

# Policy Manual



Community College District No. 532



**Community College District No. 532**

**[www.clcillinois.edu](http://www.clcillinois.edu)**

**Grayslake Campus**

19351 West Washington Street, Grayslake, Illinois 60030

**Lakeshore Campus**

33 North Genesee Street, Waukegan, Illinois 60085

**Southlake Campus**

1120 South Milwaukee Avenue, Vernon Hills, Illinois 60061

**[www.clcillinois.edu](http://www.clcillinois.edu)**

# College of Lake County

## POLICY MANUAL

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**MEMBERSHIP**

The College Board of Trustees shall consist of seven (7) voting members elected by the qualified voters of District 532 and one (1) member who is a student attending the College of Lake County. The student trustee shall have all of the privileges of membership, except shall exercise an advisory vote only.

Adopted	12/08/1970
Amended	03/25/1975
Amended	11/24/1981
Amended	07/24/2001
Amended	07/27/2015

**ELECTION**

Elections to the Board of Trustees shall be governed by the statutes of the State of Illinois and the procedures and calendar published by the State Board of Elections. All Board elections are to be nonpartisan.

The Student Trustee shall be a student enrolled in the College and selected by the Student Government Association, and serves a one-year term beginning at the annual board reorganizational meeting.

Adopted	12/08/1970
Amended	07/25/1972
Amended	03/25/1975
Amended	02/28/1978
Amended	03/27/1979
Amended	11/24/1981
Amended	07/24/2001
Amended	07/27/2015

**BOARD VACANCY**

Whenever a board vacancy occurs, the remaining board members shall fill the vacancy by a majority vote. The person appointed shall serve until a successor is elected at the next regular election for board members. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, the chairman of the Illinois Community College Board shall fill that vacancy. If the vacancy occurs with less than 4 months remaining before the next scheduled consolidated election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person appointed shall extend through that election and until the succeeding consolidated election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming consolidated election, the appointed member shall serve only until a successor is elected and qualified at the election. 110 ILCS 805/3-7(d). The Board shall consider filling vacancies based on criteria that reflect the Lake County community such as diversity and geographic location.

Adopted 07/27/2015

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**ORIENTATION OF NEW MEMBERS**

The Board will undertake the specific orientation of new members relating to Board matters, including the status, scope, and goals of any committee to which that person is assigned.

Adopted 11/24/81  
Amended 07/27/15



**DUTIES OF THE BOARD OF TRUSTEES**

The duties of the Board of Trustees are defined and described in the Illinois Public Community College Act (110 ILCS 805/1-1 to 805/8-2). Specific responsibilities include, but are not limited to:

1. Defining the role and mission of the college.
2. Evaluating institutional performance.
3. Approving college plans.
4. Establishing tuition rates.
5. Establishing tax rates.
6. Hiring the president.
7. Evaluating the president.
8. Establishing institutional budgets and approving contracts and expenditures.
9. Monitoring the colleges' performance
10. Representing the community to the college and the college to the community.
11. Conducting college business in a fiscally responsible manner.

Adopted 12/08/1970

Amended 07/25/1972

Amended 02/28/1978

Amended 11/24/1981

Amended 07/24/2001

Amended 06/27/2006

Amended 08/25/2015

**POWERS OF THE BOARD OF TRUSTEES**

01. The Board may exercise the powers set forth in 110 ILCS 805/3-31 to 3-43, and all other powers not inconsistent with the Public Community College Act, as amended, that may be requisite or proper for the governance, operation and development of the College.
02. The Board shall have the responsibility of formulating public policy for community college education in the District. The formulation and adoption of written policies and resolutions shall constitute the basic method by which the Board exercises leadership in the governance of the College. The Board shall appoint a President as its chief executive officer with full authority and responsibility for the operation of the College, in compliance with the policies and resolutions of the Board.
03. In the negotiation, development, and execution of any personnel agreements, the Board retains unto itself all vested powers, duties, and interests in the governance of the College. No provision shall be enacted or agreed upon that infringes upon the Board's statutory authority and responsibility for policies of the College.

Adopted 07/25/72

Amended 11/24/81

Amended 07/27/15

**AUTHORITY OF MEMBERS**

Board members have authority only when acting as a Board of Trustees legally in session. No individual member of the Board of Trustees shall have the power to act in the name of the Board or the College.

Adopted 12/08/70

Amended 07/25/72

Amended 07/27/15

**REIMBURSEMENT**

Members of the Board shall serve without compensation, but shall be reimbursed for reasonable and necessary expenses incurred while engaged in the performance of their duties as Board members.

Members of the Board are encouraged to attend conventions, conferences, workshops, field trips, and other similar meetings, if in the opinion of a majority of the Board such meetings will prove to be of benefit to the College.

The Board shall comply with the travel expense reimbursement requirements of Policy 960.

Adopted 12/08/70  
Amended 07/25/72  
Amended 11/24/81  
Amended 07/27/15  
Amended 02/28/17

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**BOARD INSURANCE**

The Board shall be covered under the College's indemnity insurance policies, to indemnify and protect Trustees when damages are sought for alleged negligent or wrongful acts while acting in Board capacity.

Adopted 11/24/81  
Amended 07/27/15

**ELECTRONIC COMMUNICATIONS AMONG BOARD MEMBERS**

Electronic communications between CLC employees and Board members, or between Board members, can and do efficiently exchange information needed for the effective governance of the College. The Illinois Open Meetings Act governs communications among Board members, including e-mail, telephone, texting, and facsimile communications.

Board members shall refrain from using electronic communication methods in a manner which violates the Open Meetings Act. 5 ILCS 120/1 *et seq.*

Adopted 02/24/04

Amended 07/27/15

**ORGANIZATION**

The Board of Trustees shall conduct an annual organizational meeting on or before the 28<sup>th</sup> day after a Board election. 110 ILCS 805/3-8. In the event a Board Officer vacates his/her Board Officer position, the Board shall conduct an election for the vacated Board Officer position, and any other Board Officer position that may become vacant as a result of that election, within 60 days. The Board members shall fill the Board Officer position by a majority vote.

Adopted	12/08/1970
Amended	02/28/1978
Amended	11/24/1981
Amended	07/24/2001
Amended	03/15/2016

**OFFICERS OF THE BOARD**

Officers of the Board of Trustees shall be a chair, a vice chair, and a secretary, who are each elected for a term of one (1) year at the annual organizational meeting.

The Board may also appoint a recording secretary who is not a member of the Board.

Adopted 12/08/70

Amended 02/28/78

Amended 03/15/16



**DUTIES OF OFFICERS**

## 01. Chair

The chair of the Board shall preside at all meetings and shall perform such duties as are imposed upon him/her by law or by action of the Board.

## 02. Vice Chair

The vice chair shall serve in the chair's absence. If the chair and vice chair are absent from any meeting or refuse to perform their duties, a chair pro tempore shall be appointed by the Board from among their number.

## 03. Secretary

The secretary of the Board shall perform the duties usually pertaining to his/her office. If he/she is absent from any meeting or refuses to perform his/her duties, a member of the Board shall be appointed secretary pro tempore.

Adopted 12/08/70

Amended 02/28/78

Amended 03/15/16

**COMMITTEES OF THE BOARD**

The chair of the Board shall appoint ad hoc committees as are deemed necessary by the Board. Such committees may be composed of Board members and such others as deemed necessary. Ad hoc committees shall report recommendations to the Board for appropriate action and will be dissolved when their reports are complete and accepted by the Board. The President or his/her designee, shall attend all ad hoc committee meetings, except when his/her appointment or salary is under consideration or if deemed necessary by the Board during his/her evaluation. Notice of such committee meetings shall be sent to all Board members.

Any committee including three or more Board members, and any other committee appointed as a Board committee shall be deemed a public body and shall comply with notice and other applicable requirements of the Illinois Open Meetings Act. 5 ILCS 120/1 *et seq.*

**Citizen Advisory Committees**

The Board may also establish citizen advisory committees from time to time to study particular issues of interest to the College and report back to the Board.

Adopted	12/08/70
Amended	02/28/78
Amended	11/24/81
Amended	03/15/16

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**TREASURER**

The Board shall appoint a Treasurer for the College who shall not be a member of the Board. The Board shall fix the compensation of the treasurer and require that a bond be executed in the manner provided in the Public Community College Act. 110 ILCS 805 3-19.

Adopted 12/08/70  
Amended 07/25/72  
Amended 02/28/78  
Amended 03/15/16

**ATTORNEY**

Annually, by July 1, the Board shall appoint Legal Counsel, who, by the direction of the Board, will act as its counsel on legal and related matters.

Adopted	12/08/70
Amended	07/25/72
Amended	02/17/87
Amended	03/15/16

**AUDITORS**

Annually by July 1, the Board will appoint an independent certified public accounting firm (“auditor”) with at least one (1) accountant licensed to practice public accounting in Illinois. The auditors shall conduct the annual audit of the College’s financial statements, federal and State grants, and enrollment records of the College in compliance with the Public Community College Act. 110 ILCS 805/3-22.1. Before appointing an auditor, the Board shall require verification from such auditor that the auditing firm under consideration has not employed the President, Vice President for Business Services and Finance, Controller, Assistant Controller, and/or another person in an equivalent position during the one-year period preceding the audit.

The auditor shall be selected for a three (3) year audit cycle, with up to two (2) one (1) year extensions. A mandatory review of auditors will occur before the end of five years of service.

The auditor shall perform the examination in accordance with generally accepted auditing standards (GAAS) and regulations prescribed by the Illinois Community College Board (ICCB) and submit the report in accordance with generally accepted accounting principles (GAAP).

The Board will not limit the scope of the examination to the extent that the effect of such limitation will result in the qualification of the auditor’s professional opinion.

The appointed auditor shall be prohibited from performing any non-audit services for the College.

In addition, the following shall apply to the College’s audit:

- The Board as a whole shall serve as an audit committee.
- The Board in conjunction with the President, may also appoint an internal auditor/compliance manager as a resource person to perform independent assessment of the College’s internal controls and processes, as prescribed by the Board’s Audit Committee.
- The Board shall require the President and Vice President for Business Services and Finance to certify in a management representation letter that, to the extent of their knowledge, management has fully cooperated with the independent auditors and has fully disclosed all information pertinent to the audit.

- It shall be a violation of policy for any party to fraudulently influence, coerce, manipulate, or mislead an auditor in the performance of the audit.

Adopted 12/08/70  
Amended 02/28/78  
Amended 02/17/87  
Amended 01/25/05  
Amended 03/15/16  
Amended 06/25/19

**CHIEF EXECUTIVE OFFICER**

The President of the College shall be the Chief Executive Officer through which the Board carries out the College's mission and exercises its policies. He/she may delegate to subordinate officers of the College such powers as may be deemed desirable to be exercised under his/her supervision and direction. The President is the official channel to the Board for all policy, human resources, program, and budget recommendations.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position.

Adopted	11/24/1981
Amended	07/24/2001
Amended	03/15/2016

## 119 FINANCIAL REPORTS AND FISCAL ACCOUNTABILITY

The Board of Trustees is committed to ensuring responsible stewardship of financial resources for the efficient and effective operation of the College. To ensure the Board of Trustees are appropriately informed of the financial condition of the College, administration will provide a monthly financial report detailing year-to-date expenditures and revenues against the operating budget and an analysis of operating revenues, expenditures, cash levels and budget transfers per other-related Board policies. Additionally, administration shall present fiscal accountability reports on the condition of all college funds and an investment report to the Board of Trustees at their scheduled meetings as follows:

- February - Mid-Year Fiscal Accountability Report/Investment Report
- May - Third Quarter Fiscal Accountability Report/Investment Report
- October - Year-End Fiscal Accountability Report/Investment Report
- October - Independent Auditors Report

Adopted	09/26/2006
Amended	03/15/2016
Amended	03/15/2022



**AUTHORITY TO CONDUCT BUSINESS**

Necessary business and official action shall be conducted by the Board only at a regular meeting, adjourned meeting, duly-called special meeting, or an emergency meeting held in compliance with the requirements of the Illinois Open Meetings Act. 5 ILCS 120/1 *et seq.* Such meetings shall be held in the presence of the Chief Executive Officer, or his/her designee, except when his/her appointment or salary is under consideration, or if deemed necessary by the Board during his/her evaluation.

Adopted 12/08/70  
Amended 02/28/78  
Amended 03/15/16

**MEETINGS**

## 01. Regular Meetings

The Board shall establish the time and place of the Regular Meetings of the Board of Trustees at the Organizational Meeting and shall publish notice of the schedule of regular meetings by the start of the next calendar year. A regular meeting may, however, be postponed, cancelled, or set at another time or place by action of the Board and in accordance with the law.

## 02. Adjourned Meetings

A regular meeting may be adjourned and reconvened to a future date as the Board of Trustees may determine.

## 03. Special Meetings

Special Meetings of the Board may be called by the chairman or by any three (3) Board members by giving notice thereof to all Trustees in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail 48 hours before such meeting or by personal delivery 24 hours before such meeting. Emergency meetings may be held in accordance with the provisions of the Open Meetings Act.

## 04. Budget Hearing

A public hearing on the tentative budget will be held each year prior to its adoption, after such budget has been on display for thirty (30) days. Notice of the hearing will be published as required by the Public Community College Act.

## 05. Executive Closed Session

It shall be the general policy of the Board members to perform its work in open session. Subject to the Open Meetings Act of the State of Illinois, the Board may declare a closed session for executive meeting as committee of the whole on matters specified under the law.

Amended 09/14/71  
Amended 02/28/78

Amended 07/24/01  
Amended 02/28/17

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**QUORUM**

At all meetings of the Board of Trustees, whether regular, adjourned and reconvened, rescheduled, or special, a majority of those members physically present of the entire voting membership of the Board shall constitute a quorum to do business.

Adopted 12/08/70

Amended 02/28/17

**MEETING AGENDAS**

A written agenda of business to be considered shall be prepared by the College President or his/her designee, in consultation with the Board Chair, and shall be communicated to each Board member at least three (3) days prior to each regular Board meeting. In addition, Board material will include a copy of the unapproved minutes of the previous meeting or meetings, and any supplementary reports or information for attention of the Board.

Adopted	12/08/1970
Amended	07/25/1972
Amended	03/30/1976
Amended	07/24/2001
Amended	02/28/2017

**ORDER OF BUSINESS**

At all regular meetings of the Board, the order of business generally will be as follows except if amended at the beginning of the meeting by the Chair or by majority vote of the voting Board members attending the meeting:

- Call to Order and Roll Call
- Approval of the Agenda
- Approval of Minutes
- Receipt of Notices, Communications, Hearings and Petitions
- Chair's Report
- President's Report
- Approval of Board Policies and Objectives
- Approval of Financials
- Approval of Purchasing
- Approval of Contracts and Grants
- Approval of Programs
- Approval of Human Resources Recommendations
- Other Matters for Information, Discussion or Action
- Adjournment

Adopted	12/07/1970
Amended	07/25/1972
Amended	07/24/2001
Amended	02/28/2017

## 124.1 PUBLIC PARTICIPATION

At each regular and special open meeting of the Board of Trustees, any person may comment to, or ask questions of the Board of Trustees (public participation), subject to the reasonable constraints established and recorded in this Policy. To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson.
2. There will be a 45-minute maximum length of time for the entirety of the public participation section of the agenda, which may be extended at the discretion of the Board Chairperson. When public participation takes less time, it shall end.
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than 3 minutes.
4. Observe when necessary and appropriate, the:
  - (a) Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak.
  - (b) At times, the Board may use specific procedural structures and participants are expected to observe those.
5. Conduct oneself with respect and civility toward others. The Board Chairperson reserves the right to terminate public participation which is abusive, disruptive or otherwise not in compliance with these guidelines.
6. The Board, at its option, may elect not to respond to any questions or comments. Issues may be taken under advisement as the Board deems appropriate.

Adopted 06/22/2021

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**BOARD MEETINGS MINUTES**

A record of all Board actions will be set forth in the official minutes of the Board, and the minutes will be kept as a permanent official record of all Board actions and policy decisions. Minutes of all Board meetings shall be prepared, maintained and approved in compliance with the Illinois Open Meetings Act. 5 ILCS 120/1 *et seq.*

Adopted	12/08/1970
Amended	02/28/1978
Amended	11/24/1981
Amended	07/24/2001
Amended	02/28/2017



**PARLIAMENTARY PROCEDURES**

Unless in conflict with the policies, rules, and procedures of the Board, of the laws of the State of Illinois, or the rules and regulations of the Illinois Community College Board, Robert's Rules of Order, as revised, shall govern the procedure of all Board meetings.

Adopted 12/08/70

Amended 02/28/78

**ADOPTION, REVISION, OR REPEAL**

Board policies for the College of Lake County may be adopted, revised, or repealed as considered desirable in the judgment of the Board. Any such adoption, revision, or repeal shall not be voted upon until the next regularly scheduled meeting after formal presentation to the Board in writing. The Board may waive the requirement of a second reading for adopting or amending any Board policy by a majority vote of its voting members. A majority vote of the whole Board shall be required for the adoption, revision, or repeal of these policies.

The College's Administration is authorized to develop and maintain procedures consistent with Board policies, as may be appropriate. At the discretion of the Administration, procedures that correspond with Board policy may be made available to students, staff and the community via a URL link in the applicable Board policy, or elsewhere on the College's website, intranet or department offices.

Adopted	12/08/70
Amended	02/28/17
Amended	10/22/2019

**SUSPENSION OF POLICIES OR PROCEDURES**

Any Board policy or procedure not required by law may be suspended by unanimous vote of all Board members present, but such suspension shall only be in effect during the meeting at which such suspension was voted.

Adopted 12/08/70  
Amended 02/28/17

## **129 REMOTE ATTENDANCE AT BOARD OF TRUSTEES MEETING**

A Board member may participate in any open or closed Board meeting via video or audio conferencing if a quorum of Board members physically present and the member is prevented from physically attending because of:

- (1) personal illness or disability; or
- (2) employment purposes; or
- (3) business of the public body; or
- (4) a family or other emergency.

The Board shall follow the requirements and rules for remote attendance as set forth in the Illinois Open Meetings Act. 5 ILCS 120/7. Consideration of a member's request for electronic participation shall occur immediately after roll call is taken. Any member requesting to attend the meeting by electronic means must have such request approved by a majority vote of those members physically present.

Adopted 06/26/07

Amended 02/28/17

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**ETHICS**

Each Board member shall observe and adhere to the College's Ethics Policy/Ordinance, Policy 956. Further, each Board member shall avoid actual or apparent conflicts of interest which could impair the Board member's ability to make impartial decisions.

Adopted 11/19/2013

Amended 02/28/2017

**Trustee Emeritus**

To recognize the valued service, commitment and contributions of former members of the College of Lake County Board of Trustees, the title of “Trustee Emeritus” may be conferred by majority vote of the Board of Trustees upon any retiring Trustee who is in good standing and for whom a sitting Board member has recommended such status be conferred. The conferring of Trustee Emeritus status shall be done at a public Board meeting by resolution.

Trustee Emeritus status shall entitle the individual to a one-time, Board-paid lifetime membership in the Association of Community College Trustees (ACCT) and the Illinois Community College Trustees Association (ICCTA), provided the individual is eligible for lifetime membership, and a parking permit to park in any posted staff parking areas while on campus. Those with Trustee Emeritus status shall also be entitled to complimentary access to on-campus events (outside of fundraisers), as well as up to two (2) complimentary tickets to any performances hosted at the James Lumber Center each fiscal year.

Except as expressly provided in this Policy, no other expenses, reimbursements or benefits will be extended to those with Trustee Emeritus status.

The Office of the President shall maintain a list of individuals holding Trustee Emeritus status.

Adopted 06/23/2020

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**DEFINITION**

Administrative and professional personnel shall include all employees whose compensation is not determined by the faculty, classified personnel, or specialist salary structures. It is recognized that for particular positions, some of the policies of this section will not be applicable, and such may be excluded in the individual employment contracts.

Adopted	02/13/73
Amended	04/23/74
Amended	10/26/76
Amended	02/28/78
Amended	10/27/81

**ORGANIZATIONAL STRUCTURE**

Lines of authority and responsibility are indicated by the district organizational charts, which are included as an addendum to the 200 Policy Series. The charts illustrate inter- and intra-relationships for various functional units of the College.

Adopted	02/13/73
Amended	04/23/74
Amended	10/26/76
Amended	10/27/81
Amended	08/21/90



**203**

**PRESIDENT**

The College President, or in his/her absence, a designee, is the chief executive officer of the College.

Adopted 02/13/72

Amended 02/28/78

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Specific duties and responsibilities of the administrative and professional staff shall be outlined in their respective Charters of Responsibility and job descriptions.

Adopted 02/13/73  
Amended 04/23/74  
Amended 03/25/80

**205**

**COMMITTEES**

The President shall create or recommend appropriate advisory and coordinating bodies necessary for the efficient operation and general welfare of the institution.

Adopted 02/13/73

Amended 03/25/80

**SELECTION AND APPOINTMENT OF STAFF**

The President of the College shall assume the responsibility for recommending the appointment of administrative and professional personnel, subject to ratification by the Board of Trustees. Selection and appointment of administrative and professional personnel shall be subject to the employment conditions and criteria approved by the Board of Trustees prior to the actual recommendations for appointment.

Administrative and professional personnel shall be selected on the basis of training, experience, professional attitude, and ability to work with others. The College of Lake County acknowledges its obligation to adhere to the letter and the spirit of applicable statutes and regulations prohibiting discrimination in employment. The College also acknowledges that special circumstances may compel the utilization of special selection criteria (as permitted by law) appropriate to assisting those who have been vulnerable to discriminatory practices previously allowed in our society.

Adopted 02/13/73  
Amended 04/23/74

**STATUS OF EMPLOYMENT**

- A. **LENGTH OF CONTRACT** - The contractual period for administrative and professional personnel shall be recommended by the President and approved by the Board of Trustees. Contracts exceeding one year in length but no longer than four years, may be issued at the discretion of the Board of Trustees.
- B. **NON-RENEWAL OF CONTRACT** - The Board may decide not to renew an employment contract with or without cause.
- C. **TERMINATION OF SERVICE** - Administrative and professional personnel are subject to termination of employment during their contract period with cause. For grant-funded employees, a determination by the Board or the external agency discontinuing the grant-funding for the applicable project or program constitutes cause for the termination of the employee's employment. The employee will be advised of the reason(s) for the termination. Within thirty (30) days of receipt of the notice from the Board of the termination of employment, the employee may request a meeting with the Board of Trustees, such to be convened within thirty (30) days of his/her request.
- D. **LAY-OFF OR FURLOUGH** - The Board may, with two (2) weeks' notice, lay-off or furlough administrative and/or professional personnel with or without benefits and/or salary should the Board determine, in its sole discretion, that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. Administrative and/or professional personnel may be laid-off or furloughed to part-time status. If the employee is laid off or furloughed to part-time status, the employee will be paid salary pro rata, based on the employee's full-time salary. For employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

Adopted	02/13/1973
Amended	04/23/1974
Amended	10/27/1981
Amended	07/25/2000
Amended	04/26/2016

**LEAVES OF ABSENCE WITHOUT PAY**

Administrative and professional personnel may be granted up to one year's leave without pay for advanced study, travel, government service, or any professional experience that is related to his/her position or that will improve his/her professional competence at the College of Lake County. The Board may also grant leaves of absence without pay for medical or other reasons. Such leaves shall not exceed one year in length. Benefits accrued to the staff member prior to the effective date of the leave shall be granted to him/her upon his/her return. Failure to return to employment upon termination of leave shall constitute termination of employment. Leave requests must be in writing, submitted through the appropriate channels to the President of the College and approved by the Board. Except as otherwise specifically provided by the Board, no benefits of any kind shall accrue during the period of leave, and such period shall not be construed in any respect as a period of employment.

Notice of intention to return shall be submitted by March 15 of the year in which the staff member plans to return or, if the leave was for less than a year, by such date as shall be established by the President. Persons returning from leave shall be placed in a position comparable to that which they held prior to leave, if circumstances permit.

Adopted	02/13/73
Amended	04/23/74
Amended	10/27/81

**PROFESSIONAL DEVELOPMENT LEAVES**

The College may grant, upon recommendation of the President, a professional development leave to eligible administrators and professional personnel provided that in the judgment of the Board of Trustees such a leave will benefit the College of Lake County and the individual and shall not adversely affect either the budget or operational efficiency of the College.

The objectives of the leave program are:

01. To attract and hold good administrators.
02. To provide for continued leadership in higher education.
03. To build career ladders from lower to upper administrative positions.
04. To provide short periods of time for administrators to seek self-renewal.

This program is not meant to rule out the possibility of an individual applying for a longer leave for specific educational experiences, such as an advanced degree. Requests for leave are to be considered on an individual basis.

- A. **ELIGIBILITY** - Application for professional development leave may be made by any administrative or professional personnel who has been employed by the College in a full-time professional capacity for a minimum of five (5) contractual years.
- B. **LEAVE PLANS** - An eligible employee shall have the option of requesting a leave plan within the following guidelines.
  01. One year at one-half of the individual's contract salary for the contract year.
  02. One-half year or less at full salary based on the individual's salary for the contract year.

**PROFESSIONAL DEVELOPMENT LEAVES (Continued)**

03. Any other leave plan within the limitations set forth in (1) and (2).

**C. GOVERNING PRINCIPLES**

01. Purposes for which leave may be granted include advanced study of both a formal and informal nature, travel related to the individual's assignment at the College, professional writing, research or similar purposes.
02. Professional development leaves are granted for the purposes of improving the professional competence of the employee and enhancing his/her contribution to the College of Lake County. Professional development leaves are not intended to provide opportunities for financial gains. Therefore, applications for professional development leaves shall include a description of any salaries, grants, or fellowships expected to be received during the leave period. Following conclusion of the leave, the employee shall file a report with the President, or his/her designee, of all salaries, grants, or fellowships actually received during the leave period.
03. Individuals on professional development leaves will receive all rights and privileges of administrative or professional personnel. These include retirement contributions and insurance benefits.
04. An individual granted professional development leave must agree to return to the college for at least two full years following the termination of such leave. An employee granted a leave, who has not returned to the college for at least two (2) years, shall repay the salary received from the college during the leave period.



**PROFESSIONAL DEVELOPMENT LEAVES (Continued)**

05. A recipient of a professional development leave shall provide a written report of his/her professional leave activities and accomplishments. This report shall be submitted to the president and Board of Trustees within three (3) months after completion of the leave.
- D. **APPLICATION** – Eligible applicants should make formal application in writing to the President at least four months prior to the proposed beginning of the leave period. Each application shall include:
- 01. The leave plan desired.
  - 02. The period for which the leave is desired.
  - 03. Specific purpose for which the leave is desired.
  - 04. Previous leaves, if any.
- E. **APPROVAL** - Recommendations for professional development leave shall be submitted by the President to the Board of Trustees for approval. The approval of any leave may be conditioned in any manner as the board may deem appropriate.

Professional development leave shall be processed by formal contract.

Adopted	02/13/73
Amended	04/23/74
Amended	02/28/78
Amended	08/10/94

**TUITION REIMBURSEMENT**

Administrative and professional personnel shall be eligible for reimbursement for college coursework or noncredit programs or seminars selected or designed for the purpose of improving the individual's competence and effectiveness to the institution. Funding of this program for administrative and professional personnel shall be limited to an amount equal to the maximum rate of reimbursement established by the Board of Trustees for tuition reimbursement for each individual.

Administrative and professional personnel selecting noncredit programs or seminars shall be subject to the following guidelines:

01. A written request shall be submitted to the immediate supervisor and the appropriate vice president for approval, prior to enrollment.
02. The major criterion for approval shall be that the seminar or program contribute to the professional development of the individual as it pertains to his/her position.
03. The Board shall reimburse administrative and professional staff members for the actual and receipted cost of tuition, course fees, and required registration fees up to the annual maximum rate established by the Board.
04. Reimbursement will be processed upon submission of a certificate of successful completion of the seminar or program and a receipt.
05. A separate check shall be issued as tuition reimbursement. Persons no longer employed by the College of Lake County at the time of the payment date shall not qualify for reimbursement.

Administrative and professional personnel selecting traditional college coursework shall be subject to the following guidelines:

01. The course must be offered by a regionally accredited institution.
02. A written request shall be submitted to the immediate supervisor and the appropriate vice president for approval, prior to enrollment.

**TUITION REIMBURSEMENT (Continued)**

03. The major criterion for approval shall be that the course contribute to the professional development of the individual as it pertains to his/her position.
04. The Board shall reimburse administrative and professional staff members for the actual and receipted cost of tuition, *course fees*, and required laboratory fees paid at an accredited institution of higher learning up to the annual maximum rate established by the Board.
05. Reimbursement will be processed upon submission of a copy of the transcripts or grade report documenting that the employee has received at least a grade of "C" or equivalent, and a receipt.
06. If the employee is taking coursework under the auspices of a scholarship or grant which is paying for his/her full tuition, the College shall not be obligated to duplicate that tuition amount. If the scholarship or grant does not cover the entire cost, then the College of Lake County shall be obligated to pay the difference within the limits established by the tuition reimbursement policy.
07. A separate check shall be issued as tuition reimbursement. Persons no longer employed by the College of Lake County at the time of the payment date shall not qualify for reimbursement.

Adopted	02/13/73
Amended	04/23/74
Amended	02/28/78
Amended	03/27/79
Amended	10/27/81
Amended	08/25/87
Amended	07/19/88
Amended	08/07/07

**ADMINISTRATIVE STAFF EVALUATION**

Administrative staff members shall be evaluated periodically on their performance and achievements related to the charter of responsibility for the office to which they are assigned. The evaluation shall be conducted in accordance with written procedures, which shall be distributed to all staff members.

Adopted 11/27/79  
Amended 10/27/81

**OUTSIDE COMMITMENTS**

Employment by the College shall be regarded as a full-time profession which demands the full interest and energies of an employee; therefore, any outside commitment shall not interfere with the performance of the regular duties of the employee or adversely affect his/her proficiency. Any outside commitment which would, in any manner, constitute an existing or potential conflict of interest shall be avoided. Within this limitation, employees shall be encouraged to participate in community service and related activities.

Adopted 02/13/73

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**TUTORING AND RELATED ACTIVITIES**

Staff members shall not use their relationship as a teacher or as an employee to solicit business or seek financial enrichment from any College of Lake County student. Personal business for financial gain beyond contractual arrangements shall not be conducted on campus.

Adopted 02/13/73

Amended 03/21/78

**SELECTION AND APPOINTMENT OF STAFF**

The power of selection and appointment of staff is vested by the Board of Community College District 532 in the office of the President of the College subject to ratification by the Board. Selection and appointment of staff are subject to the employment conditions and criteria approved by the Board prior to the actual recommendations for appointment. Although each staff appointment must be approved and endorsed by the President, recommendations for such appointments may be delegated to the appropriate administrative officers.

The College regards teaching as a highly demanding, creative profession that requires an open mind, a willingness to experiment with instructional techniques, a capacity to exercise mature judgment, intellectual curiosity, and an understanding of the philosophy, objectives, and policies of the comprehensive community college.

Faculty members shall be selected on the basis of training, experience, competence in teaching, professional attitude and ability to work with others. The College of Lake County acknowledges its obligation to adhere to the letter and the spirit of applicable statutes and regulations prohibiting discrimination in employment. The College also acknowledges that special circumstances may compel the utilization of special selection criteria (as permitted by law) appropriate to assisting those who have been vulnerable to discriminatory practices previously allowed in our society.

Adopted 11/12/67  
Amended 02/22/72

**DUTIES AND RESPONSIBILITIES OF INSTRUCTORS**

An instructor for the College of Lake County has four (4) primary responsibilities: instruction of the student, assistance in the advisement process, participation in appropriate curricular and co-curricular assignments and functions, and performance of necessary administrative obligations. In carrying out these responsibilities, the instructor is required to:

01. Be familiar with the philosophy and objectives of the College.
02. Provide instruction and conduct classes in accordance with the philosophy of the College and within the scope of a defined course of study.
03. Cooperate in the development of curriculum, preparation of course outlines and the selection of textbooks, library materials, instructional materials, equipment, and supplies.
04. Evaluate student progress through regularly scheduled tests, examinations and by other appropriate methods.
05. Keep accurate records and submit all reports and records when required.
06. Assist in the advisement of students in cooperation with the Director of Counseling.
07. Refer to the counseling service any students whose scholastic or personal needs require special attention.
08. Meet all assigned classes and maintain an approved and posted schedule of conference hours.
09. Attend faculty meetings, department meetings, and all other meetings called by authorized personnel.
10. Assist in the registration and pre-registration of students.
11. Participate in co-curricular activities.



**DUTIES AND RESPONSIBILITIES OF INSTRUCTORS  
(Continued)**

12. Participate in college functions such as assemblies, convocations, and commencement exercises.
13. Substitute for colleagues on a reciprocal basis for approved absences.
14. Assume the responsibility for keeping a credential file current by providing all evidence of professional growth.
15. Encourage reasonable conduct of students in classrooms and on the campus.

Adopted 11/12/68

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**FACULTY EVALUATION**

Faculty members shall be evaluated on their teaching performance and achievements related to "Duties and Responsibilities of the Instructor" (Policy 302). The evaluation shall be conducted in accordance with written procedures which, shall be distributed to all faculty.

Adopted

02/26/80

**SUBSTITUTION POLICY**

On occasions when an instructor is absent from class, other members of the staff may be asked to cover the class. Associate Deans will make every effort to equalize the assignment so that additional assignments will not become a burden to any one instructor.

Any hours involved in substituting for pay must be outside the regularly scheduled hours of the substituting faculty member.

Compensation for substitution shall be at the rate as established by the Faculty Agreement.

Adopted	12/28/71
Amended	03/27/79
Amended	08/26/80
Amended	12/18/84

**TEACHING LOAD**

- A. Appointment to a full-time position as a faculty member shall normally be for one (1) academic year of two (2) semesters and may include day and evening assignments. Extra compensation for overload assignments shall be provided only when such assignment is in addition to the regular full-time instructional load.
- B. A contract for the regular academic year shall carry no commitment for the summer session.
- C. The normal teaching load shall be fifteen (15) equated load hours in any one (1) academic semester. A maximum number of equated load hours that may be assigned to a faculty member per semester shall be established; any assignment above the maximum requires prior approval of the Vice President for Educational Affairs.

