

CSU HR EMPLOYEE HANDBOOK

The CSU Employee Handbook is a reference tool to help managers understand and implement University policies. The goal of these policies is to reflect University values and legal obligations. The manual provides sometimes specific and sometimes general direction. It does not answer all questions.

Neither this manual nor University procedures nor communications are intended to be interpreted as a promise or guarantee of future or continued employment or as stating terms and conditions of employment. The University and its employees recognize their mutual right to end their employment relationship at any time and acknowledge that such relationship is one of employment at will. Except with respect to employment at will, reserves the right to change (including, but not limited to, the right to amend, suspend or terminate) its human resources policies and procedures, and its benefit plans and policies, including those for retirees, and to make exceptions to its human resources policies and procedures at its discretion, at any time, without notice.

Contents

CSU HR EMPLOYEE HANDBOOK	1
EMPLOYMENT	5
Conditions of Employment	5
Verification of Citizenship or Authorization to Work in the United States	5
Background Checks.....	7
Pre-Employment Drug Testing	Error! Bookmark not defined.
Confidentiality	7
PROFESSIONAL WORKPLACE	8
Professional Conduct.....	8
Equal Employment Opportunity / Harassment-Free Workplace.....	8
Integrity	9
Employee Relations Obstruction.....	9
Alcohol and Drug Use.....	9
Non-Smoking Policy	10
Computer Use.....	11
Dress Code	11
Social Security Number Use (IDENTITY PROTECTION POLICY).....	12
Employment Relationships.....	13
Open Door Policy.....	15
Attendance/Tardiness.....	15
Guidelines	16
ENSURING A SAFE WORK ENVIRONMENT.....	16
Prohibition of Weapons in the Workplace	16
Definition of Workplace Violence	17
Reporting Incidents	18
Employee Responsibilities	18
Manager Responsibilities	18
Actions the University Will Take	19
Americans with Disabilities Act	19
Requesting an Accommodation	19
WORK SCHEDULES	20

	3
Standard Work Week.....	20
Student-Based Hours Work Schedules	20
Guidelines for Determining a SBH Work Schedule that is Appropriate.....	21
Time Tracking and Approval.....	21
OVERTIME	23
Overtime Pay	23
Compensatory Time	23
WAGE LEVIES AND GARNISHMENTS	23
PAID TIME OFF	24
Vacation.....	24
Paid Time-Off Accrual	24
Sick Leave.....	26
Holidays	26
Seasonal Celebrations.....	26
MISCELLANOUS TIME OFF	28
Bereavement Leave.....	28
Jury Duty	28
Voting Time E.....	28
Employee Participation in Third Party Legal Matters.....	28
Employee Participation in Non-University Related Organizations	28
Participation in Non-University Related Organizations on Behalf of the University	29
DUAL EMPLOYMENT	29
LEAVES OF ABSENCE	29
Medical Leave.....	30
Personal Leave.....	30
Family & Medical Leave (FML)	31
Workers' Compensation.....	34
Military Leave	34
Military Emergency Leave	34
TERMINATION POLICY	34
SEARCH FIRM USE	37
INFORMATION SPECIFIC TO CIVIL SERVICE EMPLOYEES	39
The Application Process	40
Employment Status.....	40
Types of Employment.....	40

	4
Probationary Period	41
Seniority.....	41
Transfers.....	41
Classification and Salary	42
Promotion	42
Probationary Period	42
Layoff and Unemployment.....	43
RESIGNATION.....	43
GLOSSARY	45
REVISION CONTROL.....	50

EMPLOYMENT

Conditions of Employment

All perspective employees must verify identity and authorization to work in the United States (as required by the Immigration Reform and Control Act, IRCA); authorize and satisfactorily pass background checks; sign a Confidentiality Agreement, Computer Use Agreement and pass pre-employment drug testing.

Verification of Citizenship or Authorization to Work in the United States

The Immigration Reform and Control Act of 1986 requires that the University review and retain certain documents verifying that all employees hired after November 6, 1986 are authorized to work in the US. All applicants for employment are advised that the University hires only individuals who are United States citizens, or those with authorization to work in the United States.

On or before their first day of employment, all newly hired employees are required to:

- Present documents establishing their identity and authorization to work in the United States; and
- Complete and sign an Employment Eligibility Verification (Form I-9) attesting to their eligibility to work in the United States.

Note: You must bring the required identification and employment eligibility documentation with you on your first day of work. Your failure to do so may result in the delay of your employment or placement onto an unpaid leave of absence for up to three days. If the required identification and documentation is not provided within three days, your employment may be terminated.

If, within your first three days of employment, you provide proof of application for replacement identification or employment eligibility documentation, you may thereafter continue to work. However, you must present the required documents within 90 days or your employment will be terminated.

The Human Resources department is responsible for the verification and recordkeeping processes such as:

- Reviewing the documents presented;
- Completing the Employer Review and Verification section (Section 2 and certification section) of the Employment Eligibility Verification (Form I-9);
- Retaining the Form I-9 in a separate file from other personnel records (Each employee's I-9 form should be retained while he or she is actively employed. Once an employee has terminated employment, the form must be kept for three years from the date of hire, or one year from the employee's termination date, whichever is later.);

- Coordinating with and assisting Legal Affairs staff as needed in the tasks of tracking the expiration of work authorization documents, and updating Section 3 of the I-9 form when the documents expire. I-9s also should be updated if a person's visa status changes.

Chicago State University is an E-Verify Employer

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Background Checks

Background checks are required for all employees in full-time, part-time, and temporary positions. Background checks must be run on all candidates prior to beginning employment, regardless of whether they have previously been employed by Chicago State University or are transferring from another State University.

All job offers are contingent upon satisfactory completion of the University's background check process that may include verification of employment history, education, references, criminal record, a motor vehicle record (MVR) when driving is a requirement, and any other data that may be necessary to analyze a candidate's qualifications for a position at Chicago State University.

All candidates must sign the Pre-Employment Notice and Release Form before the background check process begins. The form authorizes the University to conduct background checks. Refusal to sign the form eliminates that individual from consideration for employment. All pre-employment background checks should be conducted at the direction of Human Resources and the University Police Department.

The cost associated with the background check will be assumed by the applicant.

Confidentiality

Many employees at Chicago State University work in departments and classifications that require interactions with confidential information. It is expected that no confidential information will be released to unauthorized agencies or personnel. Any violation of this confidentiality provision will be considered a serious work rule violation subject to disciplinary action. In addition, violation of confidentiality may be referred to the Ethics Office and Office of Labor and Legal Affairs for further action.

PROFESSIONAL WORKPLACE

Professional Conduct

The University expects all employees to act professionally at all times in the workplace, or when representing the University. The Professional Workplace section of this manual lists several areas of conduct for reference (Equal Employment Opportunity/Harassment-Free Workplace, Integrity, Alcohol and Drug Use, Computer Use, Confidentiality, Dress Code, and Public Relations). Whether or not a specific action is addressed in this manual does not limit the authority of management to make judgments of any act as being unprofessional, or detrimental to the welfare of the University or its employees.

Equal Employment Opportunity / Harassment-Free Workplace

The University adheres to all applicable federal, state and local employment laws. The organization is committed to equal opportunity, affirmative action and diversity that recognizes the value each individual brings to the organization.

The University policy prohibits any form of discrimination by its managers or employees based on race, color, religion, age, disability, gender, sexual orientation, gender identity, national origin, marital status, citizenship, veteran status, genetic information, or any other characteristic protected by applicable federal, state or local law. Harassment based on a protected status is also prohibited, including sexual harassment.

Sexual harassment can occur when:

- Hiring, promotion, raises, bonuses or other benefits are contingent on sexual favors, or;
- Unwelcome sexual conduct, language, gestures or jokes create an intimidating, hostile, or offensive work environment, or unreasonably interfere with an employee's work performance.

The University's commitment to equal opportunity extends to all job-related areas such as employment, compensation, benefits, training availability, transfers, promotions, disciplinary actions, and terminations.

The University provides all employees the opportunity to identify veteran status or disability. When employees or prospective employees indicate a need for accommodation, the company will make reasonable accommodations to assist them in the performance of the essential functions of their jobs.

