

ILLINOIS EASTERN COMMUNITY COLLEGES



FULL-TIME STAFF HANDBOOK

Table of Contents

Introduction	5
Illinois Eastern Community College District #529 Profile	6
Mission, Vision, Values of Illinois Eastern Community College District 529	8
Mission Statement.....	8
Vision	8
Values	8
IECC Administrative Organizational Chart.....	9
Confidential Information and External Communications	10
Nondiscrimination Policy	10
Pregnancy Rights Notice.....	10
Complaints.....	11
Prohibiting Sex Discrimination at IECC	11
Employees with Disabilities	11
Alcohol-free/Drug-free Campus.....	11
Bloodborne Pathogens	12
Organization and Operation	12
Board of Trustees	12
Administration	12
Committees.....	12
Employment.....	12
Employment/Payroll Paperwork Deadlines.....	13
Posting of Vacancies.....	13
Position Classification	13
Employment Forms	13
Orientation	14
Work Schedules	14
Evaluations	14
Paycheck Distribution.....	14
Time Sheets.....	15
Separation of Employment.....	15
Suspension	15
Leave Benefits	15
Requesting Leave Days and Reporting Absences	15
Sick Leave	16
Personal Leave	17
Required Court Appearance.....	17
Funeral Leave	17

Leave for Blood and Organ Donation	17
Absence Due to Attendance at Educational Meetings and Conferences	17
Holidays/Winter Break.....	17
Vacation Days.....	18
Unpaid Leave of Absence	18
Family and Medical Leave.....	19
Military Leave.....	19
Victims Economic Security and Safety Act (VESSA)	19
Miscellaneous Benefits	19
Insurance	19
Tuition Waivers	19
Campus Discounts	20
Retirement/Medicare Information	20
Retirement: State Universities Retirement System (SURS).....	20
Medicare	20
Tax-Sheltered Annuity (TSA)	20
General Information	20
Access to Personnel Records	20
Appearance.....	21
Campus Safety and Security	21
IECC Facilities	21
Conduct	21
Electronic Device/Cell Phone Allowance Policy.....	22
Email Accounts	22
Emergency Closings	22
Employee Injuries	22
Help Desk	22
IECC Alerts	22
IECC Faculty and Staff Resource Centers	23
IECC Homepage, Intranet, & Entrata	23
Incident Report.....	23
Keys.....	23
Learning Commons.....	23
Mail Service	23
Maintenance Problems	24
Medical Emergencies.....	24
Parking.....	24
Staff Directory	24
Student Information System	24

Travel and Expenses	24
Tobacco-free/Smoke-free Campus	24
IECC's Internal Acronym List	25
Appendix A	29
Appendix B	30

INTRODUCTION

Our employees play a major role in the ability of Illinois Eastern Community Colleges (IECC) to successfully fulfill its mission. Through your contributions, we believe IECC 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 personnel policies and procedures and provide information about IECC, including: organizational structure, benefits, and other issues of interest to employees.

The handbook does not constitute or create an expressed or implied contract between 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.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529 PROFILE

Illinois Eastern Community College District #529 is located in a 3,000 square-mile area of rural southeastern Illinois near the Illinois-Indiana border. The 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 campus 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. 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, and State Approving Agency for Veterans' Education.

Through its four campuses, the 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.

IECC's Business and Industry division offers comprehensive training solutions for a variety of topics including workplace safety, Soft Skills Development, and Business Process Improvement. Programs are designed to enhance workforce capabilities in key areas such as MSHA and OSHA compliance, Emergency Preparedness, and Manufacturing and Trade skills.

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 campuses 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 IECC is provided through a seven-member Board of Trustees, elected by the residents of the District. A student member is appointed each year to serve in an advisory capacity. The District is headed by the Chancellor. The District Office is located at 233 East Chestnut Street in Olney and includes the offices of the Chancellor, business operations, human resources, and other administrative services. A President serves as a chief administrator at each campus. Each President will lead one of four shared-service divisions that

span all four campuses throughout the District. The faculty consists of approximately 85 full-time members and a large number of part-time instructors.

