

ILLINOIS EASTERN COMMUNITY COLLEGES



**FULL-TIME STAFF
HANDBOOK
January 2020**

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INTRODUCTION

Our employees play a major role in the ability of our colleges to successfully fulfill their mission. Through your contributions, we believe the colleges can achieve a level of service to students and communities which will give each of us a sense of pride in our accomplishments. The purpose of this handbook is to provide our employees with a guide to district personnel policies and procedures and provide information about the district, including: organizational structure, benefits, and other issues of interest to employees.

The handbook does not constitute or create an expressed or implied contract between Illinois Eastern Community Colleges (IECC) and any one or all of its employees. All employments and conditions of all employments are governed by federal law, the statutes of the State of Illinois, and IECC Board Policy and Procedures. Employments and their conditions can only be initiated by public action of the IECC Board of Trustees.

IECC reserves the right to change policies, procedures, guidelines, and other information contained in this handbook at any time, as well as the final right to interpret and apply the handbook. In the event of a conflict between the contents of this handbook and any policy adopted by the Board of Trustees, Board policy shall prevail.

The information in this handbook applies to all full-time administrative, professional/non-faculty, and classified staff of the District.

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT #529

PROFILE

Illinois Eastern Community Colleges District #529 (IECC) is located in a 3,000 square-mile area of rural southeastern Illinois near the Illinois-Indiana border. The multi-college district includes Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel.

Bordered on the east by the Wabash River, the District is located in a scenic section of the state, with wooded areas, golf courses, and recreational lakes scattered throughout the region. The District includes all or parts of 12 counties and has a total population of 111,000. Each of the colleges is located in a small-town setting, with convenient access to larger cities in Illinois and Indiana.

Supported by local and state revenues, IECC is one of 39 community college districts in the State of Illinois recognized by the Illinois Community College Board and the only multi-college district outside Chicago. The IECC District is accredited by The Higher Learning Commission. The commission may be contacted at the [HLC website](#) or by phone at 312.263.0456. IECC is also approved by the Illinois State Board of Higher Education, State Board of Teacher Certification, U.S. Department of Justice for Training Foreign Students, State Approving Agency for Veterans' Education, Illinois Department of Financial and Professional Regulation, National League for Nursing Accrediting Commission, Joint Review Committee on Education in Radiologic Technology, and State Cosmetology Board.

Through its four colleges, the college district offers a comprehensive curriculum of transfer, technical, and adult and continuing education programs. Students may enroll in two-year degree programs, certificate programs of one year or less, or in selected courses that fulfill their personal interests or career needs. The two-year degree programs prepare students for transfer to a four-year university or for immediate entry into a technical/occupational field.

In addition, IECC supports a growing International program that has attracted students from more than 20 countries. Many students study English as a Second Language (ESL) and obtain degrees that transfer to four-year universities such as Southern Illinois University, Eastern Illinois University, and the University of Illinois.

A diversified industrial base of agriculture, manufacturing, and processing provides employment for citizens throughout southeast Illinois in such industries as Wal-Mart Distribution Center, Marathon Petroleum Refining, Champion Laboratories, Hella Electronics, North American Lighting, Automotive Technology Systems, and various healthcare centers.

The college district also includes a highly successful Workforce Education program which provides industrial training for firms inside and outside the college district in such subject areas as blueprint reading, hydraulics, electricity, continuous quality improvement, health and safety, hazardous material handling, supervisory management skills, welding, QS 9000 standards, and

computer skills. Many of the courses are provided at the industrial site and are customized to meet specific business needs.

IECC enjoys a distinct and key leadership role in its service region; it is the only post-secondary institution in this rural region of Illinois. As a result, the four colleges serve as vital community centers for educational and cultural excellence, attracting not only the recent high school graduate, but also many older students who are upgrading their skills, earning the first two years of a four-year degree, or participating in plays, concerts, or seminars.

Governance of the IECC District is provided through a seven-member Board of Trustees, elected by the residents of the college district. A student member is appointed each year to serve in an advisory capacity. A President serves as a chief administrator at each college. The District is headed by a Chief Executive Officer. The District Office is located at 233 East Chestnut Street in Olney and includes the offices of the CEO, business operations, human resources, and other administrative services. The faculty consists of approximately 86 full-time members and a large number of part-time instructors.

Residents of the District may enroll at any of the four colleges at the in-District tuition rate. Indiana students living within the 18 designated counties of Clay, Daviess, Dubois, Gibson, Greene, Knox, Martin, Owen, Parke, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, and Warrick pay a special tuition rate. Each year, IECC serves more than 20,000 students, many of them part-time students with job and family responsibilities.

**MISSION STATEMENT OF
ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT 529**

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

PURPOSES

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- ❖ educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- ❖ program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- ❖ utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- ❖ development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- ❖ academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- ❖ adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- ❖ programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- ❖ student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- ❖ curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- ❖ community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- ❖ professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- ❖ resources, facilities, staff, and equipment to support all program and service components of the college.

ILLINOIS EASTERN COMMUNITY COLLEGES believe....

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the district since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

◆ **RESPONSIBILITY....**

encouraging personal growth and learning through leadership, stewardship, and accountability.

◆ **HONOR/TRUTH....**

providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.

◆ **FAIRNESS....**

supporting freedom of expression and civility, justice and consistency.

◆ **RESPECT/SELF-RESPECT....**

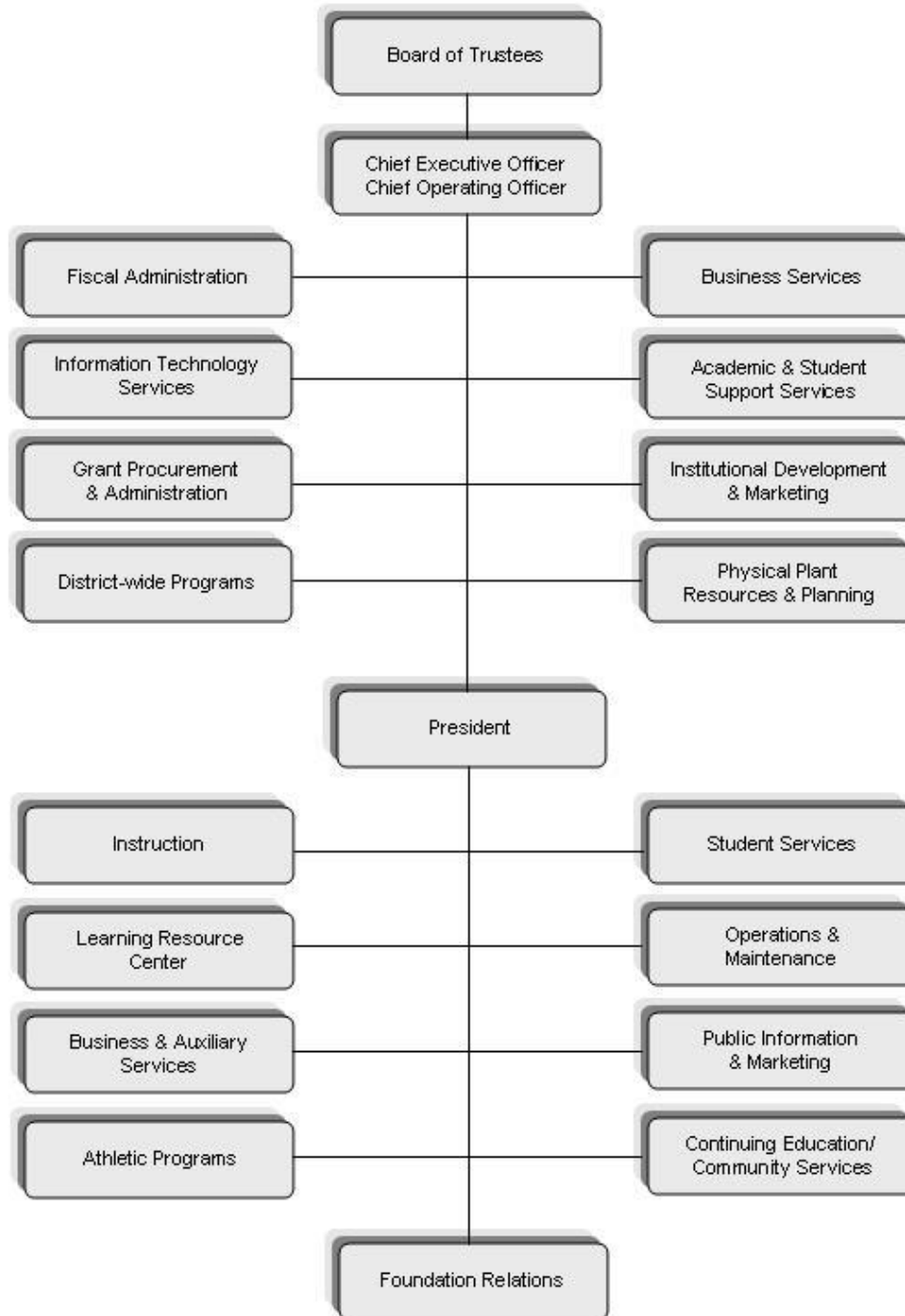
recognizing and accepting diversity with mutual regard for others through activities and communications.

