019**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221, 5221C, 5221D

**Minimum Requirements – Executive Support Staff  
(College & Grant Positions)**

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**5221C**

The specific educational and/or work experience requirements shall be stated at the time the position is posted and/or advertised.

ADOPTED: OCTOBER 19, 1993  
AMENDED: JANUARY 24, 1995; JANUARY 25, 2000 (FORMERLY BOARD POLICY 6131A); FEBRUARY 26, 2013;  
**OCTOBER 2018 (TITLES)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 5221; 5221A

Work required for **executive support** staff members in excess of 40 hours per week and holidays shall be considered overtime. Vacation, sick leave, holidays, and school closing days are considered a portion of the workweek. All overtime must be approved in advance by the immediate supervisor. Call-back work is work performed when an employee is required by the College to return to his/her place of employment for any reason after completing his/her normal workday. All call-back work will be compensated at one and one-half (1 1/2) times the employee's normal rate of pay. These rates of pay are not dependent on whether the employee is eligible for overtime. Any employee required to return to work will be guaranteed two hours of compensation.

Overtime pay will be reimbursed at time and one-half for hours worked in excess of 40 hours per week. The hourly wage is computed on the basis of 2,080 working hours per year.

Example:     (\$1,500 per month) x 12 equals (\$18,000 a year)  
              - 2,080 equals (\$8.65 per hour) x 1 ½ equals (\$12.98 per hour)

ADOPTED:     JUNE 4, 1974  
AMENDED:     AUGUST 1, 1978; MARCH 11, 1985; AUGUST 15, 1988; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6132); OCTOBER 24, 2006; MAY 22, 2012; **OCTOBER 2018 (TITLES)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:   BOARD POLICY 5221A

**NON-TEACHING PROFESSIONALS**

A merit bonus of a maximum of five percent of an individual's annual salary may be awarded to a non-teaching professional staff member. This merit bonus will be awarded for meritorious service to the College. The increase will be added in one lump sum to the individual's salary only for the fiscal year in which it is awarded. It is not added to the base salary, nor is it carried over to the next fiscal year.

The merit bonus may be awarded for service as the result of a particular project, or it may be awarded for excellence of performance over a period of time in a variety of routine and special tasks performed for the College. Additional expertise gained by the individual through formal course work and/or advanced degrees may be considered, and professional development through workshops/seminars and other related activities may be a factor.

Recommendations for this merit bonus award must originate with the individual's immediate supervisor. The President has the authority to accept or reject all recommendations for merit-bonus increases for employees who do not report directly to him. For employees who report directly to the President, the President will make recommendations for merit-bonus awards, subject to the approval of the Board of Trustees.

**EXECUTIVE SUPPORT STAFF**

A merit bonus of a maximum of five percent of an individual's annual salary may be awarded to an **executive support staff** employee. This merit bonus may be awarded to employees after they have received the maximum merit increases provided in the **executive support staff** salary schedule. Recommendations for this award for meritorious service must be documented by the employee's immediate supervisor and have the approval of the dean and/or vice-president of the area in which the person works. Documentation must include specific services performed by the employee that are above the normal expectations of the employee's job, or the documentation must show that the employee performs the normal functions of the job in such a superior fashion that it is beneficial to the College.

This merit-bonus incentive will be awarded in one payment and will not become part of the employee's base salary. This merit-bonus award is available to employees upon recommendation of the employee's supervisor and approval by the President.

ADOPTED: NOVEMBER 12, 1980  
AMENDED: JANUARY 25, 2000 (INCORPORATED FORMER BOARD POLICY #6141); **OCTOBER 2018 (TITLES)**  
REVIEWED;  
LEGAL REF.:  
CROSS REF.:



Non-teaching professional (NTP) staff may hold joint part-time teaching assignments subject to the following:

Full-time employees may teach up to six (6) credit hours per semester, including the summer semester. **Less than full-time employees may teach courses in combination with their administrative assignment as long as the total assignment equates to less than three-quarter (75%) assignment. The supervising administrator shall determine maximum instructional assignment.**

The following procedures will govern the teaching assignment of non-teaching professional staff:

A staff member must receive advanced written approval from his/her immediate supervisor and be approved by the **Assistant Provost** of the department and the **Provost/Vice-President** of the division in which he/she is employed. Prior to this approval, the immediate supervisor will determine if the employee can fulfill his/her primary job responsibility and teach.

**Hours missed from the employees' regular working hours may be made up through an approved temporary modified weekly work schedule or approved leave hours.** The instructor may meet with individual students on request during regular or modified working hours. Class preparation and grading, however, must be done outside regular or modified work hours.

**Employees may voluntarily teach without compensation or modification to the regular work schedule if approved by the vice president/provost.**

Exceptions to this policy may be made by the President or his/her designee for emergency reasons or for other reasons in the best interest of the College.

ADOPTED:       SEPTEMBER 13, 1983  
AMENDED:       JULY 27, 1999; OCTOBER 25, 2011; **SEPTEMBER 24, 2019**  
REVIEWED:     **AUGUST 2, 2019**  
LEGAL REF.:  
CROSS REF.:

Promotion from one position to another shall be based on education, past work performance, references, and the job interview. If applicants are equally qualified according to the aforementioned criteria except in seniority, the employee having the highest seniority will normally be appointed.

The supervisors of the College will be asked to complete the annual rating sheet for each employee in his or her area of responsibility. This rating shall be used in helping to determine promotions and demotions. Supervisors are charged with the responsibility of advancing John A. Logan College employees in filling vacancies whenever possible. Employees are expected to submit applications as necessary and meet minimum requirements before they can be considered for advancement.

Employees promoted from within the College will receive a raise equal to the greater of:

1. salary as determined in accordance with Board Policy 5220A, Non-Teaching Professional Staff Compensation; or
2. an increase of \$750 times the grade of the position to which the employee has moved.