Residents of the District may enroll at any of the four campuses 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, VISION, VALUES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529

Mission Statement

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

Vision

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making, and will continue to be an organization committed to excellence, innovation, and continuous improvement.

Values

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 seek to embody these values :

◆ **STEWARDSHIP....**

Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.

◆ **RESPONSIBILITY....**

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

◆ **INTEGRITY....**

providing an environment where people are encouraged and empowered to do the right thing in their work, and interactions with others.

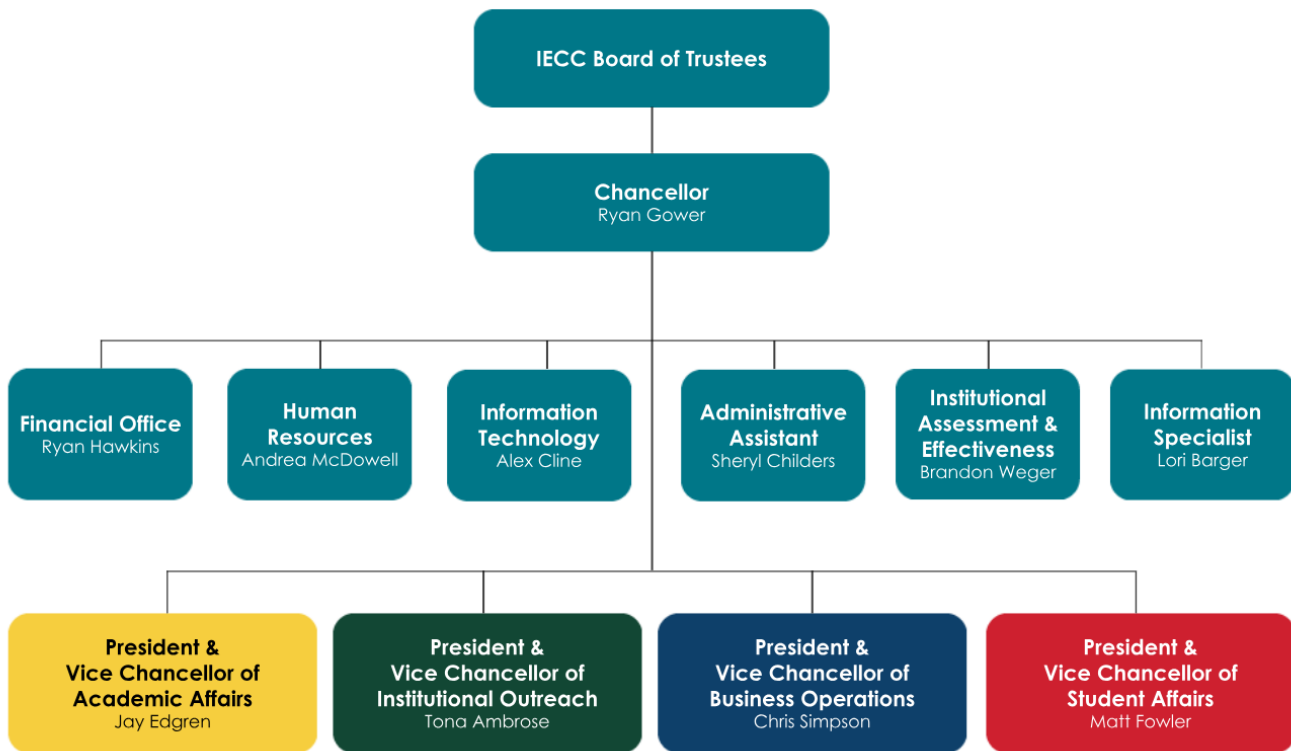
◆ **RESPECT**

recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.

◆ **ACCESSIBILITY....**

providing access to a high-quality college education for everyone who seeks one while providing the support needed to facilitate attainment of academic and professional goals.

IECC ADMINISTRATIVE ORGANIZATIONAL 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, vision, values, policies, and procedures.

The information contacts for news media and for any person or organization outside of IECC are the Chancellor and the Executive Assistant to the Chancellor at the District Office, and the President and Information and Marketing Office at each campus. 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 Chancellor is ultimately responsible for monitoring the administrative procedure guaranteeing fair and equitable treatment of all employees and candidates for employment.