Adopted	11/12/1968
Amended	02/22/1972
Amended	03/25/1975
Amended	03/25/1980
Amended	12/18/1984

**DUES DEDUCTION**

The Board acknowledges its responsibilities under the Statutes of the State of Illinois to allow faculty members to have deducted from their salaries certain dues of membership organizations to which the faculty members may belong. The President is authorized to prescribe such administrative regulations as he deems appropriate for the collection of such dues. Such regulations shall consider, but shall not be necessarily limited to, the definition of dues to be deducted, timely requirements for making applications for deductions, reasonable limitations of frequency of such deductions, the form for authorizing such deductions, and for terminating the same, and hold harmless and/or release provisions. A copy of such administrative regulations shall be made known to the faculty following their adoption.

Adopted 06/28/77

**PART-TIME TEACHERS****I. CREDIT COURSES**

Teachers employed on a per course basis shall be paid at the equated load hour rate as established by the Board of Trustees.

After an instructor teaches part-time for a total of fifteen (15) equated load hours and a minimum of four (4) semesters at the College of Lake County, the rate of pay will be increased to the maximum equated load hour rate as established by the Board of Trustees.

**II. CONTINUING EDUCATION COURSES AND COMMUNITY SERVICE**

- A. Personnel employed on a per-session basis to facilitate or instruct general studies courses (except middle digit "O" courses), noncredit courses, workshops, seminars, and conferences shall be paid at an hourly rate as established by the Board of Trustees.

**Formal Training/Experience in the Subject Area**

**Step I** Base\*

**Step II** After Six (6) Semesters of Satisfactory Contractual Service\*

**Step III** After Twelve (12) Semesters of Satisfactory Contractual Service\*

(\*Rates as established by the Board of Trustees.)

- B. Various activities, special projects, courses, conferences, seminars, or workshops may provide a unique skill, expertise, or activity that requires compensation not considered in Part A above. The compensation for these activities shall be approved by the Vice President for Educational Affairs and submitted to the President for Board action through normal employee contracts.

**PART-TIME TEACHERS (Continued)**

- C. Personnel employed to teach noncredit or general studies courses through a contract or agreement with an external agency in which the course is taught exclusively for the sponsoring agency's needs shall be considered contract employees and adhere to Policy 928.
  
- D. The Vice President for Educational Affairs may seek contracted instructional services from a public or private contractor when it is in the best interest of the College. Contractual agreements shall be submitted to the Board of Trustees for prior approval.

Adopted 08/24/72  
Amended 02/19/74  
Amended 06/24/76  
Amended 07/26/77  
Amended 03/21/78  
Amended 03/25/80  
Amended 08/26/80  
Amended 07/28/81  
Amended 07/24/84  
Amended 12/18/84  
Amended 07/21/92

**TERMINATION OF PART-TIME FACULTY**

As used in this Policy, "part-time faculty" shall mean any person employed to provide professional and/or instructional services to students (but excluding laboratory, research, clerical or other aides and temporary/short-term employees) who does not qualify as a full-time faculty member as defined in the collective bargaining agreement with the representative of the full-time faculty (or, in the absence of such agreement or definition, who teaches less than twelve (12) equated load hours per semester).

As a condition of employment, all part-time faculty shall be given employment contracts specifying the duration of the part-time assignment. Part-time faculty employment contracts shall include a provision for the termination of such employment for cause at any time. The President or designee shall have the authority to suspend forthwith any terminated part-time faculty member without pay, subject to reasonable procedures to be hereafter adopted to assure appropriate due process protection for any such terminated part-time faculty member. Any such faculty member determined to have been improperly terminated shall be entitled to back pay for the period of suspension less any amount earned or reasonably available in mitigation of such suspension.

Adopted 05/22/84



**BENEFITS FOR PART-TIME FACULTY**Tuition Waiver

Each part-time faculty member, his/her spouse, and dependent children 23 years of age or younger shall be eligible to enroll, tuition free, in a credit course offered by the College provided the part-time faculty member is actively teaching for the College at the time the tuition waiver benefit is sought. This benefit does not include a waiver of any required student activity, laboratory or registration fees. Participation hereunder shall not permit any course to be conducted if it would otherwise be terminated for lack of sufficient enrollment and such participation hereunder shall not preclude a tuition paying student from enrolling in such course.

Participation in Tax Sheltered Annuities

Each part-time faculty member may request an amendment to his/her contract in order to participate in a tax sheltered annuity program. These requests shall be presented to the Board of Trustees at an official meeting.

The College shall remit the premium directly to any company with whom the part-time faculty member wishes to enter a tax sheltered annuity program.

Eligibility for the benefits described in this policy shall be contingent upon the part-time faculty member having submitted official college transcripts and all other required documents to the College.

Adopted 09/24/96

**QUALIFICATIONS FOR STEP INCREASES**

All step increases, i.e., vertical advancement upon the salary schedule, by faculty members shall be contingent upon satisfactory fulfillment of their responsibilities and a recommendation for such advancement by the President of the College.

01. To qualify for such advancement at the beginning of an academic year, the faculty member shall have been employed full-time the entire preceding academic year. Employment shall include the period of time a faculty member was on sabbatical leave or on health leave. Faculty members absent by virtue of any other leave of absence, or otherwise, shall not be construed as having been employed unless expressly so stated by some other policy herein or by the terms of the leave as granted by the Board of Trustees.
02. If the faculty member was not employed the entire preceding academic year, but in some preceding year the faculty member had been employed full-time an entire academic year, such faculty member may qualify for a step increase upon the specific recommendation of the President that under the circumstances it would be equitable to treat such year as a full year of employment, provided the preceding academic year such faculty member shall have been employed full-time at least 90% of one (1) semester and that the Board of Trustees specifically approves such step increase. Each such determination shall be on its own merits and shall not be deemed precedential.
03. If the faculty member was not employed the entire preceding year and had never been so employed, he/she shall qualify if during such preceding year he/she was employed full-time for at least 90% of one (1) full semester. A faculty member who so qualifies and otherwise meets all requirements for a step increase, shall receive an increase equal to one-half (1/2) of the difference between the step on which he was paid the preceding year and the next higher step in the schedule in the same salary column, effective with the beginning of the academic year. Each succeeding year the faculty member shall advance one (1) full step.

**QUALIFICATIONS FOR STEP INCREASES (Continued)**

This policy shall be effective as of the beginning of the 1974-75 academic year.

Nothing in this policy shall be construed to imply that any period of employment less than an entire, full-time academic year shall constitute a year of employment with respect to acquisition of tenure, qualification for sabbatical leave, nor any other factor (other than salary), nor otherwise bear upon tenure, sabbatical leave, or any other factor in any respect.

Adopted 02/25/75  
Amended 03/25/80

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**ORAL ENGLISH LANGUAGE PROFICIENCY CERTIFICATION**

The ability to communicate effectively is an essential skill for teaching faculty. Therefore, to assure that all teaching faculty are proficient in oral English, it is the policy of the Board of Community College District No. 532 that the Administration develop procedures that assure oral English proficiency. These procedures shall be used in the evaluation of candidates for employment as teaching faculty and in the evaluation of classroom instruction beginning August 1, 1987.

Adopted 07/28/87

## 401 ADMISSION

The College of Lake County provides a wide range of learning opportunities to meet the various educational needs of students from diverse educational backgrounds. The college welcomes all individuals who can benefit from its courses and programs of study. An individual will be admitted to the college by completing and submitting the Student Admission Form. The college serves those who are high school graduates, others 18 years of age or older, and individuals less than 18 years of age who meet established criteria. Only students that have a high school diploma, GED or recognized equivalent can be considered for Title IV Financial Aid.

Admission to the college, however, does not ensure entrance into all programs of study or courses. Specific programs may have admission criteria which may include, but are not limited to, age, evidence of language and mathematics skills, and level of education. Students taking college level courses must demonstrate college level competency in language and mathematics. In addition, students are required to complete specified prerequisites prior to enrollment in certain courses.

The college reserves the right to limit enrollment because of space or budget restrictions, to establish selective admission requirements, and to give preference to persons residing in the Community College District 532.

Adopted	12/19/1968
Amended	06/22/1971
Amended	03/25/1975
Amended	03/30/1976
Amended	02/28/1978
Amended	03/27/1979
Amended	10/27/1981
Amended	10/23/1984
Amended	01/16/1990
Amended	02/09/1994
Amended	01/25/2000
Amended	08/26/2014
Amended	01/27/2015

**RESIDENCY**

Students are classified at the time of admission to the college for purposes of tuition assessment and enrollment reporting according to resident status as follows:

**Proof of Residency**

Evidence of district residency shall be based on ownership and/or occupancy of a dwelling in Community College District 532.

**402.1 RESIDENTS OF THE COLLEGE DISTRICT**

01. Students who are 18 years of age or older who have occupied a dwelling within Community College District #532 for at least 30 days prior to enrolling at the College of Lake County, are considered "in-district", except the following:

federal job corps workers stationed in the district;

inmates of state or federal correctional/rehabilitation institutions located in the district;

students attending under the provisions of a chargeback or contractual agreement with another community college; and

students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency.

02. Unemancipated students under 18 who have at least one (1) parent, stepparent or court-appointed guardian who meet the above criteria.

Community College District 532 is defined as residents of Lake County, Illinois, who pay taxes to Community College District 532.

**402.2 RESIDENTS OF ILLINOIS, OUT-OF-DISTRICT STUDENT**

A person who resides in Illinois, but is not a resident of Community College District 532, as defined in sections 402.1 and 402.3.

**402.3 OUT-OF-STATE RESIDENTS**

A person who is not a resident of the State of Illinois.

Adopted	06/26/73
Amended	05/28/74
Amended	07/26/83
Amended	06/26/84
Amended	01/22/91
Amended	01/25/94
Amended	08/27/96
Amended	09/24/13

**STUDENT RIGHTS AND RESPONSIBILITIES POLICY**Preamble

It is the responsibility of the College of Lake County (CLC) to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

When students choose to attend CLC, they accept the Student Rights and Responsibilities Policy as members in the college's academic and social community. Each person has the right and ability to make personal decisions about his or her own conduct. Just as importantly, each person has the responsibility to live with the consequence(s) of his or her decision making.

The Student Rights and Responsibilities Procedures are designed to implement this policy and can be found at: [www.clcillinois.edu/studentrights](http://www.clcillinois.edu/studentrights). The Procedures describe student rights and responsibilities, as well as examples of misconduct inconsistent with the academic environment at CLC. Types of misconduct can range from acts of dishonesty (cheating, plagiarism, forgery, etc.) to speech and related behavior that is disruptive or likely to be substantially disruptive to others or to the college environment (conduct that is likely to provoke a violent reaction, constitutes harassment/abuse, is aggressive, disorderly, lewd or indecent, attempted or actual theft, etc.). Included are responses to such behaviors, and possible sanctions that are intended to educate and safeguard members of the college.

Adopted 12/28/71  
Amended 07/24/73  
Amended 03/25/75  
Amended 08/16/88  
Amended 10/16/90  
Amended 02/09/94  
Amended 07/27/04  
Amended 05/22/07  
Amended 01/29/14  
Amended 04/26/16



**405**

**PHYSICAL EXAMINATION REQUIREMENT**

A completed physical examination form is required for admission to certain credit and non-credit programs in the College, and participation in intercollegiate athletics. Programs requiring physical examinations are noted on the CLC website.

The College administration shall adopt administrative procedures in accordance with this policy.

(<http://dept.clcillinois.edu/pre/procedures/Policy405PhysicalExamRequirementProcedures.pdf> )

Adopted 06/28/77  
Amended 09/24/2019

**STUDENT LOAN CODE OF CONDUCT****PURPOSE**

Prohibits conflict of interest with the responsibilities of an officer, employee, or agent of CLC with respect to student loans. CLC officers, employees and agents include, but are not limited to:

1. Financial aid, admission, and business office personnel;
2. Supervisors of financial aid, admission and business office personnel;
3. The CLC president; and
4. Members of the Board of Trustees.

**PROHIBITION AGAINST REMUNERATION TO THE COLLEGE OF LAKE COUNTY (CLC)**

CLC will not solicit or accept anything of value from any lender, guarantor, or servicer in exchange for any advantage or consideration provided by the lending institution related to its student loan activity. This prohibition covers, but is not limited to:

1. Revenue-sharing arrangements;
2. Any computer hardware for which CLC pays below market prices;
3. Any computer software used to manage loans, unless the software can manage disbursements from all lenders; and
4. Any printing costs, postage or services.

This does not prevent CLC from soliciting or accepting favorable terms and conditions where the benefit is made directly to student borrowers.

**PROHIBITION AGAINST REMUNERATION TO CLC OFFICERS, EMPLOYEES AND AGENTS**

CLC officers, employees and agents are prohibited from soliciting or accepting any gift, gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a de minimus amount from a lender, guarantor, or servicer of educational loans.

**STUDENT LOAN CODE OF CONDUCT (Continued)**

This prohibition includes, but is not limited to, services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

This does not preclude any CLC officer, employee, or agent from receiving compensation for conducting non-college business with a lender, guarantor, or servicer, or from accepting compensation that is offered to the general public.

This prohibition does not prevent CLC from holding membership in any non-profit professional associations.

The following items are not considered “gifts”:

1. Materials or programs on issues related to loans, default aversion, default prevention, or financial literacy;
2. Food, refreshments, training, or informational material furnished to any officer, employee, or agent as an integral part of a training program designed to improve the service of a lender, guarantor, or servicer of education loans to CLC, if such training contributes to the professional development of the officer, employee, or agent;
3. Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by CLC if such terms, conditions, or benefits are comparable to those provided to all students;
4. Entrance and exit counseling services provided to borrowers, as long as:
  - a. The institution's staff maintains control of the counseling; and
  - b. The products and services of any lender are not promoted.
5. Philanthropic contributions to CLC that are unrelated to education loans and are not made in exchange for any advantage related to education loans;
6. State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

**STUDENT LOAN CODE OF CONDUCT (Continued)****BAN ON GIFTS TO FAMILY MEMBERS**

Gifts to family members of any officer, employee, or agent of CLC will be considered a gift to said officer, employee or agent if:

1. The gift is given with the knowledge and acquiescence of the officer, employee, or agent; and
2. The officer, employee, or agent has reason to believe the gift was given because of the official position of said officer, employee or agent.

**LIMITS OF COLLEGE OFFICERS, EMPLOYEES AND AGENTS PARTICIPATING ON LENDER ADVISORY BOARDS**

CLC officers, employees and agents are prohibited from receiving any remuneration for serving as a member or participant on an advisory board of any lender, guarantor or servicer, or receiving any reimbursement of expenses from said participation.

This does not preclude any officer, employee or agent from participating on a lender advisory board unrelated to student loans.

This does not preclude CLC officers, employees and agents not directly or indirectly involved in the affairs of the college's financial aid office from serving on the board of directors of a publicly traded or privately held company.

**CONTRACTING ARRANGEMENTS PROHIBITED**

CLC officers, employees and agents are prohibited from entering into contracting or consulting arrangements, except that:

1. An officer, employee, or agent who is not employed in the financial aid office and does not have responsibilities for loans may perform paid or unpaid service on a board of directors of a lender, guarantor or servicer.
2. An officer, employee, or agent who is not employed in the financial aid office but does have responsibilities for loans may perform paid or unpaid service on a board of directors of a lender, guarantor or servicer if they recuse themselves, in writing, from decisions involving CLC.

**STUDENT LOAN CODE OF CONDUCT (Continued)**

3. An officer, employee, or agent of a lender, guarantor, or servicer may serve on the Board of Trustees of CLC if they recuse themselves, in writing, from decisions regarding student lending.

**PROHIBITION ON OFFERS OF FUNDS FOR EDUCATIONAL LOANS**

CLC will not solicit or accept any offer of funds for private educational loans or opportunity pool loans in exchange for providing a lender with loan volume or a preferred lender arrangement.

**BAN ON STAFFING ASSISTANCE**

CLC will not solicit or accept staffing assistance from any lender, except for:

1. Professional development training;
2. Educational counseling, financial literacy, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials;
3. Short-term staffing assistance to help CLC during emergencies.

**INTERACTION WITH BORROWERS**

CLC participates in the William D. Ford Federal Direct Loan (Direct Loan) Program and all student and parent borrowers are packaged under that program. As it relates to Direct Loans and/or alternative loans:

1. CLC will not, for any borrower, assign through award packaging or other methods, the borrower's loan to a particular lender
2. CLC will not refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Adopted 01/27/09  
Amended 09/24/2019

**410**

**SEMESTER HOUR CREDIT SYSTEM**

The unit of credit is the semester hour. The regular academic year is divided into two (2) semesters and a summer session.

Adopted

11/26/68

## 411 GRADING SYSTEM

Final letter grades are earned for each class and recorded on the student's permanent academic record according to the following schedule:

Calculated in Grade Point Average:

A	Excellent 4 Grade Points
B	Good 3 Grade Points
C	Average 2 Grade Points
D	Below Average 1 Grade Point
F	Failure 0 Grade Points
FW	Withdrawn by Institution, Failing 0 Grade Points

Not Calculated in Grade Point Average:

I	Incomplete
N	Requirements Not Fulfilled
O	No Grade Received
P	Satisfactory
R	Repeated
W	Withdrawn
WN	Withdrawn by Institution, Never Attended
WS	Withdrawn by Institution, Stopped Attending
X	Audit

The "P" and "N" are used only to grade credit-free Community Education courses and designated General Studies credit courses. No General Studies credit grades are calculated in the grade point average.

Adopted 12/18/68  
Amended 07/25/72  
Amended 03/25/75  
Amended 03/30/76  
Amended 03/27/79  
Amended 01/22/80  
Amended 11/27/07  
Amended 04/23/15

## 412 ACADEMIC STANDARDS

- I. The College expects each student to make satisfactory academic progress toward attaining an expressed educational objective.

To be in good standing, the College expects each student to satisfy the following minimum standard:

Grade Point Average Standard:

The grade point average standard is applicable to all students who attempted 15 or more semester hours in baccalaureate/transfer courses (PCS 1.1) and career courses (PCS 1.2) as follows:

<u>Hours Attempted</u>	<u>GPA</u>
15-44	2.0 either cumulatively or each semester
45 or more	2.0 cumulative only

- II. Academic Caution

Students previously in good standing who do not meet the grade point average standard will be placed on academic caution.

- A. Students are recommended to limit their enrollment to one of the following, whichever yields the most semester hours:

01. The number of semester hours successfully completed during the previous term, or
02. One course for credit.

- B. Students are encouraged to meet with a student development counselor.

- III. Academic Restriction

Students on academic caution who do not meet the grade point average standard will be placed on academic restriction. Students placed on restriction will be notified that they must meet the following conditions effective the next term they enroll.



## 412 ACADEMIC STANDARDS (Continued)

- A. Their enrollment is restricted to one of the following, whichever provides the most semester hours:
  - 01. The number of semester hours successfully completed during the previous term, or
  - 02. One course for credit.
- B. They are required to meet with a student development counselor. Subsequent registration may not occur until this requirement is met.
- C. Appeals to increase the number of permitted semester hours above the number approved by the student development counselor may be made to the Dean of Counseling, Advising, and Transfer Center or designee(s).

### IV. Students in Good Standing

Students placed on academic caution or academic restriction who subsequently satisfy the academic standard during their term at CLC will be considered to be in good standing.

### V. Academic Suspension

- A. Students who fail to meet the Grade Point Average Standard for three successive semesters are prohibited from taking courses, except Adult Education, Continuing Education, and Workforce and Professional Development Institute courses, for the following fall or spring semester. Students on academic suspension are prohibited from taking summer courses during the period of suspension.
- B. Students have the right to appeal their academic suspension to the Dean of Counseling, Advising, and Transfer Center or designee(s).

### VI. Students Who Return from Academic Suspension

Students who have completed the one semester suspension (summer excluded) may be limited in the number of semester hours they may take in the initial semester following their suspension, based on the recommendation of a student development counselor. Appeals to increase the number of permitted semester

## 412 ACADEMIC STANDARDS (Continued)

hours may be made to the Dean of Counseling, Advising, and Transfer Center or designee(s).

### VII. Students Who Were Previously Academically Suspended, Who Have Returned to CLC, and Who Again Fail to Meet the Grade Point Average Standard

- A. These students are suspended for the following fall or spring semester. Students on academic suspension are prohibited from taking summer courses during the period of suspension.
- B. To enroll following a second academic suspension, students must petition and receive approval from the Dean of Counseling, Advising, and Transfer Center or designee(s).

### VIII. Inactive Status

- A. Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive.
- B. Inactive students who register for courses will be governed by the College Catalog covering the semester in which they re-enroll.

### IX. Forgiveness Option

In extenuating circumstances, students may petition for a one-time forgiveness of up to 15 hours of prior D or F (F or FW) grades in accordance with the following conditions:

- At least two years have passed since the end of the term of the grades to be forgiven.
- Fifteen consecutive semester hours in baccalaureate/transfer courses (PCS 1.1), career courses (PCS 1.2), and developmental courses (PCS 1.4) have been completed at the College of Lake County with no grades lower than C.
- In consultation with a student development counselor, the student has signed a declaration of understanding.
- Forgiven grades remain on the student's record but are not computed in the student's grade point average.

**412 ACADEMIC STANDARDS (Continued)**

- Forgiven grades cannot be used to meet graduation requirements.
- Students lose any existing educational guarantees for the forgiven courses.

X. The College accepts no responsibility for the ways in which a transfer college or university or an employer might interpret a student's use of the forgiveness option.

Adopted 07/22/75

Amended 02/28/78

Amended 07/25/78

Amended 02/28/96

Amended 11/27/07

Amended 04/23/15

Amended 02/05/19 – Effective Fall 2019

**REPEATING AND RE-ENROLLING IN COURSES**

Effective Fall Semester, 1994

Students may repeat courses that are identified as being repeatable. Repeatable courses are those that teach a skill that may be improved through continued practice or those whose subject matter changes from semester to semester. The number of times these courses may be repeated is limited in the course description.

Students may also re-enroll in courses in an attempt to improve their grade or for other reasons. When a student re-enrolls in a course, the highest grade earned, or the most recent grade if all grades are the same, should be the only grade computed in the student's grade point average. A re-enroll symbol will be added to all those grades that are not computed.

Adopted	12/18/68
Amended	03/25/75
Amended	01/22/80
Amended	02/09/94

**CREDIT FOR PRIOR LEARNING**

The College of Lake County shall grant credit for prior learning:

A. not to exceed a total of thirty (30) semester hours creditable toward completion of an Associate Degree.

B. not to exceed one-half of the semester hours required toward completion of a certificate.

Students may be permitted to convert knowledge and competencies acquired through a variety of past educational experiences into college credit on the basis of evaluations and standards set by the College in those areas and courses deemed appropriate. It is the responsibility of each academic division to recommend which methods are accepted.

Statement of fees and procedures relative to the granting of credit- for prior learning shall be reviewed and published in the College catalog.

Adopted 02/22/72

Amended 03/25/75

Amended 03/30/76

Amended 02/28/78

Amended 12/20/16

**INDEPENDENT STUDY**

Students may pursue study on an independent basis for all courses offered by the College. Permission to enroll in independent study will be granted under the following conditions:

01. For a course appropriate to the student's program of study, if the lack of enrollment in that course precludes its being offered as a scheduled class.
02. For documented, extenuating, personal circumstances that preclude an individual's enrollment in a scheduled class appropriate to his/her program of study. Such cases must be approved by the Dean of Instruction.

Adopted 02/22/72

Amended 03/25/75

## **416 MILITARY CREDIT**

Academic credit will be awarded for military training and occupational experience. Students must have official military transcripts sent to the Office of Registrar and Records. Credit will be evaluated by the Office of Registrar and Records following American Council of Education (ACE) recommendations.

Students will be awarded credit for national exams such as CLEP (College Level Exam Program) and DSST (formerly DAN TES) that are recorded on the official military transcript.

Credit for military training and occupational experience will be entered on the student's permanent academic record as transfer credit at the College of Lake County.

Adopted      01/27/1970  
Amended     05/22/2018

**CREDIT FIELD TRIPS**

The following policies regarding credit field trips apply:

01. Students enroll in the course for a specified amount of credit.
02. Students pay the regular tuition as required for on-campus courses.
03. The additional costs of such a trip, including the extra expense required for the instructor (food, travel), be prorated among the students taking the trip.
04. The College furnishes each student with an itinerary for the activity.
05. Travel must be conducted in accordance with established procedures.
06. The College required that students participating in the class obtain additional accident or trip insurance.
07. Credit field trips shall be scheduled at times when the instructor is free of any other contractual obligations.

Adopted	06/09/1970
Amended	03/25/1975
Amended	10/27/1981
Amended	01/25/2000



**AUDIT**

A student is permitted to audit courses, in which case he/she will receive a grade of "X," which carries no gradepoints or semester hours of credit. The fee for auditing is the same as that for enrolling for credit.

A student who wishes to audit a course is expected to attend regularly; completing assignments, exams, and projects is at the discretion of the student. Some types of courses may be deemed inappropriate for audit because they require a high level of student involvement.

Changes in students' enrollment status (audit to credit or credit to audit) must follow the time frames as listed for refunds in the Tuition and Fee Payment and Refund Schedule (Policy 421).

Adopted	12/18/68
Amended	03/25/75
Amended	07/22/75
Amended	05/21/91

## 419 GRADUATION REQUIREMENTS

### **General Requirements for Associate Degrees**

All students must meet the following general graduation requirements to earn an Associate Degree from the college.

1. The satisfactory completion of no fewer than sixty (60) credit hours.
2. The completion of at least fifteen (15) credit hours at the College of Lake County. Students completing an AAS degree must complete at least fifteen (15) credit hours of program-specific coursework at the College of Lake County (i.e., not general education coursework; credit earned through prior learning or proficiency examinations does not satisfy this residency requirement). These fifteen (15) credit hours can be taken any time prior to graduation.

Service members and their spouses enrolled in the Service Member's Opportunity College Program may meet the graduation requirements regarding credit hours at the College by completion of a minimum of fifteen (15) credit hours if his/her active duty assignment takes him/her to a base precluding his/her attendance in College of Lake County courses.

3. The maintenance of a "C" (2.00) average for all work at CLC used to compute the grade point average.
4. The satisfactory completion of the General Education Requirements for the appropriate degree.

### **General Requirements for Career Certificates**

All students must meet the following general graduation requirements to earn a Career Certificate from the college.

1. The satisfactory completion of the credit hours and courses required for the Certificate.
2. For Certificates of thirty (30) credit hours or less, students must complete at least one half of the credit hours required by the Certificate at the College of Lake County. For Certificates in excess of thirty (30) credit hours, students must complete at least fifteen (15) credit hours required by the Certificate at the College of Lake County. (Does not include credit earned through prior learning or proficiency examinations.)

3. Service members and their spouses enrolled in the Service Member's Opportunity College Program may meet the graduation requirements regarding credit hours at the College by completion of a minimum of (15) credit hours if his/her active duty assignment takes him/her to a base precluding his/her attendance in College of Lake County courses.
4. The maintenance of a "C" (2.0) average for all work at CLC used to compute the grade point average.

Adopted 02/28/78  
Amended 07/26/83  
Amended 07/28/87  
Amended 11/18/08  
Amended 04/26/11  
Amended 12/18/12  
Amended 12/20/16

**TUITION AND FEES**

Tuition and fees for all students will be established by the Community College Board of District No. 532.

Effective Fall Semester 1989, all residents of Community College District 532 who are 60 years of age or older at the time of registration may enroll in credit courses offered by the College at one-half the regular tuition rate with all other fees remaining unchanged. Residents who are 65 years of age or older at the time of registration and who qualify financially according to the Illinois Senate Bill 338 may enroll in credit courses offered by the College without paying tuition or activity fees.

The College may enter into written agreement with an in-district business, industry, or agency to provide instruction as a part of that organization's in-service development program. Individual students enrolling under such an agreement will be subject to the current in-district tuition rate including the prevailing activity fee.

This written agreement will be renewable on an annual basis (August 1) of each year. The College reserves the right to cancel any such agreement if situations indicate the participating business, industry, or agency is in violation of the agreement.

A student for whom special services, e.g., portfolio development, may be required, may be assessed a service fee in addition to tuition, activity, and laboratory fees.

**TUITION AND FEES (Continued)**

Military personnel who are citizens of the United States and who are on extended active duty in one (1) of the uniformed services of the United States and who are stationed and present in Community College District 532 in connection with that service, will be subject to the current in-district tuition rate including the prevailing activity fee by displaying a valid United States uniformed services identification card. Spouses and children of such military personnel are also eligible for the in-district tuition rate.

Adopted	11/26/68
Amended	04/28/70
Amended	08/27/74
Amended	03/25/75
Amended	03/25/80
Amended	07/26/83
Amended	03/21/89
Amended	06/20/89
Amended	01/22/91

**420**

**TUITION AND FEES (Continued)**

**420.1 COURSE FEES POLICY STATEMENT:**

In the establishment of course fees, the College shall adjust fees to a level that approximates actual course costs. The determination of fees shall include such items as supplies, consumable materials, equipment maintenance, lab assistance, and amortization of equipment. Review on a course by course basis shall be made annually by each division with recommendations forwarded to the Vice President for Educational Affairs by February 1. The Board shall consider any fee adjustments in connection with tuition review.

Adopted 07/26/83

## TUITION AND FEE PAYMENT AND REFUND SCHEDULE

Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is determined by the date a request for withdrawal is recorded by the Admissions and Records Office.

### REFUND SCHEDULE

Withdrawal on or before start of class = 100% Refund

Withdrawal before 15% of class days pass = 100% Refund

Withdrawal after 15% of class days pass = No Refund

#### One-day classes:

Withdrawal the day before class = 100% Refund

Withdrawal on or after day of class = No Refund

A full refund of tuition and fees is granted if the College cancels a class.

When academically advisable, the administration may approve full or partial refunds of tuition or fees when students exchange one course for another.

When a student is unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a prorated tuition and fee refund may be made based upon a documented application submitted to the Controller or his/her designee. An appeal of the Controller's or his/her designee's decision may be directed to the Vice President for Business Services and Finance who will process the appeal or direct it to the appropriate Vice President.

### PAYMENT OPTIONS

Students have three options for paying tuition and fees to avoid being dropped from classes. Students can pay in full, enroll in an installment payment plan, or have tuition and fees paid by a third-party payer.

Students who anticipate payment of their tuition by a third-party payer will be required to enroll in a payment plan at no cost to the student, as a preventive measure to ensure that classes are not dropped in the event that third-party resources are not received.

In an effort to support students in good academic standing and prevent financial barriers to re-enrollment, the following options will be provided:

- Students will be retained if they have a balance due of \$500 or less.  
Students will be retained if they have paid 40% of their existing

balance for tuition and fees, or if they have established an installment payment plan by the drop date.

- Students with outstanding balances who are in good academic standing (GPA 2.0) will be permitted to re-enroll. Enrollment with an outstanding balance may not be granted over two consecutive terms.

Students not meeting the above requirements are subject from being dropped from all credit courses.

Adopted	11/26/68	Amended	02/25/86
Amended	03/23/71	Amended	10/28/86
Amended	07/25/72	Amended	06/21/88
Amended	03/25/75	Amended	01/16/90
Amended	01/27/76	Amended	03/25/03
Amended	10/27/81	Amended	07/27/15
Amended	06/29/82	Amended	11/19/19



422

**TRANSCRIPTS AND FEES**

Students can access an unofficial transcript through the College of Lake County website at any time free of charge. A transcript service fee will be charged for official transcripts requested by the student. Official transcripts will not be released if a student has an outstanding financial obligation to the College.

Adopted 12/18/68

Amended 03/25/75

Amended 08/23/16

## 423 INCOMPLETES

An "I" (Incomplete) may be given to a student who finds it impossible to complete the work by the end of the semester because of a justifiable reason such as illness. If an "I" grade is assigned, the instructor shall notify the student and the Dean. The specific "I" grade procedure will be set forth in the appropriate section of the College Catalog. A student receiving an "I" grade has 120 days to complete coursework and receive a final grade. The final grade shall be "A," "B," "C," "D," or "F." An "I" becomes an "F" on the 121st calendar day after the end of the term if no grade change is signed by the instructor. Exceptions may be granted by an instructor only in unusual circumstances and with the approval of the appropriate Dean.

Veterans and military personnel who are deployed (including training at U.S. or overseas locations) or called to active duty and receive an "I" Incomplete grade will be given up to one (1) year after the end of the term, or before the date of graduation (whichever comes first) to complete the requirements. A final grade will be recorded within 365 calendar days after the end of the term. The final grade shall be "A," "B," "C," "D," or "F." An "I" becomes an "F" on the 366th calendar day after the end of the term if no grade change is signed by the instructor. This procedure also applies to the spouses of veterans and military personnel. Exceptions may be granted by an instructor under special circumstances and with the approval of the appropriate Dean.

Adopted 01/22/1998  
Amended 01/25/2000  
Amended 06/22/2010  
Amended 04/17/12

**JOINT EDUCATIONAL AGREEMENTS**

The Board of Trustees of the College of Lake County encourages interinstitutional agreements with Illinois community colleges and Gateway Technical Institute in Wisconsin. Through agreements, numerous programs are available to residents of Community College District 532. In the case of Illinois community colleges, residents will pay the in-district tuition rate for the receiving institution. For Gateway Technical Institute programs and courses, residents will pay the tuition rate as prescribed in the annual joint educational agreement with Gateway Technical Institute.

Adopted 11/16/82

**425**

**CHARGEBACK**

Residents of Community College District 532 who wish to pursue a program of study not offered by the College of Lake County or through the College's joint educational agreements are entitled to chargeback authorizations pursuant to Section 106-2 of the Illinois Community College Act. In order to be eligible for such support, a resident must comply with the Guidelines for Authorization of Chargeback.

Adopted 11/26/82

## 426 ADDRESSING STUDENTS' ACADEMIC CONCERNS

Students shall have a procedure by which they can address their academic concerns. The evaluation shall be conducted in accordance with written procedures which shall be distributed to all faculty.