Employees accepting a position of the lower grade will receive a reduction in pay equal to the lesser of:

1. the difference between current pay minus the new position salary as would be determined in accordance with Board Policy 5220A, Non-Teaching Professional Staff Compensation; or
2. \$750 times the grade of the position to which the employee has moved.

An employee who changes position laterally shall maintain his/her previous salary regardless of the entry-level for the new position. Grant personnel who change positions laterally may maintain their previous salary if the grant can sustain the previous salary.

The President is responsible for recommending to the Board of Trustees promotions from one position to another.

ADOPTED: JANUARY 25, 2000 (BY COMBINING FORMER BOARD POLICIES 5221B AND 6150)  
AMENDED: FEBRUARY 28, 2012;  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 5220, 5220A

**EXECUTIVE SUPPORT STAFF**

Any employee not performing satisfactory work will be notified by his supervisor, at which time the failings and the employee's performance will be discussed with a view towards correction. The dean of the appropriate area will be informed in writing at this time by the supervisor that a problem exists.

Following this initial conference, an executive support staff employee may be dismissed without notice during the probationary period. If the performance of the employee is not improved following the conference with the supervisor, specific reasons in writing must accompany the supervisor's recommendation for dismissal through the appropriate channels of the College to the President. Regular executive support staff employees may be dismissed from duty by the Board upon the recommendation of the President and may result from causes such as (1) unsatisfactory work, (2) attendance, (3) excessive tardiness, and (4) unsatisfactory work performance. The employee will be given two (2) weeks' notice of termination of employment or two (2) weeks' pay, whichever the College desires, as well as accumulated vacation pay.

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.

Dismissal or suspension shall result from a conviction of a serious crime, dishonesty or theft, willful damage to district property, immoral or indecent conduct, falsification of records, or any act or event that proves to be detrimental to the general welfare of the College.

In the event of an operational force reduction due to budget cuts, the reduction will be made by attempting to retain qualified employees on the basis of seniority with the College.

The College reserves the right to terminate the employment of an annuitant who the College reasonably anticipates will reach the "affected annuitant" status pursuant to the applicable provision of the Return to Work Act (40 ILCS 5/15-139.5)

**NON-TEACHING PROFESSIONAL**

Non-teaching professional employees who have employment contracts with the Board shall not be dismissed except for adequate cause. Adequate cause shall include but is not limited to (1) incompetence, (2) immorality, (3) negligence, (4) retrenchment, (5) participation in any interruption of the operations of the College which is illegal or in violation of any contractual commitment, and (6) whenever, in the Board's opinion, the legitimate interest of the College would be adversely affected by the continued employment of the employee.

**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**

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**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.**

Prior to any formal dismissal action by the Board, the employee in question shall be advised of the ground or grounds that might lead to dismissal, and he/she shall be given adequate opportunity to present any facts or evidence on his behalf. Any salary payment or adjustment beyond the date on which the Board determines that there is adequate cause for dismissal and terminates an appointment shall be at the sole discretion of the Board.

The College reserves the right to terminate the employment of an annuitant who the College reasonably anticipates will reach the “affected annuitant” status pursuant to the applicable provision of the Return to Work Act (40 ILCS 5/15-139.5)

ADOPTED: JULY 6, 1972 (NON-TEACHING PROFESSIONAL); JUNE 4, 1974 (OPERATIONAL)  
AMENDED: AUGUST 1, 1978 (OPERATIONAL); JANUARY 25, 2000 (FORMERLY BOARD POLICIES 5240 AND 6192);  
NOVEMBER 26, 2013; JANUARY 26, 2016; OCTOBER 2018 (TITLES); **APRIL 27, 2021**  
REVIEWED: NOVEMBER 10, 2015; **MARCH 11, 2021**  
LEGAL REF.: 40 ILCS 5/15-139.5  
CROSS REF.: BOARD POLICIES 3372, 5113, 5227

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If an employee resigns he/she should give the College as much advance notice of his/her departure as possible so that satisfactory arrangements for a replacement can be made. The resignation must be submitted in writing at least two (2) weeks in advance of termination of employment through the proper channels to the President who will notify the Board of Trustees.

An exception will be made in case of serious illness, documented by a physician, when the employee feels it is in the best interest of himself/herself and the College to terminate the employment immediately.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; JANUARY 25, 2000 (FORMERLY BOARD POLICY 6193); **JULY 24, 2012**

REVIEWED:

LEGAL REF.:

CROSS REF.:

***Non-Teaching Professional  
Employment Contract Extension***

***5227***

The President may recommend to the Board of Trustees the extension of non-teaching professional (NTP) employment contracts. Recommendations for employment contract extensions will be dependent upon performance and alignment with the long-term needs of the College.

All NTP initial employment contracts shall be for a period of time not less than six (6) months and no more than eighteen (18) months, depending upon the date of employment, with the exception of temporary positions. Continuing contracts shall not exceed one (1) additional year until five (5) years of employment as an NTP has concluded, at which time contracts may be extended to two (2) years. Following ten (10) years of employment as an NTP, employment contracts may be extended to three (3) years.

Non-teaching professionals receiving a promotion shall receive an employment contract of not less than the time remaining on the previous employment contract, except when the position is excluded from a contract length in excess of one (1) year.

The following positions shall be not be extended more than one (1) year due to the nature of the position.

- All positions defined as “grant” by College policy
- Assistant athletic coaches
- Stipend Positions

This policy shall be implemented with the date of approval by the Board of Trustees. Employees with contract lengths in excess of the limitations above at the time of policy approval shall not have contract length maximums reduced unless for lack of performance or misalignment with the long-term needs of the College. (i.e., If employed for four years and with a 3-year contract, the contract would continue to be a maximum 3-year contract.)

ADOPTED: JANUARY 26, 2016

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

At the end of each month during the probationary period (90 days) an evaluation will be made by the immediate supervisor. The probationary period may be extended another 60 days if approved by the appropriate supervisor. After the probationary period, each employee will be formally evaluated during the fiscal year.