◆ **COMPASSION....**

promoting the well being of students, employees, and constituents through a caring and concerned attitude.

Illinois Eastern Community Colleges

Functional Organization Chart



CONFIDENTIAL INFORMATION AND EXTERNAL COMMUNICATIONS

How students, the media, legislators, regulatory agencies, special interest groups, and the general public perceive Illinois Eastern Community Colleges is a direct result of the external communications activities carried out by employees. These external communications have a significant impact on student enrollment and our services to the community. In order to present the best image of IECC, it is important that the messages we communicate are positive and consistent with our mission, values, policies, and procedures.

The information contacts for news media and for any person or organization outside of IECC are the Chief Executive Officer and the Executive Assistant to the Chief Executive Officer at the District Office, and the President and Information and Marketing Office at each college. He/she is responsible for approval of press releases, responding to media inquiries, and for coordinating interviews with the media.

In compliance with state and federal laws and Board policy and procedures, the release of confidential and protected information regarding employees, students, and the operation of the District is strictly prohibited.

NONDISCRIMINATION POLICY

Illinois Eastern Community Colleges will provide equal employment opportunities for all employees and job applicants. The CEO is ultimately responsible for monitoring the administrative procedure guaranteeing fair and equitable treatment of all employees and candidates for employment.

All offices, divisions, colleges and other units of Illinois Eastern Community Colleges District No. 529 operate pursuant to all applicable laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, Title II of the American with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008. Illinois Eastern Community Colleges District No. 529 does not discriminate against any employee or any applicant for employment because of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category. This District does not discriminate in any of its educational programs and offerings, or in any of the activities offered or operated by the community college district and its colleges.

This policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation. For additional information, see [Board Policy Manual – 100.8](#).

PREGNANCY RIGHTS NOTICE

If you are pregnant, recovering from childbirth, or have a condition related to pregnancy, you have the right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from your pregnancy. For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted “Pregnancy Rights Notice”.

COMPLAINTS

IECC has adopted a policy to provide for the prompt and equitable resolution of complaints. This policy does not apply to sexual harassment complaints or grievances under the faculty collective bargaining agreement. For additional information, see [Board Policy Manual – 100.16](#).

PREVENTING SEXUAL MISCONDUCT AT IECC

The Board of Trustees is committed to preventing and responding to incident of sex-based harassment including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking.

All employees who have information regarding Sexual Misconduct of a student or employee are required to report it to the Title IX Coordinator or any Responsible Employee. The following categories of employees are Responsible Employees. If a title is not listed below the employee is not considered a “responsible employee”.

- College and District Administrators
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Coaches and Athletic Directors
- Student Advisors and Student Group Advisors

IECC will provide all employees that are classified as Responsible Employees with annual training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant policies and procedures, retaliation, the impact of trauma, relevant definitions, and other pertinent topics.

Individuals have been appointed at the District Level and at each college to receive reports, investigate and resolve issues pursuant to this policy. Complaints should be immediately reported to one of these designated individuals so that an appropriate investigation can be conducted. A report can also be completed [online](#) (see Sexual Violence Title IX Complaint Form).

Title IX Coordinators

Libby McVicker Title IX Coordinator

Jan Wiles Deputy Title IX Coordinator - FCC

Julie Higginbotham Deputy Title IX Coordinator – LTC

Andi Pampe Deputy Title IX Coordinator – OCC

Steve Patberg Deputy Title IX Coordinator – WVC

The Chief Executive Officer has designated two persons per college, Workforce Education, and District Office to hear and investigate cases of alleged sexual misconduct. Complaints should be immediately reported to one of these designated individuals so that an appropriate investigation can be conducted. See Appendix A.

For additional information, see [Policy Manual](#) (100.31). In addition to the policy, more information can be found at www.iecc.edu/titleix.

EMPLOYEES WITH DISABILITIES

The college complies with the Americans with Disability Act (ADA) and other laws protecting the rights of persons with disabilities. If you believe you have been discriminated against based upon a disability or require reasonable accommodations, contact your immediate supervisor or the Director of Human Resources at the District Office. For additional information, see [Board Policy Manual](#) – 100.12.

DRUG-FREE WORKPLACE

The colleges will take all reasonable steps to ensure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace. For further information including Notice of Conviction and Penalties for Violation, see [Board Policy Manual](#) – 400.19.

BLOODBORNE PATHOGENS

Illinois Eastern Community Colleges adopts the federal OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030. The administration has published procedures to prevent or minimize the occupational exposure of employees to bloodborne pathogens or other potentially infectious materials. See [Procedures Manual](#) – Section 100.11 for the Exposure Control Plan.

ORGANIZATION AND OPERATION

Board of Trustees

The Illinois Eastern Community Colleges Board, consisting of seven members elected for a six-year term by voters of District 529, are responsible for the governance, administration, and operation of the community college district. The student body, on a rotating basis among the District's colleges, elects a student representative who serves a one-year term on the Board. The student has an advisory vote that may not be counted in declaring a motion to have passed or failed. The Board of Trustees acts as a policy making and approving body in all decisions affecting the District. See Appendix C.

Administration

The administrative organization of Illinois Eastern Community Colleges is outlined in the administrative charts adopted by the Board of Trustees for the District and each of the four colleges. The Chief Executive Officer serves as Chief Administrative Officer of the District and of each college, and as Executive Officer of the Board of Trustees. It is the responsibility of the Chief Executive Officer to recommend the administrative structure of the District to the Board of Trustees.

Each college has a President and a College Dean. Responsibilities of the President include long-range planning and development of the college, the administration of fiscal affairs, the instructional programs and services, student services, and the operation, maintenance, and security of the buildings and grounds. See Appendix C.

Committees

The CEO and other administrators are advised by District-wide committees concerning matters of importance to the operation of the District. Committees perform an important advisory role in the District administrative function. All employees are encouraged to participate on committees as appropriate. Each college may have additional committees that operate specifically for that campus's governance and planning needs. The purpose of each committee is described below.