Complaints and Concerns: Employees who believe they may have been subjected to inappropriate or unfair conduct should not hesitate to bring their concerns to the attention of their managers, Human Resources, or Legal Affairs. Anyone who discriminates, harasses or otherwise acts unprofessionally towards another will be subject to appropriate corrective action, including dismissal. Managers who receive reports of alleged sexual harassment, racial harassment or discrimination should notify Human Resources immediately.

Integrity

The University expects all employees to act with integrity at all times in the workplace, or when representing the company. The following list gives **examples of lack of integrity**, although it should not be considered an exhaustive list:

- falsification of employment application, official academic transcripts, degrees or other records
- submission of fraudulent claims for insurance or other benefits
- misrepresentation or failure to cooperate during a University investigation
- misrepresentation of actual working hours, including alteration or falsification of the time recorded
- deceptive transactions of fraudulent checks on University-related business

Employee Relations Obstruction

The act of willfully interfering with the process of an employee relations investigation by altering documents, omitting facts, or providing false information in or otherwise impeding an investigation or legal process is a cause for disciplinary actions.

Alcohol and Drug Use

The University is committed to an alcohol- and drug-free workplace. Some examples of actions that violate this policy are

- reporting to work under the influence of alcohol, medically unauthorized drugs or any other controlled substances;
- consuming alcohol during working hours (However, it is appropriate to have an alcoholic beverage with a business guest when the business situation warrants, but conducting University business at any time while intoxicated is prohibited.);
- consuming medically unauthorized drugs or any other controlled substances during working hours;
- driving a vehicle (owned or non-owned) on company business or driving a University vehicle at any time while intoxicated or under the influence of alcohol, drugs or controlled substances; and
- possessing, using, receiving, selling or distributing medically unauthorized drugs or controlled substances while on company property or conducting University business.

Non-Smoking Policy

The University adheres to the Smoke Free Illinois Act (PA 095-0017). The University recognizes the use of tobacco as a health hazard. In this policy, the University limits its concerns to tobacco use as it affects nonsmokers in the workplace. Smoking is prohibited inside all of Chicago State University Buildings and all University vehicles.

Computer Use

The University's computers, communications resources and related computer programs and their products, may be used only for the purposes authorized and specified by . Employees should make every effort to protect computer resources from accidents, tampering and unauthorized use or modification. All employees must read and sign the Computer Use Policy.

Additionally, the University expects its employees to use the Internet or e-mail systems in a professional manner. Any offensive, unlawful or indiscriminate use will not be tolerated. Examples of misuse are

- sending, saving or downloading material that is sexually explicit or suggestive, derogatory against racial, ethnic or religious groups, or otherwise offensive;
- sending chain letters, including messages that are sent so that the sender allegedly becomes entitled to financial benefit based upon the number of recipients; and
- sending unauthorized broadcast messages
- playing computer games
- using the computer for self-interest

Dress Code

Dress code is developed at the departmental level and is the responsibility of the unit heads to determine appropriate apparel for each unit. It is the employee's responsibility to dress within the identified unit parameters. However, for all external University representation you must be in appropriate business attire which includes: trousers with matching suit jacket, shirt and neck-tie (for men) and conservative form of dress, suit jacket with matching skirt/trouser and blouse (for women). Dress should ensure individual safety and promote the image of the University.

Examples of Unacceptable Attire include:

- Shorts
- Halter tops
- Garments showing midriff
- Mini-skirts
- Flip-flop shoes
- Exposed undergarments

Social Security Number Use (IDENTITY PROTECTION POLICY)

Pursuant to 5 ILCS 179/37, The Identity Protection Act, and in efforts to limit access to and prevent unauthorized disclosure of social security numbers, only Chicago State University [herein after referred to as the University] employees required to use or handle information or documents containing social security numbers will have access to such information or documents. Those employees shall be trained on the proper procedures for handling information containing social security numbers from the time of collection through the destruction of the information.

Social security numbers requested from individuals must be placed in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number or upon request by the individual, a statement of purpose or purposes for which the University is collecting and using the social security number must be provided.

Social security numbers *MAY NOT*:

- Be publicly posted or displayed in any manner.
- Be printed on any card required for the individual to access products or services provided by the University.
- Be required to be transmitted over the Internet, unless the connection is secure or the social security number is encrypted.
- Be printed on any materials that are mailed, e-mailed or otherwise delivered to the individual, unless state or federal law requires the social security number to be on the document. *EXCEPTION*: Social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number, or in connection with the administration of the Unemployment Insurance Act, or in connection with any tax administered by the Department of Revenue. However, no social security number may be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or is visible on an envelope without the envelope having been opened.
- Be used for any purpose other than the purpose for which it was collected.
- No employee shall collect, use, or disclose a social security number from an individual, unless:
- Required to do so under State or federal law, rules or regulations; or the collections, use or disclosure of the social security number is otherwise necessary for the performance of that University employee's duties and responsibilities,

- The need and purpose for the collection of the social security number is documented before the collection of the number and the collection is relevant to the documented need and purpose.

The University shall not require an individual's social security number in order for that individual to access any University Internet website.

This policy does not preclude University employees from using a social security number as needed to perform their duties and responsibilities or for internal verification or administrative purposes. The following are examples of when it is permissible to use student social security numbers: Social Security numbers collected by the University may be used in a variety of ways, such as but not limited to the following:

1. To identify such student records as applications for admission, registration-related documents, grade reports, transcript and certification request, medical immunization records, student financial records, financial aid records, and permanent academic records;
2. To determine eligibility, certify school attendance, and report student status;
3. To use as an identifier for grants, loans, and other financial aid programs;
4. To identify and track employment or medical records;
5. To comply with court orders or subpoenas; and
6. To assist in the collection of any state debt or an investigation or for the prevention of fraud.

A copy of this policy will be filed with the Illinois Attorney General's Office, Social Security Number Protection Task Force.

Employment Relationships

The basic criteria for appointment and promotion of all University faculty and staff will be based upon appropriate qualifications, performance, and any bargaining unit qualifications and/or criteria. Relationship by family, marriage, or partnership will constitute neither an advantage nor a deterrent to employment in the University provided the individual meets and fulfills the appropriate qualifications. When an employee's relative (blood or marital) is being considered for an open position, it is important that the hiring manager consider potential employment relationship issues in addition to job qualifications. Here are some things to consider:

- What is the reporting relationship between the current employee and the open position(s) for which the relative has applied?
- What is the relationship of the applicant to the employee?
- Is favoritism being shown?

To avoid potential conflict, the University employee should not be involved in decisions regarding a relative's hiring, salary, performance evaluation, and promotional opportunities. Rather, those decisions should be made by other members of management.

Managers and supervisors may not be involved in close personal relationships with another employee if they are able to influence or make decisions regarding his or her hiring, salary, performance evaluation, advancement opportunities or any other conditions of his or her employment. Please note that this goes beyond simply refraining from relationships with employees directly in the manager's chain of command.

If you find yourself in this situation, consult with HR for advice.

Handling decisions like these appropriately promotes a professional work environment and complies with University policies.

Open Door Policy

Chicago State University's core values help ensure that employees work in a business environment that is professional, respectful and safe.

Open communication channels are available to everyone. If you feel you have experienced or witnessed harassment, discrimination or noncompliance with the University policies or procedures, you should bring your concerns forward. The University's Open Door Policy ensures you will not be retaliated against, penalized or discriminated against *in any way*.

The University's Open Door Policy is meant to provide a neutral environment in which to resolve workplace issues. If you have concerns, questions or problems, please bring them forward knowing they will be dealt with in a timely and professional manner.

If personal or professional issues are affecting your work experience at the University, please bring them to the attention of someone you trust. Although it is often best to address concerns first with your manager, you also have the option of talking to:

- another University manager or officer;
- a HR representative;
- a member of Legal Affairs
- a representative from the President's office

Whoever you consult will listen objectively to your concerns, focus on the facts of the situation and, if necessary, recommend further action. If you do not reach a resolution with your first point of contact, raise the issue with another member of the University's management team or a representative from Human Resources or Legal Affairs.

If someone brings a concern or issue to your attention, give it your full consideration and respond in an appropriate manner, which may include escalating it to one of the areas listed above if the employee does not do so on his or her own.

Attendance/Tardiness

Promptness and dependability in reporting to work at the scheduled start time are essential for effective customer service and uninterrupted workflow, and are job requirements for all faculty, administrators and staff.