The evaluation form will be designed to help the supervisor direct the employee's growth and development. The supervisor and the employee will discuss the evaluation before placement in the employee's personnel folder.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; MARCH 13, 1989; **JANUARY 25, 2000** (INCORPORATED FORMER BOARD POLICY 6140)

REVIEWED:

LEGAL REF.:

CROSS REF.:

**NON-TEACHING PROFESSIONAL (NTP) STAFF**

Non-teaching professional employees of the College may take one (1) **credit-bearing course** per semester during normal working hours for the employee. The employee must request and receive written approval from **their immediate supervisor** and vice-president/**provost** of his/her division prior to enrolling in these courses. The supervisor will approve these requests to accommodate the flow of work necessary for the operation of the College in a proper manner. A copy of the immediate supervisor's approval must be placed in the appropriate personnel files. A vice-president must receive prior approval from the President.

An increase of \$750 may be added to the base salary for each fifteen (15) hours toward a master's degree and/or doctorate degree earned following employment in a professional staff position to a cumulative maximum of \$2,250 for the master's and \$3,750 for the doctorate. Upon completing the degree(s), the full cumulative maximum shall be considered to have been earned. For grant employees, the base salary increase is subject to approval from the appropriate grant authority.

Degrees earned on or after February 28, 2012, shall be treated in accordance with this policy.

**EXECUTIVE SUPPORT STAFF**

An executive support staff employee may take one (1) **credit-bearing course** per semester during normal working hours for the employee. The employee must request and receive written approval prior to enrolling in these courses from the immediate supervisor. The immediate supervisor will approve these requests to accommodate the flow of work necessary for the operation of the College in a proper manner. A copy of the immediate supervisor's approval must be placed in the appropriate personnel files.

Employees who have earned an associate degree or higher from a regionally accredited educational institution will be eligible for a \$750 increase in base pay.

For positions that are less than full-time, professional growth compensation shall be prorated based upon the percentage of employment.

ADOPTED: SEPTEMBER 3, 1974  
AMENDED: MARCH 11, 1985; MARCH 2, 2010; FEBRUARY 28, 2012; SEPTEMBER 24, 2013 (RETROACTIVE TO FEBRUARY 28, 2012.); **SEPTEMBER 24, 2019 (INCORPORATED FORMER BP 5251)**  
REVIEWED: **AUGUST 2, 2019**  
LEGAL REF.:  
CROSS REF.: BOARD POLICY 7370



**NON-TEACHING PROFESSIONAL AND EXECUTIVE SUPPORT STAFF**

Non-teaching professional employees and **Executive Support Staff** shall be entitled to annual vacation based on the following schedule:

<b><u>Fiscal Years of Employment</u></b>	<b><u>Number of Days / Hours</u></b>
1 – 3	19 / 152
4 – 8	21 / 168
9	22 / 176
10 – 12	23 / 184
13	24 / 192
14	25 / 200
15	26 / 208

Accrued vacation leave shall be awarded to an employee on a monthly basis. If employment is for less than a full month, a pro-rated amount will be awarded. Vacation leave must be accrued to be utilized.

Vacation leave will be awarded and reported in hourly units. Vacation leave will be taken in no less than one (1) hour increments. A full day absence results in an eight (8) hour charge to the employee’s vacation leave.

Employees may carry over a maximum of 448 vacation hours (56 days) at the end of a fiscal year. Days beyond the maximum carryover limit shall be forfeited on July 1 without compensation for those days.

Employees or their assigned heirs in case of death are entitled to be paid for accumulated vacation leave when they terminate employment. Such payment will be reported to the State Universities Retirement System.

Vacation time may be taken at any time during the year. However, it must be planned to accommodate the flow of work and must be approved by the immediate supervisor. As a matter of financial accountability and internal audit procedures, employees with duties defined in the job description that are associated with the processing of financial transactions must use a minimum of four (4) contiguous working days of vacation leave each fiscal year. Supervisors have the responsibility of scheduling vacation leave within their respective area(s) of responsibility.

Holidays occurring during vacation leave will not be charged against vacation days.

Part-time employees shall be entitled to earn a proportionate amount of vacation time to that which a full-time employee earns.

- ADOPTED: AUGUST 5, 1968
- AMENDED: APRIL 1, 1980; MARCH 11, 1985; MARCH 13, 1989; JUNE 27, 1995; JUNE 23, 1998; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6160); JULY 26, 2005; OCTOBER 24, 2006; JUNE 24, 2008; SEPTEMBER 23, 2008; NOVEMBER 25, 2014; OCTOBER 2018 (TITLES); **SEPTEMBER 24, 2019**
- REVIEWED: **AUGUST 2, 2019**
- LEGAL REF.:
- CROSS REF.:

For purposes of this policy, an employee shall be disabled when he/she is unable, due to physical or mental illness or accident, to perform his/her duties for more than 60 days and beyond the period for which the employee would receive sick leave pay. An individual's disability shall be determined to have commenced at the earlier of the date on which he/she is first absent from work as a result of illness or accident or the date on which a competent physician determines that he/she is disabled. If a dispute arises over whether an individual is disabled or the Board is uncertain that an individual is disabled, a competent physician will be selected by the Board to make this determination; this determination will be binding on all parties.

If an employee is disabled for 180 consecutive days, the Board shall be entitled to terminate the individual's employment. The Board must give the employee written notice of termination of employment. Termination does not affect the Board's obligation to pay the disability payments provided for herein.

ADOPTED: JULY 6, 1972  
AMENDED: APRIL 1, 1980; JANUARY 25, 2000; OCTOBER 23, 2012; **MARCH 22, 2016**  
REVIEWED: **FEBRUARY 12, 2016**  
LEGAL REF.:  
CROSS REF.:

The annual sick leave for non-teaching professional staff and executive support staff shall be 152 hours (19 days) per year, cumulative up to the maximum allowed by the State University Retirement System.