Deans Committee

Members include the four academic deans from each college and the Chief Academic Officer. The Deans Committee meets as needed to discuss current academic and student support issues, new degrees and certificates, online learning, state reporting requirements, dual credit, assessment of student learning, articulation, Illinois Articulation Initiative (IAI), Accountability and Program Review, and Resource Allocation Management Program (RAMP).

Financial Aid Committee

Members include financial aid officers from the four colleges and District Office staff. Meetings are held to disseminate information and address financial aid concerns, and discuss compliance with federal Title IV Financial Aid regulations.

IECC Cabinet

Reviews administrative matters, assists the CEO in the development of policy proposals, and advises the CEO in making major decisions concerning the long-range planning and operation of the District. The Cabinet consists of the CEO, college Presidents, college Deans, the administrative officers from District Office, and other administrative and/or supervisory staff as appointed by the CEO.

Distance Delivery Education Committee

This committee is comprised of faculty, staff, and administration to guide, review, and address distance delivery instruction district wide. The committee has established guidelines for course development and a review process. Student surveys are administered and established by the committee to track satisfaction. Online issues and concerns from faculty, students, and staff are presented at committee meetings to resolve and improve distance delivery learning at IECC.

Perkins Committee

Members include representatives from the Perkins Programs and Learning Skills Centers, Director of the Transition Center, and District Office support staff. Meetings are held to discuss compliance with the Federal Perkins III Grant, which serves career and technical special population students.

Public Information and Marketing Committee

This committee is comprised of Public Information and Marketing representatives from each college, the Director of International Students and Recruitment, and IECC Webmaster. The committee outlines the IECC Marketing Plan and coordinates district-wide marketing and information.

Students First! Team

Students First! is an ongoing institution-wide effort to engage all aspects of the institution in the measurement and improvement of student learning. The Students First! Assessment Committee is made up of a Faculty Assessment Coordinator from each college, the IECC Chief Academic Officer,

and the Program Director of Student Learning Assessment. Their focus is to support curricular assessment in the classroom and to guide the collection of student learning data from courses for program and general education assessment. Also, co-curricular learning assessment is supported by the Program Director of Student Learning Assessment.

Student Records Committee

Members include student services staff from each college, the Chief Academic Officer, District Office student support services staff and information technology staff. Meetings are held every other month, or as needed, to discuss current student records issues and establish procedures for the Banner administrative software and web registration.

Student Services Committee

The Student Services Committee (SSC) is composed of academic advisers from all four colleges, representatives from TRIO grants, and recruiters. The committee focuses on student topics relating to recruitment, advisement, and transfer.

Technology Committee

A Technology Committee comprised of employees throughout the IECC District provides input and guidance for the IECC Technology Plan. This committee identifies technological resources needed to better serve the citizens of District 529 and develop a Technology Plan that reviews technology projects and outlines current and future technological needs.

EMPLOYMENT

It is highly recommended that each employee review [Section 400 of the IECC Board Policy Manual](#) and [Section 400 of the Procedures Manual](#) for additional information regarding employment issues.

All employees of the district are employed by action of the Board of Trustees upon recommendation by the Chief Executive Officer. Employees of the college district are at-will employees and either the Board of Trustees or the employee can terminate this at-will relationship with or without cause, with or without notice, at any time, except as provided by specific contract terms and any applicable laws. No supervisor, managerial employee, administrator, or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any individual for employment for any specified period or to make promises contrary to the employment at-will policy. Only the Board of Trustees has such authority. For additional information, see [Board Policy Manual](#) – 400.1.

The schedule of deadline dates for receipt of employment/payroll paperwork is published on a regular basis. Adherence to the deadline dates is required to insure proper payment to employees. Supervisors should particularly note differences in deadline dates occurring during summer terms and holidays.

Posting of Vacancies

Vacancy notices for full-time positions are prepared and distributed for public posting by the Human Resources Department. The notice is placed on the IECC website homepage. Recommendations for additional and new positions require approval by the Chief Executive Officer/Chief Operating Officer and the Cabinet. For additional information, see [Procedures Manual Section – 400.1 for Selection and Employment criteria](#).

Position Classification

Each position is classified under the appropriate employment category; i.e., administrative, professional/non-faculty, technical, clerical/secretarial, maintenance/custodial, as required by state budgeting requirements. Beginning salaries are established in accordance with entry levels defined in the Procedures Manual and will be no higher than 15% above the entry level, based on qualifications and experience. Exceptions to this guideline may be made at the discretion of the Board. In addition, some positions may not have ranges of 15% due to factors such as the availability of funding or budget limitations. For additional information, see [Procedures Manual](#) – Section 400.1.

In compliance with the Fair Labor Standards Act and federal and state laws, employees are either exempt (no requirement for overtime compensation) or non-exempt (overtime compensation is required). The Act specifies employment record-keeping requirements.

Employment Forms

Submission of the following information is required for employment and payment of personnel.

Information submitted on the forms must be accurate and valid. For more information, see the [Procedures Manual](#) – 400.1.

1. Personnel Employment Data Sheet
2. Employment Application
3. Employment Application Addendum
4. Application Letter (if applicable)
5. Resume (if applicable)
6. Official Transcripts
7. Employee Questionnaire
8. PCS/CIP Form (faculty only)
9. Drug-Free Workplace Policy Acknowledgement Form
10. Employment Eligibility Verification Form I-9
11. State and Federal W-4 Statements
12. SURS Annuitant Affidavit (SURS retirees only)
13. Insurance Form (full-time employees only)
14. Group Health Continuation Coverage Notification Provisions (full-time employees only)
15. Certification of Faculty in Oral English Language Proficiency (faculty only)
16. Appropriate Use of Technology Form
17. Policy Manual Acknowledgement Form
18. Time Sheets (non-exempt employees)
19. Pay Sheets (faculty)
20. IDES New Hire Form
21. FERPA Form
22. Payroll Election Form (faculty only)
23. Information Technology Services Request
24. Premium Only Election Form (full-time employees only)
25. Direct Deposit Form
26. Release of Information Form (faculty, administration, professional/non-faculty)
27. SSA 1945 Form (all employees eligible for SURS)
28. Qualified and Competent Faculty Form (faculty only)
29. Background Check Form

Orientation

Supervisors are responsible for orientation of new employees. Your supervisor should contact you the day immediately following approval of your employment by the Board to arrange the schedule for your first workday. Orientation will be conducted the first day of employment or as soon thereafter as possible. The Human Resources Department conducts orientation programs for all full-time employees (usually the employee's first day of full-time employment).

Work Schedules

All work schedules are determined by the immediate supervisor and site administrator in compliance with federal and state laws, Board policy and procedures, the faculty contract, correctional center contracts, and the needs of the District and college. Work schedules may be altered to meet District and college needs.

Full-time employees are required to be at work 260 days per year or 261 days during leap year. The 260/261 days do not include holidays and weekends. Some employees may be required to work holidays and weekends dependent upon responsibilities. Modified-time employees may be scheduled to work less than 260/261 days.

Full-time faculty employed in the Industrial Training Department have a teaching load of 999 student semester hours per 12-month period/fiscal year and shall teach in each of the 12 months or 756 student semester hours per 9-month period and shall teach in each of the 9 months.

All other full-time employees shall have a normal workweek of at least 40 hours (exclusive of any unpaid lunch period) and must be employed on the basis of a 12-month work year or shall have a modified time work schedule with a normal work week of at least 40 hours (exclusive of any unpaid lunch period) and must be employed on the basis of at least a 9-month work year.

Evaluations

Employee evaluations are conducted at least once each year. The purpose of the evaluation is to provide a means to communicate with an employee and provide feedback on employee job performance, to identify and develop performance standards, to maintain the current level of performance or improve employee performance, to identify additional training and professional development needs, to discuss departmental and college-wide goals, to set goals and objectives for the employee and supervisor, and to help the employee realize their potential in their job.