A clear guideline of an employee's responsibility regarding dependability is provided herein. It is inevitable that employees will be absent, but it is important to note that recurring, unscheduled absences have adverse effects on business results, productivity, workflow, morale and customer service. If an employee requires an absence, it is the employee's responsibility to notify his or her manager within one hour of the scheduled start time, and provide a reason for the absence. The employee is expected to make the call, except in an emergency situation when it is appropriate for someone else to call in. Failure to report an absence may result in disciplinary action.

Guidelines

Absences are calculated on a rolling 12-month period for administrators and staff and 9-month for faculty during the academic year. An absence is defined as:

- A single day of absence, or
- Consecutive days of absence due to a single cause
- A half day of absence

The following instances would be **exceptions** to this definition:

- Previously scheduled and approved time-off
- Limited unscheduled, approved time-off used for an emergency (based on management discretion and prior attendance history)
- Other paid time off such a jury duty, bereavement, declared inclement weather days, etc.
- Certified absences taken in accordance with the Federal Family and Medical Leave Act (FMLA)
- Time off during which the employee receives worker's compensation benefits
- Approved military or personal leave of absence

Patterns of excessive absenteeism, tardiness or early work departure will not be tolerated and subject to disciplinary actions.

ENSURING A SAFE WORK ENVIRONMENT

The University is committed to providing a safe work environment for all employees, and the University maintains zero tolerance for violence or threats of violence against employees, visitors or other individuals or groups. This includes domestic violence that may occur on property, as well as outside threats of any kind. It also includes acts of violence or threats of violence that are work-related, even though they may occur away from the workplace. All employees should be able to work in a safe and secure environment, and we share responsibility for ensuring each other's safety.

The following are examples of actions that are considered threats to the safety of its employees:

- Threatening or abusive behavior (written, verbal or physical);
- Possessing weapons, including but not limited to firearms, explosives, knives, etc. in violation of the Prohibition of Weapons in the Workplace provision below;
- Vandalism;
- Harassment;
- Intimidation (written, verbal, physical), gesture, or hand signs;
- Assault (verbal or physical);
- Physical contact (hitting, shoving, fighting, etc.).

Note: This list does not include every type of behavior that may be subject to this policy.

Prohibition of Weapons in the Workplace

Weapons including, but not limited to, firearms, explosives, and knives are prohibited on the University property, excluding University Police Officers. The University property means premises owned, leased, controlled, or operated by Chicago State University.

Employees may not possess weapons (excluding University Police Officers):

- In offices or other facilities where work is performed
- In parking facilities or vehicles within parking facilities
- While acting within the scope of their employment whether on or away from property

Definition of Workplace Violence

The University defines workplace violence as a single action or a series of actions that constitute actual or attempted assault, battery, harassment, intimidation, threats, or similar actions against individuals, as well as actual or attempted destruction of, or threats to, University or personal property. A violation of the Prohibition of Weapons in the Workplace provision will be considered by the University to fall within the definition of Workplace Violence.

Reporting Incidents

Employees who witness or are on the receiving end of threats of violence or any other situation that potentially falls within the definition of Workplace Violence should assess whether the situation is likely to result in immediate bodily harm.

If an individual believes that a situation is resulting in, or is likely to result in, immediate bodily harm, that individual should immediately call 773-995-2111 to alert The University Police Department and then, when able to do so safely, inform his or her manager, and the Office of Human Resources.

If a situation is not immediately threatening, an employee should notify a member of management and/or Human Resources.

When notifying the areas listed above, it is important to try to talk directly with a person. Leaving a voice message or sending an e-mail that might delay a prompt response to the situation should be avoided, if possible.

Managers should not attempt to investigate these situations. Human Resources will involve the University Police Department and other necessary parties to investigate and resolve issues.

If threats were communicated on paper, or by voicemail or e-mail, these items should be preserved. If a threat concerns a domestic situation, the employee should provide copies of any pertinent orders of protection or restraining orders to the University Police Department.

Reported incidents will be kept confidential to the extent possible in accordance with the best interests of all employees and University security.

Note: Managers and employees are encouraged to contact the Employee Assistance Plan provider for counseling support and referrals. Call 1-866-659-3848 or Contact the Office of Human Resources for an Employee Assistance Plan brochure.

Employee Responsibilities

A safe workplace is everyone's responsibility. Employees who become aware of a potentially unsafe or threatening situation should immediately bring the matter to the attention of their manager or another individual who can assess the situation and respond appropriately by using the resources described above under "Reporting Incidents".

Employees who may be involved in a domestic violence situation are encouraged to advise their manager and/or the University Police Department so that the University may assist as appropriate while employees are at the workplace. Employees who apply for or obtain a protective or restraining order, that identifies the workplace as a protected area, are strongly encouraged to notify their manager and/or the University Police Department by providing a copy of the order.

Manager Responsibilities

All managers are responsible for carrying out a zero tolerance policy for workplace violence and incidents. Managers should report actual or suspected incidents immediately whenever there are situations that may cause any of their team members or subordinates to feel uneasy or threatened.

Actions the University Will Take

Violations of this policy or related policies and procedures will result in disciplinary action up to and including immediate termination of employment for employees, or possible immediate termination of the services of a consultant, vendor or other worker and/or their associated firm. The University reserves the right to report such violations to appropriate law enforcement agencies and to pursue criminal charges as it deems appropriate.

Americans with Disabilities Act

The University complies with the federal Americans with Disabilities Act (“ADA”) which prohibits discrimination against qualified persons with a disability. A qualified person under the ADA is an individual with a disability who can perform the essential functions of the job with or without reasonable accommodation.

The ADA covers individuals who:

- Have a physical or mental impairment that substantially limits one or more of his or her major life activities, or
- Have a record of such an impairment, or
- Are regarded as having such an impairment

Possible reasonable accommodations may include restructuring jobs, altering the layout of workstations, modifying equipment or allowing flexibility in work schedule.

Requesting an Accommodation

Employees with a disability may request a reasonable accommodation to assist them in performing the essential functions of their job.

If you need a workplace accommodation, first, speak with your immediate supervisor regarding your needs.

If you and your supervisor agree on a reasonable accommodation, the request shall be fulfilled by your supervisor.

If you and your supervisor disagree, or the supervisor is unable to provide the requested accommodation, work with your supervisor to complete the following forms which are located on the HR website or in the Office of Human Resources:

- **ADA Request for Reasonable Accommodation Form.** This form will help to assess your specific disability or impairment to determine a reason accommodation.
- The **ADA Health Care Provider Form.** Medical documentation must be from an appropriate health care provider and should clearly:
 - Identify the qualifying medical diagnosis;

- Specify the impact of the diagnosed condition to the individual's major life functions, including working and learning.
- Explain how the impairment or disability restricts or limits work performance or learning.
- Submit the completed forms to the EEO Officer in the Department of Legal Affairs. Once your completed forms are received, you will be contacted by EEO Staff.
- Within 30 working days of receiving your ADA request form and supporting medical documentation, your request will be reviewed. You and your supervisor will be notified of the determination.

WORK SCHEDULES

The University takes a proactive approach to managing employees' time by providing employees with flexible work schedules based on business need. All University employees are expected to adhere to the following:

Standard Work Week

Some University operations are open and functional seven days a week, 365 days per year. Thus work schedules vary according to the department and employment areas.

The basic work week can consist of 35, 37.5, or 40 hours (depending on job classification) Monday through Sunday.

The employing department may change work schedules from time to time to meet varying operating conditions of the programs of the University.

In designated administrative, executive and professional classifications, it is understood that the scheduled work week is that amount of time required to complete the responsibilities of the position, but that the basic work week will generally be defined as 40 hours.

Work Week

The University's official business day is 8:30 a.m. to 5:00 p.m., Monday through Friday. The official work week for pay purposes is 12:00 a.m., Monday, through 11:59 p.m. Sunday, inclusive of customer-based work schedules.

Student-Based Hours Work Schedules

Management has the discretion to determine the hours of operation that best achieve business objectives and respond to customers' needs. Student-Based Hours (SBH) schedules may provide managers and employees the flexibility they need to maximize efficiency and customer service.

Managers are not required to implement SBH in their work units.

If Student-Based Hours are implemented:

- Employees should understand that business needs might arise that require them to be at work on scheduled days off. When this occurs, time off may be rescheduled with management approval.