01. Initiated within six months from the time the action occurred which caused the student a concern, the student discusses the concern and if possible resolves the matter with his or her instructor. If the concern is not immediately resolved and the student wishes to bring his/her concern to the appropriate Dean, the student will provide the Dean with a written statement of the concern and his/her position.
02. At the student's request, the Dean, or designee, will meet with the instructor and the student.

After meeting with the student and instructor, the Dean reviews the concern which may involve consulting with other faculty or staff members appropriate to the situation. The Dean also has the instructor write a statement of his/her position, including supporting rationale.

Within 15 days of meeting with the student, the Dean renders a decision, which will include his/her rationale for the decision. The Dean will send his/her final decision to the student in writing with a copy to the Provost.

03. If the student wishes to appeal the Dean's decision, the student must submit a written statement within 15 days indicating his/her concern, the desired outcome and the rationale, and supporting documentation to the Provost.

Upon receipt of the student's concern, the Provost will collect necessary documentation including instructor's statement from the appropriate Dean. The Provost will review the supporting documentation and develop his/her final decision. The Provost will make a decision within

**426 ADDRESSING STUDENTS' ACADEMIC CONCERNS (continued)**

15 days after receipt of the student's request and shall inform the student of his/her decision in writing.

The decision of the Provost will be the final decision of the College of Lake County.

Adopted 02/09/94

Adopted 03/27/07

Amended 06/28/16

**COLLEGE GRADUATE GUARANTEE**

To assure the quality of its transfer and career degree programs, the College guarantees successful transfer of courses for graduates of the Associate in Arts and Associate in Science degree programs and guarantees job competencies for graduates of Associate in Applied Science programs according to procedures published annually in the *Catalog*.

**GUARANTEE OF TRANSFER CREDIT**

The College of Lake County guarantees to its Associate in Arts and Associate in Science graduates the transfer of course credits to Illinois public colleges and universities which have articulation agreements with the College of Lake County.

In addition, the guarantee of transfer credit is limited by the following conditions:

01. The student must complete the AA or AS degree at the College of Lake County within three years of his or her initial enrollment at the College of Lake County.
02. This guarantee applies only to courses taken at the College of Lake County.
03. The student must have earned a grade of *C* or better in the course in question.
04. The guarantee applies only to courses included in a written transfer/articulation plan which must be on file with the Transfer Coordinator.
05. A request for additional course work must be received by the College of Lake County no later than two years after the student has graduated.

**COLLEGE GRADUATE GUARANTEE (Continued)**

06. The student must invoke the terms of the guarantee of transfer within 60 days of being notified that the course credit has been declined or refused by the transfer institution. Requests should be directed to the Dean of Instruction for Transfer and Adult Continuing Education and must contain documentation that one or more of the courses included in the written transfer/articulation plan did not transfer. The request must specify the name, position, address, and telephone number of the person or office denying the transfer credit; the date that the denial was received; and the reasons, if any, for the denial.
07. CLC The College of Lake County is not responsible for books, additional course fees, tools, activity fees, or any other course-related expenses.

**GUARANTEE FOR JOB COMPETENCY**

The College of Lake County makes certain guarantees to students who earn an Associate in Applied Science Degree or a Career Certificate. A person who completes an AAS Degree or a Career Certificate must be judged by his or her employer to be lacking in the technical job skills that have been identified as exit competencies for the specific degree or certificate program that the student completed. Graduates who have been so identified will be provided up to 15 tuition-free credit hours of additional and appropriate skill training by CLC under the following conditions:

01. The individual must have earned the AAS degree or guaranteed certificate after May 1994 in a career program identified in the CLC catalog.
02. The individual must have completed all the skill-based courses at CLC within a four year period.
03. The individual must be employed full-time in an area directly related to the area of program concentration as certified by the Dean of Instruction for Career and Technical Education.
04. Employment must commence within 12 months of graduation.



**COLLEGE GRADUATE GUARANTEE (Continued)**

05. The employer must certify in writing that the employee is lacking entry-level skills identified by CLC as the employee's program competencies and must do so within 90 days of the individual's initial employment.
06. The individual with the employer, the appropriate associate dean, and a counselor will develop a written education plan that will satisfy the student's skills requirements.
07. Retraining will be limited to 15 credit hours in courses that directly provide the skills required to attain competency on the job. These classes will be regularly scheduled CLC classes. All retraining must be completed within one year.
08. CLC is not responsible for books, additional course fees, tools, activity fees, or any other course-related expenses.
09. The completion of the additional course work does not imply that the graduate will achieve the required competencies or that the individual will pass any licensing or qualifying examination for a particular career.
10. The individual's sole remedy against CLC and its employees for skill deficiencies shall be limited to 15 credit hours of tuition-free education under the conditions as described above.
11. The individual must complete the formal process for application for the tuition-free credit hours through contact with the Dean of Instruction for Career and Technical Education.

Adopted 02/09/94

## 430 WITHDRAWALS

If a student finds it necessary to withdraw from a course or courses, the date on which the notification is recorded by the Admissions and Records Office is the effective date of withdrawal. If the effective date occurs before the last day to withdraw and receive a refund (see Policy 421), the student's permanent record will not reflect enrollment in the course. If the effective date occurs after the date of withdrawal with full refund but before the end of the 75% point between the start and end of the class, a grade of "W" will be recorded.

Students may be withdrawn after the 75% point between the start and end of the class only with the instructor's consent. If the student obtains the instructor's consent and is passing prior to completion of the final class requirements, a grade of " W" will be reported. If the student is not passing, a grade of " FW" will be reported.

The college may administratively withdraw students who have never attended class, or who stop attending class without officially dropping, or whose attendance is so sporadic that they would not be able to complete the course requirements. An institutional withdrawal grade will be assigned based on a student's academic status at the point of non-attendance.

Veterans and military personnel who are deployed (including training at U.S. or overseas locations) or called to active duty may withdraw anytime during the semester in which they are enrolled and called to active duty. The date of the official notice of orders for deployment will serve as the date of withdrawal, and the withdrawal request must be submitted to the college by the end of the semester in which the withdrawal occurs. If the effective date occurs after the 75% point between the start and end of the class, a grade of " W" will be recorded. This policy also applies to the spouses of veterans and military personnel.

Adopted 12/18/68  
Amended 07/25/72  
Amended 03/25/75  
Amended 07/22/75  
Amended 02/28/78  
Amended 01/22/80

Amended 02/24/81  
Amended 03/09/94  
Amended 03/25/03  
Amended 11/27/07  
Amended 06/22/10  
Amended 03/24/15

**TRANSFER STUDENTS****432.1 TRANSCRIPTS**

A student who has attended any other college(s) must have official transcripts from each college attended sent to the Department of Student Records.

**432.2 TRANSFER CREDIT**

Transfer credit will be accepted from institutions with regional accreditation at the time the coursework was completed. Coursework taken at non-regionally accredited and foreign institutions may be transferred using guidelines and procedures published in the College Catalog.

Credit will be granted for acceptable work completed at other approved colleges and universities for courses in which a student has earned a grade of "C" or better. Credit will also be awarded for courses in which a grade of "D" has been earned provided a student's overall grade average is "C" or better for the credits transferred. Transfer credit will be evaluated and awarded by the Department of Student Records, in coordination with the Academic Divisions. Developmental courses, audited courses, pass/fail courses, and continuing education courses will not be accepted for transfer credit.

Transfer credits accepted from other collegiate institutions will be entered on the student's permanent record at the College of Lake County, but the grades earned in these courses will not be used to compute the student's cumulative grade point average.

Adopted 02/11/1969

Amended 03/25/1975

Amended 02/28/1978

Amended 06/23/2020

**440**

**STUDENT RECORDS POLICY**

The Family Educational Rights and Privacy Act of 1974, as amended in 1998, establishes the right of students to inspect their records and limits the disclosure of the contents thereof to other individuals. The guidelines required for implementation of the Act, as amended from time to time, shall be set forth in the Student Handbook and Catalog and shall be available at offices that maintain student educational records.

Adopted 03/27/1979  
Amended 06/27/2000

**441**

**STUDENT TRAVEL POLICY**

The only student travel that shall be authorized by the College of Lake County is that which is directly related to the College of Lake County's instructional courses, athletics, intramural programs, and student activity programs. All such travel must have the approval of the appropriate administrator and must follow the established College travel procedures.

The College shall not be liable for any student travel that is not college-sponsored and authorized according to this policy. In addition, the College may not be designated or implied as the sponsor of any trips not adhering to this policy.

Adopted

03/24/81

#### **443 MEDICAL AND CATASTROPHIC INCIDENT WITHDRAWAL**

The College, upon request and with appropriate documentation, may administratively withdraw a student due to serious illness or related medical issues that prohibit the student from completing his/her classes. Documentation will be required from a physician or licensed medical professional.

The college, upon request and with appropriate documentation, may administratively withdraw a student due to catastrophic circumstances that prohibit the student from completing his/her classes. Documentation will be required from a government agency, social service organization, first responder or similar entity.

The request for withdrawal and relevant documentation must be received no later than 60 days after the end of the semester for which the student is seeking a withdrawal. This policy will be administered by the Office of the Vice-President of Student Development.

Adopted 05/21/13

**502 EMPLOYMENT PRACTICES AND PROCEDURES – CLASSIFIED EMPLOYEES**

Classified employees hold positions established through the annual budget as approved by the Board. Regular classified employees shall be employed pursuant to a notice of assignment issued by Human Resources.

Unless otherwise specified by a collective bargaining agreement, regular classified employees shall be initially employed on a probationary basis for one-hundred and eighty (180) calendar days pursuant to a notice of probationary assignment. During the probationary period, employment may be terminated by the President or designee, on the recommendation of Human Resources and the supervisor.

After completion of the probationary period, Human Resources and the supervisor will make the recommendation for the employee’s non-probationary employment to the President or designee. If the recommendation is accepted, the regular part-time classified employee will be issued a non-probationary notice of assignment.

Where applicable, classified employee benefits are dependent upon length of employment and shall be determined from the beginning of the probationary period.

The Board may, with two (2) weeks’ notice, lay-off or furlough classified employees with or without benefits and/or salary should the Board determine, in its sole discretion, that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. Classified employees may be laid-off or furloughed to part-time status. If the employee is laid off or furloughed to part-time status, the employee will be paid salary pro rata, based on the employee’s full-time salary. For employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

- Adopted 03/25/69
- Amended 01/23/73
- Amended 04/29/75
- Amended 03/30/76
- Amended 10/26/76
- Amended 03/21/78
- Amended 10/27/81
- Amended 01/27/2015
- Amended 06/28/16

511

**CLASSIFIED STAFF EVALUATION**

Each supervisor is required to annually evaluate the work performed of all Board-established full- and part-time employees under his/her supervision in accordance with the established classified evaluation procedures. The evaluation must be discussed with the employee.

Adopted	03/25/69
Amended	01/23/73
Amended	03/21/78
Amended	10/27/81



522

**HOLIDAY PAY**

Each permanent full-time classified employee shall be granted the day off with pay on each approved college holiday.

Each permanent part-time classified employee shall be eligible for prorated holiday pay for approved college holidays that fall within their regularly scheduled work year.

If a permanent full-time classified employee works on an approved college holiday, at the request of the College, the employee shall be paid at a rate of one and one-half times the employee's regular hourly rate for the hours worked, in addition to the regular holiday pay for that day.

Adopted 04/22/86

**TUITION REIMBURSEMENT/SELF-IMPROVEMENT PLAN**

The College of Lake County may reimburse full-time classified employees for the actual and receipted cost of tuition and course fees up to the maximum as established by the Board of Trustees.

Effective fall semester 2007, the tuition reimbursement benefit shall be extended to part-time classified employees on a pro-rata basis. (For example, part-time classified employees whose regular work schedule is 20 hours per week would be eligible for up to \$2,500 in tuition reimbursement per year.)

**Conditions of Approval**

01. The employee holds an associate degree or higher.
02. The credit courses are not offered at the College of Lake County or an affiliated community college.
03. A written request is submitted to the immediate Administrative supervisor for approval prior to enrollment in the course.

Payment shall be made upon completion of a course in which the individual has received at least a grade of "C" or equivalent. The individual must be employed by the College of Lake County at the time of payment date to qualify for reimbursement.

If the employee is taking coursework under the auspices of a scholarship or grant that is paying for his/her tuition, the College shall not be obligated to duplicate that tuition amount. If the scholarship does not cover the entire cost of tuition, the College of Lake County shall then be obligated to pay the difference within the limit established by the Tuition Reimbursement Policy.

Adopted	06/07/71	Amended	03/25/80
Amended	01/23/73	Amended	08/25/81
Amended	07/22/75	Amended	01/25/83
Amended	03/30/76	Amended	02/28/84
Amended	07/26/77	Amended	07/19/88
Amended	03/21/78	Amended	08/07/07
Amended	07/25/78		

**534**

**UNAUTHORIZED ABSENCE**

Unauthorized absence may result in loss of pay, suspension, demotion, or dismissal. Consecutive absences of three (3) work days shall be cause for involuntary termination if, prior to the beginning of the fourth work day, the employee has not notified the supervisor.

Adopted 03/25/69  
Amended 01/23/73  
Amended 03/27/79

**UNPAID PERSONAL/FAMILY HARDSHIP LEAVE**

An unpaid leave of absence of up to one (1) year in duration may be granted to a classified employee for reasons involving restoration of health or the alleviation of a hardship associated with the immediate family. Such leave shall be limited to classified employees who have completed at least three (3) years of service to the College of Lake County.

Written application for such leave shall be non-precedential and submitted to the appropriate supervisor, stating sufficient reason that would indicate good cause for the granting of such leave.

Granting leave of this type shall be subject to the approval of the supervisor, the President and the Board of Trustees.

Benefits accrued to the classified employee prior to the effective date of the leave shall be granted to him/her upon his/her return. Failure to return to employment upon termination of leave shall constitute termination of employment.

Except as otherwise specifically provided by the Board, no benefits of any kind shall accrue during the period of leave, and such period shall not be construed, in any respect, as a period of employment.

Notice of intention to return shall be submitted by such date as shall be established by the President or designee. Persons returning from leave shall be placed in a position comparable to that which they held prior to leave, if circumstances permit.

If the classified employee's personal/family hardship has not been alleviated by the date established for providing intention to return, the classified employee may request that the unpaid leave of absence be extended for up to one (1) additional year. Such a request shall be submitted to the appropriate supervisor on, or prior to, the date previously established for providing intention to return to work. Granting an extension to an unpaid personal/family hardship leave shall be nonprecedential.

**550**

**RESIGNATION**

An employee voluntarily separating from his/her employment shall provide a written resignation to the immediate supervisor and the Executive Director of Human Resources or designee. The employee should give at least ten (10) working days advance notice of intention to leave employment with the College of Lake County.

Adopted	03/25/69
Amended	01/23/73
Amended	03/21/78
Amended	06/28/16

**PROGRESSIVE DISCIPLINE/DISMISSAL**

The College of Lake County approves of the concept of progressive and corrective discipline when appropriate. Disciplinary action under the following progressive disciplinary procedures may include an oral warning, written reprimand, suspension without pay or discharge. The College uses progressive discipline in its discretion. One or more of the steps set forth in the progressive disciplinary procedure may be waived and immediate dismissal may be invoked depending upon the severity of the employee's misconduct, record of previous discipline, the length of service since the last documented offense, and other circumstances.

In addition, the College may suspend its employees without pay, pending an investigation into the alleged employee misconduct.

**Progressive Discipline:**

The following steps may be invoked to correct misconduct or performance deficiencies.

These steps include:

**Step 1 – Oral Warning:**

This step will be taken in conference with the employee with the intent of correcting the problem.

**Step 2 – Written Reprimand:**

A written reprimand may be issued by the employee's supervisor which includes the nature of the problem and the expected changes in work performance or behavior. A copy of this reprimand will be given to the Personnel Director to be placed in the employee's Personnel File.

**Step 3 – Suspension Without Pay:** The employee may be suspended without pay by the Executive Director of Human Resources, or his/her designee. The employee shall be notified of such suspension in writing. Suspension with, or without pay includes, but is not limited to, wages or salary.

**Step 4 – Dismissal:** Upon authorization by the President, or his/her designee, a letter recommending dismissal will be issued to the employee stating the reason(s) for dismissal. A copy of the letter of dismissal is also provided to the President. Dismissal shall be subject to approval by the Board of Trustees.

Disciplinary Offenses:

The following offenses, while not exhaustive or all-inclusive, may be accorded progressive disciplinary steps. These offenses cannot be condoned, and discipline will be imposed in order to correct the employee's misconduct. A repetition of the violation of the same rule, or a combination of violations of different rules, may result in more serious discipline, including dismissal.

01. Unsatisfactory performance of duties.
02. Refusal to perform assigned tasks.
03. Excessive tardiness and/or absence.
04. Careless, negligent or improper use of College property.
05. Failure to maintain satisfactory and harmonious relationships with other employees, students, or others in the course of employment.
06. Use of the College equipment for personal use on the College's premises or time without prior authorization.
07. Loafing, loitering, stopping work early, and/or engaging in excessive visiting during working time.
08. Violating any rule, regulation, procedure, and/or policy of the College.

For more serious offenses, an employee may be subject to immediate dismissal. Examples of these serious offenses may include, but are not limited to the following:

01. Falsification of credentials or employment application.
02. Conviction of a felony or a misdemeanor by a court of law for a criminal violation.

03. Unprofessional conduct.
04. Insubordination (disrespectful conduct toward supervisors/administrators).
05. Immoral, indecent, or disorderly conduct.
06. Unauthorized release of confidential information.
07. Falsification of a time sheet.
08. Theft of College property.
09. Possession, use, or sale of illegal drugs on College property or reporting for or returning to work while under the influence of a controlled substance, alcohol, narcotics, or other drugs.
10. Use of public office for private gain.
11. Sexual or other harassment of colleagues, students, or others.
12. Discriminatory action, conduct, and/or behavior toward colleagues, students, or others.
13. Possession of weapons of firearms on College property.
14. Any other act which endangers the safety, health, or well-being of another employee or third party.

Adopted	03/25/69
Amended	06/09/70
Amended	01/23/73
Amended	03/21/78
Amended	12/18/84
Amended	07/27/93
Amended	06/28/16



**560**

**MISCELLANEOUS**

Employees shall be requested or required to attend training sessions from time to time.

Health, safety, and sanitary methods as are necessary to protect and preserve the welfare of the employees shall be maintained.

Classified employees shall be entitled to a fifteen (15) minute break in the morning and afternoon.

Telephones shall be used for College business purposes only. Personal calls shall be made only in cases of emergency. If a personal toll call is necessary, the College shall be reimbursed.

Adopted 03/25/69  
Amended 01/23/73

**570**

**JOB DESCRIPTIONS**

The administration shall develop a job description for each classified position. These job descriptions shall be a supplement to these policies.

Adopted

01/23/73

**610**

**PERFORMANCE EVALUATION**

Each supervisor is responsible for conducting at least one (1) formal evaluation each year of the work performed by all regular Specialist Staff under his/her supervision. This annual evaluation shall be conducted in accordance with written procedures, which shall be distributed to specialist staff and supervisors.

Adopted	04/21/78
Amended	07/25/78
Amended	06/24/80
Amended	06/23/81
Amended	01/17/89

## 611 EMPLOYMENT PRACTICES AND PROCEDURES - SPECIALISTS

Specialist employees hold positions established through the annual budget as approved by the Board or through grants. Regular, full-time specialist employees shall be issued an employment contract. Regular, part-time specialist employees shall be employed pursuant to a notice of assignment issued by Human Resources. Grant-funded specialist employees may be issued a contract or employed pursuant to a notice of assignment.

Specialist employees shall be initially employed on a probationary basis for one-hundred and eighty (180) calendar days. During the probationary period, employment may be terminated by the President, or the President's designee, upon the recommendation by Human Resources, and in consultation with the supervisor, if such termination shall be deemed to be in the best interest of the College.

For a regular, full-time specialist employee, the final recommendation for employment shall be made to the President by the immediate supervisor in consultation with the Human Resources Department and the appropriate Vice President, or designee, after completion of the probationary period. If the President concurs with the recommendation, the President shall recommend to the Board the employment of the regular, full-time specialist employee, and the employee shall be issued a contract upon Board approval.

Regular, part-time specialist employees will be issued a non-probationary notice of assignment following completion of the probationary period.

Where applicable, specialist staff benefits are dependent upon length of employment and shall be determined from the beginning of the probationary period.

The Board may, with two (2) weeks' notice, lay-off or furlough specialist employees with or without benefits and/or salary should the Board determine, in its sole discretion, that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. Specialist employees may be laid-off or furloughed to part-time status. If the employee is laid-off or furloughed to part-time status, the employee will be paid salary pro rata, based on the employee's full-time salary. For employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

The Board may decide not to renew a specialist employee's employment contract with or without cause.

Adopted	07/25/78
Amended	06/24/80
Amended	10/27/81
Amended	01/25/83
Amended	01/17/89
Amended	01/27/15
Amended	04/26/16

**UNPAID PERSONAL/FAMILY HARDSHIP LEAVE**

An unpaid leave of absence of up to one (1) year in duration may be granted to a specialist employee for reasons involving restoration of health or the alleviation of a hardship associated with the immediate family. Such leave shall be limited to specialist employees who have completed at least three (3) years of service to the College of Lake County.

Written application for such leave shall be submitted to the appropriate supervisor, stating sufficient reason that would indicate good cause for the granting of such leave.

Granting leave of this type shall be nonprecedential and subject to the approval of the supervisor, the President, and the Board of Trustees.

Benefits accrued to the specialist employee prior to the effective date of the leave shall be granted to him/her upon his/her return. Failure to return to employment upon termination of leave shall constitute termination.

Except as otherwise specifically provided by the Board, no benefits of any kind shall accrue during the period of leave, and such period shall not be construed, in any respect, as a period of employment.

Notice of intention to return shall be submitted by such date as shall be established by the President or designee. Persons returning from leave shall be placed in a position comparable to that which they held prior to leave, if circumstances permit.

If the specialist employee's personal/family hardship has not been alleviated by the date established for providing intention to return, the specialist employee may request that the unpaid leave of absence be extended for up to one (1) additional year. Such a request shall be submitted to the appropriate supervisor on, or prior to, the date previously established for providing intention to return to work. Granting an extension to an unpaid personal/family hardship leave shall be nonprecedential.

**TUITION REIMBURSEMENT PLAN**

The College of Lake County may reimburse full-time specialists for the actual and receipted cost of tuition and course fees up to the maximum as established by the Board of Trustees.

Effective fall semester 2007, the tuition reimbursement benefit shall be extended to part-time specialist employees on a pro-rata basis. (For example, part-time specialist employees whose regular work schedule is 20 hours per week would be eligible for up to \$2,500 in tuition reimbursement per year.)

Tuition reimbursement shall also be subject to the following conditions:

**Credit-Bearing Courses**

01. The College may reimburse specialists for the actual and receipted cost of tuition and course fees for credit-bearing courses that contribute directly to the performance of the person in his/her assignment at the College provided that a written request is submitted and approved by the immediate supervisor and the appropriate Vice President prior to enrolling in a course. If the immediate supervisor does not approve such request for reimbursement, he/she shall furnish, in writing, a legitimate institutional reason for withholding approval.

In order to be eligible for reimbursement, courses must be taken at a regionally accredited institution and must not be offered by the College of Lake County.

or

02. If courses do not contribute directly to the performance of the person in his/her current job assignment, reimbursement may be approved only under the following conditions:
  - A. Courses are credit-bearing courses from a regionally accredited institution.
  - B. The courses and program of study are a part of an approved career path which may eventually qualify a specialist for another position at the College.

**TUITION REIMBURSEMENT PLAN (Continued)**

- C. The specialist must prepare a written proposal citing the educational program he/she wishes to pursue as well as the career path for which he/she intends to prepare. Such plan shall also specify the intended course load to be taken as well as when the course(s) shall be taken. The course load and timing of the course offerings shall be subject to the approval of the specialist's administrative supervisor. If the load and timing requests are approved by the administrative supervisor indicating that such issues shall not interfere with the specialist's ability to perform his/her current job successfully, the career path proposal shall be subject to subsequent approval by the Director of Personnel (or designee) and the appropriate Vice President. All approvals must be received, in writing, prior to the specialist enrolling in courses and/or the academic program of choice.
- D. To ensure timely processing of career path proposals, such proposal shall be submitted at least thirty (30) days prior to the specialist's anticipated registration/enrollment date. Once a career path proposal receives the required approvals, an alternative career path shall not be approved for a period of one (1) full academic year from the date of the previous career path proposal's approval.
- E. In order to be eligible for reimbursement, courses must not be offered by the College of Lake County.

In all cases, payment shall be made only upon completion of an approved course in which the individual has received at least a grade of "C" or equivalent. The individual must be employed by CLC at the time of payment date to qualify for reimbursement.

If the employee is taking coursework under the auspices of a scholarship or grant that is paying for his/her tuition, the college shall not be obligated to duplicate that tuition amount. If the scholarship does not cover the entire cost of tuition, the College of Lake County shall then be obligated to pay the difference within the limits established by the Tuition Reimbursement Policy.



**TUITION REIMBURSEMENT PLAN (Continued)**

Employees may be allowed, with the approval of their supervisor, to attend classes during their working hours, but the time shall be made up. One class per term, or the equivalent in time of three (3) one credit hour courses, shall be the limit for an employee to attend during working hours.

**Seminars and Programs**

Specialists may be reimbursed for the receipted cost of tuition and fees required for seminars and programs that contribute directly to the performance of the specialist in his/her current job assignment. Reimbursement for such programs and seminars shall be paid up to the maximum Board approved portion of the tuition reimbursement designated for this specific purpose.

Prior approval must be received by the appropriate administrative supervisor before specialists may enroll in programs and seminars.

Adopted	04/23/74	Amended	08/25/87
Amended	10/26/76	Amended	07/19/88
Amended	07/25/78	Amended	01/17/89
Amended	06/24/80	Amended	01/25/94
Amended	01/25/83	Amended	08/07/07

**TRAVEL REIMBURSEMENT**

Specialist Staff who receive approval to travel both within the College district and outside the College district shall be reimbursed for their travel expenses by the Board of Trustees subject to the following:

01. The travel request must be related to performance of job duties and shall be approved in advance by the appropriate administrator.
02. The distance traveled for purposes of reimbursement shall be computed from the assigned college campus or college extension site or from any other previously approved point of departure.
03. Reimbursement shall be computed at the rate established by the Board of Trustees.
04. Other actual expenses for approved expenditures are subject to maximums as established by the Board of Trustees.

The Vice President for Administrative Affairs, or his/her designee, may authorize expenditures in excess of the established rates under extraordinary circumstances.

Adopted 07/25/78  
Amended 01/17/89

**650**

**RESIGNATION**

A Specialist Staff employee wishing to resign shall file a written resignation, with effective date, through the immediate supervisor to the Director of Personnel giving not less than ten (10) working days, and preferably twenty (20) working days, notice of intention to resign.

Adopted 04/23/74  
Amended 10/26/76  
Amended 07/25/78  
Amended 01/17/89

**DISMISSAL**

Dismissal of a specialist employee may be undertaken for reasons including:

01. For misconduct in the case of: falsification of any employment record, time sheet or other College document; lack of dependable character and good conduct.
02. For performance deficiencies including inability to perform the assigned duties adequately and in a timely fashion.
03. For failure to perform as in the case of: excessive tardiness or absenteeism; or lack of knowledge or skill;
04. Any other reason determined to be in the best interest of the college.

Where cause, as defined above, is shown, dismissal may be immediate.

In the matter of failure to perform, an attempt may generally be made to improve the employee's performance through the use of informal and formal discussions, performance evaluation or concentrated coaching/mentoring by the employee's immediate supervisor. Attempts to correct employee behavior/performance should be made before dismissal is considered.

When dismissal is being considered, the employee's immediate supervisor may request a conference with the employee and the Executive Director of Human Resources to discuss the unsatisfactory performance and to define further action. If the deficiencies are not corrected, or the performance continues to be unsatisfactory, then the employee may be dismissed.

For grant-funded specialist employees, a determination by the Board or the external agency discontinuing the grant-funding for the applicable project or program constitutes cause for the termination of the employee's employment.

Dismissal shall be upon the written recommendation of the Executive Director of Human Resources and the President of the College, in consultation with the employee's immediate supervisor.

**651**

**DISMISSAL**

The Executive Director of Human Resources, in consultation with the immediate supervisor and the appropriate Vice President, may suspend employment immediately without pay if the employee's continued presence is detrimental to the operation of the College.

Adopted	04/23/74
Amended	10/26/76
Amended	07/25/78
Amended	12/18/84
Amended	01/17/89
Amended	04/26/16

## 701 BUDGET AND FISCAL YEAR

The fiscal year for the District shall begin on July 1st of each year and end on the following 30th day of June. The District shall produce an annual budget in accordance with state statutes. The budget should be submitted no later than May 31 and be open for public inspection for 30 days. The budget must be approved by the Board of Trustees no later than 90 days after the start of the fiscal year.

Annually, Administration will develop a balanced operating budget (Education and Operating funds) aligned with Board guidance and strategic plan priorities. The definition of a balanced budget is current revenues equal to or exceeding current expenditures. One-time revenues should not be used for annual operational expenses. One-time revenues should not be used to balance the budget unless approved by the Board of Trustees. The proposed balanced budget will be recommended by the President to the Board of Trustees.

The operating budget will include all revenues and expenditures, operating budgets, capital budgets, and special purpose budgets, as well as all funds received by the College. The Board reserves the authority to approve a budget with other resources as deemed necessary.

The basis of budget refers to when revenues and expenditures are recognized in the College's accounts. The modified accrual basis is used for all operating funds. Revenues are recognized when they become measurable and available. Expenditures are recognized generally when the related liability is incurred. Proprietary and Special Revenue funds are accounted for using the accrual basis of accounting.

Transfers above \$25,000 require approval by the Board of Trustees. In certain instances, budget appropriations may be amended after budget adoption. All budget amendments require Board of Trustees' approval.

Capital expenses are one-time expenditures that exceed \$5,000 with an expected life greater than one year. Capital expenditures greater than \$50,000 shall be detailed in a capital improvement plan presented to the Board of Trustees in conjunction with the annual budget. The operating budget shall reflect the impact on the operating spending of all capital projects.

Adopted	08/13/1968
Amended	08/23/2011
Amended	05/17/2022

**INSURANCE**

Insurance shall be purchased in such a manner as to provide adequate coverage with satisfactory and convenient service at the lowest cost.

The District recognizes that premium cost is not the only factor to consider when purchasing insurance and that the quality of coverage, the professional services of a qualified broker, and the financial soundness of the insurance company must also be taken into consideration.

Insurance policies will be accepted by the Board only when issued by companies having a minimum current Financial Performance Rating (FPR) of "A" as assigned by AM Best Company, or comparable rating.

If the District decides that it is to its best interest, in line with this insurance policy, to accept bids on specific coverages, bidding shall be requested only after comprehensive specifications have been prepared, proper notifications have been given, and adequate time allowed to accept and review bids.

The District shall not place insurance with any broker or agency in which any of the Board members, officers, or administration have a financial interest or where there may be a conflict of interest.

Adopted	02/22/68
Amended	01/23/73
Amended	11/24/98

**INVESTMENT OF COLLEGE FUNDS**

The Board recognizes that, due to timing of receipts and disbursements of funds and in order to comply with the statutory mandate requiring that all funds not needed for immediate use be invested within two days of receipt of same, the College will from time to time have funds available for immediate investment.

All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/.01 et seq.), as may be amended from time to time (hereinafter referred to as the "Act"). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule."

This policy applies to activities of the College with regard to investing the financial assets of all funds. The covered funds, and any new funds created by the College, unless specifically exempted by the Board of Trustees and this policy, are defined in the College's Comprehensive Annual Financial Report.

Any excluded funds, such as employee retirement, foundation or endowment assets are covered by separate Board policies.

Except for certain restricted and special funds, the College can commingle its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles (GAAP).

**Objectives**

Investments shall be undertaken to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of the principal. The investment portfolio shall also remain sufficiently liquid to meet all reasonably anticipated operating requirements.

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investment.



The College Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transactions that might impair public confidence in the College, the Board of Trustees, or the College Treasurer.

The College Treasurer may use longer-term investments to increase yield, provided, however, that sufficient funds are available to meet all disbursement obligations. The College's bank depositories will support community reinvestment activities as follows:

- A. Overall CRA Rating (Community Reinvestment Act 12USCA 2901-2908). The financial institution's most recent "Overall CRA Rating" shall be satisfactory or higher. If the institution's overall rating is rated need-to-improve or lower, no new funds will be deposited with that institution. Existing funds deposited in the institution will remain until maturity, but will not be reinvested with that institution.
- B. CRA Performance Tests. The financial institution shall meet the requirements of this Sub-Section along with Sub-Section 5.A., if District funds are to be deposited in the financial institution. The institution's performance tests (Lending, Investment, and Service) shall be rated satisfactory or higher for each of the three performance tests. If an institution's rating is need-to-improve or lower for two review periods in a row, the District will not deposit any additional funds with the institution, without respect to the institution's overall rating. Existing funds deposited in the institution will remain until maturity, but will not be reinvested with that institution.
- C. Fair Lending Practices. In conjunction with a financial institution CRA rating, the District will be reviewing any fair lending violations on behalf of the institution.

#### Investment Instruments

The College may invest in any type of security allowed by the Act, as follows:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;

2. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with federally insured institutions that are collateralized or insured at levels acceptable to the District in excess of the \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit or that meet or exceed the rating levels as described in item # 7 of this section;
4. Collateralized repurchase agreements that conform to the requirements stated in paragraph 2(g) or 2(h) of the Act;
5. Corporate obligations meeting the following requirements:
  - a) The corporation must be organized in the United States.
  - b) The corporation's assets must exceed \$500,000,000.
  - c) The obligations at the time of purchase must be rated within the three highest classifications by a nationally recognized statistical rating organization.
  - d) The obligations cannot have a maturity longer than three years.
  - e) No more than one-third of the College's funds may be invested in short-term obligations of corporations that mature in 270 days or less at the time of settlement, and an additional one-third of the College's funds may be invested in obligations of corporations that mature between 270 days and three years at the time of settlement.
  - f) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
  - g) The total investment in any one corporation cannot be more than 5% of the overall portfolio.
6. Municipal obligations of state, provincial and local governments and public authorities must be rated in the highest three ratings categories by a nationally recognized statistical rating organization (NRSRO);
7. Negotiable certificates of deposit must be rated in the highest three ratings categories by a NRSRO:

- a) The Illinois Funds (formerly known as the Illinois Public Treasurer's Investment Pool);
  - b) The Illinois School District LiquidAsset Fund Plus; and
  - c) The Illinois Trust Local Government Investment Pools.
8. Short-term bond funds that invest primarily in corporate investment grade bonds; these funds are limited to funds with assets of at least \$100 million and that have an average credit quality in the highest three rating categories by a NRSRO.
9. Investment products that are considered as derivatives are specifically excluded from approved investments.

#### Competitive Transactions

The College has established the following procedures:

- A. The College Treasurer or its designee shall seek to obtain competitive bid information on all purchases of investment instruments purchased on the secondary market. A competitive bid can be executed through a bidding process involving at least three separate brokers/financial institutions. Documentation to support the bidding process should be retained per the College's record retention policy 917.
- B. When purchasing original issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

#### Subsequent Credit Downgrades

If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the College Treasurer shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold by applying the general objectives of safety, liquidity, yield, and legality to make the decision.

#### Diversification

The College shall diversify its investment portfolio to preserve principal and reduce the risk of loss from over-concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer.

The following diversification parameters have been established and will be reviewed periodically by the College Treasurer for all funds:

Sector Type	Sector Max <sup>2</sup> (%)	Issuer Max <sup>2</sup> (%)	Ratings Requirement <sup>1,2</sup>	Max Maturity
US Treasury	100%	N/A	N/A	5½ Years
Federal Agency <sup>3</sup>	75%	40%	N/A	5½ Years
Supranational Bonds <sup>4</sup>	30%	5%	N/A	5½ Years
Municipals	30%	5%	Top Three Ratings Categories	5½ Years
Negotiable CDs	30%	5%	Top Three Ratings Categories	3 Years
Corporate Obligations	66%	5%	Top Three Ratings Category	3 Years
Time Deposits	100%	N/A	N/A	5½ Years
Repurchase Agreements	20%	10%	N/A	90 Days
Money Market	100%	N/A	Highest Ratings Category	N/A
LGIP	100%	N/A	Highest Ratings Category	N/A
Short-Term Bond Fund	25%	N/A	Top Three Ratings Categories	N/A
<sup>1</sup> By a Nationally Recognized Statistical Ratings Organization (NRSRO) <sup>2</sup> At the time of purchase <sup>3</sup> Federal Agency securities include those obligations issued by FNMA, FHLMC, FHLB, FFCB, etc. <sup>4</sup> Supranational bonds include securities issued by entities such as the World Bank and the international development banks.				

For Federal Agency mortgage-backed securities (MBS) and collateralized mortgage obligations (CMO), the 5½ year maximum maturity limitation will be applied to the weighted average life calculation rather than the final maturity of the MBS or CMO security.

At the time of purchase, any percentage limits, maturity length, rating requirements, or other investment parameters will be calculated and/or evaluated based on the original cost of each investment in determining ongoing compliance with this investment policy.

#### Collateralization

Time deposits, including checking accounts and non-negotiable certificates of deposit (but excluding negotiable certificates of deposit), in excess of FDIC insurable limits shall be secured by collateral acceptable under the Act or by private insurance, to protect public deposits in a single financial institution in the event of default. Collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on secured collateral.

Pledged collateral at a minimum of 102% will be held in a third-party safekeeping account as evidenced by a safekeeping agreement.

Substitution or exchange of collateral securities held in safekeeping for the College may be approved exclusively by the College Treasurer, provided the market value of the replacement collateral is equal to or greater than the market value of the securities being replaced.

### Safekeeping of Securities

All securities and corporate obligations shall be held in safekeeping at a custodial facility – generally in a trust or safekeeping through book entry – independent from any bank or brokerage firm handling securities transactions for the College. Payment for investments and receipt or delivery of investment certificates or records shall be controlled by the independent custodial facility.

### Qualified Financial Institutions and Intermediaries

#### 1. Depositories – Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including but not limited to checking accounts, wire transfers and safekeeping services, and comply with CRA provisions as set forth on pages 1 and 2 hereof.

The College shall not maintain funds in any depository that is not a member of the FDIC system and that is unable to post the required collateral or insurance for funds in excess of FDIC insurable limits.

#### 2. Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive non-negotiable certificate of deposit purchase program shall: (a) provide wire transfer and certificate of deposit safekeeping services; (b) be a member of the FDIC system and shall be able to post the required collateral or insurance for funds in excess of FDIC insurable limits; and (c) meet the financial criteria established by the College.

#### 3. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program shall: (a) provide wire transfer and deposit safekeeping services; (b) be a member of a recognized U.S. Securities and Exchange Commission Self-Regulatory Organization, such

as but not limited to the New York Stock Exchange, the Financial Industry Regulatory Authority (FINRA), Municipal Securities Rule Making Board; (c) provide an annual audit upon request; (d) have an office of Supervisory Jurisdiction with the State of Illinois and be licensed to transact business in Illinois; and (e) be familiar with and understand the College's investment policy and accept financial responsibility for any inappropriate investment.

The College may engage the services of an external investment advisor to assist in the management of the College's funds in a manner consistent with the College's financial and investment goals. Such external managers must be registered with the SEC under the Investment Advisers Act of 1940 and will be granted discretion to purchase and sell investment securities in accordance with this investment policy and may use any brokers or dealers that it deems prudent.

### Management of Program

The Treasurer, appointed by the Board of Trustees, under the direction of the President, is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required to carry out this investment policy, including but not limited to wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The wording of such agreements is the responsibility of the Treasurer, with advice from legal counsel, investment advisor, and auditors, and the Treasurer shall periodically review the agreements for their consistency with College policy and State law.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to regulate the activities of subordinates, and to prevent losses of funds that might arise from fraud, employee error, or misrepresentation by third parties, or imprudent actions by employees or representatives of the financial institution or intermediary. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions, check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction on behalf of the College except as provided for under the terms of this policy and the corresponding procedures.

To solicit bids for securities and certificates of deposit, the Treasurer may use SEC-registered investment advisers, financial intermediaries, brokers, and/or financial institutions.

The College will regularly consider any material, relevant, and decision-useful

sustainability factors, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. While such factors are not determinative for investment decisions, the College will periodically review portfolio holdings to determine their consistency with these objectives and will provide specific issuers that are restricted from purchase under this policy.

### Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed and in accordance with the portfolio objectives established here. The investment portfolio will be managed in accordance with the parameters specified within this policy. The College shall establish performance benchmarks that appropriately represent the use and objectives of the funds invested. The funds' performance against these benchmarks will be reviewed by Treasurer on a regular basis and presented to the Board of Trustees on a quarterly basis pursuant to Board Policy 119.

### Ethics and Conflicts of Interest

Officers and employees of the College involved in College investments shall refrain from personal business activity that could conflict with the proper execution of the College's investment program, or which could impair his/her ability to make impartial investment decisions on behalf of the College.

### Indemnification

Officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

### Reporting

The Treasurer shall submit to the College's Board of Trustees and President at least a quarterly investment report, which shall include information regarding securities in the College's portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

### Policy Considerations

This policy shall be reviewed on an annual basis. Any changes must be approved by the College's Board of Trustees.

Adopted	04/09/1969
Amended	03/27/1973
Amended	03/25/1975
Amended	10/16/1982
Amended	06/24/1986
Amended	12/21/1999
Amended	08/28/2001
Amended	12/19/2017
Amended	09/25/2018
Amended	03/15/2022



## 704 FUND BALANCE

The Board recognizes that maintaining adequate fund balance is essential to ensuring the financial stability of the college. Fund balance is defined as the difference between fund assets and fund liabilities of the operating fund. The operating fund includes educational, operations and maintenance activities of the college. Fund balance can preserve or enhance the college's bond rating, allow the college to accumulate sufficient assets to make annual assigned expenditures, and provide funds for unforeseen needs without the cost of short-term borrowing.

The College of Lake County shall seek to maintain an end-of-fiscal-year unrestricted fund balance in the operating fund equal to or greater than 30 percent of budgeted operating fund expenditures. Unrestricted fund balance includes only those resources without a constraint on spending or for which a constraint on spending is imposed by the college itself. To the extent that the unrestricted fund balance on the date of the adoption of this policy is below 30 percent, the President shall implement a plan with board approval to achieve the desired fund balance level. The plan shall include setting aside a portion of the operating fund revenues expected in any fiscal year until the desired fund balance level is achieved. The duration of the plan shall not exceed five years.

The Board will review the Fund Balance Policy annually for changes or modifications, taking into consideration factors such as predictability of revenues and volatility of expenditures, availability of other resources, liquidity and existing or potential assignments of fund balance.

From time to time and as unrestricted fund balance exceeds 30 percent of budgeted operating fund expenditures, the Board may assign a portion of fund balance for an intended purpose such as capital improvements.

Adopted 04/18/06  
Amended 10/25/11  
Amended 12/18/18

## 705 DEBT MANAGEMENT

This Debt Management Policy establishes parameters and provides guidance governing the issuance, management, continuing evaluation of, and reporting on all debt obligations issued by the College of Lake County (the “College”).

### **Purposes, Uses, and Types of Debt**

Bond proceeds should be limited to financing capital assets, which include the costs of planning, design, land acquisition, buildings, permanent structures, and attached fixtures or equipment, or other costs as permitted by law. Capital assets have a minimum useful life of one-year. Debt financing will include the following types of general obligation debt: referendum bonds, limited (non-referendum) bonds, alternate revenue bonds, and debt certificates.

The College shall not issue debt for payment of operating expenses unless needed to meet short-term cash flow needs, as approved by the Board of Trustees of the College (the “Board”).

### **Maturity Limitation**

The maturities for all debt obligations shall not exceed the useful lives of the capital assets placed in service. The maturity limitation shall match the benefits of the debt-funded project with the repayment of the debt.

### **Statutory Limitation**

According to the Local Government Debt Limitation Act (50 ILCS 405), total debt (principal only) of the College is limited to 2.875% of the College’s assessed valuation.

### **Investment of Bond Proceeds**

Bond proceeds shall be invested in accordance with the College’s investment policy and bond covenants as applicable, including those contained in any Tax Agreement (as defined below).

### **Method of Sale**

The College will generally conduct bond sales on a competitive basis in which the College and its financial advisor will set the terms of the sale to encourage as many bidders as possible. However, a negotiated financing or private placement may be pursued when appropriate. A negotiated financing may be used where market volatility, refunding sensitivity, or the use of an unusual or complex financing or security structure causes a concern with regard to marketability. Such determination may be made on an issue-by-issue basis for a series of issues, or for part or all of a specific financing program. In the case of a public sale, the underwriting team is selected through a competitive procurement process and the ultimate decision will be based on the team’s qualifications.

### **Refunding Policies**

Refunding is a procedure whereby the College refinances an outstanding issue by issuing new bonds. Bonds can be refunded to remove burdensome covenants or restructure the stream of debt service payments to reduce costs. Whenever deemed to be in the best interest of the College, it shall consider refunding or restructuring outstanding debt when financially advantageous or beneficial for structuring.

### **Bond Repayment**

To the extent possible, the College will design the repayment of its overall debt so as to take advantage of market conditions, provide flexibility, and as practical, preserve its credit capacity for future use. The College shall strive to repay at least 20 percent of the principal amount of its general obligation debt within five years and at least 40 percent within ten years.

The College will seek to maintain and, if possible, improve its current bond rating to minimize borrowing costs and preserve access to credit. The College shall consider all practical precautions and proactive measures to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.

### **Annual Board Update**

By December 26 of each year, the Disclosure Officer shall provide the Board with an annual debt status report. The report shall provide general information on bonds and other debt outstanding on a series by series basis. The schedule shall provide key data for each series outstanding, such as name, debt outstanding per maturity, call date, and property tax levy dedicated and pledged to each series of bonds, among other features. The Disclosure Officer shall also provide a calculation of aggregate debt service and the debt service extension base to ensure adherence to the Limitation Law.

### **Bond Disclosure Policy**

Pursuant to the College's responsibilities under the securities laws, including its continuing disclosure undertakings (the "Undertakings") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the College that (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "Official Statements"), disseminated by the College in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the "Annual Financial Information") to be filed with the Municipal Securities Rulemaking Board's ("MSRB") Electronic Municipal Market Access ("EMMA") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "EMMA Notice") comply in all material respects with the federal securities laws.

- (a) Disclosure Officer. The Chief Financial Officer (the “Disclosure Officer”) is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the “Disclosure Procedures”).
- (b) Disclosure Procedures: Official Statements. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the College, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:
1. The College shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the “Working Group”) and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
  2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information, and financial data regarding the College. Examples include confirming that information relating to the College, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the College is accurate and corresponds with the financial information in the College’s possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the College presented in the Official Statement.
  3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the College as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.
5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public, provided, however, that the use of the Official Statement must be ratified, approved and authorized by the Board.

(c) Disclosure Procedures: Annual Financial Information. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By December 26 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking), the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the "Financial Statements"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.
2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the College for such purpose) within the time frame allowed for such filing.

(d) Disclosure Procedures: Reportable Events. The Disclosure Officer will prepare (or hire an agent to prepare) a Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the College for such purpose) in a timely manner (not in excess of

ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the College has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

- (e) Disclosure Procedures: EMMA Notices. Whenever the College determines to file an EMMA Notice, or whenever the College decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:
1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
  2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.
  3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the College for such purpose) within the time frame allowed for such filing.
- (f) Additional Responsibilities of the Disclosure Officer. The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall maintain appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised.

(g) General Principles.

1. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.
2. Whenever the College releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” When speaking to the market, College officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
3. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

**Record-Keeping Policy and Post-Issuance Compliance Matters**

It is necessary and in the best interest of the College to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for certain debt obligations of the College, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the College or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds (the “Tax Advantaged Obligations”). Further, it is necessary and in the best interest of the College that the Compliance Officer (as hereinafter defined) at least annually review the College’s Contracts (as hereinafter defined) to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations.

(a) *Compliance Officer Is Responsible for Records.* The Chief Financial Officer of the College (the “Compliance Officer”) is hereby designated as the keeper of all records of the College with respect to each issue of the Tax Advantaged Obligations, and such officer shall report to the Board at least annually that he/she has all of the required

records in his/her possession, or is taking appropriate action to obtain or recover such records.

(b) *Closing Transcripts.* For each issue of Tax Advantaged Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Tax Advantaged Obligations, including without limitation (i) the proceedings of the College authorizing the Tax Advantaged Obligations, (ii) any offering document with respect to the offer and sale of the Tax Advantaged Obligations, (iii) any legal opinions with respect to the Tax Advantaged Obligations delivered by any lawyers, and (iv) all written representations of any person delivered in connection with the issuance and initial sale of the Tax Advantaged Obligations.

(c) *Arbitrage Rebate Liability.* The Compliance Officer shall review the agreements of the College with respect to each issue of Tax Advantaged Obligations and shall prepare a report for the Board stating whether or not the College has any rebate liability to the U.S. Treasury, and setting forth any applicable exemptions that each issue of Tax Advantaged Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board.

(d) *Recommended Records.* The Compliance Officer shall review the records related to each issue of Tax Advantaged Obligations and shall determine what requirements the College must meet in order to maintain the tax-exemption of interest paid on its Tax Advantaged Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on its Tax Advantaged Obligations, and applicable tax credits or other tax benefits arising from its Tax Advantaged Obligations. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax Advantaged Obligations is entitled to be excluded from "gross income" for federal income tax purposes, that the College is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on its Tax Advantaged Obligations, and the entitlement of holders of any Tax Advantaged Obligations to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the College, such retained records shall be kept for as long as the Tax Advantaged Obligations relating to such records (and any obligations issued to refund the Tax Advantaged Obligations) are outstanding, plus three years, and shall at least include:

(i) complete copies of the transcripts delivered when any issue of Tax Advantaged Obligations is initially issued and sold;

(ii) copies of account statements showing the disbursements of all Tax Advantaged Obligation proceeds for their intended purposes, and records showing the assets and other property financed by such disbursements;



(iii) copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Tax Advantaged Obligations has been held or in which funds to be used for the payment of principal of or interest on any Tax Advantaged Obligations has been held, or which has provided security to the holders or credit enhancers of any Tax Advantaged Obligations;

(iv) copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any issue of Tax Advantaged Obligations, including any swaps, swaptions, or other financial derivatives entered into in order to establish that such instruments were purchased at fair market value;

(v) copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;

(vi) any calculations of liability for arbitrage rebate that is or may become due with respect to any issue of Tax Advantaged Obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and

(vii) copies of all contracts and agreements of the College, including any leases (the "Contracts"), with respect to the use of any property owned by the College and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations effective at any time when such Tax Advantaged Obligations are, will or have been outstanding. Copies of contracts covering no more than 50 days of use and contracts related to College employees need not be retained.

(e) *IRS Examinations or Inquiries.* In the event the IRS commences an examination of any issue of Tax Advantaged Obligations or requests a response to a compliance check, questionnaire or other inquiry, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination or inquiry.

(f) *Annual Review and Review Upon End of Temporary Period.* The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Tax Advantaged Obligations then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans. The Compliance Officer is expressly authorized, without further official action of the Board, to hire outside, independent professional counsel to assist in such review. To the extent that any violations or potential violations of federal tax requirements are discovered incidental to such review, the Compliance Officer may make recommendations or take

such actions as the Compliance Officer shall reasonably deem necessary to assure the timely correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations, or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or similar program instituted by the IRS. In addition to the annual review as described above, during the period beginning two months before and ending no later than one week before the end of any temporary period applicable to the expenditure of proceeds of the issue of Tax Advantaged Bonds (which, in the case of an issue financing capital projects, will generally be three years from the issue date of such issue of Tax Advantaged Bonds), the College shall determine (i) if it has or will have proceeds of such issue remaining at the end of the temporary period and (ii) whether such proceeds are subject to investment restrictions set forth in the Tax Agreement at the end of such temporary period. The College shall consult with its financial advisor, bond counsel, local counsel or other advisors to the College to determine what restrictions, if any, shall apply at such time to the investment of proceeds and what actions, if any, shall be taken to assure compliance with investment restrictions. The College shall also at such time document reasons for any delay in expenditure of proceeds of the Tax Advantaged Obligations that resulted in proceeds of the Tax Advantaged Obligations being expended later than reasonably expected at the time of issuance.

(g) *Training.* The Compliance Officer shall undertake to maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds (and build America bonds and tax-credit bonds to the extent the College has outstanding build America bonds or tax-credit bonds) so that such officer may fulfill the duties described in this Section. The Compliance Officer may consult with counsel, attend conferences and presentations of trade groups, read materials posted on various web sites, including the web site of the Tax-Exempt Bond function of the IRS, and use other means to maintain such knowledge. Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with outside counsel, consultants and experts to assist him or her in exercising his or her duties hereunder. The Compliance Officer will endeavor to make sure that the College's staff is aware of the need for continuing compliance. The Compliance Officer will provide copies of the Bond Resolution and the Tax Exemption Certificate and Agreement or other applicable tax documents for each series of Tax Advantaged Obligations then currently outstanding (the "*Tax Agreements*") to staff members who may be responsible for taking actions described in such documents. The Compliance Officer should assist in the education of any new Compliance Officer and the transition of the duties under these procedures. The Compliance Officer will review the Bond Resolution and each of the Tax Agreements periodically to determine if there are portions that need further explanation and, if so, will attempt to obtain such explanation from counsel or from other experts, consultants or staff.

(h) *Amendment and Waiver.* The procedures described in this Section are only for the benefit of the College. No other person (including an owner of a Tax Advantaged Obligation) may rely on the procedures included in this Section. The College may amend this Section and any provision of this Section may be waived, without the consent of the holders of any Tax Advantaged Obligations and as authorized

by passage of a resolution by the Board. Additional procedures may be required for Tax Advantaged Obligations the proceeds of which are used for purposes other than capital governmentally owned projects or refundings of such, including tax increment financing bonds, bonds financing output facilities, bonds financing working capital, or private activity bonds. The College also recognizes that these procedures may need to be revised in the event the College enters into any derivative products with respect to its Tax Advantaged Obligations.

Adopted	10/25/2011
Amended	10/23/2012
Amended	01/27/2015
Amended	02/26/2019
Amended	03/15/2022

**PAYROLLS**

The Board of Trustees authorizes the Vice President for Administrative Affairs to issue payroll checks in accordance with budgeted appropriations.

The annual financial audit conducted at the end of each fiscal year shall include an appropriate examination of payroll payments made to selected employees. The audit will verify that:

01. The selected employees were properly employed by the Board by a review of the official minutes.
02. The selected employees were paid the amount as approved by the Board.
03. Any amounts paid to employees in excess of the stipulated amount shall be substantiated by the proper authorizations by the Board or the administration.

The scope of the audit shall require that any unauthorized payments made to employees be reported in the audit.

Adopted	07/22/69
Amended	03/27/73
Amended	08/12/69
Amended	01/27/76
Amended	06/27/06

**PROCUREMENT**

All college procurement shall be under the supervision of the Vice President for Administrative Affairs or designee in order to promote economies through quantity buying; eliminate duplicate effort; facilitate a system of budgetary control through the use of purchase requisitions; ensure receipt, entry, and auditing of invoices and other documents relating to expenditures; and lend objectivity to the procurement process.

No expenditure for unauthorized purchases shall be approved by the college, but shall be the sole responsibility of the person making the unauthorized purchase.

The Vice President for Administrative Affairs or designee shall maintain a list of reliable vendors for each type of materials or services for which bids are solicited. In determining the reliability of a vendor, the following will be considered: quality of products, prior experience with the vendor, number of years in business, financial stability of the vendor, and other accounts served by the vendor.

All purchases for commodities must be initiated by requisition and must carry a budget account code number to ensure that funds are available in the proper category to maintain the necessary encumbrance control.

**01. Quotations, Bids, and Non-Biddable Purchases**

The Vice President for Administrative Affairs or designee shall administer all purchases of budgeted items in accordance with the following regulations:

**01.1 Purchases between \$5,000 and \$25,000**

Three written quotations must be secured when possible from responsible vendors on any item or group of items ranging in cost from \$5,000 to \$25,000.

The Vice President for Administrative Affairs or designee has authorization to make an award in the best interest of the college, providing the item(s) has been budgeted. When practical, preference shall be given to Disadvantaged Business Enterprises (DBE) and to businesses and firms located within the boundaries of the college district. For informational purposes, a summary report of purchase awards will be provided to the Board of Trustees on a monthly basis for purchases made in the amount of \$5,000 to \$25,000.

## 01.2 Purchases in excess of \$25,000

After due advertisement, all competitive bids for contracts involving an expenditure expected to exceed \$25,000 must be sealed by the bidder and must be publicly opened by the Vice President for Administrative Affairs or designee and one other staff member. At this time, the contents of the bids must be publicly announced.

Due advertisement includes, but is not limited to, a minimum of one public notice at least ten days prior to the bid date in a newspaper published within the community college district. Bids shall be solicited directly from responsible vendors that are deemed reliable and competent to furnish the required items. Awards shall be made to the lowest, most responsible bidder whose bid is in accordance with the terms, conditions, and specifications as outlined in the bidding document. The Board of Trustees has the right to accept or reject any or all bids, in whole or in part, when deemed in the best interest of the college. In the case of identical bids, preference shall be given to firms having places of business within the community college district.

A bid summary accompanied by a recommendation for award of contract shall be submitted to the Board of Trustees for formal approval, and no award shall be made prior to or without such approval.

Following the award of a contract, any change order that exceeds 10% of the contract price shall be competitively bid in accordance with 110 ILCS 805/3-27.1.

## 01.3 Non-biddable purchases

By Illinois Compiled Statutes 110 ILCS 805/3-27.1, the purchase of certain supplies, materials or work, involving \$25,000 or more, may be exempt from the competitive bidding process. Procedures for determining and approving non-biddable purchases shall be established by the Vice President for Administrative Affairs, or designee, based on exemptions provided for in Illinois Compiled Statutes.

The Board of Trustees shall approve all non-biddable purchases in excess of \$25,000 on an annual basis for a single scope of work. The Board of Trustees reserves the right to consider the location of a business or firm within the boundaries of the college district as a criterion for award of such contracts.

## **02. Construction Contracts in Excess of \$50,000**

After due advertisement, all competitive bids for construction contracts involving an expenditure expected to exceed \$50,000 must be sealed by the bidder and must be publicly opened by the Vice President for Administrative Affairs or designee and one other staff member. At this time, the contents of the bids must be publicly announced.

### **02.1 Construction contracts between \$5,000 and \$50,000**

Three written quotations must be secured when possible from responsible contractors on construction contracts ranging in cost from \$5,000 to \$50,000.

The Vice President for Administrative Affairs or designee has authorization to make an award in the best interest of the college, providing the project has been budgeted. For informational purposes, a summary report of construction contract awards will be provided to the Board of Trustees on a monthly basis for construction contracts made in the amount of \$5,000 to \$50,000.

### **02.2 Bonding requirements, insurance and change orders**

All competitively bid construction contracts in excess of \$50,000 shall require bidders to provide a ten percent bid bond, cashier's check, or money order made payable to the College of Lake County, to secure their bid until the award process is complete. Upon award, bid bonds shall expire, and checks will be returned to respective bidders. All construction contracts in excess of \$50,000 shall require successful bidders to submit and maintain for the duration of the contract performance, and material and labor payment bonds for 100% of the total contract amount.

The college shall require all contractors working on college property to provide the college with a certificate of liability insurance naming the college as additional insured.

For construction contracts exceeding \$50,000, any change order that exceeds 10% of the contract price shall be competitively bid in accordance with 110 ILCS 805/3-27.1.

### 02.3 Illinois Prevailing Wages

The college shall require all contractors and subcontractors to comply with the Illinois Prevailing Wage Law 820 ILCS 130/0.01 through 130/12.

## **03. Procurement Consortia**

Procurement consortia have been developed for educational institutions or government entities to incur cost savings that can be achieved through participation in additional procurement options. The goal of these consortia is to offer cooperative, consolidated, and competitive selection bids and awards to achieve cost savings for all of their members. These consortia follow stringent guidelines for proper sealed bidding procedures. The Vice President for Administrative Affairs or designee is authorized to access consortia that offer purchasing opportunities that will provide the most cost effective option for acquiring a product or service for the college.

## **04. Selection of Professional Services**

For services expected to exceed \$50,000, and after due advertisement, proposals may be obtained using one or a combination of Quality Based Selection, Request for Proposals, Request for Qualifications/Information, Request for Statements of Interest, or Invitation for Sealed Bids. The Board of Trustees requires that the firms be the most qualified and that their services are offered at a reasonable price. The Board of Trustees may determine that a service does not require competitive bidding because of the lack of a competitive environment, or the uniqueness of the service and/or the provider.

Services shall be determined on the basis of demonstrated competence and qualifications for the type of services required and at a fair and reasonable compensation, unless the college has determined that it has an established satisfactory relationship for such services with one or more firms.



## **05. Disadvantaged Business Enterprises (DBE)**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities<sup>1</sup> in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered.<sup>2</sup> It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").<sup>3</sup>

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and suppliers of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President<sup>4</sup> shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, a timetable to reach these goals, and procedures to support this Policy as specified by the Act<sup>5</sup>;

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<sup>1</sup> As defined in 30 ILCS 575/2.

<sup>2</sup> See 30 ILCS 575/1.

<sup>3</sup> This Council was created to implement, monitor, and enforce the goals of the Act. See 30 ILCS 575/5.

<sup>4</sup> *Id.*

<sup>5</sup> 30 ILCS 575/6-(a).

3. The College Liaison shall file an annual report with the Council<sup>6</sup>;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services<sup>7</sup>;
5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan<sup>8</sup>; and
6. The College shall comply with all other requirements of the Act.

The Vice President for Administrative Affairs or his designee shall establish DBE goals for all construction bids that exceed \$250,000. The goals shall be calculated and established using the known firms in the trades identified within the bid and as documented by the State of Illinois DBE Program. Goals shall be established by project and/or bid. Once goals are established, bidders shall include evidence of their attempt to meet the established goals.

## **06. Local Business Procurement**

State law mandates an open and competitive bidding process and requires contracts be awarded to the lowest responsive and responsible bidder.

To the extent permitted by law, the College of Lake County will promote economic development by encouraging the participation of Lake County businesses.

Wherever and whenever possible, language will be included in bid specifications that will maximize and support participation from local businesses. In the event of tie bids, an award preference may be given to persons or firms located within the confines of the college district.

The Vice President for Administrative Affairs or designee is responsible for establishing a local vendor list to allow for ease of bid notification and provide College employees a resource for procuring goods and services from local vendors.

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<sup>6</sup>30 ILCS 575/6(c).

<sup>7</sup> 30 ILCS 575/6a.

<sup>8</sup> 30 ILCS 575/7(5).

## **07. Blackout Period**

During the period when a commodity, contractual, or service is advertised for sealed bid or proposal, the competitive environment will be enhanced when all prospective bidders and proposers have access to identical information. Therefore, until it is approved by the Board of Trustees, members of the college community are prohibited from communicating with prospective bidders or proposers in the procurement of said commodities, contractals or services. All questions, requests for clarifications or additional information must be referred to the Vice President for Administrative Affairs or designee. Procedures for responding to all such inquiries shall be established by the Vice President for Administrative Affairs or designee.

## **08. Sustainability**

In order to promote sustainability and reduce carbon emissions, the College of Lake County shall consider the procurement of products or services that minimize potentially negative impacts on the environment and human health, in addition to the established purchasing considerations of price and performance, DBE Enterprises, and Local Business Procurement for competing products or services that serve the same purpose.

Adopted	11/11/69
Amended	03/27/73
Amended	03/25/75
Amended	10/26/81
Amended	09/23/85
Amended	12/18/90
Amended	09/28/93
Amended	12/16/08
Amended	01/25/11
Amended	11/19/13
Amended	11/18/14
Amended	09/22/15
Amended	08/23/16
Amended	11/21/17

## 713 APPROVAL OF BILLS FOR PAYMENT

The Board of Trustees shall review, approve or ratify the payment of all bills recommended by the Vice President for Business Services and Finance/CFO or designee at a properly convened meeting upon presentation of the bills and a listing showing the accounts to which they shall be charged. Bills shall be paid when due or earlier to take advantage of vendor early payment discounts and comply with the Illinois Prompt Payment Act. These bills will be presented to the Board for ratification, subject to an audit, at the following month's meeting. Vendors who receive total payments greater than \$25,000 on an annual basis will be reported to the Board for further ratification and will be subject to review by internal and external auditors. Materials, including vendor name and payments, documenting the purchases for all dollar amounts shall be maintained electronically. The bills shall carry an authorization indicating that the goods have been received and that prices, extensions, and totals have been checked. Bills for all dollar amounts shall be made publicly available on the College's website within ten business days following the Board meeting at which payment was approved or ratified.

A list of all monthly bills shall be reviewed and a select sample of individual bills across various departments shall be examined and certified for compliance by the Vice President for Business Services and Finance/CFO or designee before submission to the Board. The Vice President for Business Services and Finance/CFO or designee is authorized to release payments for payroll and student aid refunds before Board approval. In addition, the Vice President for Business Services and Finance/CFO is authorized to approve bills for payment on an emergency basis to ensure continued operation of College programs, receive timely payment discounts from vendors, and to avoid late charges on items such as utilities, insurance and procurement card invoices.

Adopted	11/11/69
Amended	03/27/73
Amended	10/12/94
Amended	06/27/06
Amended	11/18/14
Amended	02/24/15
Amended	10/22/2019

## **714 CONTRACTS AUTHORIZATION**

Contracts shall be approved by the Board of Trustees and executed by the Chair of the Board or his/her designee except as specifically provided below.

The College President and/or Vice President for Administrative Affairs, or their designee, may execute the following types of contracts, including Memorandum of Understanding and Intergovernmental Agreements without taking the contract to the Board of Trustees for approval:

- Contracts that do not require Board approval pursuant to Board Policy 712 – Procurement, which includes Contracts for repair, maintenance, remodeling, renovation, or construction or a single project involving an expenditure not to exceed \$50,000;
- Training agreements and clinical agreements;
- Contracts in which the College will receive payment for services, including, but not limited to, training and catering services rendered by the College;
- Leases, licenses or equipment leases with a term of one (1) year or less; and
- Contracts that do not involve the expenditure of College funds or commitment of College resources.

Contracts for student events, activities and services under \$5,000 may be signed by a Dean or department chair designee. The cumulative, annual contractual value shall not exceed \$5,000. A renewal and/or extension of an initial term contract that will exceed \$5,000 in a subsequent term shall be governed by Board Policy 712. Contracts of this type below \$1,000 shall not be required to be included in the informational report submitted to the Board. Countersigned contracts shall be forwarded to the Purchasing and Contracts Department within (3) three days of the receipt of countersignatures.

Agreements executed pursuant to this Policy cannot have a term longer than five (5) years. All multi-year agreements must provide for early termination at the College's election.

The College President and/or Vice President for Administrative Services shall keep the Board of Trustees informed of such executed contracts by submitting an informational report with the Board materials prior to monthly board meetings.

Adopted 12/20/2016

**720**

**BOOKSTORE**

The bookstore will be operated as a College enterprise.

Adopted 06/24/69

Amended 03/27/73

## **721 SALES OF COURSE MATERIALS**

Course materials are defined as items that are needed by the student to complete their course work and include, but are not limited to, textbooks, uniforms, kits, and calculators. The College of Lake County recognizes that the cost of course materials can add significantly to education costs for students and their families. Accordingly, the College fully supports affordability measures for course materials. It is the policy of the College that faculty, staff, and students have appropriate options and pertinent and timely information when selecting and purchasing course materials. The College encourages early selection and adoption of course materials by faculty so that students may have a meaningful opportunity to explore budget-sensitive options. Additionally, the College will comply with the Affordability Act and the federal Higher Education Opportunity Act language regarding the publishing of information about course materials. The College of Lake County reserves the right to offer course materials at different cost options (e.g., buy, rent, library check out) and different formats, such as paper or electronic textbooks, depending on the format that the chosen textbook is available. Additionally, the College reserves the right to charge course materials as a course fee for affordability and student success in accordance with the United States Department of Education guidelines. The different cost and format options will allow more students the ability to buy, rent, check out, or access books online according to the best fit for the student's budget and learning style.

Adopted 02/25/1969

Amended 12/18/2012

Amended 01/26/2021

**901**

**SOLICITATION OF FUNDS AND SALE OF COMMODITIES**

No solicitation of funds or sale of commodities, directly or indirectly, shall take place on College facilities or be directed toward individuals connected with the College unless conducted under the sponsorship of the College, or one of its officially recognized organizations, without the prior express written approval of the Vice President for Administrative Affairs, or his/her designee.

**901.1 TRAVEL PROGRAMS**

The only travel programs authorized by the College of Lake County are those that are directly related to the College of Lake County's instructional credit courses or those that are conducted under the auspices of the College's Activities Office and approved by the Vice President for Educational Affairs.

Travel programs not meeting these criteria shall not involve the College in any manner that would directly or indirectly connote the College of Lake County's sponsorship.

Adopted 03/22/77  
Amended 03/27/79  
Amended 10/27/81



**DISTRIBUTION AND POSTING OF MATERIALS**

01. Individuals and organizations responsible for distribution of materials must be identified and the materials registered with the Director of Activities.
02. The materials to be distributed or posted must bear the name of the issuing person or organization.
03. Distribution privileges are granted on a daily basis.
04. The area approved for distribution will be designated by the Director of Activities.
05. Notices approved for posting must bear the official publicity stamp.
06. Posting materials larger than 12" x 22" must be approved by the Director of Activities.
07. Commercial posters will be limited to eight (8) locations to be specified by the Director of Activities.
08. The Director of Activities will designate someone to be responsible for removing all announcements the day following the event.
09. Permission to distribute or post materials in no way implies endorsement by the College.

Adopted 10/13/70  
Amended 08/26/75

## 903 SOCIAL MEDIA

The College of Lake County (College) recognizes the importance of social media as a communication and educational tool and promotes the use of social media in accordance with guidelines or procedures issued by the College. For the purpose of this policy, social media is defined as any form of online publication that allows interactive communication, including but not limited to, social networking sites, blogs and websites. Examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn and YouTube.

The College of Lake County has a principal interest and expectation in deciding what is communicated on its behalf on social media sites. A goal of all interactions on the College's social media accounts is to foster a sense of community and promote the core values (excellence, purpose, integrity, compassion, unity, and inclusion) and the image of the College.

Only college-wide information deemed relevant and publicly known to various public audiences is shared via the primary social media accounts under the supervision of the Public Relations & Marketing Department. In addition to engagement, the primary accounts are also a crucial means of reaching students, employees and the general Lake County community and public during times of crisis.

The College will uphold principles of free speech and expression. However, not all speech/expression is protected by the First Amendment, including but not limited to speech/expression that is obscene, defamatory, "fighting words," a true threat, a false statement or that would provoke an imminent lawless act. In addition, the College will not tolerate speech/expression that caused or would cause a substantial and material disruption to the work and discipline of the College.

For specific student guidelines, refer to [Student Rights and Responsibilities/Procedures](#).

Students and employees involved in College of Lake County's clubs and organizations should refer to the [Manual for Student Clubs and Organizations](#) for additional guidelines and procedures.

Adopted 01/26/2021

**MEDICAL AND MENTAL HEALTH EXAMINATIONS**

The College may require an individual to obtain a medical or mental health examination and/or consultation to determine the employee's fitness for duty, to ensure the health or safety of the employee or members of the College community, or both. When the College requires a medical or mental health examination and/or consultation, the reason(s) for such exam shall be given in writing.

The College shall select the licensed physician or mental health provider to conduct the required examination and/or consultation and pay the entire fee. Any such required examinations shall be conducted in compliance with applicable law, including the American with Disabilities Act (ADA).

Nothing in this policy limits the College's ability to make disability-related inquiries or require medical examinations of candidates following an offer of employment, transfer or promotion, in compliance with applicable law.

Adopted 03-16-2021

## **907 AUTHORIZED ALCOHOLIC BEVERAGE SERVICE AND SALES**

This policy is in accordance to Public Act 099-0550, which amended section 6-15 of the Illinois Liquor Control Act, 235 ILCS 5/6-15 to allow for the serving or sale of alcoholic beverages in areas under the control of the Board of Trustees of a community college district for events that the Board of Trustees has determined are public events and not student-related activities. Public Act 099-0550 sets forth criteria to be employed in determining policies for the service or sale of alcohol in/on property under the control of the Board of Trustees of the College of Lake County. Individual alcohol request forms will be reviewed on the basis of the following criteria:

- Whether the event is a student activity or student-related activity.
- Whether the physical setting of the event venue is conducive to the control of liquor sales and distribution and will not unreasonably disturb other users of College buildings.
- The ability of the event operator to ensure that the service or sale of alcohol is in accordance with state law and community college policies.
- Review of the age of anticipated attendees of the event and the proportion of individuals under the age of 21 to individuals age 21 or older.
- The ability of the venue operator to prevent the sale of alcohol to individuals under age of 21.
- Whether the event venue prohibits event participants from removing alcohol from the event venue.
- Whether the event venue prohibits participants from providing their own alcohol to the venue.

Any group or event seeking authorization to serve or sell alcohol in/on property under the control of the Board of Trustees of the College of Lake County must submit, in writing, an Alcohol Request Form to the Vice President of Administrative Affairs, or his/her designee, at least one month preceding the scheduled event to ensure timely consideration. The college reserves the right to place reasonable restrictions on the use of facilities for alcohol sale and consumption. Further, the College, in its sole discretion, reserves the right to deny an organization or an individual the right to sell alcohol at a College facility or College sponsored event. Approval may or may not be granted after careful review of the submitted Alcohol Request Form. Standing approvals are not allowed. All Alcohol Request Forms will be reviewed individually on an event by event basis.

Adopted 12/20/2016

**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS**

## Purpose:

The purpose of this policy is to ensure the proper use and maintenance of Automated External Defibrillators (“AEDs”) at designated College of Lake County physical fitness facilities and to promote the timely, proper response to medical emergencies.

## Definitions:

1. Automated External Defibrillator (“AED”) is a medical device heart monitor and defibrillator that:
  - a. Has received approval of its pre-market notification, filed pursuant to 21 U.S.C. 360(k), from the U.S. Food & Drug Administration;
  - b. Is capable of recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed;
  - c. Is capable of automatically charging and delivering an electrical impulse to an individual, or charging and delivering an electrical impulse at the command of the operator; and
  - d. Is set in the automatic mode if the defibrillator can be operated in either automatic or manual mode.
2. Emergency Medical Services (“EMS”) System or Systems is an organization of hospitals, vehicle service providers and personnel approved by the Illinois Department of Public Health in a specific geographic area, which coordinates and provides pre-hospital and inter-hospital emergency care and non-emergency medical transports at a basic life support, intermediate life support, and/or advanced life support level pursuant to a System Program Plan submitted to and approved by the Department and pursuant to the EMS Regional Plan adopted for the EMS Region in which the System is located.

**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS (Continued)**

3. Medical emergency is the occurrence of a sudden, serious, and unexpected sickness or injury that would lead a reasonable person possessing an average knowledge of medicine and health to believe that the sick or injured person requires urgent or unscheduled medical care.
4. Physical Fitness Facility means any indoor facility that:
  - a. Is owned or operated (either in whole or in part) by a unit of local government or public or private elementary or secondary school, college, university, or technical or trade school;
  - b. Is supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local government or school, college, or university for the purpose of directly supervising the physical fitness activities taking place at any indoor facility listed in subpart d;
  - c. Serves a total of 100 or more individuals\*\*; and
  - d. Is a swimming pool; stadium; athletic field; track & field facility; tennis court; basketball court; volleyball court; aerobics studio; dance studio; boxing gym; martial-arts or self-defense studio; wrestling gym; weight-lifting facility; treadmill or stationary bicycle facility; velodrome; racquetball court; gymnastics facility or such facilities located adjacent thereto; or any other indoor establishment focusing primarily on cardiovascular exertion where participants engage in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.

\*\* The number of individuals served by a facility shall be determined by the greater of: the seating capacity; the capacity of the facility under the applicable fire code, pool, or similar standards; or the number of members of the facility. The number of members of the facility includes the complete facility membership, whether or not those members are present at the facility at the same time.

**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS (Continued)**

5. Physical fitness facility does not include:
  - a. A facility serving less than a total of 100 individuals;
  - b. An outdoor facility;
  - c. A facility located in a hospital or in a hotel or motel;
  - d. Any facility that does not employ any persons to provide instruction, supervision, training, or assistance for persons using the facility;
  - e. Yoga studios; driving ranges; bowling lanes; putting greens; batting cages; or other facilities where participants do not focus primarily on cardiovascular exertion by engaging in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.
6. Resource Hospital is the hospital with the authority and responsibility for an EMS System.
7. Trained AED User is a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization, such as the American Red Cross or the American Heart Association, or an instructor training course as listed in 525.200(a)(1) and (2) of the Automatic External Defibrillator Code (77 Ill. Admin. Code Part 525) to use an automated external defibrillator, or who is licensed to practice medicine in all its branches in this State.
8. Medical Emergency Plan is a written plan for responding to medical emergencies that occur at the physical fitness facility. The plan must address the use of an AED as well as timely proper response to the occurrence of any other sudden, serious and unexpected sickness or injury that would lead a reasonable person possessing an average knowledge of medicine and health to believe the sick or injured person requires urgent or unscheduled medical care.

**AEDS REQUIRED**

- A. Physical fitness facilities must have at least one operational AED on the premises at all times in accordance with the following schedule:

**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS (Continued)**

1. If the college owns or operates four or fewer physical fitness facilities, at least one facility must have an AED on the premises by July 1, 2006; the second facility by July 1, 2007; the third facility by July 1, 2008; and the fourth facility by July 1, 2009.
  2. If the college owns or operates more than four physical fitness facilities, at least 25% of those facilities must have an AED on the premises by July 1, 2006; 50% of those facilities by July 1, 2007; 75% of those facilities by July 1, 2008; and 100% of those facilities by July 1, 2009.
- B. If the AED becomes inoperable, the facility shall replace or repair the AED within 45 days.
- C. The AED must be mobile and accessible at all times.
- D. All facilities required to have an AED pursuant to the Physical Fitness Facility Medical Emergency Act must have posted at the main entrance a notice stating that an AED is located on the premises.

**TRAINING OF PHYSICAL FITNESS FACILITY STAFF**

- A. Designated physical fitness facility staff shall be trained in CPR and become a "Trained AED User" as that term is defined in Section I of this Policy when the facility has an AED according to the compliance dates of the Act.
- B. A trained physical fitness facility staff person must renew his or her recognition as a Trained AED User at least every two years.
- C. The facility must have at least one Trained AED User on staff at all times and must ensure that appropriate numbers of facility staff and applicable supervisors are trained to avoid lapses in compliance with the Act.
- D. All staff shall be trained on the location of the AED and the requirements of the facility's Medical Emergency Plan.



**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS (Continued)****MEDICAL EMERGENCY PLAN**

- A. The Medical Emergency Plan must encompass the use of an AED and provide a timely, proper response to a medical emergency.
- B. The Medical Emergency Plan must designate office contacts for the specific facility staff to be notified in the event of a medical emergency.
- C. The Medical Emergency Plan must provide that facility staff will call 9-1-1 immediately for all medical emergencies, including each time an AED is used at the facility.
- D. The Medical Emergency Plan must be updated with the Department of Health after a usage in the facility that affects the ability to comply with a medical emergency such as facility closure for more than 45 days, an inoperable AED for more than 45 days or lack of trained staff for more than 45 days.
- E. The Medical Emergency Plan must be filed with the Illinois Department of Public Health by mailing a copy to:

Illinois Department of Public Health  
Department of EMS & Highway Safety  
500 East Monroe Street, 8<sup>th</sup> Floor  
Springfield, Illinois 62701

**USE OF AEDS AT PHYSICAL FITNESS FACILITIES**

- A. The facility staff shall take reasonable measures to ensure that the AED is operated only by Trained AED users for the intended purposes of the AED. Use of the AED by persons other than Trained AED users, however, is not prohibited in the event of a medical emergency requiring the use of the AED.
- B. Third party or other authorized users of the facility shall notify the facility operator if the AED is used.

**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS (Continued)**

- C. Third party or authorized users of the facility must be informed by posting or other notification of the location of the AED and the College's Medical Emergency Plan.

**COORDINATION WITH LOCAL EMS SYSTEMS**

- A. A physical fitness facility staff member will report each and every use of the AED to the local EMS System Resource Hospital for the vicinity according to Section 525.500 of the Automated External Defibrillator Code.

The report shall include the following information

1. Date of the incident;
  2. Time of the incident;
  3. Name of the person who determined the patient's unresponsiveness;
  4. Time that 9-1-1 was called;
  5. Initial heart rhythm;
  6. Number of times the patient was defibrillated;
  7. Name of person who defibrillated the patient;
  8. Final rhythm at the time of arrival of the first response vehicle;
    - a. Breathing, yes or no;
    - b. Pulse, yes or no.
- B. Reports shall be faxed or mailed monthly to the local EMS Systems Resource Hospital.

- C. The AED must be registered with the applicable EMS System Resource Hospital for the area in which the AED is located.

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**PHYSICAL FITNESS FACILITY MEDICAL EMERGENCY  
PREPAREDNESS (Continued)**

- D. The EMS System Resource Hospital shall oversee use of the AED and shall ensure that the training and maintenance requirements are met.
  - 1. The college shall provide a list of trained users at the facility to the Resource Hospital;
  - 2. The college shall provide a copy of the manufacturer's guidelines for maintenance and training and documentation confirming that these guidelines were met as requested.
- E. The college shall notify an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the AED.

**TESTING & MAINTENANCE OF AEDS**

- A. Physical fitness facility staff shall maintain and test each AED according to the manufacturer's guidelines. Staff will document that these guidelines have been met.
- B. The physical fitness facility shall retain a copy of the AED's maintenance and testing manual at the facility.
- C. The physical fitness facility shall keep a copy of the AED's maintenance and testing manual with the AED.

*References: 210 ILCS 74/1, et seq.; 29 Ill. Reg. 3200; 410 ILCS 4/1; 77 Ill. Admin. Code 527.100, et seq.*

Adopted 08/23/05

**RESPONSIBLE USE OF TECHNOLOGY**

The College of Lake County acknowledges that creating, editing, retrieving, sharing, and analyzing information are critical capabilities for the success of those that use its technology resources (including, but not limited to students, employees, volunteers, approved vendors, and community members). The College ensures the availability of that information by expecting that use of CLC technology (the devices, software, networks, and services, etc. operated by or on behalf of the College of Lake County) is for the purpose of and in alignment with the College's expectations, mission, and values.

The College's responsible use of technology and cybersecurity practices help to maintain the availability of those critical capabilities and defend against cybersecurity breaches and incidents, including those which might impact the unwarranted disclosure of CLC proprietary information (that which pertains to CLC's strategy and operations and that which is related to applicable laws or regulations such as FERPA, HIPAA, and other privacy laws, etc.). As such, the College sets limits on the use of CLC technology so as to achieve its cybersecurity objectives.

To facilitate the above objectives, the College maintains and publicizes expectations for the use of CLC technology and educates users on them. Those who use CLC technology are expected to know and comply with its expectations, including but not limited to:

- CLC technology use should be for the purpose of performing duties and responsibilities in connection with an employee's position, or a vendor/volunteer's association, with the College.
- CLC technology use should be for the purpose of a student's enrollment at the College for classes or programs, or in connection with a student's learning or CLC-sponsored extracurricular activities.
- CLC technology use should be for the specific purpose of engaging in CLC's mission and vision.
- CLC technology use should be in a manner and for a purpose that aligns with the values of the College
- CLC technology use should comply with the College's cybersecurity objectives and expectations.

Using CLC technology in ways that are not aligned with policies, objectives and expectations, or which introduce unnecessary and unacceptable risk to the services, reputation, finances, strategic and constituent information of the College is prohibited. Violations of this Policy may result in disciplinary action up to and including termination, expulsion, and/or other corrective or remedial sanctions.

The College reserves the right to limit, restrict, extend, or deny computing privileges and access to CLC technology. The College also reserves the right to monitor and record the usage of all resources owned or operated by the College.

The College's Administration will maintain and implement expectations consistent with the Policy and make them available to users of the CLC technology.

Adopted	02/18/1997
Amended	08/23/2016
Amended	06/22/2021

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**LIBRARY PRIVILEGES**

Library cards may be issued to nonstudents by the Learning Resource Center providing such persons are residents of Community College District 532. All rules and regulations governing the control of the Center and circulation of material and equipment will apply. Since the primary function of the Center is to serve the needs of enrolled students, restrictions for nonstudents may be placed on the circulation of special materials and equipment.

Adopted 12/28/71  
Amended 03/25/75

**USE OF COLLEGE FACILITIES**

The buildings and grounds (“Facilities”) of the College are available for public lectures, concerts and other educational and social events conducted in a manner and at times that do not interfere with regular College programs. The Vice President of Business Services and Finance and/or Vice President of Student Development or their designee, shall develop and publish Procedures for Use of College Facilities (“Administrative Procedures”) to implement the provisions of this Policy.

Requests by organizations or individuals for use of College facilities or grounds at any campus location, regardless of whether the requester is associated with the College, shall be made to the Vice President of Business Services and Finance and/or Vice President of Student Development, or their designee, who are authorized to approve or deny, or to impose reasonable time, place and manner restrictions on regranting of such requests. The College shall maintain a master calendar for the use of all College facilities, including use by organizations or individuals as authorized under this Policy.

Certain campus locations, as determined by the Vice President of Business Services and Finance and/or Vice President of Student Development, or their designee, in consultation with the Facilities Department and Campus Police and identified in the Administrative Procedures, will ordinarily not be available for use by the general public pursuant to this Policy.

Except as otherwise provided in this Policy or its implementing Administrative Procedures, organizations requesting use of College facilities shall be sponsored by College departments or by student groups officially recognized by the College. In keeping with the College’s community service mission, organizations not sponsored by a College department or student organizations may request the use of space on campus. Commercial entities may not use College space for purposes of advertising, promoting, or selling goods or services; however, a College department or recognized student organization may sponsor a for-profit organization for the purpose of conducting fundraising to support its activities, in accordance with the Administrative Procedures.

**Speech and Expressive Activities on Campus**

The College of Lake County recognizes the value of freedom of speech and expressive activity on campus. The College will accommodate free speech activities in designated areas on campus by the College community, including students, employees, or others affiliated with the College, as well as individuals or groups not affiliated with the College, pursuant to reasonable time, place and manner regulations set forth in the Administrative Procedures implementing this Policy.

## **Fees**

Certain costs to the College associated with use of its facilities by outside entities should be recovered in full and should not be absorbed by College operating funds. Accordingly, service fees for the use of facility space, plus any fees for use of equipment, and technical, custodial and campus police personnel services, will be charged to outside organizations and individuals when space, equipment or services are requested by the users or deemed necessary by the College, including charges to external organizations whose event is being co-sponsored by an internal department. The Vice President of Business Services and Finance and/or Vice President of Student Development, or their designee, will publish and periodically update a schedule of all fees, which will include facility space, equipment and rates for technical, custodial and/or campus police personnel deemed necessary for specific events and the facilities used. If special requests for altering the normal setup of a specific area or the use of special equipment are made, additional fees will be charged to cover these expenses.

Being integral parts of the educational mission, government agencies and any publicly funded College-affiliated or College-recognized groups will not be charged for set up, clean up or security for events held during normal working hours of technical, facilities or campus police personnel. When activities are held beyond normal working hours, fees may be charged. Adjustments or waivers of the room fees may be made available to organizations that co-sponsor or partner with internal College departments for events that benefit College students, provided advance approval is obtained, and the proper documentation is on file in the Facilities office.

## **Insurance, Responsibilities, and Liabilities**

As determined by the Vice President of Business Services and Finance and/or Vice President of Student Development, or their designee, organizations or persons using College facilities will be required to furnish adequate insurance for protections of participants, equipment, College property and employees. If an event poses an unusual risk to the College or its employees, a Certificate of Insurance with the minimum coverage determined by the College must be provided in advance for the use of College facilities. The College may consider exceptions to the published minimum insurance requirements if the planned use and activity does not contain any unusual risk to College. In the absence of insurance, a Waiver of Liability must be on file.

Organizations or persons using College facilities shall acknowledge and agree that the College, its Board of Trustees, individual Board Members, Administrators, Employees, Representatives, Agents and Volunteers will not be responsible for any damages, loss, or injuries to person or property sustained by any users or patrons participating in or attending any event or program held by an organization or person on any College premises pursuant to this Policy.



### **Cancellation of Scheduled Uses**

Approved applications for use of College facilities are subject to immediate cancellation if it becomes necessary to use the facilities for College purposes, for violations of an agreement concerning the approved use, for non-compliance with this Policy and/or its implementing Administrative Procedures, and/or for action or activities that the College, in its discretion, deems actually or potentially detrimental, destructive, or dangerous to College students, personnel or property.

The College Administration will develop Administrative Procedures implementing this Policy, which will be made available on the College website, as follows:

- Students – Student Life
- General Public – Central Scheduling

Amended 07/25/78

Amended 10/27/81

Amended 12/18/84

Amended 07/22/97

Amended 08/26/08

Amended 08/25/15

Amended 09/25/18

Amended 06/22/2021

## **NONSCHEDULED USE OF COLLEGE FACILITIES, EQUIPMENT, AND MATERIALS BY EMPLOYEES**

### **I. BUILDING AND GROUNDS**

#### **Statement of Position:**

On a restricted basis, the buildings and grounds shall be made available to all employees of the college for recreational and/or social purposes and to a limited extent for family usage if this does not interfere with the regular college program. Under no conditions shall employees use college facilities for personal profit-making activities.

#### **Responsibility for Approval:**

The administrator most directly in charge of an area, lab, or other space shall, in conjunction with the appropriate coordinator and/or faculty, develop and communicate guidelines, rules, and regulations for nonscheduled use of college facilities by employees. Campus Safety personnel must be notified of the use of the buildings and grounds by employees during these nonscheduled times, as well as the Vice President For Administrative Affairs for insurance purposes.

#### **Rental Fees:**

If applicable administrative guidelines, rules, and regulations for the use of college buildings and grounds require payment of a rental fee, the costs shall be assessed pursuant to Policy 911.

#### **Insurance:**

If it shall be deemed appropriate by the Vice President for Administrative Affairs to require adequate insurance on the basis of the request made, it shall be the same as required under Policy 911.

### **II. EQUIPMENT – USE OFF CAMPUS**

#### **Statement of Position:**

Off-campus use of college-owned equipment by employees shall not be permitted, except when the use is directly related to college activities, employment, or responsibilities. Equipment or property of the college shall not be removed from the campus for

**NONSCHEDULED USE OF COLLEGE FACILITIES,  
EQUIPMENT, AND MATERIALS BY EMPLOYEES (Continued)**

personal use. Under no conditions shall employees use college equipment and materials for personal profit-making activities.

On a restricted basis, on-campus use of college-owned equipment by employees shall be permitted if this does not interfere with regular college program.

**Responsibility for Approval:**

The administrator most directly in charge of equipment and materials shall approve of the use, if it is directly related to college activities, employment, or responsibilities.

**III. PHYSICAL FACILITIES DEPARTMENT EQUIPMENT****Statement of Position:**

Only qualified employees of the Physical Facilities Department are permitted to operate maintenance equipment including, but not limited to, tractors, electric saws, and any and all other maintenance equipment.

Adopted 02/28/78

**SALE OF COMPUTER SOFTWARE AND SERVICES**

The Vice President for Administrative Affairs and the Director of Information Systems shall be authorized to negotiate a sale price of computer programs and monthly fees for data processing services rendered to educational institutions within the district. The final agreement reached by both parties shall be submitted to the Board of Trustees for approval. All such agreements must be consummated in writing with appropriate copies filed with both purchaser and the College, and shall not include or be conditioned upon any warranties or obligations of whatsoever nature.

Inquiries regarding the sale of data processing services and/or software to noneducational institutions or to educational institutions outside of the college district shall be referred to the college President for review. If, in the judgment of the President, the request is deemed reasonable, the Vice President for Administrative Affairs and the Director of Information Systems shall follow the same procedures as stated above.

Adopted 03/22/77

**SALE OF FIXED ASSETS**

The Vice President for Administrative Affairs, or designee, shall be authorized to sell obsolete equipment owned by the college. Such sale shall be accomplished by soliciting price quotations or through public auction. Items proposed for sale shall be reported to the Board of Trustees 30 days prior to the sale. If equipment owned by the college has a greater trade-in value than outright sale price, the Vice President for Administrative Affairs, or designee, shall be authorized to trade such equipment when purchasing similar or replacement equipment. Such trade-in value shall be reflected in bid quotations received from vendors.

Adopted 03/22/77  
Amended 06/27/06

**DISPOSAL**

To achieve a state-of-the-art and safe educational environment across its campuses, the College must refresh technology, furniture and equipment occasionally. The College must have established procedures for the evaluation and processing of damaged, obsolete or surplus property.

Under the guidance of the Chief Financial Officer, the Business Services and Finance unit shall oversee the disposal procedures for the College, including the advertisement of items for public sale, the offer of donation to in-district public schools for items not sold and making unclaimed items available to the general public per the College's sustainability goals on a first-come, first-served basis.

The sale or disposal of damaged, obsolete or surplus College of Lake County property shall be approved by the Chief Financial Officer or their designee.

A quarterly report of all damaged, obsolete or surplus property processed through disposal procedures shall be submitted to the Board of Trustees.

Adopted	03/27/1979
Amended	06/27/2006
Amended	11/18/2014
Amended	05/17/2022

**916 USE OF GRANTS OR GIFTS FROM EXTERNAL SOURCES AND THE NAMING OF COLLEGE FACILITIES AND PROPERTY**

**Grants**

The College may seek external resources to supplement current College budgets or to provide a temporary educational service the College could not otherwise provide, or to support a special project. All such funding programs shall be consistent with the mission, goals, and objectives of the College. Funds received from external sources shall not obligate the College to continue the projects beyond the externally funded contractual period.

Grant proposals and all funds received from an external resource shall have prior approval by the College President. The Board of Trustees shall be provided a monthly report on grant proposals approved by the College President for submittal to external grant agencies or on grants awarded to the college. An annual evaluation report shall be submitted to the Board of Trustees describing the amount of support provided from outside sources and how the funds were used to further the mission of the College.

The College President is authorized to execute agreements with external agencies to implement grant awards. Board of Trustees approval is required to accept grants of more than \$100,000.00.

**Gifts**

The College may seek donations, gifts or both from external resources to support its educational goals. In support of this effort, the College of Lake County Foundation pursues and acquires resources primarily for student assistance, institutional assistance, support for cultural programs and events, and capital support for buildings and equipment. All such programs shall be consistent with the mission, goals, and objectives of the College.

The Board of Trustees shall be provided a copy of the Foundation annual report that summarizes funding sources and allocation of funds, and receive a report on gifts accepted by the Foundation in excess of \$100,000.00.

**Authority to Name College Facilities and College Property**

The purpose of the policy is to provide standard guidelines in naming buildings, sites and common areas. Functional facilities and property use is a foundational naming requirement of the Board. Naming opportunities may also be granted in recognition of distinction, financial support or both.

**Criteria for Naming Buildings, Rooms, Significant Area or Programs:**

- (1) To define basic functional use
- (2) To recognize extraordinary, distinguished contributions to humanity, the United States, Illinois, Lake County or the College.

When a building, room, significant area or program is proposed to be named for an individual associated with the College, it is recommended that a period of not less than one year shall lapse between the end of the individual's service to the College and the naming proposal and the College.

The College President shall review the proposal and make a recommendation to the Board of Trustees for approval.

The Board of Trustees reserves the right to make exceptions to this section as deemed necessary.

- (3) To recognize financial support

**General Provisions**

- (1) No naming will be approved or (once approved) sustained that will call into question the public respect of the College.
- (2) Names of facilities or areas should lend prestige to the college and to staff, students, and community. Nominations submitted for consideration must be accompanied by supporting documentation.
- (3) When a building or significant area has been named, the College will continue to use the name so long as the building or area remains in use and services its original function.
- (4) It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.



### **Approvals**

- (1) The Board of Trustees shall have the sole authority to name a facility, part of a facility, or portion of its property in recognition of service of an individual to the College, or as deemed appropriate for the College. The Board will also approve the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus.
  
- (2) Commitments made prior to adoption of this policy shall be honored.

Adopted 6/26/1979

Amended 4/20/1993

Amended 4/18/2006

Amended 8/22/2006

Amended 2/25/2020

**RECORDS RETENTION AND DISPOSAL**

The administration shall be responsible for the preservation and disposition of public records and documents of the College of Lake County, in compliance with the regulations of the Local Records Commission, of Springfield, Illinois. Each record and document shall be retained for the specified time according to the retention and disposal schedule, established by the State Local Records Commission. This schedule shall be amended for additional records and documents not listed, by filing a new application.

Prior to disposing of any public records or documents, a Records Disposal Certificate shall be filled out and approved by the Local Records Commission. This certificate of approval will authorize the administration for the College of Lake County to dispose of the specified records.

Adopted	10/27/81
Amended	09/28/82
Amended	02/24/09

**EMPLOYEE PERSONNEL RECORDS**

The College shall comply with the provisions of the Illinois Personnel Records Review Act (the “Act”), 820 ILCS 40/1 et seq., and any other applicable state and federal laws regarding employee personnel records. Employee personnel records shall be subject to inspection, copying or disclosure as provided under this Act, any other applicable state and federal laws, any collective bargaining agreement, or pursuant to court order or subpoena.

Adopted 12/18/84  
Amended 9/28/2021

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**COMPLIANCE WITH ILLINOIS FREEDOM OF  
INFORMATION ACT**

The Board of Trustees acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals, and the legitimate interests of the public in receiving public information.

The Board of Trustees hereby states its intention to comply with the provisions of the *Illinois Freedom of Information Act*. Information concerning the College, and the records of such entity, shall be displayed, and lists of records shall be maintained, as required by the Act. Public records of the entity shall be available for inspection and copying. Compliance with the Act shall be effected in accordance with this Policy and regulations for implementing of the Policy which shall be issued by the President.

Adopted 09/25/84

**CONFLICT OF INTEREST**

The College of Lake County shall not employ members of the same immediate family or household in any positions that involve direct or indirect lines of supervision or in any capacity that would involve a conflict of interest. Members of the immediate family are defined as mother, father, foster parents, spouse, son, daughter, brother or sister, or other person inhabiting the same living quarters other than as a tenant.

Any employee's position or actions may be modified in order to avoid conflict of interest under this policy. A conflict of interest shall be deemed to exist when an employee initiates or participates in decisions which involve a direct individual benefit (initial employment or appointment, retention, promotion, salary, leaves of absence, etc.) to his/her immediate family members employed by the College of Lake County.

The Board of Trustees will not initiate employment of anyone who is a member of the immediate family or household of any member of the Board of Trustees, the College President, and the Vice Presidents.

This policy cannot be used to preclude the continuance of any conditions existing prior to the adoption of this policy.

Adopted 03/23/82

**COURT APPEARANCE**

A full-time or part-time employee in a Board appointed position who is summoned to court to perform jury duty or to appear as a subpoenaed witness in a court action in which they are not a litigant shall be granted leave to attend with pay. An employee so summoned shall make every effort to meet their obligations to the College when their services are not required by the court.

Adopted 11/12/68

Amended 02/22/72

Amended 01/25/83

Amended 06/23/2020

## 922 WORKERS' COMPENSATION

The College of Lake County operates under, and is subject to the provisions of the Workers' Compensation Act. It provides for medical expenses and partial salary compensation for accidental injury claims.

Employees shall receive full pay for work absence arising from injury incurred while in the course of employment provided the Board is reimbursed the amount of such salary from any salary loss award, judgment, settlement, proceeds of insurance, or other compensation or remuneration which may be received from whatsoever source as a consequence of such injury, and that the employee qualifies for Workers' Compensation disability payments, and the employee has accumulated health and injury leave from which one-third of a day of health and injury leave will be deducted for each such day the employee is absent. An employee must secure a letter from his/her physician after five (5) days stating that he/she is unable to perform his/her normal duties. Depending on the length of disability, further written statements may be requested.

Adopted	03/25/69 as Policy 525
Adopted	04/23/74 as Policy 640
Adopted	03/25/75 as Policy 922
Amended	03/27/79
Amended	01/24/84
Amended	05/26/09

## 923 REGULATION OF CAMPUS TRAFFIC AND PARKING

### A. General Coverage

The College of Lake County Police Department (CLC PD), by authority of the Board of Trustees, shall have the authority to establish and enforce campus traffic and parking regulations, post appropriate regulatory and directional signage, and enforce all laws of the State of Illinois concerning vehicles and their operation, including but not limited to, the Illinois Vehicle Code (IVC) (as amended).

All laws of the State of Illinois concerning vehicles and their operation, including but not limited to, the IVC (as amended), are hereby incorporated into this policy as if reproduced in full.

### B. Registration and Application

01. Campus traffic and parking regulations shall apply to all motor vehicles and owners/operators/drivers thereof coming upon or parking on any campus of CLC. Any person driving or parking a motor vehicle on any of the campus grounds accepts as a condition of being on said grounds, the obligations imposed by these regulations and are deemed notified of these regulations by signage posted in appropriate and public places on each campus.

02. Vehicle registration may be required as needed to assist in parking enforcement due to parking space limitations at each campus.

### C. Parking Designations

The CLC PD shall establish and promote appropriate designated parking areas as needed and/or by law as well as definitions for use of these parking areas, as outlined in the Parking Guide.

### D. Enforcement

The CLC PD shall have the authority to impose Board approved sanctions, including but not limited to, monetary fines, towing, booting and/or impounding as outlined in the CLC PD Parking Guide. Such sanctions may be amended by the Board as necessary, from time to time.



**923 REGULATION OF CAMPUS TRAFFIC AND PARKING (Continued)**

The CLC PD shall have the authority to issue Illinois Citation and Complaint citations specifying penalties and/or fines as enumerated in the current IVC (as amended). Such penalties and/or fines may be amended from time to time by authority within the State of Illinois.

The CLC PD shall have the authority to establish and promote an appeals process for the express purpose of hearing appeals for CLC citations issued by the CLC PD as outlined in the Parking Guide.

E. Revenue

All revenue derived as a result of this policy, including but not limited to CLC PD citations, shall be assigned to the Maintenance Fund of the college.

Adopted	02/25/75
Amended	03/27/79
Amended	03/25/80
Amended	03/23/82
Amended	03/24/87
Amended	05/16/89
Amended	08/25/09

**923.1****LAW ENFORCEMENT AUTHORITY OF SECURITY  
PERSONNEL**

College of Lake County police officers are appointed by the Board of Trustees as “conservators of the peace” within the intent of the Illinois Community College Act. Under Chapter 110, Illinois Compiled Statutes, Section 805/3-42.1, “Members of the security department shall be conservators of the peace and as such shall have all the powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrest on view or warrants of violations of state statutes and city or county ordinances of the counties in which the community college is located when such is required for the protection of college properties and interests, and its students and personnel and within such counties when specifically requested by appropriate state or local law enforcement officials. Such officers have no power to serve and execute civil process.” They cooperate with all law enforcement agencies and investigate crime reports from members of the college community. Reports not relating to the College of Lake County are referred to the appropriate agency.

Adopted	02/18/92
Amended	12/19/00
Amended	05/27/08

**923.2 SURVEILLANCE**

The College will not engage in the surveillance of its students, employees, and visitors in College owned buildings or grounds using concealed electronic equipment.

Visible video surveillance cameras will be used as necessary for security purposes.

Surveillance through the use of concealed cameras may take place only if and when such method of surveillance is mandated by the courts and/or an external law enforcement agency having jurisdiction over the College.

Adopted 03/23/99

**SUPPLEMENTAL RETIREMENT PLANS**

Employees of the College, with the exception of Student Workers, are eligible to participate in the College's supplemental retirement plans (under IRS codes 403b and 457).

The College shall remit employee contributions directly to the plan custodian.

The College shall make descriptive materials of supplemental retirement plans available to employees.

Adopted	06/24/69
Amended	03/27/73
Amended	10/27/15

**RETIREE MEDICAL INSURANCE REIMBURSEMENT –  
NON-BARGAINING UNIT EMPLOYEES****A. Eligibility**

College of Lake County retirees are defined as those full-time, board-appointed, non-bargaining unit employees who elect and are eligible to receive retirement benefits from the State Universities Retirement System (SURS) upon their Board of Trustees approved effective date of retirement from the College and:

1. at the time of retirement, have completed a minimum of fifteen (15) or more years of continuous full-time service as a Board-appointed employee at the College.
2. meet the eligibility criteria under SURS at the time of retirement.

Employees hired on or after December 1, 2011, are not eligible for the benefits under this policy.

**B. Medical Insurance Reimbursement**

1. For eligible, non-bargaining unit employees, the Board will reimburse the cost of the premium for individual coverage under the SURS College Insurance Program (CIP) up to an annual maximum of two thousand seven hundred and twenty-seven dollars (\$2,727). The retiree shall pay the premium and be reimbursed quarterly for those premium amounts provided the retiree shows proof of payment of such premiums until the retiree reaches the age of sixty-five (65).
2. If, at the time of retirement, the retiree elects to purchase insurance other than through SURS CIP, the Board will reimburse the cost of the premium up to an annual maximum amount of two thousand seven hundred and twenty-seven dollars (\$2,727) provided the retiree shows proof of payment of such premiums until the retiree reaches the age of sixty-five (65).

**C. Medicare Reimbursement for Retirees**

A retiree reaching the age of sixty-five (65) must enroll in Medicare to receive benefits under this policy. After the retiree is enrolled in Medicare, the College will:

**RETIREE MEDICAL INSURANCE REIMBURSEMENT –  
NON-BARGAINING UNIT EMPLOYEES (Continued)**

1. for eligible, non-bargaining unit employees who have declared their intent to retire on or before June 30, 2012 and whose notice of intent to retire no later than June 30, 2014 has been approved by the Board of Trustees, the College will reimburse an eligible retiree the premium amount actually paid each calendar year for Medicare Parts A and B up to a maximum annual amount of four thousand two hundred and forty-four dollars (\$4,244).
2. reimburse all other non-bargaining unit eligible future retirees the cost of Medicare Parts A and B premiums up to an annual maximum amount of one thousand three hundred and twenty-six dollars (\$1,326).

**D. Grandfathered Employees**

In recognition of employees who would have met the eligibility criteria under the last amended date of this policy (11/13/95), an employee meeting the following criteria will be permitted to access the benefits described in this policy:

1. the employee must have at least ten (10) years of continuous full-time service in a Board-appointed position on or before December 31, 2011;
2. by February 1, 2012 the employee must give the Board written irrevocable notice of his/her intent to retire on or before June 30, 2014; and
3. the employee must be eligible to retire, and in fact, retire directly into SURS on or before June 30, 2014.

If an employee meets all of these criteria, he or she will be subject to and eligible for the benefits set forth in this policy, subject to the other terms, conditions and limits of this policy, including all caps on reimbursements and limits on the contributions to be made by the Board and subject to any provisions regarding the right of the Board to change, alter or reduce the benefits in this policy.

Current employees who are eligible under Section D. Grandfathered Employees will be notified in writing by Human Resources of their eligibility under this section.

**RETIREE MEDICAL INSURANCE REIMBURSEMENT –  
NON-BARGAINING UNIT EMPLOYEES (Continued)**

**Nothing herein limits the right of the College to alter or reduce these benefits or to change this policy for current or future retirees. This policy supersedes and supplants any other early amended College policy or program regarding reimbursement of premiums for SURS CIP, contribution toward insurance other than through SURS CIP and Medicare premiums.**

Adopted	11/25/75
Amended	03/25/80
Amended	03/15/88
Amended	08/21/90
Amended	04/13/94
Amended	04/27/95
Amended	11/13/95
Amended	11/15/11

**925.1 RETIREE MEDICAL INSURANCE/REIMBURSEMENT –  
BARGAINING UNIT EMPLOYEES**

Full-time, Board-appointed bargaining unit employees are eligible for the benefits described in Policy 925.1 Retiree Medical Insurance Reimbursement (and Medicare reimbursement benefits) only to the extent the applicable collective bargaining agreement expressly extends such benefits to them. Full-time, Board appointed eligible bargaining unit employees must refer to their applicable collective bargaining agreement for any provisions, terms and conditions related to retirement medical insurance and Medicare reimbursement benefits.

Adopted 11/15/11



**PAYROLL PRACTICES**

- A. Payroll checks shall be issued on a bi-weekly basis, unless that day is a holiday, in which case distribution shall take place on the nearest preceding workday.
- B. Participation in the State Universities Retirement System is mandatory on the first day of employment for all eligible employees.
- C. Salary Overpayment and Corrections

In the event of a salary overpayment, employees must repay all amounts paid in excess, regardless of how the overpayment occurred. For employees who leave the College before full repayment has been made, the College is authorized to pursue repayment after termination.

The procedures that accompany this policy are found in the Procedure Manual, Procedure 926: Payroll Practices.

Adopted	11/23/76
Amended	01/24/84
Amended	08/23/11

## **RESOLUTION OF COMPLAINTS**

The College of Lake County encourages the resolution of conflicts and complaints on an informal basis whenever possible. However, when a conflict or complaint cannot be resolved informally, the College provides a formal review process which seeks a fair and timely resolution. Conflicts or complaints to be addressed through this formal procedure are defined as, and limited to, written complaints involving an alleged violation of any provision of College policy, or department rule, or regulation by an employee's supervisor. Complaints of sexual harassment and discrimination shall be addressed through separate procedures.

This procedure may be invoked by bargaining unit employees in situations where the employee's complaint does not pertain to a perceived misapplication of contractual language. In cases where the conflict or complaint is the subject of pending litigation, this policy shall not be applicable. Additionally, this procedure is not intended to supersede other existing College policies and procedures, such as the evaluation procedures.

Retaliation against individuals who invoke the procedures set forth herein is strictly prohibited.

### **PROCEDURE**

#### **STEP 1: Immediate Supervisor**

If a conflict cannot be resolved informally, an employee may initiate a complaint by completing a Policy 927 "Step One Complaint Form" in its entirety and presenting it to the employee's administrative supervisor within thirty (30) working days of the time the specific incident giving rise to the conflict or complaint occurred. Except in some cases where extenuating circumstances exist, requests to address complaints through this policy more than 30 working days after the occurrence of the specific incident(s) giving rise to the complaint shall not be acceptable. Furthermore, any complaint form that does not include the following information will be rejected.

**RESOLUTION OF COMPLAINTS (Continued)**

01. Identification of the policy, rule or regulation which is alleged to have been violated.
02. A concise statement of the facts surrounding and giving rise to the complaint.
03. A statement regarding the specific remedy sought.

In turn, the administrative supervisor will review the complaint and contact the complainant within ten (10) working days after receipt of the “Step One Complaint Form” to schedule a meeting. The purpose of the meeting shall be to discuss, in detail, the subject matter of the complaint. The parties shall meet and otherwise communicate as often as they jointly agree in a good faith effort to resolve the complaint. Except in extreme circumstances, it is expected that all Step 1 meetings will have taken place so that the complainant shall receive a written response to his/her complaint within thirty (30) working days following the receipt of the “Step One Complaint Form.”

If the complaint is not within the sphere of authority of the complainant’s administrative supervisor, the first step of the complaint resolution process shall be appealed to the Director of Human Resources (or designee). In such cases, the time frames stated above shall pertain to the Director of Human Resources (or designee) responding in place of the administrative supervisor.

**STEP 2: Director of Human Resources**

If the complaint is not settled at Step 1, and the complainant desires to appeal the Step 1 decision, the complainant may advance the complaint to Step 2 by completing the Policy 927 “Step Two Complaint Form.” The “Step Two Complaint Form” must be submitted to the Director of Human Resources within ten (10) working days after the complainant’s receipt of the Step 1 reply.

**RESOLUTION OF COMPLAINTS (Continued)**

The Director of Human Resources (or designee) will review the complaint and contact the complainant within ten (10) working days of the receipt of the “Step Two Complaint Form” to schedule a meeting. Such meeting shall be to discuss, in detail, the subject matter of the complaint. The Director of Human Resources may conduct as many meetings as he/she deems necessary and reasonable to work to resolve the complaint and write an appropriate response. The Director of Human Resources shall have a maximum of thirty (30) working days to complete an investigation of the complaint and submit a written response to the complainant.

**STEP 3: President's Panel**

If the Step 2 finding is not satisfactory to the complainant, and the complainant desires to appeal the Step 2 decision, he/she must complete and submit a “Step Three Complaint Form” to the College President within ten (10) working days of the receipt of the Step 2 decision. In response, the College President shall appoint an impartial panel consisting of:

- A. One College administrator, not in a supervisory position over the complainant.
- B. A vice-president.
- C. One impartial employee belonging to the same employee group as the complainant (i.e., Administrator, Faculty, Classified, and Specialist).

The employees comprising the President's Panel shall be selected as follows:

- A. The complainant(s) shall select one of the three (3) possible college administrators offered by the President.
- B. The complainant(s) shall select one of three (3) possible employees offered by the President and belonging to the same employee group as the complainant (Administrator, Faculty, Classified, or Specialist).

**RESOLUTION OF COMPLAINTS (Continued)**

The President's Panel shall arrange to meet with the complainant as soon as is reasonably possible after the Panel's membership has been determined and communicated. Such Panel may conduct as many meetings as they deem necessary and reasonable to work to resolve the complaint. Following such meeting (or meetings), the President's Panel shall present its findings, in writing, to the President for final action. The procedures in this step shall be accomplished within thirty-five (35) working days following the date the "Step Three Complaint Form" is received by the College President.

Time limits for any of the deadlines specified herein may be extended by mutual written consent.

In cases of group complaints, up to three (3) employees from the aggrieved group may attend any of the meetings specified in these procedures.

A complainant is entitled to be accompanied by an employee representative of his/her choice during Step 1, Step 2, and/or Step 3 meetings.

Individuals charged with hearing and handling complaints at Step 1, Step 2, and/or Step 3 shall have discretion to meet with other individuals having knowledge of the facts and circumstances surrounding the complaint.

Adopted 06/26/95  
Amended 12/15/98

## CLASSIFICATION OF EMPLOYEES

The College classifies employees for the purposes of compensation, benefits administration, accounting and reporting procedures:

### A. Regular Employees

1. Regular employees may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. Regular employees may be professional or administrative, classified or specialists.
2. Work year and schedule
  - a. Regular Employees may be employed in a year-round, nine month (36 work weeks) or ten month (40 weeks) position.
  - b. Regular employees may be full or part-time.
    - i. **Full-Time Employees** are scheduled to work at least 40 hours during the established work week.
    - ii. **Part-Time Employees** are scheduled to work at least 20 hours on average per week but less than 40 hours on average per week during the established work week.

### B. Other Employees

1. **Part-Time Flex Employees** are scheduled to work (1) less than 20 hours per week on average during the established work week; or (2) on an as needed basis in academic, student or performing arts program support based on fluctuating academic, student, or program needs. Part-time flex employees are employed pursuant to a notice of assignment.
2. **Temporary Employees** are hired and retained pursuant to a notice of assignment for short term special projects and seasonal work in accordance with the needs of the College. The College may utilize the services of temporary staffing agency workers in lieu of direct hiring temporary employees.

## CLASSIFICATION OF EMPLOYEES

3. **Grant-Funded Employees** are hired for a specific period of time to complete special projects funded in whole or in part by an external agency for a specific and restricted purpose. Grant-funded employees may be administrative, professional, classified, or specialist personnel, and may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. A determination by the Board or the external agency discontinuing the grant funding for the applicable a project or program constitutes cause for the termination of the grant-funded Employee's employment. The College will provide written notice of termination of employment to all affected grant-funded employees.
4. Student workers are enrolled in College courses and are hired on a short term basis under guidelines established by the College. Student workers are employed pursuant to a notice of assignment.

### C. Eligibility for Benefits

#### 1. Regular Employees

- a. **Full-Time** – Full-time regular employees shall participate fully in all benefits. The accumulation of paid leave benefits, such as vacation, health leave and eligibility for holiday pay, is suspended during periods of non-employment, such as academic breaks and the summer months, for full-time nine- and ten-month employees.
- b. **Part-Time** – Part-time regular employees shall participate in these benefits on a pro rata basis: vacation, health leave, and tuition waiver and reimbursement. Part-time regular employees are eligible for holiday pay on holidays that fall on days that they would otherwise be scheduled to work. Part-time regular employees shall not be eligible to participate in any other benefit program at the College.

#### 2. Other employees

- a. **Part-Time Flex** – Part-time flex employees are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off. Part-time flex employees are eligible to register for classes and programs at the College at the in-district rate.

**CLASSIFICATION OF EMPLOYEES**

- b. **Temporary Employees** - Temporary employees are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.
- c. **Grant-Funded Employees** – Grant-funded employees are eligible for salaries and benefits only as specified in their individual employment contract or notice of assignment.
- d. **Student Workers** – Student Workers are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.

Adopted 03/21/78

Amended 06/29/79

Amended 04/26/16



**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

The College of Lake County affirms and adheres to a policy of equal opportunity in all aspects of education and employment.

With regard to employment, the College of Lake County has two (2) equal and compatible commitments:

01. To maintain the highest professional standards by employing competent, qualified individuals.
02. To employ individuals without regard to race, color, sex, age, creed, national origin, non-disqualifying disability, or veteran status.

The College of Lake County will ensure that no discriminatory hiring and employment practices be maintained and that affirmative action be taken in the College's personnel recruitment practices. The College's dedication to Equal Opportunity and Affirmative Action includes all employment practices, e.g., recruitment, appointment, promotion, compensation, and dismissal.

Adopted 03/27/79

Amended 08/26/80

**POST RETIREMENT INCENTIVE - NON-BARGAINING UNIT EMPLOYEES**

The College of Lake County provides a post retirement incentive award ("Award") to promote sufficient transition planning. This Award, which is not considered pensionable earnings, but is subject to mandatory withholdings, recognizes each full year of service to the College at an amount not less than Three-Hundred and Fifty Dollars (\$350.00) which will be determined by the President or designee, subject to Board approval. To be eligible for the Award, the full-time, non-bargaining unit employee must meet the following eligibility criteria:

1. At the time of retirement, the employee must have completed at least fifteen (15) or more full years of continuous full-time service as a Board-appointed employee at the College of Lake County. An approved unpaid leave of absence is not considered an interruption of service. The time an employee is on an approved unpaid leave of absence does not count toward years of service. Unused health leave balances of one full year shall count as service time for purposes of qualifying for this incentive award; however, service time purchased under a reciprocal system or other service time purchase program shall not count as service time for purposes of qualifying for this Award.
2. At the time of retirement, the employee must meet the retirement eligibility criteria under the State Universities Retirement System (SURS).

Non-bargaining unit employees shall submit their application in writing to Human Resources two (2) years prior to the date the non-bargaining unit employee plans to retire, unless otherwise specifically approved by the Board. Once approved by the Board, the employee's retirement decision is irrevocable; however, if the employee's application has been approved by the Board, the employee may submit a one-time request for an earlier retirement date, subject to Board approval, provided the earlier date gives at least three (3) months' notice, the written transition plan has been submitted, and the employee continues to meet the eligibility requirements described in items 1 and 2 above.

A written transition plan must be completed by the employee, and his or her supervisor, for approval by the Executive Director of Human Resources or designee after the application for retirement has been approved by the Board.

The College and employees recognize the importance of minimizing the potential for exceeding the statutory cap on end-of-career earnings' increases. The Award will be reduced by the amount of any employer contribution assessed by SURS for an employee whose reportable earnings exceeded the applicable statutory cap during their Final Rate of Earnings ("FRE") period. The Award is payable on the payroll date following the one-year anniversary of the employee's retirement date, or sooner, as decided by the College.

Adopted 11/18/15

Amended 9/25/18

Amended 9/24/19

Amended 6/23/2020

**EMERITUS STATUS**

Emeritus status shall be granted to former full-time administrative/professional staff and faculty who have retired from the College upon date of resignation and are receiving benefits from the State Universities Retirement System or a college early retirement program. There shall be no salary or any other monetary rewards associated with this status. It is meant to be an honorary designation, granted in appreciation of the staff member's service and desire to continue a relationship with the college during retirement years.

The following privileges shall be granted to emeritus staff members, subject to revision and applicable only in accordance with college policies and procedures:

01. Issuance of an Emeritus I.D. card, which also serves as a library card with staff privileges.
02. Invitation to College functions.
03. In-house publications and other information through periodic mailings.
04. Parking decals supplied with staff lot privileges.
05. Use of office equipment that does not involve any expense to the College; such as typewriters, office machines.
06. Purchase of tickets for entertainment through the College at rates granted staff members.
07. Emeritus designation listed in College catalog during individual's lifetime.

Adopted	03/25/80
Amended	10/27/81
Amended	03/15/88

## **932 SURS ANNUITANT RETURN TO WORK AND EMPLOYMENT POLICY**

Pursuant to 40 ILCS 5/15-139.5, the College may be required to pay to SURS (“State University Retirement System”) an amount equal to the annual annuity of an SURS Annuitant who is a College employee, when the Annuitant’s salary exceeds certain threshold amounts. To avoid the possibility that the College could incur this SURS penalty, this Policy is intended to limit the employment of SURS Annuitants and ensure that Annuitants and employees keep the College informed of their SURS status and of any change in their SURS status.

### **Definitions**

The following definitions apply to terms in this Policy:

- “SURS” refers to the Illinois State Universities Retirement System.
- An “SURS Annuitant” is any individual receiving any retirement annuity from SURS.
- An “Affected Annuitant” is a SURS annuitant (1) whose annual earnings in any SURS academic year beginning September 1, 2013, from the College or any other SURS-covered employer, either individually or collectively, exceed 40% of the SURS Annuitant’s pre-retirement highest annual earnings and (2) whose annualized retirement annuity is equal to, or greater than, \$10,000.
- An “SURS Academic Year” begins on September 1 and ends on August 31.

### **Conditions**

Effective February 25, 2015, the College of Lake County will not hire, employ, or continue to employ any person who has retired from the College of Lake County or any SURS employer, except in the limited circumstances set out below.

- A. Full-time College of Lake County employees who retire from the College as a full-time employee may be considered for post-retirement employment in limited

instructional, librarian or counseling capacities including Professor Emeritus, so long as their post-retirement SURS earnings will not cause them to become “Affected Annuitants.”

B. SURS Annuitants who have not retired from the College as a full-time employee and who are currently employed as active part-time adjunct faculty as of February 25, 2015, may be considered for continued employment in instructional, librarian or counseling capacities so long as their post-retirement SURS earnings will not cause them to become “Affected Annuitants.” After February 25, 2015, the College will not hire or employ any new or additional SURS Annuitants other than those Annuitants described in A. above.

C. Employment of any SURS Annuitant is subject to the following conditions:

1. The Annuitant must not earn more than 80% of the individual and employer SURS academic year maximum earning limits;
2. The Annuitant must regularly, and as often as the College may request, promptly provide all certifications, documentation, and necessary releases, regarding the Annuitant’s SURS earnings and employment;
3. The Annuitant must not be employed in any capacity by any other SURS employer and submit an affidavit to that effect. The Annuitant must advise the Director of Human Resources in writing before becoming employed by any other SURS employer.

D. Every new applicant must complete a “Statement of SURS Annuity Status” form and immediately advise the College if the applicant or employee:

- a. Is a SURS Annuitant;
- b. Has applied for retirement under SURS;
- c. Becomes a SURS Annuitant; or
- d. Becomes a SURS-Affected Annuitant.

- E. SURS Annuitants, SURS-Affected Annuitants, applicants and employees will be advised in writing that pursuant to Public Act 97-0968, falsification of the information contained in SURS Annuity Status forms is considered a Class A misdemeanor and will result in discipline up to and including termination of employment. Also, to the extent permitted by law and policy, the College will impose a financial penalty, including, but not limited to, recoupment of fees and penalties charged to the College by SURS.
- F. Where needed to address compelling instructional or operational needs, as determined by the President or designee, the College may allow exceptions to these return-to-work limitations for SURS Annuitants who are not, and will not become, "Affected Annuitants." Such exceptions must be approved in writing by the Provost and the Vice President of Administrative Affairs.
- G. The Vice President of Administrative Affairs or designee will develop procedures to implement the terms of this policy.

Adopted 02/24/2015

## PROHIBITION OF SEX-BASED MISCONDUCT

The College of Lake County (“College”) is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender identity or expression, marital status, parental status, pregnancy, and domestic violence under its Policy on Non-Discrimination and Harassment (Board Policy 937).

This Policy applies to all College employees, students, visitors, volunteers, independent contractors, elected officials, and third-parties in connection with any College program or activity, whether on or off campus.

It is the policy of the College of Lake County to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct may be subject to corrective or disciplinary action, up to and including termination and/or expulsion from the College.

### **Title IX Compliance**

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity it operates. This requirement not to discriminate extends to admission and employment.

The College has designated a Title IX Coordinator, who is responsible for coordinating the College’s efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College’s Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

### **Employees and Elected Officials**

The College has designated the Executive Director of Human Resources to receive grievances under Title VII. Sex-based misconduct involving elected officials is to be reported to the College Board Chair or the College President.



### **Retaliation Prohibited**

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited. A person reporting allegations of retaliation may be protected under state or federal law, including but not limited to the *Illinois Whistleblower Act*, the *Illinois Human Rights Act*, and the *State Officials and Employees Ethics Act*.

### **Sanctions for a False Report**

A person who knowingly makes a false report under this policy may be subject to corrective or disciplinary actions, including termination from employment and exclusion from the College.

### **Procedures**

The College has established, published and maintains procedures implementing this Policy, which will be posted in their entirety online at [www.clcillinois.edu/aboutclc/who-we-are/consumer-information/nondiscrimination](http://www.clcillinois.edu/aboutclc/who-we-are/consumer-information/nondiscrimination) The procedures set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- training and education provided to the Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

(Historical Note: Policy 933, Sexual Harassment, as of 8/14/2020 has been merged with Policy 934. Therefore, Policy 933 has been retired.)

Adopted 10/27/2015

Adopted 09/27/2016

Adopted 08/25/2020

**MILITARY LEAVES OF ABSENCE**

Any employee in a Board-established position who is a member of any reserve component of the United States Armed Forces, including the National Guard, and who is involuntarily ordered to active military duty or called for required inactive duty training, shall be entitled to a leave of absence with compensation less the amount the employee receives as base pay for military service. Employees who are mobilized for active duty or called for inactive duty training should advise the College before departure for military service of their current rate of base pay for military service to facilitate proper compensation. Employees shall receive any awarded pay increase, for which the employee is eligible, while on military leave. In addition, such employees shall continue to receive the health insurance and other benefits received or accruing at the time the leave is granted.

Employees who are members of any reserve component as defined above, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights in compliance with state and federal laws governing leaves of absence. Employees returning from active duty must notify the College at the conclusion of their active duty as soon as possible as consistent with state and federal laws.

Adopted	10/27/81
Amended	01/25/83
Amended	05/27/03
Amended	11/20/18

## WORK WEEK, WORK DAY AND OVERTIME

Employees are either "exempt" or "nonexempt" from the overtime provisions of the Fair Labor Standards Act, as amended. "Exempt" employees are not eligible for any form of overtime compensation.

Pursuant to the Fair Labor Standards Act, "nonexempt" employees are eligible for overtime compensation for hours worked in excess of forty (40) hours during the established work week.

### A. Work Week and Work Day

The established work week shall be a regularly recurring period of seven (7) consecutive twenty-four (24) hour periods or work days, beginning at 12:01 a.m., Monday and ending at 12:00 midnight the following Sunday, times inclusive.

The regular work week may vary among employees. The regular work week for full-time employees generally shall be forty (40) hours. A different schedule may apply in the summer as approved by the Board.

Full-time employees generally will receive two paid fifteen (15) minute daily breaks and a daily thirty (30) minute unpaid lunch period.

Employees scheduled to work at least seven and one-half continuous hours or longer will receive at least a 20 minute unpaid meal period beginning no later than 5 hours after the start of the employee's shift.

An additional premium may be paid to nonexempt employees whose shift assignment begins after 12:00 p.m.

### B. Overtime

Overtime must be approved in advance by the supervisor.

Overtime worked by nonexempt employees must be recorded and compensated in accordance with either of the following methods.

The employee shall be paid at a rate of one and one-half times the employee's regular hourly rate for the number of overtime hours worked.

**WORK WEEK, WORK DAY AND OVERTIME**

With the agreement of the supervisor, a regular nonexempt employee, may receive compensatory time off at the rate of one and one-half times the number of overtime hours worked in lieu of overtime pay. Employees may accrue up to a maximum of 24 hours of compensatory time and must use all accrued compensatory time before the end of the fiscal year. At the end of the fiscal year, unused and accrued compensatory time hours will be paid out to employees. Employees may not earn compensatory time off in lieu of overtime pay during the last quarter of each fiscal year.

Compensatory time will be administered according to procedures established by the Human Resources and the Payroll Departments.

Supervisors are responsible for keeping records of employees' authorized compensatory time off and reporting that time to the Payroll Department.

Employees who accrue compensatory time shall be paid for the unused compensatory time in the following situations: termination of employment; approved FMLA leaves longer than two weeks; finishing his/her nine (9) month or ten (10) month work period if applicable; the end of the fiscal year; and promotion or reclassification to an exempt position.

Adopted	06/23/15
Amended	04/26/16

## NON-DISCRIMINATION AND HARASSMENT

The College of Lake County is committed to providing an educational and workplace environment free from harassment and discrimination and accordingly will not tolerate discrimination or harassment against any person because of race, color, age, sex, national origin, disability, religion, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, ancestry, citizenship, parental status, pregnancy, domestic violence, economic status or any other status protected by law.

This Policy applies to all College employees, students, visitors, volunteers, independent contractors, elected officials, and third-parties in connection with any College program or activity, whether on or off campus.

Any person who believes they have been subject to unlawful discrimination or harassment is encouraged to immediately contact one of the following offices:

Student Reports: Title IX Coordinator or Student Conduct Officer

Employee and Third Party Reports: Human Resources Assistant Director

Elected Officials: College Board Chair or College President

### **Retaliation Prohibited**

Any form of retaliation, including intimidation, threats, harassment, bullying and other adverse action taken or threatened against any complainant or person reporting discrimination or harassment or against any person cooperating in the investigation of allegations of discrimination or harassment (including assisting or participating in any manner in an investigation), is strictly prohibited. A person reporting allegations of retaliation may be protected under state or federal law, including but not limited to the *Illinois Whistleblower Act*, the *Illinois Human Rights Act*, and the *State Officials and Employees Ethics Act*.

Any person found to have engaged in retaliation may be subject to corrective or disciplinary action, up to and including expulsion or termination and/or exclusion from the College. Reports of retaliation should be brought to:

Student Reports: Title IX Coordinator or Student Conduct Officer

Employee and Third Party Reports: Human Resources Assistant Director

Elected Officials: The College Board Chair or College President

### **Sanctions for a False Report**

A person who knowingly makes a false report under this policy may be subject to corrective or disciplinary action, up to and including termination from employment and exclusion from the College.

**NON-DISCRIMINATION AND HARASSMENT (Continued)****Procedures**

The College's procedures for implementing this Policy can be obtained by contacting the CLC Student Development Office or the CLC Police Department and are also online at: [www.clcillinois.edu/student-services/student-behavior/titleixservices/sexual-misconduct](http://www.clcillinois.edu/student-services/student-behavior/titleixservices/sexual-misconduct)

Posted August 14, 2020, pending Board approval on August 25, 2020  
Adopted 08/25/2020  
Amended 03/16/2021

## 938 FAMILY MEDICAL LEAVE

The College recognizes the value of providing leave opportunities to employees which enable them to participate in the early child rearing of their children and to care for family members with serious health conditions, or to be absent from work due to their own serious illness without being forced to choose between such family obligations and their job security. For the purposes of this policy, a family member is defined as a spouse, son, daughter, parent, or civil union partner. In accordance with State and Federal Family and Medical Leave Acts, eligible College of Lake County employees shall be entitled to Family Medical Leave, on a gender neutral basis, provided the leave is taken pursuant to the following provisions:

### A. Purpose of the Leave

Eligible employees shall be allowed Family Medical Leave for one (1) or more of the following reasons:

01. Because of the birth of a child of the employee and to care for such child;
02. Because a child has been placed with the employee for adoption or foster care and to care for the newly placed child;
03. To care for a family member of the employee (as defined herein) who suffers from a serious health condition; or
04. Because of a serious health condition that makes the employee unable to perform the essential functions of his/her position.
05. Because the spouse, son, daughter, parent or next of kin of an employee is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation.

### B. Employee Eligibility

01. An employee who has been employed for at least twelve (12) months, has worked at least 1,250 hours during the previous twelve (12) month period, shall be entitled to twelve (12) weeks of unpaid leave during a rolling twelve (12) month period measured backward from the date an employee uses any Family Medical Leave. Such leave shall be administered by the Human Resources Department in accordance with Federal and State statutes. The Board of Trustees shall receive annual reports regarding FMLA leaves.



## **938 FAMILY MEDICAL LEAVE (continued)**

02. An employee who has been employed for at least twelve (12) months, has worked at last 1,250 hours during the previous twelve (12) month period and who is the spouse, son, daughter, parent or next of kin of a covered military service member shall be entitled to a total of twenty-six (26) weeks of leave during a twelve (12) month period to care for a covered military service member. Such leave shall be administered by the Human Resources Department in accordance with Federal and State statutes.

### ***938.1 COLLEGE EXTENDED FAMILY MEDICAL LEAVE***

An employee who has been employed by the College on a continuous full-time basis for at least thirty-six (36) months shall be eligible for up to nine (9) months of unpaid leave immediately following exhaustion of the twelve (12) week Family Medical Leave Act leave period. An employee who has been employed by the College on a continuous basis for less than thirty-six (36) months, but more than one (1) year, may be granted one (1) year of unpaid leave (which includes the twelve (12) weeks required by the Family Medical leave Act) due to extenuating circumstances on a non-precedential basis. Granting a leave for more than twelve (12) weeks in duration within a fiscal year shall be submitted to the Director of Human Resources, and such leave shall be administered by the Human Resources Department, in accordance with Federal and State statutes. Such unpaid leave beyond the mandated FMLA leave twelve (12) weeks shall be referred to as “938.1 Leave or “College Extended Family Medical Leave”. The granting or denial of “938.1 Leave” shall be non-precedential. The Board of Trustees shall receive annual reports regarding FMLA leaves.

#### **C. Terms of Leave**

01. The employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is allowable.
02. The entitlement to leave because of the birth or placement of a child expires one (1) calendar year after the date of birth or placement.
03. The combined total Family Medical Leave for CLC employees who are married to each other or who are civil union partners may not exceed twelve (12) weeks during the applicable leave period for the birth of a child, or placement of a child for adoption, foster care, or to

**938 FAMILY MEDICAL LEAVE (continued)**

care for a family member with a serious health condition. The combined total “post family medical leave” for CLC employees who are married to each other may not exceed one (1) year during the applicable period for the birth of a child, or placement of child for adoption, foster care, or to care for a family member with serious health condition.

04. Leave of up to twelve (12) weeks may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or a reduced schedule (reducing the number of hours per week or per day) if medically necessary when the purpose of the leave is to care for a seriously ill family member or because of the employee's own serious health condition.
05. If the employee requests paid accrued leave and the College determines the purpose of the leave is applicable under this policy, the College shall notify the employee that paid leave must be utilized prior to any unpaid leave and will be counted against the twelve (12) weeks of leave granted under this policy. This notice shall be made before the leave begins or before a leave extension is granted, unless the College does not have sufficient information to determine the reason for the leave until after the leave has begun or has been given insufficient notice by the employee.

**D. Notice Requirements**

When the need for a leave is foreseeable, (i.e., based upon an expected birth or placement for adoption, for foster care, or planned medical treatment for the employee or the employee's seriously ill family member), the employee is required to notify his/her supervisor and the Executive Director of Human Resources, or designee, not less than thirty (30) days before the date the leave is to begin of his/her intention to take leave pursuant to this policy. If the circumstances (i.e., date of birth or planned treatment) require the leave to begin in less than thirty (30) days, the employee shall notify his/her supervisor and the Executive Director of Human Resources, or designee, as soon as practicable. The employee shall make a reasonable effort to schedule the planned treatment so as not to unduly disrupt operations, subject to the approval of the health care provider involved in administering the treatment. The College may deny an employee's leave request until at least thirty (30) days after the date the employee provides notice of the intention to take leave for unreasonable failure to provide timely advance notice for foreseeable leaves.

## 938 FAMILY MEDICAL LEAVE (continued)

### E. Medical Certification

The College will require requests seeking leave to care for a seriously ill family member or because of the employee's own serious health condition be supported by medical certification from the family member's or the employee's appropriate health care provider. For foreseeable leaves, the certifications shall be provided the Executive Director of Human Resources, or designee, within fifteen (15) calendar days from the date the College requests such certification or as soon thereafter as practicable. For unforeseeable leaves, the employee is required to provide certification as soon as is practicable, under the particular circumstances, after the date the College requests such certification.

Certification shall contain the following:

01. The date the serious health condition began;
02. The physician's best medical judgment concerning the probable duration of the condition;
03. A diagnosis of the condition and a brief statement of the prescribed regimen, including whether inpatient hospitalization is required;
04. If the purpose of the leave is to care for a seriously ill family member, a statement that the employee is needed to care for the family member including an estimate of the amount of time the employee will be needed;
05. If the purpose of the leave is because of the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her position;
06. In the case where intermittent or reduced schedule leave is required for planned medical treatment, a statement of the dates and duration of such treatment;
07. In the case where intermittent or reduced schedule leave is requested to care for a seriously ill family member or because of the employee's serious health condition, a statement that the intermittent or reduced leave schedule is medically necessary, as to the seriously ill employee or necessary for the care of the family member, including the expected duration of its necessity.

## 938 FAMILY MEDICAL LEAVE (continued)

In cases where the College has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion, at College expense. The College shall select the physician to supply the second opinion. In cases where the medical opinion in the first and second certifications conflict, the College may require the employee to obtain a third certification, at College expense. The third physician shall be jointly selected by the College and the employee and the third certification shall be final and binding upon both the College and the employee.

The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leave, until the employee provides the required certification.

### **F. Medical Recertification**

The College may request recertification at reasonable intervals, but not more than once every thirty (30) days. The College may request recertification, regardless of the length of time since the last request, for the following:

01. When the employee requests a leave extension;
02. When the circumstances described by the original certification change significantly (i.e., the nature or duration of the illness changes significantly); or
03. When the College receives information that casts doubt upon the continuing validity of the original certification.

### **G. Return to Employment**

At the end of the leave period taken pursuant to this policy, the employee shall be returned to the position held immediately prior to taking the leave. If that position is unavailable, the College shall return the employee to an available position the employee is qualified to hold with equivalent pay and benefits and other terms and conditions of employment. The right to reinstatement ceases and the employment relationship between the employee and the College will be deemed terminated if the employee unequivocally informs the College of his/her intent not to return to employment at the end of the leave period.

## 938 FAMILY MEDICAL LEAVE (continued)

The College shall require the employee to submit medical certification from his/her health care provider that the employee is now able to resume work if the basis for the leave was the employee's own serious health condition that made the employee unable to perform the functions of his/her job. The College shall deny the employee's return to work until the certification is submitted.

The right to reinstatement also ceases if the employee is unable to perform the essential functions of his/her position at the end of the leave period. In such cases, the employee shall submit medical certification as stated previously in this policy. In cases where the College has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion, at College expense. The College shall select the physician to supply the second opinion. In cases, where the medical opinions in the first and second certifications conflict, the College may require the employee to obtain a third certification, at College expense. The third physician shall be jointly selected by the College and the employee and the third certification shall be binding upon both the College and the employee.

### **H. Maintenance of Health Benefits**

The College shall maintain the eligible employee's existing group health plan coverage for up to twelve (12) months. Such health plan coverage shall be at the same level and under the same conditions coverage would have been provided had the employee not taken the leave. The College's flexible compensation allocation shall not be continued during the period of unpaid leave. Therefore, the employee shall be responsible for his/her applicable share of dependent health care premiums. In cases that do not involve a leave for a serious health condition that makes the employee unable to perform the functions of his/her position, the College may recover from the employee, its share of any premium payments for any period of unpaid leave if the employee fails to return to work after their leave entitlement has been exhausted. The College may also recover any portion of the premium it paid which the employee was obligated to pay.

Employees that substitute paid leave for unpaid leave under this policy, will have their share of the health care premiums paid by the method the College normally utilizes during any employee's paid leave. If the leave is unpaid, the employee shall pay his/her share of the premium under the College's existing procedures for employees on unpaid leave.

### **I. Status of Other Benefits**

With the consent of the insurance carriers, the existing level of coverage for dental insurance, life insurance and disability insurance may be continued at

**938 FAMILY MEDICAL LEAVE (continued)**

the College's expense for those taking a leave of twelve (12) weeks, or fewer. For those requesting "post family medical leave," basic life and disability insurance may be continued at the College's expense. However, continuation of dental insurance and any optional coverages for life and/or disability shall be at the employee's expense.

Adopted	04/13/94
Amended	09/22/09
Amended	02/24/15
Amended	06/23/15

**NON-BARGAINING UNIT EMPLOYEES' EMPLOYMENT, COMPENSATION AND BENEFITS**

The College will promote employee engagement to create and sustain a culture of high performance, intellectual growth, collaboration and innovation that supports continuous improvement of academic programs and College processes. To achieve this goal, the College shall endeavor to attract and retain a diverse, talented and dedicated workforce through its employment, compensation and benefits programs. These programs will be administered by the College's Human Resources Department where applicable, following procedures authorized by the President or his or her designee. Any changes in the level of benefits will be subject to approval by the Board of Trustees.

- A. **Salary Ranges** - Salary ranges shall be reviewed annually by the Board of Trustees.
- B. **Placement on Staff Salary Schedule** - Staff jobs are evaluated and placed on the Salary Schedule using professionally accepted compensation administration principles. The College of Lake County's Human Resources Department is responsible for conducting this evaluation and for the ultimate placement of jobs. Job descriptions are the primary source of information for the evaluation of jobs. Relevant internal and external market surveys and information will also be a source of information for the evaluation of jobs. Supervisors are responsible for assuring that current job descriptions are in place for all jobs in their areas of responsibility.
- C. **Salary Increases** - Salary increases shall not be automatic. Salary increases will normally be effective each July 1, except for personnel who are initially employed by the College after April 1. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step. For contract personnel, salary increases will occur on the effective date of the contract/grant under which they are employed, except for personnel who are employed less than ninety (90) days prior to the start of the contract year. The salaries of such employees shall be adjusted to not less than the minimum for the appropriate salary range or step.

D. Full-time employees hired prior to July 1, 2007 and who have been continuously employed in a full-time capacity receiving the Discretionary Allowance (DAL) shall have this amount added to their base salary, effective July 1, 2019, and applied after any across-the-board increase awarded for Fiscal Year 2020. This will be the employee's base salary amount in which any salary increase will be applied going forward. The DAL will sunset after it is added to base salary.

E. **Supplemental Benefits**

1. **Medical Insurance** - The Board shall make available a group major medical insurance policy for all regular, full-time non-bargaining unit employees.
2. **Life Insurance** - The College is paying the premium for a basic group term life insurance policy for each full-time non-bargaining unit employee in an amount equal to two (2) times the annual salary rounded to the nearest thousand dollars, including an equal amount of coverage for Group term life insurance and accidental death and dismemberment. The terms of the Group Term Life and Accidental Death and Dismemberment Insurance Plan Document shall dictate.
3. **Long-Term Disability Income Insurance** - The College is paying the premium for a group long-term disability insurance policy. This plan pays a monthly benefit, which is designed to partially replace income lost during periods of total disability due to covered injury, sickness, or pregnancy, that extends beyond the qualifying period of six months of disability. The scheduled amount of monthly benefit is an amount equal to 60 percent of monthly earnings to a maximum amount as listed in the LTD Plan document as of the elimination period start date. The terms and conditions of the LTD Insurance Plan document shall dictate, unless otherwise provided by the Board of Trustees.
4. **Cafeteria Plan** - The Board of Trustees shall provide a flexible spending plan defined as a "cafeteria plan" under Section 125 of the Internal Revenue Code. Subject to the terms of the plan,



participants may choose to reduce their compensation by allocating funds to a healthcare flexible spending account, dependent care flexible spending account, and/or a transportation flexible spending account. This plan also allows for pre-tax premium contributions to College-provided medical, dental and/or vision insurance plans.

F. **Holidays** - Each regular full-time, non-bargaining unit employee shall be granted the day off with pay on each of the following holidays. Regular part-time, non-bargaining unit employees are eligible for this benefit on a pro rata basis. Employees working less than the fiscal year shall be entitled to the holidays that fall within their work year.

01. New Year's Day (January 1)
02. Martin Luther King, Jr.'s Birthday
03. Memorial Day
04. Juneteenth National Freedom Day (June 19)
05. Independence Day (July 4)
06. Labor Day
07. Thanksgiving Day
08. Thanksgiving Friday
09. Christmas Eve Day (December 24)
10. Christmas Day (December 25)
11. New Year's Eve Day (December 31)
12. Three (3) other special holidays shall be granted by the Board of Trustees on an annual basis to make a full complement of fourteen (14) holidays per annum.

Any holiday falling on a Saturday will normally be observed on the preceding Friday. Similarly, any holiday falling on a Sunday will normally be observed on the following Monday. However, the College may set the schedule for a Saturday or Sunday Holiday each year on a weekday that best meets the needs of students and the community, at its discretion.

Other days may be declared special holidays for a given year if they are recognized in the official academic calendar for that year.

Any holiday falling within an employee's vacation leave shall be considered holiday leave and shall not be deducted from the employee's vacation.

- G. **Personal Leave** - Each regular, full-time, non-bargaining unit employee shall be allowed four (4) days, or thirty-two (32) hours, of paid personal leave per fiscal year. Regular part-time employees will receive personal leave on a pro rata basis based on the number of hours worked. Employees hired into eligible positions after the start of a new fiscal year shall accrue paid personal leave on a pro rata basis dependent on the time of the fiscal year the employee is hired. Personal leave shall be subject to the prior approval of an employee's immediate supervisor. Personal leave must be used in the year earned and will not carry over. Unused personal leave will not be paid out upon separation.

Personal leave requested in excess of available time remaining shall be deducted from accumulated vacation leave.

- H. **Vacation Leave** - The College of Lake County shall grant vacations, with pay, to regular, non-bargaining unit employees in accordance with the following provisions:

01. **Eligibility:** All regular full-time non-bargaining unit employees shall earn paid vacation leave on a monthly basis from the starting date of employment. Board-approved part-time non-bargaining unit employees earn and accrue vacation on a pro rata basis. Employees may elect to use accumulated vacation leave after they have completed their initial probationary period with the college.
02. **Vacation Year:** The employee's vacation year shall consist of the time from his/her starting date to his/her anniversary date one (1) year later. Employees starting on or before the fifteenth day of the month shall be considered as having a start date of the first of the month. Those starting on the sixteenth day or later shall be considered as having a start date of the first day of the following month.

03. Length of Vacation: Employees shall earn vacation leave in accordance with the following schedule:

Full-time Full Fiscal Year rates of earning are as follows:

Administrators and Professionals:

Years 0-10 of service: 20 days per year/1.67 days per month (160 hours per year/13.34 hours per month) 35 days (280 hours) carry-over cap

Years 10+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 38 days (304 hours) carry-over cap

Vacation time for Administrators and Professionals, accrued in one anniversary year, may be carried over to the following anniversary year, provided all accumulated vacation leave carried over from the previous anniversary year in excess of 280 hours for Administrative and Professional employees with ten (10) or less years of service or 304 hours for employees with eleven (11) or more years of service, is taken by the last day of the anniversary year. Unused vacation time in excess of the foregoing shall not accumulate.

Classified and Specialist Employees:

Years 0-5 of service: 17 days per year/1.42 days per month (136 hours per year /11.34 hours per month) 22 days (176 hours) carry-over cap

Years 6-10 of service: 20 days per year/1.67 days per month (160 hours per year /13.34 hours per month) 25 days (200 hours) carry-over cap

Years 11+ of service: 22 days per year/1.83 days per month (176 hours per year/14.67 hours per month) 27 days (216 hours) carry-over cap

04. Use of Vacation Leave:

- a) Vacation leave earned in one (1) vacation year may not be carried forward beyond the end of the following vacation year.
- b) Unused vacation leave shall be paid out upon separation at the salary rate being paid immediately prior to separation.
- c) Vacations shall be staggered to ensure a reasonable staffing level. Time preference shall be based on seniority whenever practical.
- d) Vacation leave shall be approved by the immediate supervisor and verified by the Executive Director of Human Resources or designee.
- e) Vacation leave cannot be utilized as the final day of employment for an employee who retires or resigns from the College.

- I. **Health Leave** – Regular, full-time employees in non-bargaining unit positions shall accrue health leave to a maximum established by the Board. Regular, part-time employees in non-bargaining unit positions shall accrue health leave on a pro rata basis, depending on the number of hours worked and according to the length-of-service provisions in effect for full-time, non-bargaining unit employees to a maximum established by the Board.

Full-time Full Fiscal Year rates of earning are as follows:

Administrator and Professional Employees:

23 days per year/1.92 days per month  
(184 hours per year/15.34 hours per month)

Classified and Specialist Employees:

Years 0-5 of service: 15 days per year/1.25 days per month  
(120 hours per year/10 hours per month)

Years 6 - 19 of service: 18 days per year/1.50 days per month  
(144 hours per year/12 hours per month)

Years 20 + of service: 24 days per year/2 days per month  
(192 hours per year/16 hours per month)

Maximum accrual of health leave for Classified and Specialist employees shall not exceed 435 days (3,480 hours). Accrued leave shall not be compensable in any form upon termination of employment.

Health leave is intended for medical and dental appointments and those times when the employee or his or her immediate family member has an illness or injury that prevents the employee from meeting work obligations. For purposes of the health leave provision, family members include spouse or domestic partner, child, parent, sibling, grandparent, grandchild, legal guardians and step and in-law relations of the same. Employees shall make a reasonable effort to schedule medical and dental appointments for days and times that are least disruptive to the employees' schedule and department operations. When the pattern of use of health leave has become unusual, the employee will be notified in writing of this fact by his or her supervisor or administrator, and may be required to provide medical documentation for future absences during a specified period of time period. Employees who miss five (5) workdays may be required to provide timely medical documentation while on health leave and upon returning to work. Any cost involved in procuring such a doctor's certificate shall be the responsibility of the employee.

In the case of extended illness, earned vacation time will be utilized after the expiration of earned health leave. Employees must call their supervisor promptly upon determining the illness will prevent them from performing their regularly assigned duties. If possible, the employee shall notify his/her supervisor by the end of the first day of illness indicating when he/she will be able to report again for duty, and supporting medical documentation may be requested.

During the time a full- or part-time employee is on health leave, the benefits to which the category of employee is entitled shall continue to accrue and be in full force.

Employees starting after the first of the month shall, on or before the fifteenth day of the month be considered as having a starting date of

the first of the month for purposes of health leave accumulation. Those starting on the sixteenth day or later shall be considered as having a starting day of the first day of the following month.

Unused health leave shall be reported to State Universities Retirement System (SURS) at the time of an employee's retirement, resignation or termination of employment.

J. **Supplementary Health** - The College shall grant a total of 20 days (160 hours) of supplementary paid health leave to each full-time employee with one year of continuous service to the College in a regular, non-bargaining unit position. Such leave shall be accessible to the employee only under the following conditions:

01. The employee must first exhaust all of the following forms of paid health leave: regular paid health leave, vacation leave and paid personal leave.

02. The employee is afflicted with an illness or injury which will verifiably prohibit the employee from performing the duties of his/her job for a period of at least 10 working days. For the purposes of this policy, verification refers to the requirement that the incapacitated employee provide written medical documentation specifying the number of days that the employee will be unable to perform the duties of the job.

The Administration may, at its discretion, require the employee to obtain a second medical opinion, at the College's expense. The College shall select the physician asked to render the second opinion. In cases where the medical opinion provided in the first and second certifications conflict, the College may require the employee to obtain a third certification, at the College's expense. The third physician shall be selected jointly by the College and the employee. In cases where a third physician is consulted, the College shall review all certifications received before rendering a decision as to whether supplementary health leave shall be paid.

03. Employees who receive benefits from SURS or who are absent due to a work-related injury compensable under the Illinois

Worker's Compensation Act may not avail themselves supplementary health leave.

04. Unused supplementary health leave shall be reported to SURS with any unused regular health at the time of the employee's retirement, resignation or termination.

Adopted	06/23/2015
Amended	04/26/2016
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Amended	09/19/2017
Amended	07/01/2019
Amended	03/15/2022

**RECRUITMENT, PROMOTION AND TRANSFER**

In alignment with the College mission, vision and values, College of Lake County is committed to recruiting, retaining, recognizing and developing a highly qualified workforce of individuals who reflect the diverse student population and Lake County community served.

Positions may be filled using an external or internal competitive hiring process or employees may be appointed to a temporary assignment, promoted, transferred, or reassigned at the discretion of the College, subject to the following:

- The Total Rewards Philosophy which supports and empowers employee innovation, creativity, professional and personal development, career progression and skill mastery;
- In compliance with associated Board policy;
- In compliance with appropriate laws and regulations; and/or
- In compliance with any applicable collective bargaining agreements.

Except as otherwise may be provided in a collective bargaining agreement or at the discretion of the College, an employee must have completed the initial probationary period in their appointed position to be eligible to apply for another position. As applicable, candidates must complete and submit an electronic application and all required documents to be considered for employment in a particular position.

Adopted 01/25/83  
Amended 09/28/2021



**DEPARTMENTAL/INTERDEPARTMENTAL REORGANIZATION**

The College recognizes that, in order to adapt to the demands of an ever-changing environment, it shall occasionally become necessary to revise the organizational structure of its departments or divisions. Such reorganizations may be interdepartmental or intradepartmental and may involve any one or combination of the following actions:

01. The creation of new positions.
02. The deletion of superfluous or outdated positions.
03. The addition of one or more new duties or requirements to an existing position.
04. The reassignment of duties or requirements from one position to another position within the College.
05. The transfer of an employee from one position to another position within the College.

**Any** compensation adjustments resulting from a reorganization shall require approval by the President and the Board of Trustees. Reorganizational reassignments, transfers, etc., shall be done in accordance with College procedures.

Adopted 10/12/94  
Amended

**STIPENDS FOR TEMPORARY ASSIGNMENTS**

The College acknowledges that, under certain circumstances, it may be advantageous to assign an individual employed in a Board established position to assume the duties of a higher level position for a temporary specified period of time (while the higher level position is vacant). Such temporary assignments shall be limited to a specific period of time (normally fewer than twelve [12] months in duration) with no expectation of employment in the temporary position beyond the period of time specified.

Employees shall be appointed to such temporary assignments and shall be eligible for additional remuneration for the performance of such assignments provided each of the following conditions have been satisfied:

01. The employee appointed to the temporary assignment shall perform the essential functions and duties of a position in a higher salary range for a period of at least four (4) weeks.
02. The appropriate vice president shall initiate the temporary assignment and the resulting compensation adjustment by forwarding a written request to the Director of Personnel, and ensuring that all conditions, as stated above, have been satisfied.

Employees satisfying the conditions, as stated herein, shall be eligible for additional remuneration for the temporary assignment in accordance with the greater of the following:

01. An increase of 6% over the employee's base rate of compensation immediately preceding the temporary assignment.

OR

02. The salary range minimum of the position to which the employee has been temporarily assigned.

Normally, stipends for temporary assignments shall not be retroactive.

This policy pertains to administrative, professional, specialist and non-unionized classified personnel.

**PERMANENT DISABILITY**

The College may deem a full-time, non-bargaining unit employee, employed in a Board established position, to be permanently disabled if the employee has been approved for full-time disability benefits under the State Universities Retirement System for a period of at least twelve consecutive months. Employees deemed permanently disabled will not be eligible for reinstatement to the position held prior to disability, but nothing in this policy precludes employees from applying for other positions for which they may be qualified. Employees deemed permanently disabled may continue to receive disability benefits and service credit for retirement in accordance with the rules and regulations of the State Universities Retirement System.

Full-time employees deemed permanently disabled after having been employed by the College in a Board established position for a period of at least 60 consecutive months will be eligible for the following benefits, provided the employee supplies a written resignation of employment waiving any claims or rights to continued employment. In extraordinary circumstances, the Board, in its sole discretion and on a non-precedential basis, may extend these benefits to a full-time permanently disabled employee in a Board-established position who has served the College for less than sixty (60) months but longer than one (1) year.

1. College paid (or reimbursed) premiums for individual health insurance coverage under a group medical insurance policy available through the College or the State Universities Retirement System (as determined by the College) for a period equal to the earliest occurring event listed below:
  - a. Sixty months after the effective date of disability as determined by the State Universities Retirement System.
  - b. The individual becomes eligible for a retirement annuity through the State Universities Retirement System.
  - c. The individual exhausts State Universities Retirement System disability benefits and qualifies for a disability retirement allowance through the State Universities Retirement System.

**PERMANENT DISABILITY (continued)**

The College reserves the right to elect to pay for premiums or reimburse the employee for insurance premiums. In no case shall the College reimburse an employee for premiums in an amount that exceeds the cost of premiums for coverage under the College's group medical insurance plan for its employees.

2. A tuition waiver benefit equal to that which is provided to active employees in the same employee classification in which the individual was employed immediately prior to becoming disabled.

To be deemed "permanently disabled" under this policy, eligible full-time employees must meet the following conditions:

1. The employee has been approved for full-time disability benefits through the State Universities Retirement System for an unspecified period of time and,
2. The State Universities Retirement System does not require the employee to undergo a re-evaluation for continuation of benefits for at least twelve months and,
3. The employee submits a written resignation of employment waiving any claims or rights to continued employment.

A full-time employee deemed permanently disabled after having been in the employ of the College for a period of fewer than 60 months shall be eligible for college paid (or reimbursed) premiums for individual health insurance coverage under a group medical insurance policy offered through the College or State Universities Retirement System for a maximum of 12 months after the effective date of disability as determined by the State Universities Retirement System.

In all cases, the employee shall be subject to eligibility requirements applicable to the group medical insurance plan (or plans) offered through the College.

**PERMANENT DISABILITY (continued)**

The College may deem a part-time, non-bargaining unit employee, employed in a Board established position, to be permanently disabled if the employee has been approved for disability benefits under the State University Retirement System for at least twelve months. Part-time employees deemed permanently disabled will not be eligible for reinstatement to the position held prior to disability, but nothing in this policy precludes part-time employees from applying for other positions for which they may be qualified. Part-time employees deemed permanently disabled may continue to receive disability benefits and service credit for retirement in accordance with the rules and regulations of the State Universities Retirement System.

Adopted 07/24/2001  
Amended 09/22/2009

## JOB SHARING

The College recognizes that, under certain circumstances, it may benefit from obtaining the services of quality employees who may not be available to work on a full-time basis, but wish to provide services on a part-time basis through a job-sharing arrangement. Consequently, the College will entertain written job sharing requests as stipulated in this policy.

A job-sharing proposal shall be considered only when it pertains to a full-time Board established position. A job-sharing proposal may involve two applicants proposing to share a vacant full-time Board established position. Or, a job-sharing proposal may involve an employee wishing to share a full-time position with another individual. Job-sharing proposals to combine two part-time positions shall not be considered.

### APPLICATION PROCEDURE

In the event two applicants wish to share a vacant full-time Board established position, each of the applicants must complete an employment application form in accordance with the appropriate time frame and attach a written job-sharing plan. The job-sharing plan shall identify the specific responsibilities of each proposed participant and shall include in the proposal a detailed description of the division of responsibilities, the scheduled work hours, and substitution procedures in the event of illness or absence.

If an employee in a Board established position wishes to share the full-time position with another individual, the applicants for the job-sharing arrangement shall submit a job-sharing plan to the administrator of their department and the Director of Human Resources in sufficient time for due consideration. The proposed plan will identify the participants and responsibilities of the employees and shall include a detailed description of the division of responsibilities, the scheduled work hours, and substitution procedures in the event of illness or absence.

**JOB SHARING (Continued)**

In all requests for job sharing, the appropriate supervisors, the appropriate Vice President(s), and the Director of Human Resources shall review the application for the job sharing arrangement. If all believe the job-sharing plan serves the best interest of the College, the Vice President may recommend the job sharing arrangement to the President. Recommendations for job sharing that have been endorsed by the appropriate administrative supervisor(s), Vice President(s), the Director of Human Resources and the President may be submitted by the President to the Board of Trustees which, in its sole discretion, may approve or deny the job share.

**SALARY AND BENEFITS**

Participants in job-sharing positions shall be paid in accordance with the designated salary range of the position being shared, and their compensation will be prorated according to a percentage of the full-time position worked. All employment benefits including, but not limited to fringe benefits, SURS contributions and sick leave shall be prorated according to the percentage of time worked.

Participants in job-sharing positions shall receive annual compensation increases at the beginning of the fiscal year in accordance with the College procedures in effect for other employees in the same salary group.

**OTHER STIPULATIONS**

Proposed participants in job-sharing arrangements must meet the job qualifications as specified by the job description.

At times, employees may be required to work more hours than is normal, including overtime as the need arises.

Approved job-sharing arrangements will normally be reviewed and evaluated after three months. Nevertheless, if, in the estimation of the appropriate administrative personnel, the job-sharing arrangement is not serving the best interests of the College and/or department, the arrangement may be cancelled at any time by notifying the affected employees in writing and giving the affected employees appropriate notice. In these cases, both participants in the job-share arrangement

**JOB SHARING (Continued)**

will return to positions they formerly held at the College, and be afforded the benefit allowances of the position formerly held if:

- A. The employee, in fact, held a previous Board-established position with the College.
- B. The position formerly held by the employee is vacant at the time of the termination of the job share.

If one or more of the participants did not previously hold a position at the College, their employment will be terminated.

Similarly, if one or more employees in the job-sharing arrangement opt to terminate the arrangement for any reason, the participating employees will normally return to positions formerly held at the College and be afforded the compensation rate and benefit allowances of the position formerly held if:

- A. The employee, in fact, held a previous Board established position with the College.
- B. The position formerly held by the employee is vacant at the time of the termination of the job share.

If one or more of the participants did not previously hold a position at the College, their employment will be terminated.

Nevertheless, in certain cases, when only one of the employees in a job share seeks to opt out of the arrangement, the supervising administrator(s) and appropriate Vice President may explore the possibility of giving the remaining employee the option of taking the position on a full-time basis or continuing the job-sharing arrangement with another participant.

No more than two job-sharing arrangements may exist at any one time at the College of Lake County.



**PROHIBITION OF CAMPUS VIOLENCE**

The College prohibits carrying, possessing, transporting or storing firearms or other dangerous weapons in its facilities or its property, except for law enforcement officers or individuals acting consistent with Policy 973 (Concealed Carry of Firearms).

The College is committed to maintaining an environment free from violence and threats of violence, including violence and threats made by students, employees, or outside parties, including visitors and vendors with which the College does business. Violence and threats of violence include, but are not limited to, gestures or communications (written, verbal, electronic or visual) which a reasonable person would interpret as threatening physical harm to persons or property.

The College reserves the right to remove individuals from campus who are acting inconsistent with this Policy. Further, individuals acting inconsistent with this Policy may be subject to disciplinary action and/or criminal penalties.

All members of the campus community are responsible for reporting conduct inconsistent with this Policy. The College will take all reports of violence and threats of violence seriously.

Adopted 05/25/04  
Amended 09/28/2021

## **947 TUITION WAIVER**

Each full-time non-bargaining unit employee, his/her spouse/domestic partner, and/or dependent children twenty-three (23) years of age or younger shall be eligible to enroll, tuition free, in qualified credit courses offered by the College. This benefit does not include a waiver of any fees such as the required student activity, laboratory, or registration fees. Tuition waiver shall be limited to thirty-six (36) credit hours per individual per twelve (12) month period beginning with the fall semester.

Full-time non-bargaining unit employees shall be allowed, with the approval of their supervisor, to attend classes during their working hours, but the time must be made up. One (1) class per semester, or the equivalent in time of three (3) one-credit hour courses, shall be the limit for an employee to attend during working hours.

Each board approved part-time non-bargaining unit employee, his/her spouse/domestic partner, and/or dependent children twenty-three (23) years of age or younger shall be eligible to enroll, tuition free, in qualified credit courses offered by the College. This benefit does not include a waiver of any fees such as the required student activity, laboratory, or registration fees. Tuition waiver shall be limited to eighteen (18) credit hours per individual per twelve (12) month period beginning with the fall semester.

Eligibility requirements for this policy and a list of the qualified credit courses can be found in the Procedure Manual – 947 Tuition Waiver.

Adopted 08/25/09

**EMPLOYEE ASSISTANCE PROGRAM**

The College of Lake County recognizes that a wide range of illnesses and concerns can have an effect on an employee's health, well-being, and job performance. These illnesses and concerns may include alcoholism, drug dependence, emotional or psychiatric illnesses, marital and/or family discord, stress disorders, legal difficulties, and/or financial problems.

The College of Lake County believes that it is in the best interest of the employee, the employee's family and the College to provide an Employee Assistance Program (EAP) to help with such illnesses and problems by providing confidential and professional assessment, short-term counseling, and/or referral services.

The EAP is a benefit available to all regular full-time employees of the College. Since employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is also available to the spouses and dependents of regular full-time employees.

The College of Lake County shall administer the EAP within the following framework:

01. The College of Lake County recognizes that personal difficulties can be successfully treated if identified in the early stages and referral is made to appropriate resources. This applies whether the problem is physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, stress, legal problems, or other concerns.
02. Employees who have concerns are encouraged to voluntarily seek assistance on a confidential basis by directly calling the EAP staff. Family members and/or fellow workers may also suggest an employee contact the EAP.
03. If illness or personal problems are the cause of unsatisfactory job performance, both the employee and the supervisor may have access to the EAP's professional services, which are designed to help resolve such problems in an effective and confidential manner.

**EMPLOYEE ASSISTANCE PROGRAM (Continued)**

04. Employees' unsatisfactory job performance will be handled according to established college policy. The implementation of an EAP policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practices applicable to job performance requirements.
05. If any employee's job performance continues to suffer despite usual supervisory intervention, the supervisor is expected to inform the employee of the availability of professional assistance through the EAP. An employee may choose to accept or refuse a recommendation for EAP assessment; similarly EAP staff recommendations may be accepted or rejected. Employees may not be disciplined solely for non-compliance with recommendations made to or by the EAP. The exception is that employees who violate the College drug-free workplace policy or procedures may be required to participate satisfactorily in the EAP as a condition of employment. Continued poor work performance will be handled through established College policy.
06. Beyond the sessions with the EAP staff, costs for any outside treatment are the responsibility of the employee. Such treatment may be covered by the employee's medical insurance program. Any necessary time off from work will be handled according to existing College policies.
07. Employees are assured that their continued employment and opportunities for promotion will not be jeopardized by utilizing the EAP.
08. All EAP records and discussions between the employee and EAP staff will remain confidential unless the employee authorizes disclosure, or as otherwise required by law. EAP records will not be included as a part of the employee's personnel file.

Adopted 05/17/88  
Amended 04/18/89

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**DRUG-FREE WORKPLACE**

To conform with the federal Drug-Free Workplace Act of 1988 Public Law 100-690, Section 5151 et. seq. and to further the educational aims of the institution, the College of Lake County hereby enacts this Drug-Free Workplace Policy. No person shall unlawfully possess, use, dispense, distribute, or manufacture any controlled substances or drugs in the workplace. By establishing this policy, the College seeks to improve the work environment by reducing and eliminating drugs in the workplace.

This policy shall be implemented in accordance with written procedures, which shall be distributed to college employees.

Adopted 04/18/89

**BACKGROUND CHECKS**

The College requires completion of a background investigation when extending a conditional offer of employment. All offers of employment (including internal transfers and promotions) are contingent upon complete and satisfactory findings of all applicable background checks. Dependent on the position, background checks may include: social security number search, previous employers, references, sex offender registry, murderer and violent offender against youth registry, credit report (if credit history is a bona fide occupational requirement), criminal records search, verification of academic credentials, driver's license and driving record check (if specific licensure and/or driving is requirement for the position), verification of occupational and professional licenses, or a drug/alcohol pre-employment check (if relevant to the position) or any other factor in compliance with applicable law or regulation.

Adopted	06/26/1995
Amended	07/24/2001
Amended	12/20/2005
Amended	04/27/2021

## **CONTROLLED SUBSTANCE AND ALCOHOL TESTING**

The College will ensure that covered individuals undergo alcohol and controlled substance testing in accordance with this policy and College of Lake County procedures written to coincide and satisfy Department of Transportation rules and regulations promulgated under the Omnibus Transportation Testing Act of 1991.

### **Covered Individuals**

Covered individuals include any College driver who drives a commercial vehicle, including, but not limited to:

01. Full-time, regularly employed drivers;
02. Casual, intermittent or occasional drivers;
03. Leased drivers and independent, owner-operator contractors

who are either directly employed by or under lease to the College, its agents, officers or representatives, who operate a commercial motor vehicle at the direction of or with the consent of the College, its agents, officers, or representatives.

The terms of this policy also apply to individuals applying to drive a commercial motor vehicle for the College, its agents, officers, or representatives.

### **Covered Vehicles**

A “commercial vehicle” under the terms of this policy includes motor vehicles used in commerce to transport passengers or property if the vehicle has a gross vehicle weight rating of 26,001 or more pounds, or if it is designed to transport sixteen (16) or more passengers, including the driver.