Paycheck Distribution

Paychecks for full-time employees are issued by electronic direct deposit bi-weekly; on Fridays. A non-negotiable "Advise of Deposit" indicates the amount of the paycheck to be deposited into the employee's account. This "Advise of Deposit" is available online through Entrata under Employee Services, where paycheck history may be viewed and/or printed. If an employee does not sign up for direct deposit, then a paper check will be issued. Paper payroll checks will not be mailed in advance, rather they will be mailed each payday from the District Office to the permanent employee address on file. For the pay dates schedule, visit the Human Resources link on the [Intranet](#).

Full-time faculty may elect to receive their paychecks on a 9- or 12-month distribution schedule by completing a request form and sending it to the District Payroll Office. Payment for overload and summer school will be made upon receipt of pay sheets in accordance with the established schedule-of-pay date.

Time Sheets

To comply with federal and state labor laws, non-exempt employees are responsible for recording their hours worked on a time sheet. Time sheets **must be** completed and submitted to your supervisor by 9 a.m. on the established submission dates. Maintenance of accurate time records is required by the Fair Labor Standards Act.

The regularly scheduled work week begins on Monday at 12:00 a.m. and terminates on Sunday at 11:59 p.m. All overtime, time worked in addition to the 40-hour week, must be authorized by your supervisor.

Supervisors must approve timesheets by 1 p.m. on established submission dates and by 10 a.m. on the Tuesday following a Monday holiday.

Overtime pay is figured at a rate of 1.5 times the regular hourly rate of pay.

If a scheduled holiday occurs during the work week or if approved, earned leave (vacation, sick, personal, or personal emergency days) is used during the work week, the time would be counted as a part of the regular 40 hours. Vacation, sick, personal or personal emergency cannot be used during a work day when the employee has already worked an eight hour day.

Example: A paid holiday occurs on Monday, the employee is sick on Tuesday, and works 8 hours each day on Wednesday, Thursday, Friday, and Saturday. The employee would be compensated for 8 hours of work at the overtime rate.

Please contact your supervisor or the Human Resources Department if you have any questions.

Separation of Employment

Employees who voluntarily end employment should notify their immediate supervisor and submit a letter of resignation stating the last day of work. (Involuntary separations may occur for reasons such as lack of funds, discontinuance of a particular service or position, poor performance, violation of district procedures or policies, insubordination, misconduct, or for other reasons.) Unused earned vacation days will be paid off. Unused sick days are reported to the State Universities Retirement System.

Suspension

An employee may be suspended from employment pursuant to [Board Policy Manual](#) – 400.10.

LEAVE BENEFITS

For a complete list of leave benefit days please see [Board Policy Manual](#) – 400.4 and 400.12.

Sick, personal, and vacation leave days for full-time employees are awarded based on employment classification and hire date. Initial eligibility begins with the first month of employment if the first work day is on or before the 15th of the month. If the first work day is after the 15th of the month, eligibility begins with the next full month of employment. Days are pro-rated on a monthly basis for employees who work less than the full fiscal year; i.e., employees hired on January 1 receive one-half of the days for the year.

The annual accrual of vacation days is performed once per year at the end of each fiscal year. The annual accrual of sick and personal days is performed once per year at the beginning of each fiscal year.

Leave balances appear on paycheck stubs or employees can review time-off balances by logging online to [Entrata](#), and clicking Banner Web, then choosing Employee Services.

Requesting Leave Days and Reporting Absences

Leave for Exempt staff (salaried) is now reported via web leave reporting. Leave should be reported on a monthly basis and submitted for approval to your supervisor prior to the 7th day of the next month (i.e. Leave for August should be reported and submitted for approval by September 7th.)

To access Leave Reporting, log into Entrata and proceed to the Employees page. On the Employees page, select "Online Employment Information". From this screen you will select Leave Report and then you will select the appropriate reporting period.

Leave balances may be viewed via Entrata by selecting "Leave Balances" from the menu options on the Employees page. Leave balances will be accurate as of the previous month.

Leave for Non-Exempt staff (hourly) is reported via their timesheet (paper or web) and is reported on a bi-weekly basis.

Leave balances may be viewed via Entrata by selecting "Leave Balances" from the menu options on the Employees page. Leave balance will be accurate as of the previous pay period.

Employees are required to request advance approval from their supervisor for time off. Employees unable to be at work for unforeseen reasons such as illness are required to notify their supervisor, as soon as possible prior to the start of the workday, that they will not be in for the day or will be arriving late.

Supervisors are responsible for approving use of leave days and for ensuring the proper use of leave time. In circumstances where the employee is unable to complete and submit leave reports, it is the supervisor's responsibility to notify the Human Resources Department of days missed. Supervisors are required to monitor leave balances and notify the Human Resources and Payroll Departments when leave days used exceed balances available to employees. Leave time may be used in increments of one hour.

Employees absent from work due to inclement weather may use leave time from personal emergency, personal, or vacation for the absence.

Sick Leave

Each full-time employee will, on the first day of employment of the employee's initial year, receive a pro-rated share of working days up to a total of seventeen (17) sick leave days with pay. Days for new employees are pro-rated based upon the portion of the full year worked; for example, someone beginning work on January 1 would receive one-half (1/2) of the seventeen (17) days or eight and one-half (8½) days. Sick leave days for modified-time employees shall be pro-rated according to time employed in relation to full-time employees. Unused sick leave days accumulate from year to year. After the initial year of employment and at the beginning of every fiscal year thereafter (July 1), full-time employees will receive sick leave days according to the following schedule.

Years of Continuous Full-Time Service	Sick Leave Days per Year
2-9	12
10-15	15

16-20	18
21-25 plus	21

Sick leave days may be used for employee illnesses and employee doctor’s appointments. Time off for doctor’s visits should not exceed the time required for the appointment or tests; for example, if an employee has a doctor’s appointment at 1:30 p.m. and tests at 3 p.m., the employee may use one-half (1/2) day of sick leave.

Employees who are ill or are off work due to an injury or surgery for more than five consecutive days or for an ongoing period of time should submit a doctor’s statement. Employees with on-going illnesses resulting in the use of all sick leave days may qualify for unpaid leave under the Family Medical Leave Act or for disability benefits under the State Universities Retirement System.

The CEO may require that an employee be examined by a physician determined by the CEO. In this case, the cost of the examination will be paid by the Board of Trustees.

Personal Leave

Full-time employees are granted two (2) leave days per fiscal year for personal reasons. Days for new employees are pro-rated based upon the portion of the full year worked; for example, someone beginning work on January 1 would receive one-half (1/2) of the two days or one day. Application for personal leave should be made up to five (5) days prior to leave time to your immediate supervisor. Unused personal days will accumulate as sick leave to a maximum of fourteen (14) additional sick days.

Required Court Appearance

Full-time employees will receive leave with pay to appear in court as a witness or member of a jury. Compensation received from such court appearance will accrue to the college district.

Funeral Leave

Full-time employees shall receive funeral leave for the purpose of attending the funeral, without loss of pay, under the following terms and conditions.

Three-Days Leave at Full Pay – for a death within the immediate family, which means the full-time employee’s spouse, child, parent, sibling, parent-in-law, or member of the immediate household of the employee.

One-Day Leave at Full Pay – for a death of a near relative.

Leave of Absence

The CEO may grant up to two weeks of leave of absence without pay to a full-time employee. The Board may grant up to one year’s leave of absence without pay to a full-time employee and up to an additional year upon request and Board approval. Such leaves may be granted for advanced study, exchange teaching or assignment, travel, governmental service, or other personal reasons. Applications for leaves shall be filed with the President and then the Chief Executive Officer/Chief Operating Officer no later than 90 days prior to the beginning of the commencing leave date.