Illinois Eastern Community College District No. 529 is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. Decisions involving students and employees are based on individual merit and free from discrimination or harassment in any form. To this end, IECC operates pursuant to all applicable state and federal 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, the American with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008 and the Illinois Human Rights Act.

Illinois Eastern Community College 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 policy is applicable to educational programs and offerings, activities, and services provided or operated by IECC. Additionally, 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 the [Policy Manual – Board Policy 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 the [Policy Manual – Board Policy 100.16](#).

PROHIBITING SEX DISCRIMINATION AT IECC

Illinois Eastern Community College District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, which includes discrimination and harassment based on sex, sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender identity and expression. IECC also prohibits discrimination and harassment on the basis of sex, sex stereotypes, sex characteristics, pregnancy and related conditions, sexual orientation, and gender identity and expression under its Nondiscrimination Policy 100.8.

All employees who have information regarding sex discrimination of a student or employee are required to report it to the Title IX Coordinator, Libby McVicker, or any Responsible Employee. The following categories of employees are Responsible Employees.

- IECC Administrators
- Supervisors and Managerial Staff
- Faculty
- Athletic Coaches
- Advisors (e.g., student club/organization advisors, academic advisors, career advisors, financial aid staff)
- Students Service and Student Affairs Staff including College & Career Specialists

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.

See also the [Policy Manual – Board Policy 100.42](#) and the corresponding procedure. Additional information, including an electronic complaint form, can be found at www.iecc.edu/titleix.

EMPLOYEES WITH DISABILITIES

IECC 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 Executive Director of Human Resources at the District Office. For additional information, see the [Policy Manual – Board Policy 100.16](#).

ALCOHOL-FREE/DRUG-FREE CAMPUS

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, IECC is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. For additional information, see the [Policy Manual – Board Policy 100.9](#) and the

corresponding procedure in the Procedure Manual found on the Intranet. Additional information, including health risks and legal sanctions can be found at www.iecc.edu/drugfree.

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 Procedure 100.11, available on the Intranet, 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 campuses, 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 B.

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 campuses. The Chancellor serves as the Executive Officer of the Board of Trustees. It is the responsibility of the Chancellor to recommend the administrative structure of the District to the Board of Trustees.

Each campus is led by a President, who is responsible for overseeing various key functions. Their duties encompass long-term planning and development, managing fiscal affairs, overseeing campus operations and maintenance, as well as supervising athletics and building security. Additionally, each President serves as Vice-Chancellor for a specific division: Academic Affairs, Institutional Outreach, Business Operations, or Student Affairs. See Appendix B.

Committees

The Chancellor 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.

EMPLOYMENT

It is highly recommended that each employee review [Human Resources Section 400 of the 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 Chancellor. 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 the [Policy Manual – Human Resources Policy 400.1](#).

Employment/Payroll Paperwork Deadlines

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 ensure 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 Chancellor. For additional information, see Procedure 400.1.1 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 Procedure 400.1.1.

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.***

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. Applicant Survey
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. Sexual misconduct awareness form
19. IDES New Hire Form
20. FERPA Form
21. Payroll Election Form (faculty only)
22. Information Technology Services Request
23. Premium Only Election Form (full-time employees only)

24. Direct Deposit Form
25. Release of Information Form (faculty, administration, professional/non-faculty)
26. SSA 1945 Form (all employees eligible for SURS)
27. Qualified and Competent Faculty Form (faculty only)
28. 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. Work schedules may be altered to meet District 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 district-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/Pay Schedules & Calendars 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 11:00 a.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.

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 out.. Unused sick days are reported to the State Universities Retirement System.

Suspension

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

LEAVE BENEFITS

For a complete list of leave benefit days please see the [Policy Manual – Human Resources Policy 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.

Any unused Sick Leave will be allowed to accumulate. An accounting of accumulated Sick Leave will be made semi-annually.

Employees can review leave balances in Employee Self-Service

Requesting Leave Days and Reporting Absences

Leave for Exempt staff (salaried) is reported via Employee Self-Service. 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 Employee Self-Service. Click on Enter Leave Report and then you will select the appropriate reporting period.