Effective July 1, 2007, the annual sick leave will be 160 hours (20 days) per year.

Sick leave includes personal illness, scheduled medical and dental examinations, quarantine at home, or serious illness or death in the immediate family. The immediate **members of a family shall mean** husband, wife, **a party to a civil union with the member**, son, daughter, mother, father, **grandparents, grandchildren**, brother, sister, or corresponding in-law. Leave for bereavement purposes may be charged against sick leave when members of the immediate family, as defined in this policy, are involved.

Forty-eight (48) hours of sick leave may be used each year to conduct personal business. If not used for personal business, they will be carried over as sick leave.

Sick leave shall be awarded to an employee on a monthly basis. If employment is for less than a full month, a pro-rated amount will be awarded. Sick leave must be accrued to be utilized.

Sick leave shall be awarded and reported in hourly units. Sick leave will be taken in no less than one (1) hour increments. A full day absence results in an eight-hour charge to the employee's sick leave.

Part-time employees shall be entitled to earn a proportionate amount of sick leave time to that which a full-time employee earns.

Information pertaining to sick leave as it applies to employees planning to retire may be found in Board Policy 5141.

ADOPTED: AUGUST 5, 1968

AMENDED: APRIL 1, 1980; JANUARY 1, 1984; MARCH 11, 1985; SEPTEMBER 14, 1987; MARCH 13, 1989; OCTOBER 19, 1993; JUNE 27, 1995; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6171); JUNE 25, 2002; JULY 26, 2005; NOVEMBER 22, 2005; OCTOBER 24, 2006; JULY 24, 2007 (RETRO TO 11-1-06); JUNE 24, 2008; SEPTEMBER 23, 2008; OCTOBER 31, 2018 (TITLES); **SEPTEMBER 24, 2019**

REVIEWED: **AUGUST 2, 2019**

LEGAL REF.:

CROSS REF.: BOARD POLICY 5141

After written request certifying pregnancy is made to the President, a full-time non-teaching professional employee **or executive support staff employee** shall be granted leave without pay for a period not to exceed one (1) year. The duration of the leave shall be agreed upon by the administration and the employee.

The employee shall be allowed to work at all times during the pregnancy when she is able to perform her duties.

The position must be held open to her on her return on the same basis as positions are held open for employees on sick leave, disability leave, or for other reasons.

ADOPTED: APRIL 3, 1973

AMENDED: APRIL 1, 1980; JANUARY 25, 2000; **OCTOBER 31, 2018 (TITLES)**

REVIEWED:

LEGAL REF.:

CROSS REF.:

A full-time non-teaching professional employee **or executive support staff employee** with at least four (4) years continuous service to the College may obtain a leave of absence without salary or work credit for a period not to exceed one (1) year. This leave of absence is subject to the approval of the Board of Trustees upon the recommendation of the president.

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 25, 2000; **OCTOBER 31, 2018 (TITLES)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

John A. Logan College is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. The College will not deny employment, re-employment, retention in employment, promotion, or any benefit of employment to an individual on the basis of his or her military service. Additionally, the College will not retaliate against an individual by taking any adverse employment action against him or her because the individual has taken an action to enforce a protection afforded any person under USERRA.

As directed by the Illinois Military Leave of Absence Act, any full-time employee of John A. Logan College who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her employment for any period actively spent in military service, including:

- (1) basic training;
- (2) special or advanced training, whether or not within the State and whether or not voluntary, and
- (3) annual training.

During these leaves, the employee's seniority and other benefits shall continue to accrue. The employee must notify the College of their intention to perform military service as far in advance as is reasonable under the circumstances. The employee should provide copies of official orders or documentation of the nature of the leave.

#### **ANNUAL TRAINING**

During leaves for annual training, the part-time or full-time employee shall continue to receive his or her regular compensation as a College employee.

#### **OTHER TYPES OF TRAINING**

During leaves for basic training and up to 60 days of special or advanced training, if the full-time employee's compensation for military activities is less than his or her compensation as a College employee, he or she shall receive his or her regular compensation as a College employee minus the amount of his or her base pay for military activities. For calculation purposes, the employee must provide the College with documentation of his or her rank and years of military service (a military pay stub is preferred). For any military differential payments made, the College will follow IRS regulations for tax reporting purposes.

#### **ACTIVE DUTY**

Any full-time employee of John A. Logan College who is mobilized to active duty shall continue during the period of active duty to receive his or her benefits and regular compensation as a College employee, minus an amount equal to his or her military active duty base pay. This will also be considered military differential pay for IRS purposes.

**ACCRUED LEAVE TIME**

A full-time employee shall continue to accumulate leave time during the period of active duty for use upon return from leave. At their request, employees will be allowed to use any previously accrued vacation or personal leave with full pay toward uniformed service time. However, the College will not require employees to use paid vacation or personal leave to apply toward a uniformed service leave.

**INSURANCE BENEFITS**

Under USERRA guidelines, employees on military leave who are enrolled in the health care plan have the right to elect continuation coverage for themselves and their covered dependents similar to the rights under COBRA. This election under USERRA may continue for up to twenty four (24) months. While on military leave, the College will continue to pay its share of health insurance premiums. The employee will continue to pay only their normal portion of the premium.

**PENSION BENEFITS**

After return from leave, the employee should contact SURS to provide appropriate document of completion of service. If the employee provides a SURS receipt showing payment for any missed contributions, the College will reimburse the employee for the percentage of the contributions related to their military base pay, but not for any contributions related to differential pay. To qualify for this assistance, the employee has up to three (3) times the period of service – not to exceed five (5) years - to make up missed contributions.