Guidelines for Determining a SBH Work Schedule that is Appropriate

Managers should identify the critical tasks and peak periods in the unit, and choose a work schedule to determine coverage needs. Cross-training may be necessary to ensure complete coverage.

Employees should understand that business needs may change, and customer-based hours may be reviewed for appropriateness.

Other Considerations:

- Managers should determine how much advance notice is needed for employees to change their work schedules.
- Due to different schedules, managers may not be in the office at the same time as their staff so another manager in the area can be selected to answer employees' questions and handle emergencies.

Time Tracking and Approval

There are specific timekeeping requirements that must be adhered to by all employees and their managers. The goal of these requirements is to ensure that:

- Chicago State University is in compliance with Federal and State laws and regulations (i.e., wage and salary law and the State Officials and Employees Ethics Act).
- Non-exempt employees are paid for all regular and overtime hours that they work.
- Non-exempt employees have taken all meal and rest periods to which they are entitled.
- Paid time off, Family Medical Leave and other types of leave is taken and recorded in accordance with University policy.

All employee are responsible for recording time worked and taken. This is maintained through a daily log (i.e., sign-in sheet), vacation request forms, overtime authorization sheets, leave of absence request forms, etc.

Manager's responsibility:

- Reviewing the accuracy and completeness of employee time reports.
- Making any timekeeping corrections necessary to ensure employees are properly paid.
- Monitoring and managing overtime and its impact on the unit.
- Monitoring and approving employees' time to ensure they are recording exception time (e.g., Paid time off, bereavement, Family Medical Leave) as it is taken.

- Monitoring and approving non-exempt employees' work time to ensure they are adhering to an approved work schedule.
- Ensuring that non-exempt employees are taking required meal and rest periods.

Non-compliance with this policy may, depending upon all the facts and circumstances, result in disciplinary action for the employee and/or the manager.

OVERTIME

The University may require a non-exempt employee to work overtime to accomplish its business objectives. Care should be taken to ensure that the requested overtime is reasonable. Whenever an employee is required to work overtime, the manager should notify the employee as far in advance as possible to allow the employee sufficient time to make appropriate arrangements. When possible, a manager or designated exempt employee should be present during the time non-exempt employees are working.

Authorization: Non-exempt employees must be paid for all hours worked. Non-exempt employees must always receive prior authorization from their manager to work overtime. Managers must keep track of the number of hours that non-exempt employees work and ensure they are paid for all time worked.

Employees who work overtime without prior authorization from their managers, and managers who allow their employees to work overtime without receiving prior authorization, may be subject to disciplinary action.

At the time a job offer is extended, the hiring manager should inform the candidate of the occasional requirement to work overtime, if appropriate.

Overtime Pay

If you are a non-exempt employee (paid on an hourly basis), you are eligible for overtime pay when you work more than your normal work week. The rate of pay for overtime is one and one-half times your regular hourly wage.

Compensatory Time

With agreement between you and your supervisor, overtime hours worked may be banked as compensatory time in lieu of pay. This time off the job will be equal to one and a-half the overtime hours worked. The maximum possible accumulation of compensatory time is 20 hours, the equivalent of two workweeks. If you are covered by a collective bargaining agreement, you will earn overtime or compensatory time in accordance with the terms of the agreement.

Wage Levies and Garnishments

It is the University's intent to comply with the federal and state statutes regarding wage garnishment laws (court ordered); bankruptcies and tax levies submitted by a federal, state or municipal taxing authority. As an employer, the University is required to deduct amounts appropriate to each state's statutes and regulations. Federal and state statutes restrict the employer's right to terminate the employment of an employee if the termination is based solely on the garnishment of an employee's pay.

The indebtedness of an employee and the actions of creditors are confidential matters that are primarily the concerns of the employee, and not of the organization. However, court orders for deductions create an obligation and a potential liability for the University. It is important that they be handled promptly and carefully.

PAID TIME OFF

Employees should make every effort to schedule their time off as far in advance as possible. When time-off cannot be scheduled in advance, employees are expected to notify their manager as soon as possible. The University understands that unexpected situations may arise for which employees are unable to plan time off. However, those occasions should be rare. The expectation is that employees will use paid time-off responsibly and discuss planned, expected time off with their manager.

Vacation

For employees eligible to accrue vacation, you begin accruing vacation from the first day of work, and the amount of vacation you earn is based on your percent appointment and length of service. Vacation accrues as long as you are in a pay status during any portion of a pay period.

Paid Time-Off Accrual

The table below shows when you become eligible for increased vacation time, how much vacation you will earn each year, and the maximum you can accumulate. Your maximum accumulation is the amount you can earn in two service years. When the maximum is reached, you will gain no additional vacation time until you use some of the hours.

CIVIL SERVICE NON-EXEMPT ACCUMULATION RATES*

<i>Cumulative Service Years</i>	Accumulated Hours Per Pay Period	Accumulated Per Year Hours	Workdays	Maximum Accumulation Hours	Workdays
1st, 2nd, 3rd	3.750	90.0	12	180	24
4th, 5th, 6th	4.688	112.5	15	225	30
7th, 8th, 9th	5.625	135.0	18	270	36
10th through 14th	6.563	157.5	21	315	42
15th and beyond	7.813	187.5	25	375	50

CIVIL SERVICE EXEMPT ACCUMULATION RATES*

Cumulative Service Years	Accumulated Hours Per Pay Period	Accumulated Per Year Hours	Workdays	Maximum Accumulation Hours	Workdays
1st, 2nd, 3rd	7.80	187.5	25	375	50
4th, 5th, 6 th	8.14	195.0	26	390	52

7th, 8th, 9th	8.44	202.5	27	405	54
10th and beyond	8.74	210.0	28	420	56

*based on a 37.5 hour workweek

Supervisors will consider the department's operating needs when determining whether to grant requests for using vacation time. Supervisors may develop guidelines regarding vacation for your work area. The guidelines may include statements about: preferred minimum and maximum length of vacations, best and worst times of year to be out of the office, how much prior notification is expected, possible emergency situations requiring last minute arrangements, and whether your vacation requests need to be written or verbal.

Sick Leave

For employees eligible to accrue sick days, you begin earning sick leave from your first day of employment. You can use sick leave for the following reasons:

1. Sickness or disability related to pregnancy and childbirth
2. Personal illness or injury
3. Doctor or dental appointments
4. To be with your spouse, domestic partner, parent, or child for any of the above situations

Absences longer than 3 days that qualify as a serious health condition can be processed as a Family Medical Leave Act (FMLA) leave.

Holidays

The University provides eleven University-paid holidays. Holiday pay is issued to eligible employees for the days on which the University observes the following:

- The day before or after New Year's Day
- New Year's Day
- Dr. Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- The day before or after Christmas Day
- Christmas Day

Seasonal Celebrations

Seasonal celebrations may be held at the discretion of each department. The University will not take responsibility for any expenditure for such celebrations. Office coverage must be maintained during work hours.

While the University supports holiday and seasonal celebrations, managers are reminded that the employee population is diverse and may not celebrate the same holidays. Managers are responsible to ensure that each celebration is inclusive and respectful of employees' preferences, and to ensure attire is proper at all times. To ensure attire is proper at the workplace, the wearing of costumes is not permitted. Decorations displayed at a workstation must be tasteful and not offensive to others.

An employee may choose not to participate in a celebration activity. In that case, he or she is expected to continue with their normal work duties. However, if an employee chooses not to participate for reasons of religious beliefs, please contact HR.

MISCELLANEOUS TIME OFF

Eligible employees are granted time off for jury duty, voting time, and for the death of an immediate family member.

Bereavement Leave

An employee shall be granted up to three regularly scheduled workdays off, surrounding the date of death and/or the funeral of an immediate family member, not to exceed 3 days beyond the funeral. Immediate family is defined as spouse, son, daughter, mother (step or in-law), father (step or in-law), sister, brother, grandmother, grandfather, grandchild or domestic partner. Documentation must be shown to identify date of funeral and relationship.

Collective Bargaining Units may have different policies regarding bereavement leave. Contract agreements are honored in cases of discrepancies.

Jury Duty

Upon request and receipt of proper documentation, leave without loss of pay is available for jury duty. An employee on jury duty is expected to report for work whenever services are not required by the court. Prior to receiving pay for the period(s) involved, the supervisor may require an employee to present evidence of jury duty participation. Leave without loss of pay is also granted for witness service not associated with the employee's personal concerns provided the employee is subpoenaed for such service.