### **Required Testing**

All covered drivers are subject to the following testing in accordance with the rules promulgated under the Omnibus Transportation Testing Act of 1991 and College of Lake County procedures:

**CONTROLLED SUBSTANCE AND ALCOHOL TESTING  
(Continued)**

01. Pre-Employment Testing. Prior to a driver's first performance of safety-sensitive functions, he/she must undergo testing for controlled substances.
02. Post-Accident Testing. As soon as practicable following an accident involving a commercial vehicle, the College shall test for controlled substances and alcohol of each driver:
  - A. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - B. Who received a citation under state or local law for a moving violation arising from the accident.
03. Random Testing. The College shall conduct unannounced random alcohol and controlled substance testing during each calendar year.
04. Reasonable Suspicion Testing. The College may require a driver to submit to an alcohol and/or controlled substance test when a supervisor or College official has reasonable suspicion to believe that the driver has violated the College's alcohol and/or controlled substance prohibitions.
05. Return-To-Duty Testing. Drivers who have violated the College's controlled substance and/or alcohol prohibitions shall not return to duty requiring the performance of a safety-sensitive function until they are tested for alcohol and/or controlled substances and the test results indicate a verified negative and/or an alcohol concentration within acceptable limits as defined by the Omnibus Transportation Driver Testing Act.
06. Follow-Up Testing. A driver who violated the College's controlled substance or alcohol prohibitions and is subsequently identified by a substance abuse professional, as needing assistance in resolving a controlled substance or alcohol problem shall be subject to unannounced follow-up testing as directed.



**CONTROLLED SUBSTANCE AND ALCOHOL TESTING  
(Continued)****Safety-Sensitive Functions**

A safety-sensitive function includes, but is not limited to:

- A. Waiting to be dispatched;
- B. Inspecting equipment or servicing, inspecting, or conditioning a vehicle;
- C. Driving;
- D. Supervising, attending a vehicle being loaded or unloaded, or remaining in readiness to operate the vehicle; and
- E. Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Consequences of Policy Violation**

A driver who is found to have an alcohol concentration of .02 or greater, but less than .04, shall not perform or continue to perform safety-sensitive functions for the College, until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test.

If a driver otherwise violated the prohibitions of this policy, the driver shall not perform safety-sensitive functions, until the driver has been evaluated by a substance abuse professional, completed rehabilitation required by the substance abuse professional, and tested at less than .02 for the presence of alcohol as provided by this policy, and by procedure.

The College shall permit no driver who refuses to submit to an alcohol or controlled substance test required under this policy to perform or continue to perform safety-sensitive functions.

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**CONTROLLED SUBSTANCE AND ALCOHOL TESTING  
(Continued)**

Notwithstanding the provisions and requirement of the Act, the College retains authority independent of the Act and this policy to discipline drivers who violate any provisions of this policy, up to and including termination, in accordance with the College's discipline policies.

Adopted 01/23/96

**CLEAN AIR SMOKE-FREE CAMPUS**

To promote a healthy atmosphere for the College of Lake Country, support environmental sustainability efforts, decrease maintenance costs and comply with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act, and the Illinois Smoke-Free Campus Act (110 ILCS 64), the College hereby prohibits smoking, vaping and any use of tobacco products on all CLC campuses, which includes but is not limited to: buildings, grounds, parking lots and vehicles owned and operated by the College.

This policy applies to all College faculty, staff, students, employees, contractors, visitors and guests. Violators could be subject to disciplinary or restrictive actions; see Clean Air Smoke Free Procedures on the CLC website at [www.clcillinois.edu/smokefree](http://www.clcillinois.edu/smokefree).

Adopted	05/27/1997
Amended	10/25/2005
Amended	09/23/2014
Amended	01/27/2015
Amended	08/25/2020

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY  
ACT COMPLIANCE POLICY**

Group health plans sponsored by the College of Lake County, including medical, dental, vision, prescription drug plans, employee assistance plans and flexible spending account plans, may be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) or general HIPAA requirements. When applicable, these plans shall comply with HIPAA and its Privacy Rule and shall be amended to reflect compliance.

Further, activities undertaken by the College of Lake County's Health Center also may subject the College and its employees to the HIPAA Privacy Rule.

To the extent the College is aware of any health information of any plan participant or student, the College has always valued the confidentiality of such health information. It remains the policy of the College that a plan participant's health information will not be used or disclosed for employment-related actions or decisions affecting the benefits of an individual employee. Also, it remains the policy of the College to respect the confidentiality of student health information acquired through activities of the Health Center. Further, it is the policy of the College of Lake County to comply with all applicable provisions of HIPAA and its Privacy Rule. This Policy shall be implemented according to established administrative procedures, which may be obtained from the Human Resources Office.

Adopted 01/27/04

**ETHICS POLICY/ORDINANCE****PREAMBLE**

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units “in a manner no less restrictive” than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**ETHICS POLICY/ORDINANCE (Continued)**

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE COLLEGE OF LAKE COUNTY, AS FOLLOWS:

SECTION 1: The College of Lake County Policy Manual is hereby amended by the addition of the following provisions:

**ARTICLE 1****DEFINITIONS**

SECTION 1-1: For purposes of this Policy/Ordinance, the following terms shall be given these definitions:

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective Bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy/Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of

**ETHICS POLICY/ORDINANCE (Continued)**

absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the College of Lake County, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

“Employer” means the College of Lake County.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

**ETHICS POLICY/ORDINANCE (Continued)**

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.



**ETHICS POLICY/ORDINANCE (Continued)**

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

**ETHICS POLICY/ORDINANCE (Continued)**

“Prohibited source” means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

**ARTICLE 5****PROHIBITED POLITICAL ACTIVITIES****SECTION 5-1: Prohibited political activities.**

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the College of Lake County in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee’s duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation, or personal time off).

**ETHICS POLICY/ORDINANCE (Continued)**

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy/Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

**ARTICLE 10****GIFT BAN**

SECTION 10-1: Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

**ETHICS POLICY/ORDINANCE (Continued)**

SECTION 10-2: Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift

**ETHICS POLICY/ORDINANCE (Continued)**

personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity. (11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

**SECTION 10-3: Disposition of gifts.** An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy/Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited

**ETHICS POLICY/ORDINANCE (Continued)**

source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

**ARTICLE 15****ETHICS ADVISOR**

**SECTION 15-1: The President, with the advice and consent of the Board of Trustees, shall designate an Ethics Advisor for the college on an annual basis.**

**SECTION 15-2: The Ethics Advisor shall, in consultation with college attorneys, provide guidance to the officers and employees of the college concerning interpretation of and compliance with the provisions of this Policy/Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.**

**ARTICLE 25****PENALTIES**

**SECTION 25-1: Penalties. (a) A person who intentionally violates any provision of Article 5 of this Policy/Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.**

**(b) A person who intentionally violates any provision of Article 10 of this Policy/Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.**

**(c) Any person who intentionally makes a false report alleging a violation of any provision of this Policy/Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.**

**ETHICS POLICY/ORDINANCE (Continued)**

(d) A violation of Article 5 of this Policy/Ordinance shall be prosecuted as a criminal offense by an attorney for the College of Lake County by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Policy/Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the College of Lake County.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Policy/Ordinance is subject to discipline or discharge.

SECTION 2: Repeal of original gift ban provisions. Policy Number 955, adopted on June 22, 1999 is hereby repealed.

SECTION 3: This Policy/Ordinance shall be in effect upon its passage and approval as provided by law.

Adopted	04/20/04
Amended	06/27/06

## **957 HAZARDOUS MATERIALS MANAGEMENT**

The College of Lake County Hazardous Materials Management Policy establishes a framework whereby the College of Lake County can manage hazardous materials in a safe and responsible manner while maintaining teaching and operations functions. This policy incorporates the following objectives:

1. To ensure compliance with Federal and State legislative requirements pertaining to hazardous materials management
2. To ensure that employees and students receive training in the proper handling, storage, and disposal of hazardous materials and wastes
3. To establish and maintain procedures for the proper use, storage and disposal of hazardous materials
4. To establish and maintain a hazardous materials inventory
5. To create and maintain a safe working environment for students and employees

The Vice President of Administrative Affairs or his or her designee will be responsible for providing procedures for this policy.

Adopted 03/25/14



## **960 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES**

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act became effective on January 1, 2017. As required by the Act, it is Community College District No. 532’s policy to regulate the reimbursement of all College Board member, administrator, and employee travel expenses as set forth below:

### **1. Definitions.**

- a. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. “Travel” means any expenditure directly incident to official College business travel by Board members, administrators, officers or employees of the College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
- c. “Ancillary” shall be a common sense determination on a case-by-case basis, as approved by the Chair of the Board, President, Provost, or VP of Administrative Affairs.

### **2. Staff members who travel on preapproved, college-related business will be reimbursed by the Board, subject to the following:**

- a. Preapproval with an identified funding source shall be by the appropriate immediate supervisor and/or the appropriate vice president.
- b. Travel outside the United States and its territories requires approval of the College Board or the President or designee.
- c. The distance traveled for purposes of reimbursement will be determined from the College’s Grayslake Campus, the College campus where the administrator or employee primarily works, or from any other previously approved appropriate point of departure.
- d. Mileage reimbursement shall be computed at the standard mileage rate set by the Internal Revenue Service. Where air or railroad travel shall be approved and designated, the cost of the

coach transportation shall be used.

- e. Amounts budgeted for travel and conference expenditures shall not be considered approval for travel or meeting expenditures. In the case of some administrators, anticipated expenditures shall be paid by means of a stipend when approved by the Board of Trustees. In no case shall the expenditures from meetings and travel expense exceed the amount budgeted by the Board for this purpose, unless appropriate budget transfers are approved by the Board of Trustees.
- f. Travel and meeting expense shall be for the purposes of enabling staff to perform the requirements of their jobs, to develop information of vital interest and benefit to the college, to represent the college's interests as may be required, and to promote the interests of the College of Lake County and its students.

- 3. Reimbursable Rates.** The College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
- 4. Travel Authorization and Expense Report Form.** The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the College's Travel Authorization and Expense Report Form, per Exhibit B. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
- 5. Entertainment Expenses.** The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
- 6. Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:
  - a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Exhibit A of this Policy.
  - b. Any reimbursable expense of a member of the Board Trustees of the College.

- c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

**7. Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

**8. Freedom of Information Act.** All documents and information submitted under the Act are subject to disclosure under the Freedom of Information Act, unless otherwise privileged from disclosure under that Law.

**EXHIBIT A – COMMUNITY COLLEGE DISTRICT NO. 532**  
**PERMISSIBLE LOCAL, DOMESTIC, AND INTERNATIONAL TRAVEL**  
**EXPENSES**

Types of Official Business Applicable to this Policy. The College shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the College’s mission. Employees may incur reimbursable expenses in the course of doing CLC business, which may include taxi fare for times when public transportation is not available; travel expenses for pre-approved conferences; mileage, etc., that are allowed as detailed under this travel policy and district procedures.

**Code of Conduct**

Employees are expected to follow all Board policies and College procedures regarding appropriate conduct while traveling on College related business or endeavors. The various policies and procedures are posted on the College intranet. Violations of policies and procedures are subject to discipline up to and including dismissal.

**Noncompliance**

The College will deny reimbursement for expenditures which do not comply with College policy/procedures. Unreasonable, exorbitant, improper, or unsubstantiated charges will be denied.

**Fraud**

An employee who knowingly misrepresents the facts concerning reimbursements or official College business or who files or signs any reimbursements forms which contains deliberate false statements given with intent to defraud the College may be subject to both administrative and/or disciplinary action, including the possibility of termination and criminal action.

The permitted travel expense types and their associated maximum rates are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach and economy). Travelers are strongly encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing.

Auto	IRS standard mileage rate at time of reimbursement. Traveler must be licensed and carry insurance that meet or exceeds minimum policy limits, as required by Illinois State Statutes. Cost shall not exceed airfare.
Rental Car	Must be preapproved and lowest reasonable rate (midsize or smaller.)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare.
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate.

<b>Maximum Reimbursable Rates for Meals and Incidentals (M&amp;IE Rate)</b>	
Breakfast	Domestic - General Services Administration (GSA) city per diem daily rate.* International – U.S. Department of State Office of Allowances city per diem daily rate** or as approved by the Board/President or Designee.
Lunch	
Dinner	

<b>Maximum Reimbursable Rates for Lodging</b>	
In the Country	General Services Administration* (GSA) city per diem rate or established conference rate, whichever is greater. Always ask for, and try and receive the Government Rate for Lodging.
Outside of the Country	U.S. Department of State Office of Allowances maximum lodging rate**, or as approved by the Board/President or Designee.

\* U.S. General Services Administration rates @

<https://www.gsa.gov/portal/content/104877> are updated annually in October.

\*\* U.S. Department of State, Bureau of Administration, Office of Allowances rates @ [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) are updated monthly

All travel must also follow the College's Travel Procedures manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act.

**EXHIBIT B - COMMUNITY COLLEGE DISTRICT NO. 532**  
**TRAVEL AUTHORIZATION AND EXPENSE REPORT FORM**

The College of Lake County's Travel Authorization and Expense Report Form can be found on the College's Intranet at the following link.

<http://dept.clcillinois.edu/bsf/documents/finance/2017travelauthorization.pdf>

All reimbursable expenditures must be substantiated by the following supporting documentation:

- a. Reason and purpose of the expense.
- b. Original receipts with proof of payment, which include vendor name, date of purchase, individual items itemized with exact dollar amounts.
- c. Additional supporting documentation (packing slips, etc.) must also be original. This would include documentation of any pre-approval for expenditures.
- d. If original receipts and/or supporting documentation are unavailable the employee must provide a written explanation and signed certification stating the reason the original is unavailable.

Adopted: 04/18/89

Revised: 02/28/17

**961 COMPENSATION FOR CAREER DEVELOPMENT ACTIVITIES  
NON-BARGAINING UNIT EMPLOYEES**

The College recognizes the value of providing an incentive for employees to continue their education, gain additional competencies and complete post-secondary credentials. In order to encourage such continued career development, the College shall administer a program that provides a financial award based on completion of a college degree while on an approved career development plan. Employees with at least one year of experience in Board-established positions shall be eligible to enroll in a Career Development Plan.

The eligible employee must file a written career development plan with his/her supervisor. The written plan must be signed/approved by the supervisor and sent to the employee's personnel file in the Human Resources Office. In addition, the employee and the supervisor must retain a copy of the approved plan. Only certificates and/or degrees that are started and completed after the development plan is on file in the Human Resources Office shall be accepted toward completion of the plan. Only one award level can be earned by an employee, and an employee cannot earn an award for a lower level certificate and/or degree if the employee has already received an award for a higher level degree.

**Degree Award Amount**

1. Certificate Program - \$500
2. Associate's Degree - \$1,000  
Note: If employee already awarded for prior certificate program, then amount of award for associate's degree would be \$500.
3. Bachelor's Degree - \$2,000  
Note: If employee already awarded for prior associate's degree, then amount of award for bachelor's degree would be \$1,000.
4. Master's Degree - \$2,500  
Note: If employee already awarded for prior bachelor's degree, then amount of award for master's degree would be \$500.
5. Doctorate Degree - \$3,500  
Note: If employee already awarded for prior master's degree, then amount of award for doctorate degree would be \$1,000.

The award will be a lump sum amount added to base salary, and will be based on the previous degree earned while working at the College of Lake County in a benefit eligible position. The maximum award any one person could earn will be \$3,500 total, under this policy. Employees enrolled in a Career Development Plan

**961 COMPENSATION FOR CAREER DEVELOPMENT ACTIVITIES  
NON-BARGAINING UNIT EMPLOYEES (continued)**

under the prior Policy 961, as of June 30, 2015, will be grandfathered to receive 2% increases for a previously approved plan. Such employees, including those who had received an increase to base salary while working toward a degree, will be eligible for a degree completion award but not added to base salary.

Employees must register for College of Lake County courses or other educational resources offered at the College (if available) prior to attending courses from other sources.

Credit may not be earned for any experience that involves release time from duties unless specifically approved in advance.

Credit may not be earned for any career development activity that constitutes required training for the job. Therefore, training or career development activities that are essential to the basic performance of a given job shall not be included in nor approved as a part of an employee's career development plan.

It shall be the responsibility of employees to file a timely application for a career development award by completing the required career development form and providing supporting documentation. Documents used to support career development activities shall be limited to official transcripts showing academic credit for coursework or original certificates confirming attendance at pre-approved career development events.

Adopted	07/23/02
Amended	07/26/05
Amended	08/07/07
Amended	06/23/15



**H-1B VISA POLICY**

In accordance with law, the College shall employ citizens of the United States and non-citizens who are lawfully authorized to work in the United States and for the College of Lake County for the term of the position for which they are applying. The College generally does not sponsor individuals for employment visas.

Nevertheless, under some limited circumstances, when the College is seeking to fill a position that is designated by the College as an administrative position requiring at least a Master's degree, or a faculty position requiring at least a Master's degree, the College may elect to sponsor an individual for an H-1B employment visa. In such cases where the supervisor believes that it is necessary to recommend that the College sponsor a candidate for a H-1B visa who is not otherwise authorized to work in the United States, the supervisor must provide the vice president with compelling information that the College should sponsor the candidate. Such information shall include evidence that the College has exhausted all other reasonable avenues to identify and retain suitable candidates for the position who may lawfully work in the United States without the College sponsoring them. The appropriate vice president shall review the applicant pool and all aspects of the search to ensure that all Bureau of Citizenship and Immigration Services rules and regulations are satisfied.

Application fees and legal fees associated with processing an H-1B visa will be borne by the College to the extent required by law. Within the parameters of the law, all costs associated with the application for permanent residency (green card) shall be borne by the employee.

Adopted 05/27/03

**Code of Conduct**

Employees of the college must conduct their business in such a way that it is free of fraudulent acts. Fraudulent acts shall include, but are not limited to:

- Theft of college assets
- Intentional or reckless conduct, whether acts or omissions, that result in materially misleading financial statements or reports.
- Impropriety in handling or reporting funds and/or transactions.
- Misappropriation of college funds, securities, supplies or other assets.
- The unauthorized use of college equipment, supplies, or facilities for personal gain.
- The use of supervisory authority to assign an employee to perform non-employment related tasks.
- Forgery or improper alteration of a college check, bank draft, account or other college document.
- Submitting false claims for reimbursement.
- Willful negligence causing, or intending to cause damage to the college.
- Pursuit of a benefit, gift, or advantage that is in violation of Policy 956 (Ethics Policy/Ordinance).

**Reporting Fraud**

Employees are expected to assume responsibility for safeguarding and preserving the assets and resources of the college, particularly those for which he or she is responsible. Therefore, employees are expected to report any instance of suspected fraud to the Vice President for Administrative Affairs. If the Vice President is unavailable, or it is impractical or inappropriate for whatever reason to report the alleged fraud to the Vice President, the suspected fraud may be reported to the Director of Human Resources.

963

**PREVENTING, DETECTING AND REPORTING FRAUD  
(Continued)**

Whenever appropriate, the Office of the Vice President for Administrative Affairs will conduct a timely initial investigation according to established procedures.

The college will not tolerate retaliation on the part of any of its supervisors or staff toward individuals who report allegations of possible fraud. Retaliating against such individuals may be cause for disciplinary action up to and including termination of employment.

Investigation of fraud will be kept confidential to the extent possible.

**Employee Training**

The college will provide periodic training on policies and procedures for all employees relative to preventing, detecting and reporting fraud.

**Employee Acknowledgement**

The college requires an annual acknowledgement of the established code of conduct from each employee.

Nothing contained in this policy shall supersede or limit the requirements of Policy 956 (Ethics Policy/Ordinance). Decisions to prosecute or to turn the matter over to law enforcement authorities and/or regulatory agencies for an independent investigation will normally be made by the President in conjunction with the Vice President for Administrative Affairs.

Adopted 05/23/06

## COPYRIGHT POLICY

Employees and students of the College of Lake County both produce and consume intellectual property. Thus, the college seeks to promote respect for intellectual property throughout the college. Compliance with copyright laws is expected of all members of the college community. The college is also committed to fostering the rights accorded to users of copyrighted works under the “fair use” provision of federal copyright laws.

It is the policy of the college to inform and educate faculty, students and staff regarding federal copyright law, the rights of copyright owners, the legal obligation of the college to comply with applicable law, and the rights of the college community to use copyrighted works.

Copyright infringement can constitute a violation of Student Rights and Responsibilities (Board Policy 403) and Responsible Use of Technology (Board Policy 909). Copyright ownership is addressed in the College’s Agreement Between the Board of Trustees District No. 532 and the College of Lake County Federation of Teachers, Local No. 2394 AFT and its agreement with the College of Lake County Adjunct Faculty Organization, Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO.

### **Enforcement:**

The Copyright policy of the college applies to the use of copyrighted works in all formats for teaching, research, publication, administrative, and other purposes by all units of the college.

The Professional Development Center will serve as the office for copyright education. Its staff will provide consultation and other resources to educate the college community about the law, allowable fair use of copyrighted materials, and the need for all members of the staff to comply with the law. Specific procedures for complying with the copyright law are established by the college unit responsible for the provision of service (e.g., interlibrary loan by the library staff).

**COPYRIGHT POLICY (Continued)**

The Vice President of Administrative Affairs is the agent designated by the college to receive notification of claimed copyright infringements.

The Dean of Libraries and Instructional Services is responsible for administering the copyright policy and, in consultation with the Vice President of Administrative Affairs, interpreting policy as it applies to claims of alleged copyright infringement.

The Chief Information Officer will also be consulted in the event that alleged copyright infringements occur in violation of the college's Responsible Use of Technology Policy (Board Policy 909).

Student incidences of suspected copyright violations will be resolved through use of the Student Rights and Responsibilities Policy and the Academic Standards Policy. Faculty and Staff incidences will be resolved through the use of the College's Resolution of Complaints (Board Policy 927).

Adopted 03/27/07

(The Policy is adapted from the College of DuPage with permission.)

## 966 WHISTLE-BLOWER

### **General**

The College of Lake County (the “College”) requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The College is committed to compliance with the laws and regulations to which it is subject and to promulgating College policies and procedures to interpret and apply these laws and regulations in the College setting. The College’s internal controls and operating procedures are intended to detect and prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. The College provides various mechanisms to assist and encourage employees to come forward in good faith with reports or concerns about suspected compliance issues. The College encourages this reporting of suspected wrongdoing on a timely basis. Students are directed to use other means available to them for reporting wrongdoing at the College, including the Vice President for Student Development.

### **Whistle-Blower Policy**

The Whistle-Blower Policy governs only the reporting and investigation of suspected violations of law, external regulations or College policy of a financial nature or misuse of College resources. The policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc.

### **Protection from Retaliation**

An employee who, in good faith, reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the College. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he/she has been retaliated against after making a good faith report may report this alleged retaliation to the Executive Director of Human Resources or Campus Police Chief.

### **Confidentiality Under the Whistle-Blower Policy**

Confidentiality of the reporter will be maintained to the extent practicable within the limitations of the law, College policy and the legitimate needs of the investigation.

**966 Whistle-Blower (continued)**

**Sanctions for a False Report**

A report made under this policy can have considerable impact on the personal and professional lives of those charged both during the investigation and long term.

An employee shall not intentionally misuse the College's Whistle-Blower Policy and procedures. Individuals who knowingly make false accusations will be subject to appropriate discipline.

**Whistle-Blower Procedures**

This policy shall be governed by procedures set up by the information security officer and a committee including a representative from the Campus Police and Human Resources department. All changes to the procedures will be approved by the Vice President for Administrative Affairs and the President.

Adopted 03/23/2010

## **967 IDENTITY THEFT PREVENTION**

The purpose of this policy is for the protection of Confidential and Sensitive Information (CSI) and the resources that support such information that is critical to the operation of the College of Lake County and to comply with the Red Flag Rules set forth in the Fair and Accurate Credit Transactions Act (FACTA).

In response to the desire to protect CSI, this Policy shall empower an Identity Theft Prevention Team with representatives from Enrollment Services, Business Services and Finance, Human Resources, Educational Affairs, Information Technology Services, and the Campus Police to create Identity Theft Prevention Procedures and Guidelines to support this policy.

An Information Security Officer, under the jurisdiction of the Vice President for Administrative Affairs, shall lead the Identity Theft Prevention Team and be responsible for conducting periodic assessment of CSI handling methods, maintaining and updating the procedures and guidelines as needed, ensuring training for employees, responding to security incidents, and responding to the Board of Trustees on any issues that arise from the Identity Theft Program.

This policy applies to all College staff, faculty, administrators, officers, and service providers of the College of Lake County. This includes all parties that may come into contact with CSI, such as contractors, consultants, temporaries, and personnel of third party affiliates.

Adopted 04/27/2010



**970 APPLICATION OF PESTICIDES ON OR NEAR THE COLLEGE OF LAKE COUNTY CHILDREN'S LEARNING CENTERS**

The Board of Trustees of the College of Lake County has designated the Grounds Fleet Supervisor to be responsible for compliance with the legal requirements of the new Public Act 96-0424. The Grounds Fleet Supervisor will work in conjunction with the Director of the Children's Learning Centers to maintain the schools compliance with the changes to the existing Structural Pest Control Act and the Child Care Act of 1969 covered by enactment of this new law.

Adopted 05/25/2010

## 971 ABUSED AND NEGLECTED CHILD MANDATED REPORTING

The College of Lake County (the “College”) shall comply with the Abused and Neglected Child Reporting Act (“Act”) (325 ILCS 5/1 *et seq.*).

**Mandated Reporters:** All College employees, including student workers, and non-employees, such as contractors or temporary agency staff, assigned to the College and volunteers are mandated reporters under the law. If a mandated reporter has reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, they shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services. Students currently enrolled in an academic program leading to a position as a child care worker, and all candidates in education and school service personnel programs, are also mandated reporters under the Act.

**Cooperation:** Employees and students are required to cooperate in the investigation of any report made pursuant to the Act.

**Immunity for Good Faith Reports:** The Act provides immunity for anyone who makes a report in good faith.

**No Retaliation:** Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under the Act is prohibited. Anyone found to have engaged in retaliation may be subject to corrective action, up to and including termination, expulsion and/or other sanctions.

Adopted 12/18/2012

Amended 03/16/2021

**972 ABANDONED NEWBORN INFANT PROTECTION ACT – SAFE HAVEN**

This policy is to comply with the Abandoned Newborn Infant Protection Act, also known as “Safe Haven.”

The College of Lake County (CLC) shall comply with the Abandoned Newborn Infant Protection Act and extended definitions of Acts ILCS 325/2.1-2.70 & ILCS 325 2/10). The Act is intended to enable the parent(s) of a newborn to relinquish the infant to a safe environment, remain anonymous and avoid civil or criminal liability for relinquishing the infant.

In accordance with this Act, the CLC Police will accept a relinquished newborn infant and provide all necessary emergency services and care. The infant will be temporarily placed with a hospital or medical facility out of the custody of the infant’s parent. The CLC police will complete a police report and notify the Illinois Department of Children and Family Services within 12 hours of accepting a relinquished newborn infant.

A newborn infant is a child who a licensed physician reasonably believes is 30 days old or less, and not abused or neglected at the time the child is relinquished. An infant is relinquished when brought to the CLC police station, and the person leaving the infant does not express intent to return for the infant.

Procedures to implement this policy will be published through the college’s Police Department and available in that office and the college’s website.

Adopted 3/12/2013

## 973 CONCEALED CARRY OF FIREARMS

In compliance with the Illinois Firearm Concealed Carry Act (the “Act”) (430 ILCS 66/1 et seq.) the College maintains a weapons and firearms-free Campus. Except as provided elsewhere in this Policy or by statute, no person shall possess, carry, or have control of a firearm, either on his or her person or in his or her vehicle, on any property owned or controlled by the College. The term “property owned or controlled by the College” includes, but is not limited to, the College’s campuses in Grayslake, Waukegan and Vernon Hills and extends to any building or portion of buildings, classrooms, grounds, venues, parking areas, sidewalks, common areas or property owned or under the control of the College. The terms “firearm” or “concealed firearm” are defined as those terms are defined in the Act.

A person with a Concealed Carry license (“Licensee”) may enter upon the College’s Grayslake or Southlake campus with a concealed firearm in a motor vehicle, only if upon parking the vehicle in any of the College’s parking areas, **the licensee** immediately stores his or her firearm and ammunition in a secure case or locked container out of plain view within the vehicle, or store the firearm out of plain view in the vehicle’s trunk. In the event the Licensee stores the firearm in the vehicle’s trunk, the Licensee may carry the concealed firearm only in the immediate area of the vehicle and must ensure that the firearm is unloaded at the time the Licensee exits the vehicle.

The College’s Lakeshore campus has no College-owned parking area and Licensees are subject to applicable laws and regulations of the City of Waukegan regarding parking lot storage. Only under emergency or exigent circumstances, will the College, at the discretion of the President or designee, provide Licensee weapon storage. Except for sworn police officers, no firearm may be carried or transported in any motor vehicle owned, leased or controlled by the College. Sworn members of the College Police Department and visiting sworn law enforcement officers are authorized to carry firearms on all campuses in accordance with State law and departmental regulations. Notwithstanding any other provision in this policy, a Licensee does not violate this policy or the Act while he or she is travelling along a public right of way that touches or crosses any of the property owned or controlled by the College, if the concealed firearm is otherwise being transported in the vehicle by the licensee in accordance with the Act.

Persons who violate any of the terms of this Policy shall be subject to all civil and criminal penalties as provided by law. In addition, any student found to be in

violation of this Policy is subject to discipline, suspension and expulsion from the College. Any College employee found to be in violation of this Policy is subject to discipline, suspension or termination of employment. The College's Facilities Department and Chief of Police will develop procedures and make determinations with regard to placement of clear and conspicuous signage stating that concealed firearms are prohibited on campus. Signs will be in accordance with the design approved by the Illinois Department of State Police and will be posted in accordance with any signage regulations promulgated by the State of Illinois.

Pursuant to the Firearm Concealed Carry Act, the College President or designee will report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3.

The Chief of Police and Administration will develop procedures in furtherance of the purposes of this policy and to ensure the College's compliance with the Act.

Adopted 12/17/2013

## **974 EMPLOYEE BUSINESS EXPENSE REIMBURSEMENTS (NON-TRAVEL)**

This policy governs the reimbursement of College employees for non-travel, meal or lodging expenses. Reimbursement for travel, meal and lodging expenses is addressed separately in Policy 960.

The College will only reimburse employees for reasonable and necessary expenses that are required in the performance of the employee's job duties for the College and that primarily benefit the College. Reimbursement is subject to an employee's compliance with this Policy and any related procedures.

The College will not reimburse employees for any expenses that primarily benefit the employee, personal expenses, expenses incurred by non-employees, or unreasonable expenses. The College is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was the result of the College's negligence.

Employees are expected to use the equipment, computers, phones, fax, offices or workspaces, supplies, software, and network and email access, and other resources provided or made accessible by the College at the employee's worksite in the performance of their duties. Unless the College requires an employee in the performance of their job duties to have a cell phone, personal computer, home phone or home internet access, such expenses are not eligible for reimbursement. If such expenses are required, a reasonable stipend may be set by the College and paid to the employee to defray part of the expense, or the College may require the employee to submit documentation to show that the expense is actually attributable to the employee's performance of their job duties and that it primarily benefits the College.

To be eligible to receive reimbursement, employees must submit a completed Expense Reimbursement Form along with attached receipts for actual incurred expenses within thirty (30) calendar days of incurring the expense. For foreseeable expenses (almost all expenses incurred on behalf of the College will be foreseeable), the employee must receive written preapproval to incur the expense from their direct supervisor or designee. Employees who comply with this policy will be reimbursed by the next regular payroll date after the reimbursement is processed.

Employees who misrepresent information to the College about expenses or who submit or sign any related forms that contain false statements or information may be subject to disciplinary action, up to and including termination, as well as possible criminal prosecution.

All expense reimbursement documents and information submitted to the College are subject to disclosure under the Freedom of Information Act, unless otherwise exempt from disclosure under that law.

*In the event of a conflict between this Policy and a provision contained in a Collective Bargaining Agreement or individual contract, the CBA or individual contract shall control.*

*The College's Administration may develop procedures consistent with this Policy.*

Adopted      April 23, 2019

## **975 USE OF UNMANNED AIRCRAFT SYSTEMS (UAS)**

The College of Lake County (College) recognizes that Unmanned Aircraft Systems (UAS), or drones, are a technology with the potential for use in multiple areas that would benefit the College and students. Those areas include, but are not limited to, educational purposes, law enforcement, and maintenance of facilities. This policy is intended to address issues related to the ownership and operation of UASs that are owned by the College, operated on behalf of the College, or operated on College property.

All operators of UASs must gain permission from the College. All who operate UASs will follow federal, state and local laws. Furthermore, operators of UASs must comply with current Federal Aviation Association (FAA) regulations and recommendations and present proof of FAA Self-Certification, unless they are under the direct supervision of FAA-certified College faculty or staff for training purposes. In the event of a College-sanctioned use and operation of the UAS, and if that usage is planned to occur outside of the United States as part of a College activity, it is incumbent on the operator to research and follow all applicable laws and regulations associated with that specific geographic location.

Operators of UASs must have the proper insurance to address all associated liabilities and provide insurance liability coverage documents to the College. Students and participants at College-sponsored events who operate UASs are covered by the College's liability insurance. Only those authorized by the College, as granted under this policy and its procedures, may operate UASs on any property owned or controlled by the College.

Adopted      May 21, 2019



## 976 SERVICE ANIMALS

1. The College of Lake County recognizes the importance of service animals to individuals with disabilities and is committed to allowing individuals with disabilities equal access to its campuses, programs and activities consistent with federal and state laws. The purpose of this Policy is to ensure that individuals with disabilities who require the use of service animals have equal access to the College's campus, programs and activities.
2. Animals are generally prohibited in all buildings except as otherwise expressly permitted. The College reserves the right to invite non-service animals on campus for specific events and academic purposes.

Service Animal means a dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for people with disabilities. Service Animals are working animals that have been trained to perform work or a task that is directly related to a person's disability.

The College administration shall adopt administrative procedures in accordance with this policy.

(<http://dept.clcillinois.edu/pre/procedures/Policy976ServiceAnimalsProcedures.pdf>)

Adopted 09/24/2019