**REINSTATEMENT**

For the purpose of reinstatement, both full-time and part-time employees, upon their return, are entitled to apply for reemployment or reinstatement. This should be done with the College's **Office of Human Resources** in a timely manner in accordance with USERRA guidelines. Based on USERRA eligibility criteria and guidelines, the individual will be entitled to "prompt reemployment".

Upon return to the College, the employee's salary shall be reinstated and shall be adjusted for any pay or experience increases that were awarded to other members of the employee group or bargaining unit while the individual was on military leave. The employee is entitled to any seniority and seniority-based rights that the employee would have attained if he or she had remained continuously employed. In addition, employees returning to work are entitled to be reinstated under the College's health insurance coverage as if they had never left.

ADOPTED: APRIL 3, 1973

AMENDED: DECEMBER 6, 1977; NOVEMBER 25, 2008; **MARCH 22, 2016**

REVIEWED: **FEBRUARY 12, 2016**

LEGAL REF.: UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA)  
5 ILCS 325/1 MILITARY LEAVE OF ABSENCE ACT

CROSS REF.:

Full-time non-teaching professional employees and full-time **executive support staff** employees who are called for jury duty or subpoenaed as a witness during regular working hours shall receive full pay, but shall pay to the College any money received for such duty other than money paid for traveling expense.

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 25, 2000; **OCTOBER 2018 (TITLES)**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:



**Non-Teaching Professionals and Executive Support Staff**

The Board of Trustees will provide group health insurance (including dental and vision) for full-time, non-teaching professional and **executive support staff** employees. Premiums will be shared at forty percent (40%) employee and sixty percent (60%) College.

The Health Insurance Committee, which includes representation from the non-teaching professional and **executive support** staff, may recommend changes to coverage and other means at its disposal that have the effect of reducing, if not eliminating, cost increases.

Eligibility requirements, including but not limited to, the requirement of mandatory participation, is determined by the insurance provider(s).

ADOPTED: JANUARY 4, 1977

AMENDED: SEPTEMBER 10, 1990; OCTOBER 22, 1996;  
SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6185); JUNE 25, 2002; JULY 26, 2005; OCTOBER 24, 2006; JUNE 23, 2009; OCTOBER 23, 2012;  
**OCTOBER 2018 (TITLES)**

REVIEWED:

LEGAL REF.:

CROSS REF.:

The Board will continue to pay its share of group health, life, and dental insurance for a non-teaching professional employee during an authorized leave of absence or sabbatical leave if the employee participated in these same programs prior to the leave.

ADOPTED:       APRIL 3, 1973  
AMENDED:       APRIL 1, 1980; SEPTEMBER 10, 1984  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

The Board of Trustees will pay the cost of the premium for each full-time non-teaching professional or **executive support staff** employee in an amount equivalent to the base salary, rounded up to the nearest ten thousand dollars (\$10,000). Each member shall have minimum coverage of fifty thousand dollars (\$50,000). The amount of life insurance shall be calculated upon the base salary at the time of initial employment and updated not less than every five (5) years. The amount of life insurance provided is subject to the specific carrier's benefit reduction schedule.

ADOPTED: JANUARY 4, 1977

AMENDED: SEPTEMBER 14, 1987; JANUARY 25, 2000; FEBRUARY 24, 2009 (EFFECTIVE APRIL 1, 2009);  
**OCTOBER 2018 (TITLES)**

REVIEWED:

LEGAL REF.:

CROSS REF.:

A grievance shall be defined as any problem or complaint that arises in the performance of work assignments or a difference of opinion with respect to the meaning or applications of Board Policies pertaining to **executive support staff** or non-teaching professional personnel.

If a grievance should arise, the following steps shall be followed:

**Step 1** An employee shall first present any such matters to the immediate supervisor. This must be done within two (2) working days from the beginning of the grievance. The immediate supervisor must render his/her decision on the matter within 48 hours in writing.

**Step 2** If the matter is not satisfactorily resolved, the employee may submit the grievance in writing to the vice-president/**provost** of the College division in which he/she is employed. This must be done within three (3) working days after the receipt of the decision in Step 1. The vice-president/**provost** is to review the facts and render his/her decision in writing to the employee within five (5) working days after the receipt of the grievance.

**Step 3** If the grievance still exists, the employee may submit the grievance in writing to the President. This must be done within three (3) working days after receipt of the decision at Step 2. The President is to review the facts and render his/her decision in writing to the employee within five (5) working days after receipt of the grievance.

**Step 4** If the grievance still exists, the employee may submit the grievance in writing to the Board of Trustees. This must be given to the secretary of the Board of Trustees within three (3) working days after the receipt of the decision in Step 3. If the Board, at its discretion, decides to review the grievance, the Board shall give its written answer within 25 working days following the next regular Board meeting after the grievance has been submitted to the secretary of the Board. The answer of the Board shall be final.

A grievance may be withdrawn at any level by the person presenting the grievance.

For filing a grievance claiming a prohibited discriminatory practice, see Board Policy No. 3511.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; MARCH 11, 1985; APRIL 9, 1990; JANUARY 25, 2000; **OCTOBER 2018 (TITLES)**

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3510, 3511

Full-time faculty will be hired according to the General Hiring Policy. The exceptions to this policy are:

After August 1 of each year, the Board of Trustees will not employ or seek to employ a faculty member under contract to another community college district, except where it would not be detrimental to the interests of the other district.

The Board will not release a faculty member from his/her contract after August 1, except under circumstances satisfactory to this district.

ADOPTED: APRIL 2, 1974  
AMENDED: APRIL 1, 1980  
REVIEWED:  
LEGAL REF.: 110 ILCS 605/3-42 (1992)  
CROSS REF.: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 502A

Effective August 15, 1987, all faculty members must demonstrate oral proficiency in the English language. All faculty employed prior to July 1, 1987, and all faculty employed after that date for whom English is their natural language will be assumed to be orally proficient except as stipulated below.