Leave balances may be viewed via Employee Self-Service Leave balances will be accurate as of the previous month.

Leave for Non-Exempt staff (hourly) is reported via their timesheet Employee Self-Service and is reported on a bi-weekly basis.

Leave balances may be viewed via Employee Self-Service. 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 sick, 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	10
10-15	13
16-20	16
21-25 plus	19

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

Personal Leave

Personal Leave: Full-time Employees:

Full-time employees are granted five (5) 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. Personal leave hours must be used by the end of the fiscal year and will not be carried over. Unused hours are not paid out at the time of termination. If the full-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less.

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

Maximum Five (5) Days of Leave at Full Pay. Granted upon the death of the full-time employee's:

- spouse/civil union/domestic partner
- child, including in-law and step
- parent, including in-law and step
- grandchild, including in-law and step
- sibling, including in-law and step

Maximum Three (3) Days Leave at Full Pay. Granted upon the death of the full-time employee's:

- grandparent
- aunt/uncle
- niece/nephew

Maximum One (1) Day Leave at Full Pay. Granted upon the death of the full-time employee's relatives not identified above, including in-laws and stepfamily members.

Leave for Blood and Organ Donation

Employees who have been employed full-time for a period of six (6) months or more are eligible for:

1. One (1) hour of paid leave every 56 days for the purpose of donating blood, in the manner defined within the Act.;
2. Ten (10) days of paid leave every 12 months for the purpose of donating an organ, as defined within the Act. Supervisor approval is required prior to the 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.

Holidays/Winter Break

Paid holidays for all full-time employees include Martin Luther King Jr. Day, President's Day, Spring Holiday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day (even years only), Thanksgiving, Friday following Thanksgiving, Winter Break, Christmas, New Year's Day. See Appendix A Holiday Schedule. The Academic Calendar also includes IECC holidays and is available at

www.iecc.edu/academiccalendar.

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 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.

Unpaid Leave of Absence

The Chancellor 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 Chancellor 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.

Family and Medical Leave

See the [*Policy Manual – Human Resources Policy 400.20*](#)

Illinois Eastern Community Colleges complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees or up to 26 weeks of military caregiver leave. Additional information can be found in the policy.

Military Leave

See the [*Policy Manual – Human Resources Policy 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.

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 the [*Policy Manual – Human Resources Policy 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.

MISCELLANEOUS BENEFITS

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 four medical plan options, Medical Reimbursement Plan (MRP) option, one dental plan option, two vision plan options, three accident plan options, critical illness plans, and other voluntary insurance plans to employees and their dependents. See [*Benefits Guide*](#) for more information located on the Intranet under Human Resources/Insurance Benefits Overview.

Tuition Waivers

See the [*Policy Manual – Human Resources Policy 500.14*](#) and the corresponding procedure.

Tuition for credit courses at any IECC campus 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.

Campus Discounts

Each campus 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 campus, please contact the President's Office.

RETIREMENT/MEDICARE INFORMATION

Retirement: State Universities Retirement System (SURS)

Eligible employees contribute approximately 8.85% 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 Procedure 300.1.8 in the Procedure Manual on the Intranet

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 College District #529. IECC has chosen "Empower Retirement, LLC" to act as the record keeper providing 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 Empower website, or upon request from the IECC Human Resources Department.

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 Procedures 400.9 in the Procedure Manual on the Intranet.

Appearance

See the [Policy Manual – Human Resources Policy 400.31](#) and the corresponding procedure.

Illinois Eastern Community Colleges is committed to fostering a productive, harmonious, and welcoming workplace environment. Both a professional personal and workspace appearance, whether working onsite or remotely, contribute to a positive impression on students, visitors, and other stakeholders. As part of this commitment, employees are expected to uphold a tidy and presentable appearance suitable for their role and the workplace setting. IECC administration (or designees) may establish and enforce additional guidelines concerning appropriate personal appearance and workspace etiquette for their areas.

Campus Safety and Security

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

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

An overview of each campuses' Emergency Procedures is located at www.iecc.edu/safety. Emergency Guides are located in various rooms throughout IECC facilities. Emergency plans are available through the Documents page on the Intranet or from the Administrative Offices at each campus. 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 (found on the Intranet > Documents > Campus Safety) 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 campus 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.