Voting Time

Employees are usually able to vote either before or after work. However, if necessary, full-time employees may be given time off without pay, up to a maximum of two hours. The employee is required to notify the manager the previous workday.

Employee Participation in Third Party Legal Matters

Employees subpoenaed as a non-party witness to a legal matter unrelated to the University will be paid for such time off provided they produce a copy of the subpoena.

Employees who must take time off due to the fact that they are a party to a legal matter unrelated to the University are required to use paid time off or be unpaid for the time away.

Employee Participation in Non-University Related Organizations

The University recognizes that employees may wish to participate in certain activities, including but not limited to, social service groups, charities and political parties or belong to organizations outside of their employment. In participating in such activities or organizations, employees must understand that they act solely on their own behalf and are not serving on behalf of or as representatives of Chicago State University. The University does not object to employees doing so, provided that these outside activities:

- Do not interfere with the performance of University responsibilities,
- Are not performed during work hours,

- Are in accordance with the law, established University standards and policies, and sound business practices,
- Do not claim to be speaking on behalf of or representing the University,
- Are not in conflict, and do not create the appearance of a conflict, with the interests of the University,
- Are not conducted during normal business hours or using University facilities or resources,
- Do not discredit the reputation of the University or its employees, products or services,
- Do not involve the misuse of influence, and
- Do not result in the disclosure of confidential information.

Aside from University-sponsored programs, participation in such activities or organizations does not require approval by the University. Employees having questions regarding their participation in outside activities or organizations should contact the Legal Affairs Department.

Participation in Non-University Related Organizations on Behalf of the University

The University must give prior written approval before an employee may represent or otherwise serve as an officer or director on behalf of the University with any non-university related organization. Without such written approval, employees should be aware that they are not representing the University and will be considered as acting solely on their own behalf. Employees having questions regarding their participation in outside activities or organizations should contact the Legal Affairs Department.

DUAL EMPLOYMENT

Dual employment occurs when an employee in a full-time position accepts additional temporary, part-time or full-time employment with another agency or organization. Dual employment should not interfere within your employment at Chicago State University (i.e., work product, attendance, etc.)

All full-time, non-negotiated administrative employees shall be required to maintain office hours as established by the University and shall be prohibited from maintaining any full-time employment outside of the University unless approved by the President. Employees must notify the University of any dual employment to determine conflict of interest. Notification can be made by submitting a Dual Employment Form to the Office of Human Resources.

LEAVES OF ABSENCE

A full-time employee, who needs to be away from work for five or more days due to his or her own illness, should apply for a medical leave of absence. If the illness is due to his or her own serious health condition, should apply for Family Medical Leave. All request and supporting documentation must be in the Office of Human Resources within 1 week of the first day of your absences. Failure to provide legible and complete documentation may result in denial of your request and/or days being marked as unexcused and unpaid. Doctor's notes must have an anticipated return date.

To request a leave of absence under Family Medical Leave (FML), the employee must contact the Office of Human Resources at 773-995-2040. The employee is responsible for ensuring his or her doctor completes the Physician's Certification form and returning all signed FML-related documents to Human Resources prior to the requested leave period, if possible.

If the disability is a result of a work-related injury, and the employee will be away from work for five or more days, in addition to reporting the injury to the State of Illinois Early Intervention Program at 800-773-3221, he or she should report the disability to their manager and the Office of Human Resources.

Family & Medical Leave runs concurrently with Disability or Worker's Compensation when utilized for a qualifying reason and must be counted toward the maximum period (generally 12 weeks). An employee who qualifies for Family Medical Leave is guaranteed job restoration for the maximum federal FML period.

Medical Leave

A medical leave of absence may be granted upon the recommendation of a personal physician and consultation with Human Resources. Accrued sick days are generally used for medical leave.

Note: The medical leave of absence is to allow employees to take time off for prolonged illnesses that may not qualify for Family & Medical Leave (i.e., Influenza, Pneumonia, Bronchial Infections, Recovery from outpatient surgery, etc.) Failure to return to work from a medical leave or provide proper physician documentation may result in termination.

Personal Leave

Administrative and Civil Service employees who have completed at least two consecutive years of full-time service at the University may request a personal leave. Employees may request a leave of absence without pay for reasons other than disability, upon approval of their supervisor for Civil Service employees and upon approval of the President for Administrative employees, for a period not to exceed 6 weeks. Request may be granted after vacation leave is reduced to not more than five days. Each request will be considered on the basis of individual merits and the operational needs of the employer representative.

Family & Medical Leave (FML)

Employees who have a cumulative 1 year of service and have worked for 1,250 hours over the last 12 months may take up to a total of 12 weeks unpaid leave during a 12 month period under the Federal Family and Medical Leave Act (FMLA) of 1993.

Employee Notice: The employee should provide 30 days notice to his or her manager prior to a FML leave. If a FML leave is not foreseeable, the employee should provide notice as soon as possible, generally within two business days of when the need for leave becomes known to the employee.

Manager Notice: For a non-disability related FML leave, the manager consults with the Benefits Counselor to confirm eligibility and compliance. Manager and Benefits Counselor will determine whether physician's certification is required. If the leave is expected to extend beyond the maximum federal FML period, the manager will discuss with the employee a potential return-to-work date as well as review the job restoration provisions of this policy.

Certification: The manager and/or Benefits Counselor may ask that employees who request Family Medical leave to submit a health care certification stating that they are suffering from a qualifying serious health condition, or that the employee is needed to care for a family member with a qualifying serious health condition, or a certification that the family member is called to active duty or that a covered service member of the Armed Forces suffered a qualifying injury or illness while on active duty. A Certification of Physician or Practitioner form MUST be completed by his or her physician. The completed form must be submitted to the Benefits Counselor.

FML Notice: If the employee's request qualifies under FMLA, the Benefits Counselor will complete and send the Family and Medical Leave Act Notification to the employee.

Listed below are the events that qualify under FMLA and the University leave benefits available based on each event.

- **Birth of a Child:** If eligible, employees may qualify for unpaid FML leave, generally 12 weeks, unless state law mandates a greater period of time. For the period of unpaid leave, an employee may use up accrued Paid time off to substitute unpaid time. Employee may elect to take FML leave in a block of time. Subject to management approval, an employee may take intermittent or reduced FML leave. See below for an explanation of intermittent or reduced leave.

Additionally, employees who qualify for disability benefits are generally guaranteed job restoration for the period of disability up to the maximum federal FML period.

- **Placement of a Child with the Employee for Adoption or Foster Care:** If eligible, employees may qualify for unpaid FML leave. An employee may elect to take FML leave in a block of time. Subject to management approval, an employee may take intermittent or reduced FML leave. See below for an explanation of intermittent or reduced leave.

When the Employee Is Unable to Perform the Functions of His or Her Job due to the Employee's Own Serious Health Condition: Employees should apply for disability benefits. They may also apply for leave under the FMLA. Family & Medical Leave (FML) runs concurrently with disability when utilized for a qualifying reason and must be counted toward the maximum period

(generally 12 weeks). Employees who qualify for FML are guaranteed job restoration for the maximum federal FML period.

Note: In any case, it is important that the employee or his /her manager contact the Benefits Counselor when an employee is going to be away from work due to his or her own serious health condition. If the absence qualifies under the FMLA, the Benefits Counselor will ensure the leave is recorded as FML and processed appropriately.

Employees with serious health conditions who do not qualify for disability benefits or who are caring for an eligible family member are entitled to unpaid FML leave with guaranteed job restoration, if they are able to return to work within the maximum federal FML period. For the period of unpaid leave, an employee may use accrued Paid time off to substitute. A physician certification may be requested.

Employees may take intermittent or reduced leave if necessary due to family member's serious health condition as explained below.

- **When the Employee Is Needed to Care for a Child, Spouse, Domestic Partner or Parent of the Employee with a Serious Health Condition:** If eligible, employees may qualify for unpaid FML leave. For the period of unpaid leave, an employee may use accrued Paid time off to substitute. A physician certification may be requested.