All faculty employed after June 30, 1987, for whom English is not their native language or other part-time faculty employed prior to that date for whom substantial complaints are received as determined by division chairpersons and the vice-president for instructional services shall demonstrate oral proficiency through a passing score on the Speaking Proficiency English Assessment Kit (SPEAK) test of spoken English as administered by the College. Individuals who fail the SPEAK test may elect to retake the exam at a later date; however, the cost of administering the exam shall be borne by the faculty member or applicant. Applicants who fail the exam will not be hired. Currently employed part-time instructors will not be rehired until proficiency is demonstrated.

#### **ASSESSMENT OF ORAL ENGLISH LANGUAGE PROFICIENCY**

The Speaking Proficiency English Assessment Kit (SPEAK) is a product of the Test of English as a Foreign Language (TOEFL)\* program which is sponsored by the Educational Testing Service. It is an off-the-shelf product for administering and scoring the Test of Spoken English, and was developed in response to the interest expressed by many institutions as an instrument to assess the spoken English proficiency of foreign teaching assistants and other international students. Because the kit includes rater training materials as well as testing materials, results from the test can be obtained without delay.

The purpose of the test is to evaluate the spoken English proficiency of persons whose native language is not English. The original test was developed as the result of an extensive TOEFL research effort involving the development and experimental administration of a variety of test formats and question types designed to measure English speaking proficiency. The test provides direct testing of speaking proficiency in English--direct in the sense of requiring the examinee actually to speak in English--in a format that retains a high degree of validity inherent in face-to-face interview procedures while virtually eliminating subjective measurement problems associated with direct interviewing.

All responses for the test are spoken; examinees do not write at any time during the test. Each examinee is given a test book at the beginning of the test session and asked to read a set of general instructions before starting the test. During the test, the examinee listens to instructions and questions recorded on the test tape. The responses given by the examinees are recorded on a separate answer tape. The test can be completed in about 20 minutes. Answers are rated on three diagnostic areas--pronunciation, grammar, and fluency and an overall comprehensibility score. There are no passing or failing scores for this test. Each institution must determine which scores reflect acceptable English speaking proficiency skills for its own purposes.

\* The TOEFL program is under the direction of a policy council established by and affiliated with the College Board and the Graduate Record Examination Board.

ADOPTED: JUNE 8, 1987

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.

The main purpose for the evaluation of instruction is the improvement of teaching. Evaluation of instruction is also the major consideration upon which renewal appointments will be offered to faculty members.

Each non-tenured **and tenured** instructor will be formally evaluated **in accordance with the collective bargaining agreement, unless more evaluations are deemed necessary by the appropriate supervisor.**

ADOPTED: DECEMBER 1, 1970  
AMENDED: MARCH 13, 1989; SEPTEMBER 21, 1993; **FEBRUARY 25, 2014**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

***Agreement Between the Board of Trustees,  
Community College District No. 530 and  
John A. Logan IEA Association***

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**5330**

A copy of the agreement between the Board of Trustees, Community College District No. 530, and the John A. Logan College IEA Association is attached hereto as Board Policy 5330.

ADOPTED:

AMENDED: OCTOBER 22, 1996; SEPTEMBER 28, 1999; APRIL 30, 2002; APRIL 26, 2005; NOVEMBER 25, 2008;  
AUGUST 28, 2012

LEGAL REF.:

CROSS REF.:



The concept of release time is designed to utilize faculty talent, energy, and insight to facilitate the mission of the College and to accomplish specific aims and objectives consistent with the established mission and goals of John A. Logan College. Release time may be granted for professional activities of College-wide or district-wide significance that may be achieved in whole or in part by drawing upon the expertise of full-time teaching faculty. Such activities are considered beyond the normal teaching responsibilities and other obligations of full-time faculty that may be delineated elsewhere in College policy or the faculty contract. Other professional activities on a smaller scale may also be considered for the award of release time based on documented need and availability of human and material resources.

The following guidelines and procedures will apply to the concept of release time.

1. Release time will normally be restricted to six (6) hours per semester maximum, including any release time for grant activities. There is no restriction on release time when such release time is to be compensated under the grant **or partnership with an external entity**.
2. The President, at his discretion, may approve up to three (3) additional hours per semester for short-range activities, other than grant activities, of one year or less.
3. Release time will be approved in increments of no more than two (2) semesters in length.
4. Any faculty member interested in pursuing release time activities must reapply each year even though the activity or project is of a continuing nature.
5. The administration and/or Board of Trustees may request that faculty members accept release time to pursue specific, identified objectives.
6. Release time will not be available during the summer term except for individuals listed as a principal investigator for a grant and/or key grant personnel as defined by the College grant officer.
7. All requests (applications and/or proposals) for release time must clearly justify the need for the release time and describe in detail the nature of the planned activity.
8. The following procedures will be used in calculating release time:
  - a. One hour of release time will be considered equivalent to 2.6 clock hours, and this is based on the assumption that a teacher will spend one hour in the classroom for a one-credit hour class and 1.6 hours outside the classroom in preparation and maintaining office hours.
  - b. Faculty requesting three hours of release time must use the following formula to arrive at the number of clock hours required to complete the proposed project or activity for each semester:
$$3 \text{ hours} \times 2.6 = 7.8 \text{ clock hours}$$
$$7.8 \text{ clock hours} \times 16 \text{ weeks} = 124.8 \text{ clock hours}$$
  - c. As a result of the above calculation, faculty who are granted three hours of release time for one semester would be expected to prepare a proposal that would incorporate 125 clock hours of work on the approved project or activity.

9. Release time for all faculty must be documented as specified on the Request for Release Time form, and such release time must be reflected on the payroll records of the College.
10. When a release time activity is completed, written documentation must be provided by the faculty member to the Vice-President for Instructional Services indicating that the project is completed. Accomplishments and/or results must be listed.
11. All requests for release time must be submitted on the Request for Release Time form and must be in the hands of the faculty member's immediate supervisor a minimum of six weeks in advance of the start of the release time project. This is necessary in order to provide expedient and competent coverage for a full-time faculty member's teaching load.