Vacation, sick, personal days, and other benefits shall not accrue during an employee’s unpaid leave of absence. An employee may, however, elect to continue to participate in the District group insurance plan at the employee’s sole expense, provided the employee makes acceptable arrangements to pay the premium during the term of his/her unpaid leave.

Absence Due to Attendance at Educational Meetings and Conferences

Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or District shall be allowed expenses according to District regulations.

Personal Emergency Leave

Full-time employees may use a designated amount of sick time for personal emergency each year for things such as illness, injury, medical appointments of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent or for other reasons of personal emergency. Advance approval for such leave shall be secured from the employee's immediate supervisor, as soon as possible. Employees may use the following days as personal emergency based on the following schedule:

Years of Continuous Full-Time Service	Personal Emergency Days Allowed Per Year
Initial Year	Up to ½ of sick days awarded at time of employment
2-9	6
10-15	7.5
16-20	9
21-25+	10.5

Vacation Days

Exempt (Administrative & Professional Non-Faculty Employees)

Each full-time administrative and professional non-faculty exempt employee shall earn 20 vacation days per year. Administrative and professional non-faculty exempt employees may accumulate no more than 40 paid vacation days.

Non-Exempt (Administrative & Professional Non-Faculty Employees)

Effective December 1, 2016, those employed into this classification shall earn 15 vacation days per year. This class of non-exempt employees may accumulate no more than 25 paid vacation days. All employees in this classification prior to December 1, 2016 will be grandfathered in and earn 20 vacation days per year and may accumulate no more than 40 paid vacation days.

Classified Employees

Each full-time clerical, technical, and maintenance employee shall earn 10 vacation days per year. Clerical, technical, and maintenance employees with less than 7 years of employment may accumulate no more than 20 vacation days. After 7 years of employment, each full-time clerical, technical, and maintenance employee shall earn 15 vacation days per year. Effective July 1, 2009, clerical, technical, and maintenance employees with 7 or more years of employment may accumulate no more than 25 paid vacation days.

Employee's first year of vacation accrual is prorated based on hire date. Vacation time does not accrue during an employee's unpaid and/or workers compensation leave.

Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

- A. An employee may elect to receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.
- B. An employee may elect to take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.

The above section does not apply to involuntary separation. Employees who leave District service due to an involuntary separation will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of his/her duties with the District.

Voluntary and involuntary separation accumulation vacation day payments made pursuant to [policy section 400.12](#) shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if the grant funding is not renewed or cut and employment with the District is terminated. An employee in grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

Family and Medical Leave (See [Board Policy](#) – 400.20)

Military Leave ([Board Policy Manual](#) – 400.21)

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Illinois Veterans Service Men's Employment Tenure Act 330 ILCS 60/1, and the Military Leave Act 5 ILCS 325/1, employees shall be granted military leaves of absence for the performance of duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Employees are required to provide advance notice, either in writing or orally, to their supervisor as soon as possible so that work schedules may be arranged consistent with operating needs. This requirement shall be excused for military necessity, which prevents employees from giving notice or circumstances whereby it is impossible or unreasonable for employees to provide notice. (Board Policy – 400.21 addresses the entire Military Leave Policy.)

This policy is not applicable to temporary full-time or part-time employees who have brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time.

Victims Economic Security and Safety Act (VESSA) (See [Board Policy Manual](#) – 400.26)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA), leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim.

BENEFITS

Holidays

Paid holidays for all full-time employees include Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Friday following Thanksgiving, Winter Break, Christmas, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Spring Holiday, and Memorial Day. Full-time employees shall be granted one (1) floating holiday per fiscal year. Floating holidays do not accumulate and must be used during the fiscal year. Full-time employees must have been employed before March 1 to be eligible for the floating holiday. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor. See Appendix B for Calendar Year 2018 Holiday Schedule.

Insurance

As a fringe benefit, the Board of Trustees makes a monthly contribution to the cost of medical and dental insurance for each full-time employee. Also, provided by the Board of Trustees is group life insurance; you will have term life insurance provided for you in a face amount that approximates your annual salary.

The District offers the following medical, dental and voluntary insurance plans to employees and their dependents:

Medical Plans

Option 1 - \$6,000/\$12,000 QHDHP with a Health Savings Account

Option 2 - \$2,650/\$5,300 QHDHP with a Health Savings Account

Option 3 - \$1,500/\$3,000 QHDHP with a Health Savings Account

Option 4 - \$250/\$750 Plan with copays (this plan is not eligible for the Health Savings Account)

Medical Reimbursement Plan (MRP) – available to employees who waive medical coverage with the District and elect coverage under a spouse's or retirement group plan.

Dental Plan

One dental plan is available to employees and their dependents.

Vision Plans

Option 1 – 12/12/24 (Exam, Lenses, and Frames) with copays

Option 2 – 12/12/12 (Exam, Lenses and Frames) with copays

Accident Plans

Accident Plan A

Accident Plan B

Accident Plan C

Critical Illness Plans

Employee and spousal coverage available from \$5,000 to \$50,000 in increments of \$1,000. Dependent children are eligible for 25% of approved employee amount up to a maximum of \$12,500.

Basic Life/AD&D Insurance

The Board of Trustees provides employee's basic life/AD&D insurance in the amount one times their basic annual salary up to a maximum of \$200,000.

Supplemental Life/AD&D Insurance

Employee and spousal coverage available from \$10,000 to a maximum of \$750,000 in \$10,000 increments (not to exceed 7 time earnings for the employee). Spousal coverage cannot exceed employee's amount. Dependent children have a choice of \$2,500, \$5,000, \$7,500 or \$10,000.

For more information the plans offered click [here](#).

The earliest date coverage can begin is the first day of the month following the hire date unless the first day is the first of the month, in which case the coverage will begin that day. Employees have thirty (30) days after the date of eligibility to apply for yourself and/or dependents. After that time, evidence of insurability will be required. If such evidence is not satisfactory, insurance will not be provided.

Employees will receive an insurance ID card directly from the insurance company in approximately 30 to 60 days. If a claim is incurred before the insurance card is received, contact Human Resources for a temporary ID card.

ID Shield – Identity Protection & Restoration Coverage

Employee and family coverage for identity theft protection and restoration is now available to employees via ID Shield. Coverage includes monitoring, 1-on-1 consultation, and comprehensive identity restoration. For more information on the plan click [here](#).

Tuition Waivers ([Board Policy Manual](#) – 500.14)

Tuition for credit courses at any IECC college is waived for all full-time employees of the District and members of their immediate family with some restrictions. Members of the immediate family shall be defined as the employee's spouse and children under 24 years of age. See Board Policy 500.14 for detailed waiver information.

Retirement: State Universities Retirement System (SURS)

Eligible employees contribute approximately 8.5% of their gross earnings to SURS for retirement benefits. The state of Illinois matches the employee contribution. SURS provides a broad schedule of benefits in case of disability, death, retirement, and separation from service. A detailed workbook, enrollment form, and other information will be sent directly to you from SURS. Your decision to enroll in either the Traditional, Portable, or Self-Managed plan depends on the types of benefits you wish to receive in the future, as well as the amount of personal involvement you want in determining where and how your contributions are invested. The option choice you make governs the benefits available to you for your lifetime and cannot be changed or revoked.

As a participant of SURS, you may no longer be eligible to claim IRA contributions as an adjustment to your gross taxable income on your federal income tax return. Please refer to the SURS homepage or your tax advisor for more information concerning this IRS rule.

SURS retirees are eligible to participate in the College Insurance Program provided by the State of Illinois. For more information about this plan, please contact SURS or Central Management Services.