To “care for” someone with a serious health condition means:

- ◇ To assist the family member with basic medical, hygienic, or nutritional needs or safety, or to transport the family member to the doctor
 - ◇ To provide psychological comfort that would benefit a seriously ill family member receiving inpatient care
 - ◇ To fill in for others who are caring for a sick family member, or to arrange for changes in care, such as transfer to a nursing home
- **When the employee is needed to care for a covered family member who has incurred an injury or illness in the line of duty as a covered service member:** If eligible, employees may qualify for unpaid FML leave up to 26 weeks. For the period of unpaid leave, an employee may use accrued Paid time off to substitute. A physician certification may be requested.
 - ◇ “Covered family member” is defined as the employee’s child, spouse, domestic partner, parent, or nearest blood relative.
 - ◇ “Covered service member” is defined as any member of the Armed Forces on active duty in a foreign country or who is called to active duty in a foreign country, including a member of the National Guard, Reserves or veteran (at any time during the period of 5 years preceding the date) who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness. Serious illness or injury is an injury or illness incurred (or aggravated existing injuries or illnesses) by the service member in line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the service member’s office, grade, rank or rating.

- **When a Qualifying Exigency arises out of covered family member's active duty or call to duty in the Armed Forces:** If eligible, employees may qualify for unpaid FML leave. For the period of unpaid leave, an employee may use accrued PAID TIME OFF to substitute. A physician certification may be requested.
 - ◇ "Covered family member" refers to the employee's spouse, domestic partner, child or parent
 - ◇ "Qualifying Exigency" will be further defined when regulations are issued by the government. In the meantime, until such regulations are issued, the University will determine in its sole discretion whether a qualifying exigency exists. For there to be a qualifying exigency, there must be some nexus between the employee's need for leave and the service member's active duty status. For example, leave may be permissible for the eligible employee to arrange for childcare; attend pre-deployment briefings and family support sessions; see the service member off or welcome him/her back home; handle legal, economic or financial planning issues; pay bills; go to the bank; pick up children from school; care for children; and provide emotional support to the rest of one's family. This list of examples is not meant to be exhaustive, and the facts and circumstances will be examined on a case by case basis.

Employees may take intermittent or reduced leave as explained below.

Intermittent or Reduced Leave Schedule: If eligible, an employee may take intermittent or reduced leave due to a serious health condition of the employee (non-work and work-related) or the employee's spouse, domestic partner, child, or parent of the employee. A physician certification may be required. Intermittent or reduced leave may be taken after the birth or placement of a child for adoption or foster care, subject to management approval.

- Intermittent leave is separate blocks of time taken in increments of as short as 1/2 day blocks that may continue for several weeks.
- Intermittent leave must be discussed with supervisor to determine whether the absence will cause a disruption in services.
- Employees must provide supervisors with an anticipated schedule of their intermittent leave. Changes in schedule must be discussed as soon as possible.
- Employees must follow the departmental policy for calling in and requesting time under intermittent leave when a notice has not been given to the supervisor in advance. Documentation of this request may be required. Failure to adhere to the "call-in" policy may result in this day being unexcused and unpaid.

Calculating Intermittent Leave:

When an employee takes leave on an intermittent or reduced leave schedule, only the amount of leave actually taken may be counted toward the employee's leave entitlement.

- Maximum of 60 days intermittently
- If taken immediately before or after a holiday. The holiday is unpaid.

All PAID TIME OFF that is used during an FML leave of absence is counted toward the maximum period for the leave.

Employees may also be required to transfer temporarily to an alternative position for which they are qualified that can better accommodate intermittent or reduced leave, provided that position has equivalent pay and benefits. Managers should contact Human Resources if intermittent or reduced leave conflicts with work requirements.

Workers' Compensation

As an employee, you are covered by the Workers' Compensation Act, designed to provide protection for on-the-job injuries or job-related illnesses.

If you are injured at work, you must notify your supervisor and call the State of Illinois Early Intervention Program at 800-773-3221 to report the injury and start the claim. For a serious injury, it is important to seek medical attention before informing your supervisor or making a call. You may use the Student Health Service for minor injuries. If the attending physician determines you are unable to return to work the same day, you will receive regular pay for the remainder of the day of injury.

Military Leave

Employees who are annually recalled for temporary duty as a member of either the Illinois National Guard, Illinois Militia or any of the Armed Forces are granted leave of absence, with full pay, for the period of the leave. Such leaves are limited to 15 calendar days per year. In order to receive full salary while on military leave, employees must obtain approval by presenting a copy of the military order to their supervisor and the Office of Human Resources. Upon returning to the University, the employee must submit a copy of their service earnings (pay stub) to the Payroll Office.

Military Emergency Leave

Certified employees who are members of the Illinois National Guard, Illinois Militia, Reserves or any Armed Forces branch who are placed on emergency active duty may receive a combined wage from the University and the military in an amount equal to but not to exceed their normal salary. Military leave privileges also apply for basic training in the Armed Forces or Reserve branches.

Termination Policy

In the absence of a specific written contract, termination of employment may occur with or without cause.

There are three types of terminations:

(1) VOLUNTARY SEPARATIONS/TERMINATIONS

Voluntary separation/termination of employment occurs when an employee informs his or her supervisor of his/her resignation or retirement, or separation/termination is deemed to have occurred when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment).

Notice of Resignation

Employees are requested to give written notice of their intent to resign or retire to their direct supervisor and the Office of Human Resources (HR). Executives, Deans, Directors, and Academic Chairpersons are requested to give at least four (4) weeks' notice. All other employees are requested to give at least two (2) weeks' notice.

Job Abandonment

Employees who are absent from work for three (3) consecutive work days without being excused or giving proper notice will be considered as having voluntarily resigned. HR will inform the employee of his/her status.

(2) INVOLUNTARY TERMINATIONS

An involuntary termination of employment, to include reduction in force (RIF), is an administration-initiated dismissal. The University will follow the guidelines of either the State Universities Civil Service System or the Chicago State University Board of Trustees Policies and Regulations.

Termination may be for any legal or justifiable reason, i.e., misconduct, tardiness, absenteeism, unsatisfactory performance, etc. In some cases progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline (e.g., insubordination, theft, assault, sexual impropriety, etc.). Prior to an involuntary termination, consideration will be given to an employee's service and past contributions to the University. The possibility of transfer or demotion may be considered in some cases except those which involve gross misconduct.

Reduction in Force/Layoff

A Reduction in Force (RIF)/Layoff may occur when changing priorities, budgetary constraints, or other fiscal/economic conditions require the University to eliminate positions. A RIF/Layoff can also occur when a position changes so significantly that the employee is no longer able to perform the required duties.

The University will follow guidelines outlined in collective bargaining agreements or the State Universities Civil Service System, when applicable.

(3) DEATH/DECEASED EMPLOYEES

A termination due to the death of an employee will be made effective as of the date of death. Upon receiving notification of the death of an employee, the supervisor must notify HR immediately. Designated staff members will process all appropriate beneficiary payments from the various benefits plans.

FINAL PAY

An employee who resigns, retires or is terminated will be paid through their last day of work, plus any earned and unused vacation leave up to the maximum accrual allowed by their employment classification, less outstanding obligations for agreements the employee may have with the University. Final pay due, upon the death of an employee, will be paid to the deceased employee's estate.

It is the responsibility of the employee and the employee's supervisor to ensure that payroll staff receives the terminating employee's final timesheet in sufficient time to process the final paycheck.

PROCESS

	Voluntary	Involuntary	Death/Deceased
Employee	<i>Employee provides a written notice</i>		
Immediate Supervisor	<ol style="list-style-type: none"> 1. Complete Termination check list 2. Complete Termination form 3. Return completed termination check list and form, with the written notice (resignation) to HR – Attn: Employment Services 		<ol style="list-style-type: none"> 1. Complete Termination check list 2. Complete Termination form 3. Return completed termination check list and form, with the written notice of Death to HR – Attn: Employment Services
Office of Human Resource	<ol style="list-style-type: none"> 1. Send completed Termination form to ITD 2. Send notice to the appropriate departments 	<ol style="list-style-type: none"> 1. Complete Termination check list 2. Complete Termination form 3. Send notice to the appropriate departments 	<ol style="list-style-type: none"> 1. Send completed Termination form to ITD 2. Send notice to the appropriate departments

SEARCH FIRM USE

Effective 7/1/2013 and in accordance with 110 ILCS 690-35-180 (Search Firm Prohibition), the services of an external search firm may only be retained in the recruitment, selection, and hiring of a University President, or if the President of the University and the Board of Trustees demonstrate a justifiable need for guidance from an external search firm based on any of the following qualifying criteria.

1. Search for the President of the University
2. Search for the Provost or Vice President(s) of the University;
3. The position is at a level of seniority that requires strict confidentiality in the initial stages;
4. The position is of such a specialized nature that it is considered to be difficult-to-fill.
5. The position is of such a critical nature that it must be filled immediately.
6. The position falls within a tight and highly competitive market.
7. The diversity of the applicant pool will be significantly enhanced by the use of an external search firm.

To request authorization to use a search firm, please prepare the following information:

- College and/or Department conducting the search
- Title of position
- Job Description of position
- Name of search firm requested
- Detailed justification for use of a search firm

To process the request to use a search firm, please complete the following:

The Dean, Director, Executive Director, or Associate/Assistant Vice President should send an email with the above information to the following:

- Provost (for colleges and academic units) for preliminary review and recommendation prior to submission to the President
- Vice President (for administrative departments) for preliminary review and recommendation prior to submission to the President
- The Provost or Vice President will email their recommendation with the information required above to the President's Office
- The President will review the recommendation and determine whether engaging a search firm is appropriate
- If the recommendation is approved by the President with support from the Board of Trustees, the President's response will be sent to the Director of Human Resources.

If approved, the College/Administrative department will provide the Purchasing Office the contract and all related purchase orders for tracking purposes.

Please Note:

A college/department may only engage in a search firm after receiving approval from the President and written verification from the Office of HR that the search may begin.

INFORMATION SPECIFIC TO CIVIL SERVICE EMPLOYEES

The Application Process

Civil service positions are filled through the civil service register. The testing process creates a register that serves as a resource of available candidates for employment. The testing process also ranks individuals for consideration of open positions. The first step in applying for a position is the application process. An employment application must be completed fully and honestly. If it is discovered that the information given is false or fraudulent, the application will be rejected and employment terminated.

Employment Status

Civil service employees receive a "Notice of Employee Status" when they begin work at the University. Notices are updated when a change in employment status occurs. The Notice of Employee Status is the official document denoting classification, pay and other conditions of employment.

Types of Employment

STATUS APPOINTMENT

A full-time status appointment is made to a position which the University has intention of continuing on a regular basis of six or more months. It entitles the employee to all benefits of University employment.

PROVISIONAL APPOINTMENT

A provisional appointment is made in the absence of a register when no person has passed the appropriate examination. An employee may continue in a provisional appointment only until he/she passes the examination for the new job classification. Once the employee passes the examination and has served in the new position successfully for six months, he/she receives a status appointment. A provisional employee may continue in his/her position as long as there is no eligible candidate for the appointment from the appropriate civil service register.

TEMPORARY APPOINTMENT

Work which is seasonal or temporary is filled by temporary appointments. These appointments are made for periods not to exceed three months, although it may be renewed upon request from the appropriate vice president with the approval of the Director of the State Universities Civil Service system. However, in no case may the appointment exceed six months less one day.

EXTRA-HELP APPOINTMENT

Extra-help appointments are on an "as need basis" or of an emergency nature and meet the following conditions: (1) the employee is called for service occasionally; (2) services are not required on a constant, repetitive basis; (3) the amount of time is unpredictable; (4) payment is made on an hourly basis; and (5) the work cannot be readily assigned on a straight time or overtime basis to status employees. Extra-help employees are not

permitted to work in excess of 900 hours per appointment. No benefits with this type of appointment. Extra-help employees can be terminated at any time during the time of the assignment for unsatisfactory performance. Extra help employees are not guaranteed a permanent position.

Probationary Period

The probationary period is an integral part of the position. Furthermore, it allows supervisors the opportunity to determine whether employees demonstrate the ability and qualifications necessary to give satisfactory service.

Periodically, throughout the probationary period, the supervisor shall discuss the employee's progress with them. If the employee fails to demonstrate the ability and qualifications necessary to furnish satisfactory service during the probationary period, the employee may be terminated or returned to their previous classification. Employees who are terminated during the probationary period are responsible for returning all University property which has been assigned to them before leaving their current position or the University.

An employee who has accepted a status appointment, or whose position is reallocated or reclassified, will be required to serve a probationary period before she/he becomes a permanent employee in the classification. The probationary period shall begin on the date of assignment to duty and shall expire at the end of the probationary period, regardless of percentage of time of employment during the probationary period.

An employee may not use accrued leave earned in current class until certified. An employee dismissed during probation will not receive a payout for any earned accrued leave.

An employee who has completed the probationary period and who is transferred to another position within the same classification will not be required to serve another probationary period.

Seniority

Your seniority is the amount of service you have in a classification or in a promotional line. Seniority begins to accrue after you have passed your probationary period and dates back to the first day of full-time permanent employment in a class, or in any other class in which you have served. Seniority does not accrue during periods of suspension, nor during leaves of absence without pay nor layoff if such leave is for more than 30 consecutive calendar days. Seniority accrues during periods of leave for military service during leave of absence with pay.

Transfers

Consideration for a transfer is given only when it is in the best interest of the University and the employee. Transfer discussions should be initiated with the division head and processed through appropriate personnel procedures.

Classification and Salary

Each civil service position is assigned to a classification based on the assigned duties, responsibilities, and requirements of the job. The State Universities Civil Service System, with the participation of interested State universities, develops class specifications, which delineate the basic responsibilities and the minimum skill and knowledge requirements of each classification.

Job descriptions are created for each civil service position on campus by the supervisor or incumbent in the position. The job description is the document, which outlines the duties and responsibilities of a given position.

Promotion

If your position is within a promotional line (more responsibility and pay within the same job family), you may take an examination for a higher position if you have passed probation in your current job and if you qualify for the next higher position. Your name will be listed in order of test scores with others who took the promotional exam and, with eligibility on the promotional register, you will be considered before non-promotional applicants.

You can take examinations for jobs outside your promotional line if you qualify for the examination for the higher position. Your name will be listed with others who took the exam, and if your score places you at the top on the register you will be considered for vacancies along with other applicants.

Promotional Increase

All promoted non-negotiated employees will be eligible to receive an appropriated increase. At no time will a promotional increase be above the maximum of the range.

Probationary Period

An employee who has been certified to a status position is required to serve a 6-month or a 12-month probationary period. If the probationary period is interrupted by an unpaid leave of absence, extended illness leave, layoff, or suspension, a comparable amount of time is added to the probationary period. The State Civil Service Merit Board may designate specific classifications which require probationary periods of varying lengths.

Performance evaluation forms should be completed at three months and five and one-half months for employees serving six-month probationary periods. For those employees serving a 12-month probationary period, evaluations should be completed just prior to five, nine, and 12 months. Evaluation forms are available upon request at other times during the probationary period at the request of either the supervisor or the employee.

Service during the probationary period is part of the examination, and if during this time the employer determines that the employee has failed to demonstrate the ability and qualifications necessary to furnish satisfactory service, the employee may be dismissed. If the employee is not dismissed during the probationary period, the employee will become a status employee upon the completion of the probationary period.

Status employees are not required to serve more than one probationary period in the same classification nor are an employee required to fulfill an additional probationary period if the status notice of an appointment change indicates "Change in Title Only." However, in any other

change (promotion, reclassification, and reallocation) in which the employee moves from one classification to another, a probationary period in the new class is required.

Dismissal during Probationary Period

If the employing department determines that the employee has failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service, the employee may be dismissed at any time during the probationary period which is considered part of the examination. A minimum of one week's written notice must be given to the employee. Such cases are not subject to review as defined by the State Universities Civil Service System Statute and Rules.

An employee who is permitted to complete the probationary period becomes a status employee, at which point any subsequent disciplinary actions must comply with the suspension and discharge provisions of the State Universities Civil Service System Statute and Rules.

Probationary Increases

All non-negotiated employees are eligible for a probationary increase at the end of the probationary period, provided they are not hired at a salary higher than the first quartile of the salary range.

Layoff and Unemployment

When the University must reduce the work force due to lack of available work or funding, layoff will be determined by seniority and job classification. Methods for determining seniority accrual, retreat rights, and reemployment are established by the State Universities Civil Service System. If you are placed on layoff, you will be notified in writing, and the Office of Human Resources will offer counseling about your group insurance plan, eligibility for payment of accumulated vacation, and options under the State Universities Retirement System (SURS).

Whenever it becomes necessary to reemploy one or more employees in a class, the employees last laid off by seniority shall be reemployed first. Further reemployment shall be made in the order of seniority until the reemployment register for the class is exhausted.

An employee on layoff status is entitled to retirement service credit and full protection for 120 calendar days following the beginning date of the layoff, under the provision of the Retirement Act.

You may not qualify for unemployment compensation for layoffs that occur regularly each year due to academic breaks or holiday shutdowns if it is understood you will be called back to work on a specified date.

RESIGNATION

Upon deciding to resign, hourly-paid (non-exempt) employees are expected to provide the supervisor with a minimum of two weeks' notice and (FLSA exempt) employees are expected to provide a minimum of one month's notice. In addition, all employees must provide a signed resignation letter to be placed in your personnel file.

A former employee who leaves in good standing can be restored to his or her former Civil Service class with the supervisor's and employer's approval, if the request is made within six months of resignation. (Civil Service Regulation Chapter 250, point 60, rule 6.)

Upon termination of employment, an employee will be paid in lump sum for any unused vacation and applicable sick days as of the last day of work. The resignation date must be the actual last day of work and may not be extended by the payment of vacation benefits. In the event that a terminated employee has received a benefit payout, he or she may not be re-employed by the University in any capacity in the 30 days immediately following the last day of work.

State health, dental, and life insurance coverage for both the employee and insured dependents ceases at midnight on the last date of employment. Continuation of coverage is available subject to federal rules outlined in COBRA. Notification of an employee's rights under COBRA to continue coverage will be sent to the last address the employee has on file.

On the last day of work or earlier, employees must turn in their keys, ID cards, and time cards. Managers are required to complete a termination check list prior to the employee's departure.

GLOSSARY

Calendar Work Month: A period of time during which a person is actively employed on all official company workdays within a calendar month.

Class: A group of positions with similar duties and background requirements, in which each position is given same job title and filled by same tests of ability.

Classification: Assignment of position to a class.

Compensatory time: Non-cash compensation for pre-approved overtime worked, at rate of 1.5 hours off for one hour worked

Date of Hire: The day the employee actually begins active full-time employment.

Demotion: When a status employee is subject to: a reduction in salary, a reduction in percentage of time worked, an appointment to a position in a lower class in a promotional line, an appointment to a position in a class outside a promotional line with a lower pay potential, or an appointment to a non-status position.

Discharge: Employer initiated termination of an employee during the first six months of employment in a classification.

Dismissal: Employer initiated termination of an employee during the first six months of employment in a classification.

Dock Time: Time away from work without pay and without use of vacation, sick leave, or compensatory time.

Domestic Partner: See SameGender Domestic Partner in this Glossary.

Essential Services: Services designated by Environmental Health and Safety as essential to the life/safety of students, faculty and staff. Includes services such as the Heating Plant, Food Service, University Police, and Environmental Health and Safety.

Exempt Employee: Exempt employees, as defined by the FLSA, are salaried employees, and are exempt from receiving overtime pay. As such, they receive a salary to perform a job. While exempt employees are not required to work a specific number of hours in a day or week, and are not eligible to receive overtime pay, they are expected to work the number of hours necessary to meet job requirements, and be available during core work hours (8:00 a.m. - 5:00 p.m. local time). Determining when exempt employees work should be based on what the University needs them to accomplish in order to do their jobs. Developing and communicating concise expectations, targets, goals, and realistic guidelines is critical.

Flex Time: A workday beginning and ending earlier or later than usual to accommodate employee or department needs.

Immediate Family: Generally, an employee's immediate family includes: Husband, Wife, Mother (in-law), Father (in-law), Daughter, Son, Grandmother, Grandfather, Granddaughter, Grandson, Sister and Brother. In addition, immediate family includes an employee's same

gender domestic partner, the partner's parent(s), or child(ren). If the employee has a step relationship with the family members listed, they also should be considered immediate family. In addition, individuals who are members of the employee's household are considered members of the immediate family.

For the purposes of an FML leave of absence, immediate family member includes only an employee's child (under age 18, absent certain qualifying circumstances), spouse, same gender domestic partner, or parent.

Learner: An employee in a position that has been approved by the State Universities Civil Service System as a Learner position through the submission of a predetermined and scheduled program of training.

Medically Unable to Work: The inability to perform the substantial duties of the employee's occupation due to illness or injury.

Non-Exempt Employee: Non-exempt employees, as defined by the FLSA, are hourly employees eligible to receive overtime pay.

The Fair Labor Standards Act (FLSA) requires that non-exempt employees be paid straight time for hours worked up to 40, and time and one-half for hours worked in excess of 40 in a week. Refer to Procedure 130, Overtime for further details. The FLSA also requires that managers keep track of the number of hours that non-exempt employees work, including work from home, and ensure they are paid for all time worked. The calculation of overtime, administration of Student Based Hours (SBH), and schedule options differ by unit and/or union contract.

Overtime: Pay at 1.5 times the regular rate for hours worked in excess of 7.5 per day or 37.5 per week (or 8.0 per day/40 per week)

Part-Time: A work schedule of less than 100%

Period of Absence Due to Disability: Any length of paid or unpaid time that an employee is absent due to illness or injury. Paid time includes any absence during which the employee receives compensation from the Disability Income Program, Workers' Compensation or any other benefit plan provided by the University.

Promotional Line: Classifications of a job family that have been approved by the State Universities Civil Service System as constituting the official promotional line for testing, register placement, and retreat purposes.

Reallocation: Reassignment of an existing position to a class, which is a part of a different promotional line, or to a class, which is not a part of any promotional line.

Reclassification: Assignment of an existing position to a higher classification within a promotional line.

Register: Names of candidates listed in order of examination score.

Release Time: Time away from work with pay granted by the employing supervisor.

Same Gender Domestic Partner: Both employee and partner must meet the following criteria,

- They are of the same gender;
- They are at least 18 years of age and mentally competent to enter into a contract;
- They have been residing together as members of the same household in a committed relationship of mutual support and sharing of financial obligations and living expenses for at least six (6) months and with the intent to do so indefinitely;
- They are not married to or legally separated from another person and do not have any other domestic partners;
- They reside in a state that prohibits same gender marriage, otherwise they would be married;
- They are not in the relationship solely to obtain insurance benefits.

Serious Health Condition: For purposes of administering the Family & Medical Leave Act of 1993, a serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider as described below.

- **Inpatient care:** Care, (such as an overnight stay or longer) in a hospital, hospice, or residential medical care facility, including any period of incapacity (meaning inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment of the condition, or recovery from the condition), or any subsequent treatment in connection with the inpatient care. OR,
- **Continuing treatment by a health care provider:** A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that involves:
 - ◆ Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; OR
 - ◆ Treatment by a health care provider on a least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider; OR
 - Any period of incapacity due to pregnancy, or for prenatal care; OR
 - Any period of incapacity, or treatment for the incapacity, due to a chronic serious health condition. A chronic serious health condition is one which requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity; OR
 - A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the

continuing supervision of, but need not be receiving active treatment by, a health care provider; OR

- Any period of absence to receive multiple treatments by a health care provider or a provider of health care services for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Status Employee: One who successfully completed a probationary period.

Termination: Separation from employment by resignation, layoff, dismissal, for any reason.

Trainee: An employee in a position that has been approved by the State Universities Civil Service System as a Trainee position through the submission of a predetermined and scheduled program of training.

REVISION CONTROL

2/8/2010	Created and published on HR Website
3/17/2010	Bereavement Leave: Change to allow time off around death and/or funeral
7/20/2011	Language added to "Leave of Absences" (p. 24) to specify time period for requesting leave. Language coincides with the Request for Leave form.
9/12/2011	Termination Process (p.29)
1/3/2012	Social Security Number Use Policy added
07/03/2013	Updated the Social Security Number Use Policy (Identity Protection Policy) Added the Search Firm Use policy
1/6/2015	Added "E-Verify" language Deleted language regarding Pre-employment drug testing Updated language regarding Background Checks
2/13/2017	For purposes of clarification, the title of this document was changed from HR Policy Manual to HR Employee Handbook. This document contains general procedures, guidelines, and expectations in addition to policies.