ADOPTED: JANUARY 25, 1994  
AMENDED: MARCH 2, 2010; **OCTOBER 26, 2010**  
REVIEWED:  
LEGAL REF.:  
CROSS REF.:

**DEFINITION AND EXPLANATION OF ADJUNCT FACULTY STATUS**

Adjunct baccalaureate transfer and career education faculty are those faculty who teach 12 equated hours or less each semester on a non-continuing basis. Appointments are for one semester or less only and any hours taught under the category of adjunct faculty will not apply toward any permanent status with the College. Instructional assignments of adjunct faculty depend on sufficient enrollment which will not be verified until registration is completed. Adjunct instructors shall be competent to render in accordance with Board Policy #5112.

Adult and continuing education instructors are instructors other than baccalaureate transfer or career education who are compensated at an hourly rate based upon contact hours.

**DUTIES AND RESPONSIBILITIES**

Adjunct baccalaureate transfer and career education faculty are directly responsible to the assigned administrative supervisor. Duties and responsibilities are as follows:

1. To teach classes assigned by the assigned administrative supervisor consistent with stated course objectives and to meet all classes in accordance with the published times for said classes.
2. To post and maintain regular office hours unless exempted by the appropriate department chair or associate dean.
3. To observe, support, and enforce the regulations, policies, and programs of the College.
4. To represent the College creditably with respect to any of its activities.
5. To fulfill all terms of the employment contract unless, through mutual agreement between the College and the individual, an exception is arranged.
6. To perform other professional duties as assigned by the assigned administrative supervisor.

**EMPLOYMENT RIGHTS AND LIMITATIONS**

Full-time teaching employees have, in addition to their classroom instruction, other teaching duties and responsibilities that are not required of adjunct faculty.

Adjunct instructors are not entitled to the same employment rights granted full-time teaching faculty, including but not limited to: right to remuneration on the same basis; right to employment beyond the date shown on the employment agreement; or right to tenure.

**COMPENSATION****Adjunct Baccalaureate Transfer and Career Education Faculty Teaching Half-Time or More on Campus During the Day**

Adjunct baccalaureate transfer and career education instructors who teach half-time or more on campus and who were employed during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching half-time or more on campus during the day for the 1976-77 academic year.

**Adjunct Baccalaureate Transfer and Career Education Faculty Teaching Half-Time or Less**

Adjunct baccalaureate transfer and career education instructors who teach less than half-time and who were employed prior to or during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching such classes during the 1976-77 academic year.

**Adjunct Faculty Teaching Adult and Community Education Classes**

**Community** education credit classes include those taught during the day or evening at off-campus locations as part of the College's adult and continuing education program. Adjunct baccalaureate transfer and career education instructors who teach adult and continuing education classes and who were employed prior to or during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching adult and continuing education classes during the 1976-77 academic year.

**Compensation for Adjunct Faculty**

Effective fall semester **1998**, all adjunct instructors who have accumulated less than 30 equated semester hours of teaching experience will be compensated at the rate of **\$380** per equated semester hour assignment. Effective fall semester **1998**, all adjunct instructors who have accumulated 30 or more equated semester hours of teaching experience at John A. Logan College will receive **\$405** per equated semester hour compensation.

Compensation for part-time adult and continuing education instructors shall be based upon the prevailing hourly rate approved by the President and the Board of Trustees.

**Absences**

When a part-time instructor is absent from a teaching assignment (including the regular assignment and/or extra credit or continuing education credit course assignment) because of illness or other causes, he/she will not be compensated for the instruction missed, unless the circumstances prohibit the College from employing a substitute to replace him/her.

**Pay for Substitute Teaching**

Individuals who substitute teach for adjunct baccalaureate transfer and career education instructors will be paid at the rate of \$11 per hour for laboratory substitution and \$15 per hour for lecture-type substitution. Substitutes for hospital clinical supervision in the area of clinical nursing will be compensated at a rate of \$25 per hour. The administration will strive to utilize full-time teaching faculty for substitute teaching assignments.

**Evaluation**

All adjunct instructors will be evaluated based on the extent to which they successfully fulfill the duties and responsibilities of adjunct instructors. In addition, all adjunct faculty will be evaluated based on the following performance expectations:

1. To encourage and facilitate a positive learning environment in the classroom and to establish an effective working relationship with the students.
2. To demonstrate a thorough knowledge of subject area and effective teaching techniques.
3. To demonstrate effective communication skills and sensitivity to student needs and varying student abilities.
4. To show evidence of adequate preparation for classroom activities and applications to relevant real-life examples.
5. To provide individual academic assistance outside the classroom and to begin and end all class sessions on time.

**Contracts**

All contracts for adjunct baccalaureate transfer and career education teaching assignments will be issued as soon as possible after the beginning of the semester. This contract will be for one semester only and the College assumes no contractual obligation for subsequent employment beyond the dates indicated on the contract as issued. Adjunct contracts must be signed and returned to the office of the Vice-President for Instruction within one week of the issuance date. Failure to sign and return contracts within the seven-day period invalidates the contract. If the College decides to cancel all or part of the tentative adjunct assignment prior to the issuance of the signed contract, the College does not assume any contractual obligation to the instructor involved. The College will reimburse the instructor on a pro-rata basis for the contact hours that the instructor has met the class prior to the cancellation.

**Class Assignments**

Tentative assignments of adjunct baccalaureate transfer and career education faculty shall be made by the Vice-President for Instruction.

The instructor shall meet the tentatively scheduled class during the late registration period at the College.

Within one week following the last day of late registration or before, a decision will be made concerning the need for the class. If the Vice-President for Instruction determines that sufficient need does not exist for the class, it shall be canceled and a contract shall not be issued.