Additional information regarding retirement eligibility and benefits can be obtained directly from [SURS](#) at their website.

Medicare

All employees hired after March 31, 1986, contribute 1.45% of their annual salary (subject to Social Security Taxable Limit) for Medicare coverage. The District contributes an equal amount. The percent or contribution is subject to change as required by federal legislation.

Tax-Sheltered Annuity (TSA) (See [Procedures Manual – 300.1](#))

All full-time and part-time employees (with the exception of Student Workers) are eligible to participate in the prototype plan adopted by Illinois Eastern Community Colleges District #529. IECC has chosen "The Standard" to act as plan sponsor, provide administrative services, participant services, investment services, and fiduciary services. The Plan Document and Summary Plan Description are available upon request from the Plan Administrator, 233 E. Chestnut, Olney, IL 62450, and on the IECC Intranet (as soon as administratively possible). Applicable forms (enrollment, investment elections, and beneficiary designation) are available online from The Standard website, or upon request from the IECC Human Resources Department.

Travel and Expenses

The District will reimburse employees for business travel. Employees must follow the [Procedures Manual – 300.16](#) for reimbursement and prior approval. Each college may have additional requirements for travel and use of college vehicles. Check with your supervisor for details pertinent to your college.

Other Benefits

Each college provides additional benefits to employees such as bookstore and fitness center discounts and free admission to events. For more information regarding the benefits offered at your college, please contact the President's Office.

GENERAL INFORMATION

Access to Personnel Records

All current employees and former employees, who are not members of the bargaining unit, and whose employment was terminated within the preceding year and/or their designated representative will have access to their personnel records as provided for in the Illinois Access to Personnel Records Act. For more information about reviewing personnel records, please refer to the [Procedures Manual – 400.9](#).

Appearance

An individual's personal appearance on the job reflects the image of Illinois Eastern Community Colleges. Employees are expected to care enough about themselves and their positions at IECC to be neat and well groomed at all times on the job. Inappropriate or unclean clothes detract from the college's and the District Office's image and cannot be allowed. Employees should dress in a manner appropriate to their position or job category.

Campus Safety and Security

IECC does not have a health service. Staff members are encouraged to call an ambulance for emergency medical support.

Switchboard operators and physical plant employees have access to outside telephone lines when the power is out and should be notified that an ambulance has been called so they can direct it to the proper location.

All college accidents and/or crimes must be reported to the President's Office to comply with federal guidelines. The Campus Safety and Security Policy can be found in the [Policy Manual \(500.17\)](#).

An [Incident Report](#) should be completed for all personal injury accidents, criminal incidents, damage to or theft of college property, gross violation of Board Policy or personnel procedures, and fire or intrusion incidents. This report should be completed and turned into the Chief Finance Office within 24 hours of the incident.

An overview of each college's Emergency Procedures is located at www.iecc.edu/safety. Emergency Guides are located in various rooms throughout IECC facilities. College emergency plans are available through the IECC Documents page on the intranet or from the Administrative Offices at each college. Faculty is recommended to review the plan periodically. Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20 (b) (2)), Illinois Eastern Community Colleges has developed a Violence Prevention Plan which outlines the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

The [Violence Prevention Plan](#) provides guidelines which specifically address IECC's position on the prevention, reduction, and management of violence. The focus of the Violence Prevention Plan is prevention. The Violence Prevention Plan is available to all IECC employees on the intranet.

As outlined in the District's Campus Safety and Security Policy (500.17), Illinois Eastern Community Colleges prohibits any form of violence and appropriate disciplinary action will be enforced. Illinois Eastern monitors and cooperates with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the community that may impact the safety of students and employees.

Illinois Eastern publishes an Annual Security Report on its website for review by employees, students, and prospective students and employees in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This report is accessible at www.iecc.edu/annalsecurityreport. A hard copy of this report can be requested by contacting the IECC Human Resource Office. This report contains various policy statements and related procedures regarding campus safety and security, crime statistic information, and relevant definitions.

College Facilities

College facilities may be available to employees and the general public for special events. Employee use requests are processed differently at each college: Frontier Community College—contact the Director of Business; Lincoln Trail College—contact the Business Office Assistant; Olney Central College—contact the Administrative Assistant to the Dean; Wabash Valley College—contact the College Dean. A [Facilities Use Request/Permit](#) (under Miscellaneous) must be filled out before the event is held. Charges may be assessed for some events.

Conduct

The image and reputation of Illinois Eastern Community Colleges in the District is reflected by an individual's attitude toward students, colleagues, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards and ideals with which Illinois Eastern Community Colleges is operated. Regardless of the position, it is important to remember that good manners and a willing, cooperative attitude are an important part of the job.

Electronic Device Usage Policy ([Board Policy Manual](#) - 400.25)

Employees should not use district-owned or employee-owned electronic devices, including, but not limited to, cell phones and computers, while driving on district business. This policy prohibits talking,

texting, and e-mailing while operating a district-owned motor vehicle or a personally-owned motor vehicle being operated for district purposes.

Should an employee need to make a district-related call while driving, they should locate a lawfully designated area to park and make the call. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are not expected to make calls and do other district work while driving. Under no circumstances are employees allowed to place themselves at risk while driving to fulfill district business needs.

Email Accounts

IECC utilizes email as the primary method of communication. Each employee is provided upon the supervisor's request an IECC email account. All supervisory requests for an IECC email account must be initiated by completing the [Information Technology Services Request Form](#), and forwarded to the college President for approval in order to establish an email account. Each employee must review and comply with the ***Appropriate Use of Information Technology Resources***. For additional information, see [Board Policy Manual](#) – 200.2.

Emergency Closings

Decisions to close a work site due to emergency situations such as inclement weather shall be made by the Chief Executive Officer and the college President or designee. Information about closings will be placed on the [IECC website](#), Alert System, and broadcast over area radio and TV stations. Emergency announcements will be made by 6 a.m., or as soon thereafter as possible, to give the earliest notice to commuting students.

Employee Injuries

Employees who are injured during working hours at IECC must immediately report the accident to their supervisor if they are able to do so. Supervisors will take steps within 24 hours to determine if it is necessary that approved medical attention is secured and obtain the necessary report forms which the employee must complete. It is important that an official report of the accident be initiated, even if the injury does not seem to warrant medical attention. If complications do ensue from the injury at a later time, coverage may be available. Questions concerning coverage should be referred to the District Business Office.

An injured employee must immediately secure a letter from a physician stating inability to perform normal duties, in order to begin receiving Workers' Compensation benefits. Depending on the length of disability, further written statements may be requested.

Please refer all questions to the Chief Finance Officer regarding Worker's Compensation.

Help Desk

The IECC Help Desk is available Monday through Friday, 7:30 a.m. to 4 p.m. to assist you with computer, software, and technical problems. For more information on Help Desk questions and answers, go to the [Intranet](#) and click on the IT Technology tab.

IECC ALERTS

IECC has a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered mobile phones and to everyone's email address. Once you sign up for the IECC Alerts service, the college can text your cell phone with timely information about emergencies

and class cancellations. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. The service is available to all current faculty, staff and students of IECC. To sign up for the IECC Alerts, log into your Entrata Account and click on the IECC Alerts link.

Please Register – it only takes a minute. This will be the surest way for you to receive notifications critical to your safety and well-being.

IECC Faculty and Staff Resource Centers

Faculty and Staff Resource Centers are located at each college in the LRC where assistance and support are available.

IECC Homepage, Intranet & Entrata

The IECC Intranet is the core of district-wide communications and is available through the www.iecc.edu. Information is updated daily on the Intranet. The following menu is available: home, forms, documents, support, IT Technology, and HR/Payroll. The Intranet is currently available through online college computers and an off-college computer with a network password required to access the Intranet site. The Employee Directory is available through the Intranet by name, college, or job description search.

The Entrata Portal provides information regarding administrative services. Employees can check on personnel services, such as payroll deductions, review of payroll stub, leave day balances, personal information, and other services. They can also access requisition forms, purchase orders, budget transfers, timesheets and more. Faculty can access class schedules, class rosters, enter grades, and communicate with students through [Entrata](#).

Incident Report

An Incident Report is required for any personal injury accidents, criminal incidents, fire or intrusion incidents, damage to or theft of college property, gross violation of Board policy, or personnel procedures. The report is to be completed and forwarded to the Chief Finance Officer within 24 hours of the incident.

Keys

Employees may be issued keys to their work areas. The [Key Request Form](#) is obtained through the College Dean. All keys assigned to employees are the responsibility of that staff member, and should not be loaned to other persons (college or non-college) without prior approval. Keys remain the property of IECC and are returned to the college at the College Dean's request.

Learning Resource Centers

Each IECC college has a Learning Resource Center open to faculty, staff & students with services on-campus and off campus via Entrata and the LRC web pages. IECC is a member of the CARLI Consortium (College and Research Libraries of Illinois) and has access to materials and the holdings of 86 academic and special libraries through VuFind online catalog at <http://vufind.carli.illinois.edu/vf-iec/>. Each LRC has an open computer lab, a book and print magazine collection, a video/DVD/CD collection and a variety of online resources for finding information and planning instruction. Faculty/Staff Resource Centers are located the LRCs where assistance and support are available.

Mail Service

The colleges provide mailboxes for communications between various areas. Appointed employees handle incoming and outgoing mail. No personal mail is to be metered by the college mail service. Mail

promoting non-college business should not be placed in mailboxes. Intercampus mail is delivered between colleges and District Office on a daily basis and may require an overnight transportation. District Office mail is handled by staff and is delivered to each area.

Maintenance Problems

All maintenance problems should be reported to your immediate supervisor. A [Maintenance Work Order](#) or an email outlining the problem should be prepared by the person requesting the maintenance work and forwarded to the college President (LTC and WVC), College Dean (OCC), or O & M Team Leader (FCC). A custodian is available during evening hours when classes are in session.

Medical Emergencies

IECC does not have a health service. Staff who becomes aware of an injury or illness should follow the emergency procedures as outlined by each college. If an ambulance is required, switchboard operators and physical plant employees have access to outside telephone lines when the power is out and should be notified that an ambulance has been called so they can direct it to the proper location.

Outside Employment ([Board Policy Manual](#) – 400.6)

Outside employment or business activities performed by an employee may be subject to review if such employment or activity interferes with the employee's ability to perform job responsibilities satisfactorily, is in direct competition with the services provided by the District, or other reasons adversely affecting the District.

Parking

Information regarding employee parking may be obtained from your supervisor.

Staff Directory

The district-wide staff and faculty directory is located on the Intranet, accessible through the [IECC homepage](#).

Student Information System

An online student information system that allows students to view their schedules, grades, transcripts, financial aid, and personal information. Students must have a PIN to access their information. PINs are available through the Student Services Office.

Tobacco Free Campus ([Board Policy Manual](#) – 100.15)

Use of tobacco products is prohibited on all IECC property, both indoors and outdoors and in District owned vehicles.

IECC'S INTERNAL ACRONYM LIST

A

AA Associate in Arts
 AACC American Association of Community Colleges
 AAHE American Association for Higher Education
 AAS Associate in Applied Science
 ABE Adult Basic Education
 ACE Adult and Continuing Educators Association, Inc.
 ACEN Accreditation Commission for Education in Nursing
 ACT American College Testing Program
 ADA American with Disabilities Act
 ADD Attention Deficit Disorder
 ADN Associate Degree in Nursing
 AGS Associate in General Studies
 ALA American Library Association
 APC Area Planning Council
 AS Associate in Science
 ASA Associate in Science and Arts
 ASE Adult Secondary Education
 ASSET Assessment of Skills for Successful Entry and Transfer
 AV Audio Visual

B

BA Bachelor of Arts
 BHE Board of Higher Education
 BITS Business and Industry Training Services
 BS Bachelor of Science
 BSN Bachelor of Science, Nursing

C

CARLI Consortium of Academic & Research Libraries in Illinois
 C & I Curriculum and Instruction
 CD Civil Defense
 CD ROM Compact Disc, Read Only Memory
 CDB Capital Development Board
 CEFS Clay, Effingham, Fayette, Shelby Economic Opportunity Corporation
 CEO Chief Executive Officer
 CFO Chief Finance Officer
 CFR Code of Federal Regulations
 CIP Classification of Instruction Program
 CLEP College Level Examination Program
 CMS Central Management Services
 CMT Coal Mining Technology
 CNA Certified Nurses Aide

COMPASS Computer-adaptive Placement Assessment and Support System
 COO Chief Operating Officer
 CTE Career and Technical Education
 CY Calendar Year

D

DAVTE Department of Adult and Vocational Technical Education
 DCL Dear Colleague Letter
 DHP Displaced Homemakers Program
 DHS Department of Human Services
 DKG Delta Kappa Gamma
 DL Distance Learning
 DO District Office

E

EAV Equalized Assessed Valuation
 EdD Doctor of Education
 EDST Emergency Disaster Services Technology
 EFC Expected Family Contribution
 EFE Education for Employment
 EIU Eastern Illinois University
 EMT Emergency Medical Technician
 EP Emergency Preparedness
 EPA Environmental Protection Agency
 ERBA Embarras River Basin Agency
 ESC Educational Service Center
 ESDA Emergency Services and Disaster Agency
 ESL English as a Second Language
 ESR Educational Service Region #17
 ETC Education-to-Careers
 ETS Educational Talent Search

F

FA Financial Aid
 FAFSA Free Application for Federal Student Aid
 FAX Telefascimile
 FCC Frontier Community College
 FERPA Family Educational Rights and Privacy Act
 FFEL Federal Family Education Loan
 FLOW Frontier, Lincoln Trail, Olney Central, Wabash Valley Colleges
 FMLA Family Medical Leave Act
 FSA Family Support Act
 FSEOG Federal Supplemental Educational Opportunity Grant

FWSFederal Work Study
FTEFull-Time Equivalency
FY.....Fiscal Year

G

GEDGeneral Education Development
GERFGraduation Evaluation Request Form
GPA.....Grade Point Average
GS.....General Studies
GSL.....Guaranteed Student Loan (Federal
Stafford Loan)

H

HLCHigher Learning Commission
HRICHuman Resource Investment
Council

I

IACEAIllinois Adult and Continuing
Education Association
IAI.....Illinois Articulation Initiative
IBHE.....Illinois Board of Higher Education
IBM.....International Business Machines
ICCB.....Illinois Community College Board
ICCCAIllinois Council of Community College
Administrators
ICCTA.....Illinois Community Colleges Trustees
Association
ICPCCP.....Illinois Council of Public Community
College Presidents
IDES.....Illinois Department of Employment
Security
IDOT.....Illinois Department of Transportation
IECC.....Illinois Eastern Community Colleges
IECCEA.....Illinois Eastern Community Colleges
Education Association
IELRB.....Illinois Educational Labor Relations
Board
IEMAIllinois Emergency Management
Agency
IHCIllinois Humanities Council
IHIAIllinois Health Improvement
Association
IIA.....Illinois Incentive for Access Program
ILA.....Illinois Library Association
ILASFAA.....Illinois Association of Student
Financial Aid Administrators
ILDSIntersystem Library Delivery System
ILLInterlibrary Loan
ILLINETIllinois Library and Information
Network
IPEDSIntegrated Postsecondary Education
Data Systems
IRAIndividual Retirement Account

IRR.....Information, Referral, and Retention
ISAC.....Illinois Student Assistance
Commission
ISBE.....Illinois State Board of Education
ISBN.....International Standard Book Number
I-SHAREResources of IL Libraries belonging
to CARLI
ISL.....Illinois State Library
ISM.....Illinois Skills Match
IT.....Information Technology
IVG.....Illinois Veterans Grant
IWIBIllinois Workforce Investment Board

J

JLD.....Job Location Development
JRCERTJoint Commission for Education in
Radiologic Technology

L

LCC.....Lawrence Correctional Center
LDC.....Literacy Development Center
LEALocal Educational Agency
LEPLimited English Proficient
LLCLakeland College
LMOLabor Market Orientation
LNILearning Needs Inventory
LPNLicensed Practical Nurse
LRC.....Learning Resources Center
LS.....Liberal Studies
LSC.....Learning Skills Center
LSI.....Learning Skills Inventory
LTC.....Lincoln Trail College
LVA.....Literacy Volunteers of America
LWIBs.....Local Workforce Investment Boards

M

MA.....Master of Arts
MAPMonetary Award Program
MIA/POWMissing in Action/Prisoner of War
MIS.....Management Information System
MRSMerit Recognition Scholarship
MS.....Master of Science
MSNMaster of Science in Nursing

N

NCANorth Central Association
NCLANational Council of Local
Administrators
NCMPR.....National Council for Marketing and
Public Relations
NCSNational Career Search
NDSLNational Direct Student Loan
NILRCNorthern Illinois Learning Resources
Cooperative

O

O & M Operation & Maintenance
OB & M..... Operations, Building & Maintenance
OCC Olney Central College
OCLC Online Computer Library Center
OJT On-the-Job Training
ORS Office of Rehabilitation Services

P

PAXPN Pre-Admission Exam for Practical Nursing Test
PCS Code Program Classification System
PDK..... Phi Delta Kappa
PELL Senator Claiborne Pell (Financial Aid Program)
PEP Proficiency Examination Program
PhD Doctor of Philosophy
PIC Private Industry Council
PKP Phi Kappa Phi
PO Purchase Order
PR Purchase Requisition
PSA Public Service Announcement
PSE Post Secondary Education
PTK Phi Theta Kappa

Q

QAC Quality Assurance Control (Program Courses)

R

RAMP/CC..... Resource Allocation and Management Plan/Community Colleges
RCC Robinson Correctional Center
REM Remedial
REQ Requisition (Banner)
RFP..... Request for Proposal
RIF Reduction-in-Force
RN..... Registered Nurse
RVDS Regional Vocational Delivery System

S

SAR Student Aid Report
SAT Scholastic Aptitude Test
SBDC Small Business Development Center
SESR Superintendent of Educational Service Region
SHLS..... Shawnee Library System
SIAAESC..... Southern Illinois Higher Education Consortium
SIHEC Southwestern Illinois Higher Education Consortium
SILO Serials of Illinois Libraries On-Line

SILRC Southern Illinois Learning Resources Cooperative
SIS Student Information System
SIU-C Southern Illinois University at Carbondale
SIU-E Southern Illinois University at Edwardsville
SOC Servicemembers Opportunity Colleges
SOS Secretary of State
SP Single Parent
SRC Student Records Committee
SSC..... Student Services Committee
SSN..... Social Security Number
SSS..... Student Support Services
SUB..... Subsidized Stafford Loan
SURS State Universities Retirement System
SWICCTA..... Southwestern Illinois Community College Trustees Association

T

TABE Test of Adult Basic Education
TP..... Tech Prep
TQM Total Quality Management
TRA Trade Readjustment Act
TRIO Federal government programs of Educational Talent Search, Student Advantage Network, & Upward Bound
TSA Tax-Sheltered Annuity
TT..... Technology Transfer

U

U of I University of Illinois
UB Upward Bound
UNSUB Unsubsidized Stafford Load
USCDC United States Civil Defense Council

V

VA..... Veteran's Affairs
VEDS Vocational Education Data Survey
VIP Vocational Instruction Program
VOC Vocational

W

WADI Wabash Area Development, Inc.
WE Workforce Education
WIA Workforce Investment Act
WOVSED Wabash-Ohio Valley Special Education District
WVC..... Wabash Valley College
WTW Welfare-to-Work

Approved: 8/2009

APPENDIX A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking:

Frontier Community College

2 Frontier Drive
Fairfield, IL 62837-2601
Phone: 618.842.3711

Megan Black
Eric Resor

Lincoln Trail College

11220 State Highway 1
Robinson, IL 62454-5707
Phone: 618.544.8657

Tyler Browning
Rena Gower

Olney Central College

305 North West Street
Olney, IL 62450-1099
Phone: 618.395.7777

Linda Horn
Doug Shipman

Wabash Valley College

2200 College Drive
Mt. Carmel, IL 62863-2699
Phone: 618.262.8641

Tabitha Niduaza
John Day

Workforce Education

John A. Logan College
Carterville, IL 62918
Phone: 618.985.3741

Laurel Taylor
Kim Underwood

District Office

233 East Chestnut Street
Olney, IL 62450-2298
Phone: 618.393.2982

Bonnie Chaplin
Alex Cline

The Chief Executive Officer shall update Appendix A as necessary.

APPENDIX B

ILLINOIS EASTERN COMMUNITY COLLEGES

Holidays for
Administrative, Technical,
Professional Non-Faculty,
Clerical & Maintenance Staff

Calendar Year 2020

Monday	January 20	Martin Luther King Jr. Day
Monday	February 17	President's Day
Friday	April 10	Spring Holiday
Monday	May 25	Memorial Day
Friday	July 3	Independence Day Observed
Monday	September 7	Labor Day
Monday	October 12	Columbus Day
Wednesday	November 11	Veteran's Day
Thursday	November 26	Thanksgiving
Friday	November 27	
	December 22, 23, 24	Winter Break
	December 25	Christmas
	December 28, 29, 30, 31	Winter Break
	January 1, 2021	New Year's Day
	January 4, 2021	Winter Break

APPENDIX C

District Organization

Illinois Eastern Community Colleges District #529

BOARD OF TRUSTEES

Chairperson.....	Dr. G. Andrew Fischer
Vice Chairperson.....	Brenda Culver
Secretary Pro Tempore.....	Gary Carter
Trustees	John Brooks
	Alan Henager
	Jan Ridgely
	Vacant
Student Representative.....	Corey Hall (LTC)
Board Secretary	Renee Smith
Treasurer.....	Ryan Hawkins

District Office

Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450-2298
Phone: 618/393-2982
Toll-Free: 866/529-4322

Marilyn Holt
Interim Chief Executive Officer/Chief Operating Officer

FRONTIER COMMUNITY COLLEGE

2 Frontier Drive
Fairfield, IL 62837-2601
Phone: 618/842-5299
Toll-Free: 877/464-3687

President: Dr. Gerald Edgren Jr.

LINCOLN TRAIL COLLEGE

11220 State Highway 1
Robinson, IL 62454-5707
Phone: 618/544-5299
Toll-Free: 866/582-4322

President: Dr. Ryan Gower

OLNEY CENTRAL COLLEGE

305 North West Street
Olney, IL 62450-1099
Phone: 618/392-5299
Toll-Free: 866/622-4322

President: Rodney Ranes

WABASH VALLEY COLLEGE

2200 College Drive
Mt. Carmel, IL 62863-2699
Phone: 618/263-4999
Toll-Free: 866/982-4322

President: Dr. Matt Fowler