IECC 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. All 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).

IECC 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/annualsecurityreport. 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.

IECC Facilities

IECC facilities may be available to employees and the general public for special events. A Facilities Use Request/Permit (on the Intranet > Forms > 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 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/Cell Phone Allowance Policy

See the [Policy Manual – Human Resources Policy 400.25](#).

In compliance with the State of Illinois Public Act 100-1094, IECC recognizes the requirement to reimburse employees for necessary expenditures or losses incurred by employees within their scope of employment that are directly related to the services performed for IECC. IECC recognizes that there are employees who hold positions that require the use of a personally owned cell phone or other personally owned electronic devices to conduct essential business communications. These positions have a constant and recurring need for using an electronic device. To be eligible to receive such reimbursement, the employee must have a college business need, defined and approved by the supervisor.

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 IT Services Request Form (available on the Intranet > Forms > IT Services) and forwarded to the President for approval in order to establish an email account. Each employee must review and comply with the ***Appropriate Use of Information Technology Resources*** (See the [Policy Manual – Administration Policy 200.2](#))

Emergency Closings

See the [Policy Manual – Administration Policy 200.8](#) and corresponding procedure.

Decisions to close a work site due to emergency situations such as inclement weather shall be made by the Chancellor and the 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. [Click here](#) for Inclement Weather Guidelines.

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 Financial Officer regarding Worker's Compensation.

Help Desk

The IECC Help Desk is available Monday through Friday, 8:00 a.m. to 4:30 p.m. (7:30 a.m. to 4 p.m. in summer) to assist you with computer, software, and technical problems. [Click here](#) for more information.

IECC Alerts

IECC has a notification system that is capable of sending notifications instantly and simultaneously to all registered mobile phones and email addresses. All employees who create an Entrata account will be signed up

for emergency alerts via their @iecc.edu email account. Additional email addresses and mobile phone numbers (for text messages) can be added as well. Simply log into [Entrata](#) and click on the "Alerts" link at any time to add or make changes. 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 IECC to use the service.

IECC Faculty and Staff Resource Centers

Faculty and Staff Resource Centers are located at each campus in the Learning Commons where assistance and support are available.

IECC Homepage, Intranet, & Entrata

The IECC Intranet is the core of district-wide communications and is available through www.iecc.edu by selecting MyIECC. Information is updated regularly on the Intranet. The Intranet is currently available through campus computers and an off-site computer with a network password required for access. The Employee Directory is available through the Intranet by name or extension search.

The Entrata Portal (available through www.iecc.edu by selecting MyIECC) provides information regarding administrative services. Employees can check on personnel services, requisition forms, purchase orders, budget transfers, timesheets and more. Faculty can access class schedules, class rosters, enter grades, and communicate with students through [Entrata](#). Employee Self-Service gives employees access to payroll deductions, review of payroll stub, leave day balances, personal information, and other services.

Incident Report

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

Keys

Employees may be issued keys to their work areas. The Key Request Form (available on the Intranet > Forms > Miscellaneous) is obtained through the President. All keys assigned to employees are the responsibility of that staff member, and should not be loaned to other persons (IECC or non-IECC) without prior approval. Keys remain the property of IECC and must be returned upon request.

Learning Commons

Each campus has a Learning Commons open to faculty, staff & students with services on-campus and off campus via Entrata and the Learning Commons web pages, <https://iecc.libguides.com/IECCLibrary>. 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 Learning Commons 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 in the Learning Commons where assistance and support are available.

Mail Service

The campuses provide mailboxes for communications between various areas. Appointed employees handle incoming and outgoing mail. No personal mail is to be metered by IECC metered mail equipment/services. Mail promoting non-IECC business should not be placed in mailboxes. Intercampus mail is delivered between campuses and the District Office on a regular basis.

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, OCC, and WVC), 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 facility. 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

See the [Policy Manual – Human Resources 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 as noted previously and also available at <https://iecc.edu/quicklinks/staff-directory>.

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.

Travel and Expenses

IECC will reimburse employees for business travel. Employees must follow Procedures 300.16.1 and 300.16.2 in the Procedures Manual for reimbursement and prior approval. Each campus may have additional requirements for travel and use of District vehicles. Check with your supervisor for details pertinent to your location.

Tobacco-free/Smoke-free Campus

See the [Policy Manual – Board Policy 100.15](#)

Smoking and the use of tobacco products is prohibited on all IECC property, both indoors and outdoors, with the only exception being persons in non-District owned or leased 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	Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADN	Associate Degree in Nursing
AES	Associate in Engineering Science
AGS	Associate in General Studies
ALA	American Library Association
ALO	Accreditation Liaison Officer
APC	Area Planning Council
AS	Associate in Science
ASA	Associate in Science and Arts
ASC	Academic Success Center
ASE	Adult Secondary Education
ASSET	Assessment of Skills for Successful Entry and Transfer
AV	Audio Visual
AY	Academic Year

B

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

C

CAO	Chief Academic Officer
CAPTE	Commission on Accreditation in Physical Therapy Education
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 Financial Officer

CETL	Center for Excellence in Teaching and Learning
CFR	Code of Federal Regulations
CHC	Credit Hour Calculator
CGPA	Cumulative Grade Point Average
CIP	Classification of Instruction Program
CLEP	College Level Examination Program
CMS	Central Management Services
CMT	Coal Mining Technology
CNA	Certified Nurse Aide
CPL	Credit for Prior Learning
COMPASS	Computer-adaptive Placement Assessment and Support System
COO	Chief Operating Officer
CRN	Credit Reference Number
CTE	Career and Technical Education
CY	Calendar Year

D

DAISI	Data & Information System, IL
DAVTE	Department of Adult and Vocational Technical Education
DCL	Dear Colleague Letter
DEI	Diversity, Equity, Inclusion
DHS	Department of Human Services
DKG	Delta Kappa Gamma
DL	Distance Learning
DL	Direct Loan
DO	District Office
DORS	Department of Rehabilitation Services

E

EAV	Equalized Assessed Valuation
EBRI	Evidence Based Reading Inventory
EdD	Doctor of Education
EDST	Emergency Disaster Services Technology
EFC	Expected Family Contribution
EFE	Education for Employment
EIU	Eastern Illinois University
ELL	English Language Learner
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

F2F	Face to Face Instruction
FA	Financial Aid
FAFSA	Free Application for Federal Student Aid
FAX	Facsimile
FCC	Frontier Community College
FERPA	Family Educational Rights and Privacy Act
FLOW	Frontier, Lincoln Trail, Olney Central, Wabash Valley Colleges
FMLA	Family Medical Leave Act
FSA	Family Support Act
FSEOG	Federal Supplemental Educational Opportunity Grant
FWS	Federal Work Study
FTE	Full-Time Equivalent
FY	Fiscal Year

G

GED	General Education Development
GPA	Grade Point Average
GS	General Studies

H

HESI Exam	Health Education Systems, Inc. Exam
HLC	Higher Learning Commission
HQT	Highly Qualified Teacher
HR	Human Resources

I

IACEA	Illinois Adult and Continuing Education Association
IAI	Illinois Articulation Initiative
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
ICCCA	Illinois Council of Community College Administrators
ICCCSSO	Illinois Community College Chief Student Services Officers Commission
ICCDC	Illinois Community College Diversity Commission
ICCTA	Illinois Community Colleges Trustees Association
ICPCCP	Illinois Council of Public Community College Presidents
ID	Instructional Designer (in the CETL)
IDES	Illinois Department of Employment Security
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IECC	Illinois Eastern Community Colleges

IECCEA	Illinois Eastern Community Colleges Education Association
IELRB	Illinois Educational Labor Relations Board
IEMA	Illinois Emergency Management Agency
IEP	Individualized Education Program
IHC	Illinois Humanities Council
IHIA	Illinois Health Improvement Association
IHLS	Illinois Heartland Library System
IIA	Illinois Incentive for Access Program
ILA	Illinois Library Association
ILASFAA	Illinois Association of Student Financial Aid Administrators
ILDS	Intersystem Library Delivery System
ILL	Interlibrary Loan
ILLINET	Illinois Library and Information Network
ILWA	Illinois Local Workforce Investment Areas
IPEDS	Integrated Postsecondary Education Data Systems
IRA	Individual Retirement Account
IRR	Information, Referral, and Retention
ISAC	Illinois Student Assistance Commission
ISBE	Illinois State Board of Education
ISBN	International Standard Book Number
I-Share	Resources of IL Libraries belonging to CARLI
ISL	Illinois State Library
ISM	Illinois Skills Match
IT	Information Technology
IVG	Illinois Veterans Grant
IWIB	Illinois Workforce Investment Board

J

JRCERT	Joint Commission for Education in Radiologic Technology
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K

K-12	Kindergarten through 12 th Grade
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L

LD	Learning Disability
LDC	Literacy Development Center
LEA	Local Educational Agency
LEP	Limited English Proficient
LLC	Lakeland College
LMO	Labor Market Orientation
LPN	Licensed Practical Nurse
LRC	Learning Resource Center

LSI.....Learning Skills Inventory
 LTC.....Lincoln Trail College
 LVA.....Literacy Volunteers of America
 LWIA.....Local Workforce Investment Areas
 LWIBs.....Local Workforce Investment Boards

M

MA.....Master of Arts
 MAP.....Monetary Award Program
 MIA/POW.....Missing in Action/Prisoner of War
 MIS.....Management Information System
 MOU.....Memorandum of Understanding
 MRS.....Merit Recognition Scholarship
 MS.....Master of Science
 MSN.....Master of Science in Nursing

N

NCA.....North Central Association
 NCLA.....National Council of Local
 Administrators
 NCMPR.....National Council for Marketing and
 Public Relations
 NCS.....National Career Search
 NDSL.....National Direct Student Loan
 NILRC.....Network of Illinois Learning
 Resources in Community Colleges
 NOFO.....Notice of Funding Opportunity

O

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

P

PAXPN.....Pre-Admission Exam for Practical
 Nursing Test
 PCS Code.....Program Classification System
 PD.....Professional Development
 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
 POT.....Part of Term
 PR.....Purchase Requisition
 PSA.....Public Service Announcement
 PSE.....Post-Secondary Education
 PTA.....Physical Therapist Assistant
 PTK.....Phi Theta Kappa

Q

QAC.....Quality Assurance Control (Program
 Courses)
 QM.....Quality Matters

R

R.....Thursday (on schedules)
 RAMP/CC.....Resource Allocation and
 Management Plan/Community
 Colleges
 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
 SEL.....Social and Emotional Learning
 SESR.....Superintendent of Educational
 Service Region
 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
 SLD.....Specific Learning Disability
 SLH.....Synchronous Lecture Halls
 SLP.....Speech and Language Program
 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
 STAR.....Standardized Testing and Reporting
 STEAM.....Science, Technology, Engineering,
 Art, and Mathematics
 STEM.....Science, Technology, Engineering,
 and Mathematics
 SUAA.....State Universities Annuitants
 Association

SUB Subsidized Stafford Loan
 SURS State Universities Retirement System
 SWICCTA Southwestern Illinois Community
 College Trustees Association

T

TABE Test of Adult Basic Education
 TEAS Test of Essential Academic Skills
 TESOL Teaching English to Speakers of
 Other Languages
 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
 WIOA Workforce Innovation and
 Opportunity Act
 WOVSSED Wabash-Ohio Valley Special
 Education District
 WVC Wabash Valley College
 WTW Welfare-to-Work

APPENDIX A

ILLINOIS EASTERN COMMUNITY COLLEGES

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

Calendar Year 2024

Monday	January 15	Martin Luther King Jr. Day
Monday	February 19	President's Day
Friday	March 29	Spring Holiday
Monday	May 27	Memorial Day
Wednesday	June 19	Juneteenth Observed
Thursday	July 4	Independence Day Observed
Monday	September 2	Labor Day
Monday	October 14	Columbus Day
Tuesday	November 5	Election Day
Monday	November 11	Veteran's Day
Thursday	November 28	Thanksgiving
Friday	November 29	Thanksgiving
	December 19,20,23,24	Winter Break
	December 26	Christmas Day Observed
	December 27-31	Winter Break
	January 1	New Year's Day