Until such time as an adjunct contract is entered into, the only obligation the College assumes is to pay the tentative instructor on a pro-rata basis for the contact hours taught at the appropriate rates.

**Adjunct Teaching Load**

Adjunct baccalaureate transfer and career education instructors at John A. Logan College may teach no more than 12 equated hours per semester. Additional services provided to the College by adjunct baccalaureate and career education faculty, such as providing short-term training, conducting seminars, and miscellaneous assignments, will be equated to semester credit hours and will apply to the above teaching assignment limitations.

Adult and community education instructors may teach no more than 28 contact hours per week per term.

**Promotion of Adjunct Baccalaureate Transfer and Career Education Faculty to Full-Time Status**

Appointments to all full-time positions require that the provisions and procedures of Board Policy No. 5110 be followed. Adjunct baccalaureate transfer and career education faculty may be considered for a full-time position under this policy by filing an application for employment in the existing vacancy.

**Other Benefits**

Effective spring semester 1991, adjunct faculty members, other than adult and continuing education instructors, who have accumulated 30 equated semester hours of teaching load or more and who regularly teach 8 hours or more (a minimum of one semester just prior to accumulating benefits) each semester will be granted the following benefits:

1. Tuition waivers for themselves and their immediate family as currently allowed for full-time employees as outlined in Board Policy No. 7370.
2. Adjunct employees may accumulate sick leave time.

ADOPTED: MARCH 6, 1973

AMENDED: OCTOBER 3, 1978; APRIL 12, 1983; SEPTEMBER 13, 1983; MARCH 13, 1989; NOVEMBER 12, 1990; JULY 20, 1993; SEPTEMBER 24, 1996; OCTOBER 22, 1996; AUGUST 31, 1999; **SEPTEMBER 24, 2019**  
**(TITLES)**

LEGAL REF.:

CROSS REF.: BOARD POLICY 5412

**Dismissal**

Adjunct faculty may be dismissed during the semester for adequate cause. Adequate cause shall include:

1. Incompetency
2. Immorality
3. Negligence
4. Participation in any interruption of the operations of the College which is illegal or in violation of any contractual commitment; and
5. Whenever the legitimate educational interests of the College would be adversely affected by the continued employment of the faculty member.
- 6. Retrenchment**

ADOPTED:       SEPTEMBER 13, 1983  
AMENDED:       NOVEMBER 22, 2016; **SEPTEMBER 24, 2019 (TITLE)**  
REVIEWED:      SEPTEMBER 21, 2016  
LEGAL REF.:  
CROSS REF.:

***Agreement Between the Board of Trustees,  
Community College District No. 530 and  
the Association of Term (Adjunct) Faculty***

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**5450**

A copy of the agreement between the Board of Trustees, Community College District No. 530, and the Association of Term (**Adjunct**) Faculty, an affiliate of the Illinois Education Association and National Education Association, may be found in hard copies of the Board Policy Manual located in:

President's Office  
Library

ADOPTED: AUGUST 22, 2000 (RETRO TO JULY 1, 1999)  
AMENDED: OCTOBER 23, 2001; JULY 26, 2011(EFFECTIVE JULY 1, 2011)  
LEGAL REF.:  
CROSS REF.:



Personnel in **Community** Education will be hired according to the General Hiring Policy.

The exceptions to this policy are:

The Vice-President for Administration will establish all **community** education teaching positions. The Vice-President for Administration or his/her designee will conduct a search for and recommend a candidate to the President to fill each position as established.

The President will act on this recommendation. If the recommendation is approved, the candidate will be employed and the President's decision will be submitted to the Board at its next regular meeting for ratification. If the President rejects the recommendation, the Vice-President will bring another recommendation to the President through the appropriate channels.

ADOPTED: APRIL 2, 1974  
AMENDED: APRIL 1, 1980; MARCH 11, 1985; AUGUST 23, 2005, MAY 27, 2014; **MARCH 22, 2016 (TITLES)**  
REVIEWED: JANUARY 29, 2016  
LEGAL REF.: 110 ILCS 805/3-42 (1992)  
CROSS REF.: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 503

**COMMUNITY EDUCATION PERSONNEL**

Part-time community education instructors are not entitled to sick leave, vacation, group insurance, or other fringe benefits provided to other College employees, except for a tuition waiver for the Community Health Education Complex for instructor only.

Community education instructors must make up all absences by holding an alternate class period or by adding time to existing sessions.

**ADULT BASIC/SECONDARY EDUCATION PERSONNEL**

Part-time ABE/GED/ASE instructors are not entitled to sick leave, vacation, group insurance, or other fringe benefits provided to other College employees.

Enrollment levels of classes are dependent upon sufficient grant funding and will be determined by the appropriate program's director, subject to the approval of the division vice-president.

ADOPTED: APRIL 1, 1975

AMENDED: OCTOBER 2, 1975; MARCH 11, 1985; MARCH 14, 1988; MARCH 13, 1989; AUGUST 18, 1992;  
OCTOBER 22, 1996; JUNE 24, 1997; JANUARY 25, 2000; AUGUST 23, 2005; MARCH 22, 2016;  
**OCTOBER 27, 2020 (TITLES)**

REVIEWED: JANUARY 29, 2016; **SEPTEMBER 10, 2020**

LEGAL REF.:

CROSS REF.:

John A. Logan College is authorized to recruit and utilize people who desire to provide voluntary service to College departments, programs, and activities. The executive director of human resources shall be responsible for administering the volunteer staff employment program. Volunteers shall be approved individually by the Board of Trustees. Volunteer staff shall receive no remuneration. However, with prior approval from the area vice-president, a volunteer staff member may receive reimbursement for authorized meal expenses, mileage expenses, and overnight accommodations in accordance with College policy.

ADOPTED: FEBRUARY 26, 2013  
AMENDED:  
REVIEWED:  
LEGAL REF.:  
CROSS REF.: