

# Sauk Valley Community College ADMINISTRATOR AND STAFF HANDBOOK





## Welcome to Sauk Valley Community College!

We are pleased to have you join the staff of Sauk Valley Community College.

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC Learning Community commit to living shared ethical values.

Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

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## **SECTION 1 INTRODUCTION**

### **1.1 Purpose of Manual**

It is the responsibility of employees to become familiar with the handbook, as well as the various rules and regulations, Board of Trustees policies and administrative procedures. The official policies and procedures of the College govern the subjects discussed in the handbook, and many have direct links to the Board Policy Manual. This handbook is not a contractual agreement, nor supersedes any collective bargaining agreement in effect at the College. This handbook is available on FAST and regularly updated to ensure compliance with state and federal laws regarding employment, as well as reflect revisions in College policies, procedures, and benefits.

Please direct questions regarding the handbook to your supervisor or to the Human Resources Director. Sauk Valley Community College reserves the right to make changes to this handbook without notice. Please hold down the control key as you click on the web address to access the links embedded in the handbook.

### **1.2 Mission and Vision Statement**

#### **Mission Statement**

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

#### **Vision Statement**

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

### **1.3 History of Sauk Valley Community College**

Sauk Valley Community College was created by a district-wide referendum in 1965. SVCC District 506 includes Lee and Whiteside Counties and portions of Ogle, Bureau, and Carroll Counties. Classes began in temporary buildings on September 26, 1966 with 651 students and 12 programs (construction began on the current building in December 1967). The College's first-degree candidates totaled 14 students. Today, we offer associates degrees in art, science, or applied science in more than 35 areas and over 50 certificates.

Six presidents have served the College: Dr. Edward Sabol (1965-72), Dr. George Cole (1972-80), Dr. Hal Garner (1980-86), Dr. Herbert "Swede" Phillips, interim (1986), Dr. Richard L. Behrendt (1986-2005), Dr. George Mihel (2005-2015), and the College's current President, Dr. David Hellmich.

The College's rich history could literally fill volumes. Sauk grew to offer more resources and services as people and the area changed with the times. Our mission and commitment continue to grow. Sauk makes it possible; you make it happen.

#### **1.4 Accreditation**

The Higher Learning Commission regionally accredits the College. SVCC first received institutional accreditation in March 1972 and has maintained continued accreditation. In 2012, the College received accreditation for ten years. The Open Pathway system maintains that accreditation. The Radiologic Technology program has accreditation through the Joint Review Committee on Education in Radiologic Technology and the Nursing program has approval through the Illinois State Board of Nursing. Find additional facts about regional accreditation at <http://www.ncahlc.org/About-HLC/about-hlc.html>.

#### **1.5 Assessment**

SVCC has adopted an academic assessment system that helps us get “snapshots” of our students’ performance as they progress through their educational careers. These snapshots assist us in setting policies like prerequisites, guide curriculum changes, and plan and budget for our areas. We complete a yearly full assessment cycle to collect data, discuss our observations and findings, and make recommendations for changes. Our assessment system ties to our operational planning system and helps set goals and priorities for areas that relate to the strategic direction of the College. The assessment process is faculty-driven and for the benefit of improving teaching and learning.

#### **1.6 Board of Trustees**

A seven-member elected Board of Trustees governs SVCC. In addition, there is a student-elected advisory member. The Board of Trustees meets once a month in a public meeting. Primary functions of the Board are to establish Board Policy, provide oversight to the College, and hire a president. Board of Trustees meeting dates, agendas, and minutes are at <http://www.svcc.edu/about/board-of-trustees/index.html>.

#### **1.7 College Committees**

The function of the College committee system is to advise the President on policies, systems, and procedures concerning governance of the institution. The list of committees are on the SVCC website at <http://fast.svcc.edu/committee/index.html>. If you are interested in joining a committee, please see your supervisor.

#### **1.8 Sauk Login / FAST (Faculty and Staff Tools)**

Your Sauk Login gives you access to the SVCC accounts you will need to use. Your Sauk Login Username is usually your first name, middle initial, and last name (for example, first.m.last), however, in some cases it may be different from that (for example, if we don't have your middle initial on file or your username is longer than 20 characters). Before accessing SVCC employee resources you will be required to select your password by clicking on the CHANGE/FORGOT Password link. You can change your password and access your accounts at [svcc.edu/login](http://svcc.edu/login).

The College provides an intranet for employees called FAST (Faculty and Staff Tools). FAST contains general College information, communication, committee minutes, training, job descriptions, and documents/forms. If you have issues accessing FAST, please contact the Information Technology Services department at extension 229 or e-mail [help@svcc.edu](mailto:help@svcc.edu).

### **1.9 Illinois Community College Board (ICCB)**

The *Illinois Community College Board (ICCB)* has been the statewide voice for the Illinois Community College System since its inception in 1965. The ICCB, as the state coordinating board for community colleges, administers the [Public Community College Act](#) in a manner that maximizes the ability of the community colleges to serve their communities. As an integral part of the state's system of higher education, community colleges are committed to providing high quality, accessible, and cost-effective educational opportunities for the individuals and communities they serve.

### **1.10 Organizational Structure**

The organizational chart is on the SVCC website at <http://www.svcc.edu/about/policies/index.html>.

### **1.11 Strategic Planning**

The College focuses on strategic activities that move the College toward its vision and tactical activities that enables the College to achieve its goals. The College's strategic plan includes strategic directions, operational plans, rolling plan procedures, and an annual report. The College evaluates its performance by referring to the Strategic Planning Dashboard that can be found at [https://www.svcc.edu/departments/irp/reporting/dashboard/index.html?utm\\_source=header&utm\\_medium=multiple&utm\\_campaign=Top%20Navigation](https://www.svcc.edu/departments/irp/reporting/dashboard/index.html?utm_source=header&utm_medium=multiple&utm_campaign=Top%20Navigation).

## SECTION 2 EMPLOYMENT POLICIES AND PROCEDURES

### **2.1 Acceptable Use of Technology**

SVCC provides technology resources to meet the College's purpose, support our educational and community values, and to support our programs and initiatives. SVCC's Information Technology Services organizational goal is to provide high quality services to the campus community. We have expectations regarding the use of technology resources at the College. Please access the complete Acceptable of Use Technology at [www.svcc.edu/aup](http://www.svcc.edu/aup).

### **2.2 Affirmative Action Policy**

SVCC implements affirmative action when required by law. The Director of Human Resources is responsible for development of plan and compliance measures. Please access the affirmative action policy at <https://www.svcc.edu/about/board-policy/400/403.01.html>.

### **2.3 Americans with Disabilities Act**

The College acknowledges and affirms its commitment to provide a work place and facilities with equal access for all employees. Federal and state laws require that the College provide reasonable accommodations for all employees and students meeting the requirements of the law. The College has a Disability Support Services office to assess, evaluate and determine each student's needs. The Human Resources department evaluates the need for accommodation for employees. It is every employee's responsibility to inform his or her supervisor or the Director of Human Resources, if an accommodation may be required to complete tasks associated with his or her job.

### **2.4 Board Policy**

The Board official policies and procedures of the College govern the subjects discussed in the handbook, and many of the policies contained in the handbook will have direct links to the Board Policy Manual. Please access the Board Policy Manual at [www.svcc.edu/about/policies/boardpolicy.html](http://www.svcc.edu/about/policies/boardpolicy.html).

### **2.5 Drug Free Workplace Act**

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of Sauk Valley Community College that its workplace be drug-free. This policy is a condition of employment.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for College employees.
2. Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the College shall institute appropriate disciplinary action. Disciplinary action could include, but is not limited to, dismissal. The College may also require an employee who violated this policy to

participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.

3. Employees, as a condition of employment, are required to notify the College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after conviction.

4. The College shall notify the appropriate federal agency from which it received grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

5. For the purpose of this Notice, the following definitions shall apply:

A. A "controlled" substance is any one or more of the following: (1) which is not legally obtainable; (2) which is legally obtainable but is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.

B. A "conviction" is defined as a finding of guilt (including plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

6. The College will develop a drug-free awareness program, which will inform College employees of the following:

A. The dangers of drug abuse in the workplace.

B. the College's policy of maintaining a drug-free workplace.

C. Any health or drug abuse agency, which provides drug counseling, rehabilitation, and assistance programs.

D. The penalties that may be imposed for drug abuse violations occurring in the workplace.

7. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.

8. A Notice to Employees complying with the provisions of the Drug-Free Workplace Act of 1988 will be distributed to each employee of the College.

### Health Risks

Health risks associated with the use of illicit drugs and the abuse of alcohol can:

- Make you feel able to handle tasks that are too much for you or make you careless and likely to forget important safety steps.
- Throw off your sense of time, space, and distance which is especially dangerous when operating machinery.
- Causes lateness and absenteeism, increasing the workload of others.
- Causes crime at the workplace or institution, including theft of personal belonging to finance drug habits.
- Causes major errors risking harm to yourself and/or others.

## Resources

Students may obtain assistance and support from the SVCC counseling staff. The staff serves as an internal referral source for substance abuse related problems. Please find below additional resources.

ALANON or Alcoholics Anonymous

For locations of meetings, call (800) 452-7990 (24-hour answering service)

CGH Medical Center

100 E. LeFevre

Sterling, IL 61081 (815) 625-0400

National Clearing House for Alcohol and Drug Information

800-SAY-NO-TO or (888)-843-6522

Lutheran Social Services of Illinois

1901 First Avenue

Sterling, IL 61081 (815)-626-7333

Prevention First, Inc. – IL Drug Education Alliance

822 South College Street

Springfield, IL 62704 (800) 252-8951

Recovery Zone

707 1<sup>st</sup> Avenue

Rock Falls, IL 61071 (815) 626-2800

Rosecrance Drug & Alcohol Treatment Centers

3815 Harrison Avenue

Rockford, IL 61100 (800) 252-6465 [Rosecrance.org](http://Rosecrance.org)

Sinnissippi Centers, Inc.

325 Illinois Route 2

Dixon, IL 61021 (815) 284-6611

Hotline for Alcohol & Drug Abuse

Help 24 hours (800) 777-2721

Ben Gordon Center

12 Health Services Drive

DeKalb, IL 60115 (815) 756-4875

## **2.6 FERPA (Family Educational Rights and Privacy Act)**

The College policy on student records complies with the "Family Educational Rights and Privacy Act." This act protects the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. Here are some of the responsibilities you have as an employee:

- No one outside the institution will have access to nor will the institution disclose any information about student educational records without the written consent of the student. Exceptions are:
  - School officials with legitimate educational interest;
  - Parents of an eligible student as a dependent for tax purposes;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- The following information is designated by the College as public or "directory" information: name, address, telephone listing, major field of study, dates of attendance, photographs, full-time/part-time status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. At its discretion, the institution may provide directory information in accordance with the provisions of the Act.
- Currently enrolled students may withhold directory information by notifying the Admissions and Records office in writing within two weeks after the first day of classes for the fall term.

Please access the complete policy at <https://www.svcc.edu/about/procedures/ferpa.html>.

## **2.7 FMLA (Family Medical Leave Act)**

The College grants Family and Medical Leave (FML) for eligible employees up to twelve weeks per year (defined as a 52 consecutive week period). Employees are entitled to take leave for the purposes stated below:

- Birth of an employee's child or placement of a child with the employee for adoption or foster care and to care for such child within the twelve months after birth or placement.
- To care for the employee's seriously ill spouse, child, or parent. "Child" is defined as a son or daughter under either 18 years of age or 18 years of age or older, but incapable of self-care.
- A serious health condition that makes the employee unable to perform the functions of the employee's position.

### Military Family Leave (MFL)

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees are entitled up to twenty-six weeks of leave within twelve months to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered military service member who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### Eligibility

An employee must be employed by the College for at least twelve months (not required to be consecutive) and must have worked at least 1,250 hours during the twelve-month period preceding the commencement of the leave of absence.

#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Employee Responsibilities

Any employee who desires a leave of absence pursuant to this policy must complete and sign FML or MFL papers in the Human Resources office and submit a request for time off form to his or her supervisor. When the need for leave of absence is foreseeable or anticipated, the employee needs to complete the paperwork at least 30 days before the beginning the leave. If the need for leave was not foreseeable, the employee must submit paperwork as far in advance as is possible.

#### Intermittent Leave

A leave may be taken by the employee on an intermittent basis or on a reduced schedule if medically necessary. When leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by the immediate supervisor. The College may require the employee on an intermittent leave to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule. The smallest increment of leave allowed to be taken in this category is one hour.

#### Medical Certification

If the proposed leave of absence is an employee's own serious health condition, the written medical certification must include a statement that the employee is unable to perform the functions of his or her position. If the proposed leave of absence is a serious health condition of

the spouse, child, or parent, the written medical certification must include a statement that the employee is needed to care for the individual, as well as an estimate of the amount of time. Employees will be required to periodically report on their status and intention to return to work.

In its discretion, and at its own expense, the College may require a second medical opinion. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee. The College may require periodic recertification by an employee's medical care provider.

### Compensation and Benefits

Employees must use accrued time (vacation, sick, or personal) if available (including time off for job related injuries) toward all or part of the maximum twelve-week or twenty-six-week period. Employees on FML and MFL will maintain benefits at the same rate and coverage. Employees must arrange with the College's Business Office to pay any contributions due. If an employee elects to maintain health insurance coverage during an unpaid FML or MFL they must elect COBRA after one month of FML or MFL leave without pay. Employees on unpaid leave will not accrue sick/personal/vacation time, and are not be eligible for benefits (e.g., holiday pay, tuition reimbursement, and tuition waiver). If the employee does not return to work after completion of the leave of absence, the employee is required to reimburse the College for the full cost of payments made to maintain the employee's benefits during the leave of absence.

### Return to Work

When on a leave due to an employee's own serious health condition, the employee must provide written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. The employee will then return to his or her former position. If the position is not available, the employee may be placed in an equivalent position with equal pay and benefits. Reinstatement may be denied if the employee would have otherwise not been employed. If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated employment. Under no circumstances will a FML be approved for longer than a period of twelve weeks.

### Key Employees

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of the leave. In such circumstances, the employee will be terminated from the College. A "key" employee is an exempt employee who is among the highest paid 10% percent of employees working for the College.

## **2.8 Identity Theft Prevention and Information Security**

The College maintains an identity theft prevention program and information security program as an administrative procedure to reduce the risk of data loss and identity theft to the College, students, and employees. The program was developed, implemented, and maintained to follow the relevant requirements provided in the Federal Fair and Accurate Credit Transaction Act

(FACTA) of 2003, Fair Credit Reporting Act (FCRA), Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act (FERPA), and Payment Card Industry Data Security Standards (PCI-DSS) along with any applicable implementing regulations. Please access the Information Security Program at <https://www.svcc.edu/about/procedures/information-security-program.html>.

## **2.9 Illinois School Leave Act**

In accordance with the Illinois School Act Leave, SVCC will grant an employee up to a total of 8 hours during any school year (4 hours per day) to attend school conferences or classroom activities related to the employee's child if the activities cannot be scheduled during non-work hours. No leave will be taken until all accrued vacation time, personal leave, and compensatory time is exhausted. The employee will provide the supervisor a written request at least 7 days in advance. In emergencies, no more than 24 hours is required.

## **2.10 Job Posting**

All SVCC employees are encouraged and given the opportunity to advance through our policy of posting College vacancies. It is recommended that all employees be in their current position six months before applying for another position. Internal candidates may be considered for another position or promotion without a search if the candidate is a permanent full-time or part-time employee. All promotions/transfers must be reviewed by HR and approved by the hiring supervisor and the President.

When an employee's position is being eliminated, the College reserves the right to move the employee to an open position for which he or she possesses the necessary skills and qualifications without a search (with the review of HR, approval by the hiring supervisor and the president). For administrative and faculty positions, this also requires Board approval. Permanent full-time or part-time vacancies not filled within the College are posted for a minimum of five working days on the SVCC website and may be advertised locally as well as nationally. Seasonal or temporary positions need not be posted. The College reserves the right to interview only internal candidates.

## **2.11 Non-Discrimination in Employment and Student Relations**

SVCC is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student will be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status, or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. The EOE officer is the Director of Human Resources.

## **2.12 Nursing Mother's Act**

The act requires "reasonable paid break time" each time an employee needs to express milk. This requirement must be honored for up to one year after the child's birth. An employee's break time "may" run concurrently with any break time already otherwise provided. If you have questions

about the act, please feel free to contact the HR office. Sauk Valley Community College provides a lactation room for nursing mothers.

### **2.13 Employment Investigations and Employment Employee Testing**

To help protect the security and safety of the College's students and staff, and to comply with any relevant state or federal requirements, appropriate background checks and testing will be conducted for potential employees of the College, employees of the College who undertake certain specific responsibility, and persons who regularly serve as compensated or uncompensated volunteers of the College. The background checks and testing may include:

- (a) Criminal background checks
- (b) Fingerprinting and submission of fingerprints to appropriate law enforcement agencies
- (c) Drug testing

The complete pre-employment investigations, pre-employment, employee testing policies, and procedures are at: <http://www.svcc.edu/about/board-policy/400/428.02.html>.

### **2.14 Sex Discrimination and Sexual Misconduct – Title IX**

Sauk Valley Community College is committed to fostering a safe, productive learning environment and does not discriminate on the basis of sex in any of its' educational programs or activities. Title IX and College Policy prohibits discrimination on the basis of gender or sex. Sexual misconduct including sex-based harassment, domestic and dating violence, sexual assault, exploitation, and stalking are prohibited acts. All forms of sexual misconduct or other identified acts of prohibited conduct under the College's policy is regarded as serious, and violations can result in discipline, including possibility of separation from the College. In accordance with Title IX and Sexual Misconduct/Discrimination policy, Sauk Valley Community College will develop procedures that:

- Comply with the most recent State and Federal Regulations pertaining to Sexual Misconduct in Higher Education.
- Highlight the College's commitment to address sexual misconduct and define prohibited conduct.
- Describe the reporting, investigation, and grievance procedures for allegations of sexual misconduct.
- Define the roles of various individuals at Sauk Valley Community College involved in the investigation and adjudication of reported instances of sexual misconduct.
- Outline the resources available to all parties in reported sexual misconduct cases.
- Provide appropriate training to all employees, students and others involved in sexual misconduct cases.

The Sex Discrimination and Sexual Misconduct Board Policy: <https://www.svcc.edu/about/board-policy/500/518.01.html>.

College Resource Personnel: <https://www.svcc.edu/about/college-resource-personnel.html>.

Confidential resources include the Dean of Student Services, Clinical Mental Health and Academic Counselors, Academic Advisors, Student Support Services (TRIO), and the Director of Disability Support Services.

### **2.15 Sexual Harassment Policy**

Applicable Statute: Title VII of the Civil Rights Act of 1964

The College shall provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state or federal law.

The College will develop, make publicly available, and review and update at least annually a set of Sexual Misconduct Procedures in compliance with Title VII and other applicable statutes.

### **2.16 Smoking/Tobacco Policy**

In accordance with the Illinois Smoke-Free Campus Act, effective July 1, 2015, smoking is prohibited everywhere on campus, including both outdoors and indoors.

“Smoking” is defined as (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, water pipes, or other smoking devices (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes. This includes smokeless tobacco. This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public. The smoking prohibition also applies to all College owned vehicles at all times.

### **2.17 Candles, Incense, and Fragrance-Producing Warming Devices**

At Sauk, we support all faculty, staff, and students having a safe environment in which to work and learn. The burning of candles and incense and the use of fragrance-producing warming devices pose a serious health risk to some faculty, staff, and/or students. Thus, consistent with our institutional values and in compliance with Americans with Disabilities Act (ADA) requirements, the burning of candles and incense and the use of fragrance-producing warming devices is not permitted on College property.

### **2.18 Children in the Workplace**

SVCC recognizes that due to childcare issues you may need to bring your child to work in order to finish necessary tasks. This should not become a common practice. If your child does need to accompany you to work for a short time, please make sure that your child stays with you at all times. Please be considerate of your co-workers by limiting the length of time your child is on campus.

### **2.19 Conduct**

Students are our first priority. How each employee interacts with students and how we interact with each other are vitally important to the success of the College. All employees are expected to

maintain a professional image and conduct at all times. Employees are responsible for knowing Board policy and administrative procedures as they affect their respective position.

## **2.20 Emergency Procedures**

Emergency procedure manuals are located in major offices in the College. For reporting fires, please dial 911 and then evacuate the building. Whenever possible, use a College phone to call 911. Security, the switchboard operator, and key individuals are automatically notified. Please assist persons with disabilities and do not use the elevator. The Evacu-Trac is a device used during emergency conditions by qualified personnel to move persons in wheelchairs to the first floor. They are located in the third floor stairwells (center and Dillion Mall).

For personal safety, phones are located in offices, classrooms, and hallways. Call boxes are located in the parking lots. Security staff is in the building at all times and will escort you to your vehicle upon request. In case of severe weather, security will provide notification, and you may be asked to evacuate to the basement of the College. Please use the stairwells that have the signs indicating severe weather shelter area as these lead to the basement. For crime reporting report all incidents to security staff, immediate supervisor, or night administrator.

## **2.21 Employment Records**

It is necessary for the College to collect basic information for payroll data, benefits, medical records, immigration records, and performance evaluations. We request that you keep your personnel records correct and up-to-date. Please change the following on the SVCC website in Banner Self-Service.

- Change of address
- Change in phone number
- Change in emergency contact and/or telephone number
- Direct deposit

If there is a change in status, such as marital status, addition(s) to the family or changes that may affect your taxes, insurance, and beneficiaries, please contact the HR office. Personnel records are the property of the College and remain the property of the College upon termination. You may review any material in your personnel file by contacting the Human Resources Director. The HR department will make a copy of a document from your file; however, if you want multiple copies it will be .10 cents per copy.

## **2.22 Inclement Weather**

In the event that it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices are made on radio, television, SVCC website, and other media as appropriate. Employees may also sign-up for text alerts at [svcc.edu/txtalerts](http://svcc.edu/txtalerts).

For those days the campus operates as a remote workday, supervisors will develop in advance responsibilities, which staff can perform remotely (e.g., training, skill development, etc.) for those employees whose position does not lend itself to remote work. The supervisor can also discuss with the non-exempt employee plans to alter the work schedule to make-up time, if it falls within the parameters of the payroll week (Monday – Sunday) or use vacation or personal time.

### **2.23 Job Descriptions and Salary Grades**

Please find job descriptions and salary grades on the SVCC web at <http://fast.svcc.edu/hr/index.html>.

### **2.24 Keys**

Keys are issued by security upon receipt of the key request form by the supervisor. Key requests are submitted for new employees or when an employee needs a key to access a classroom or office for school use. Requests for special keys (grand master, master, and sub-master) require approval of the supervisor and the president prior to issuance.

### **2.25 Leave Sharing Assistance Program**

The purpose of this program is to establish a leave sharing program for SVCC full-time employees by allowing employees to donate sick or vacation hours to other employees who are experiencing (or have an immediate family member) a catastrophic medical emergency, illness, or injury who have exhausted all of his or her accrued paid time off (personal, sick, and vacation). Leave assistance days may be used only for an extended absence (10 or more consecutive workdays).

#### Donating

Employees may donate up to 40 hours of sick or vacation time per year to the Leave Sharing bank by using the Leave Sharing Donation form during open enrollment. The hours donated are calculated by dollars and stored in the Leave Sharing bank until an eligible qualified employee requests time. Donated time is deducted from the donor's account upon receipt of the donation form.

#### Eligibility

- Employee must have documentation for a catastrophic medical emergency, illness, or injury on file in Human Resources.
- Have one full year of continuous service and occupy a permanent, full-time position.
- Have exhausted all accumulated personal, sick, and vacation time and be currently missing work due to a catastrophic incident or other qualifying event.
- A maximum of 30 days may be requested from the leave assistance bank.
- No participant is awarded more leave sharing assistance than is necessary to bridge the waiting period for SURS or voluntary long-term disability benefits.

Payments made under this policy are reportable in a recipient employee's gross income and are subject to withholding taxes upon receipt of payment. Participation in this program is voluntary. The Leave Assistance Program time will run concurrently with the provisions of the Family Medical Leave Act (FMLA), if applicable. Petition to receive sick leave assistance days from the bank must be made in writing by completing the appropriate form. The fully completed form must be submitted to Human Resources no more than 10 days after exhausting all accumulated sick leave.

### **2.26 Official College Hours**

Office hours for the College offices to be open for fall and spring semesters are Monday through Thursday 8 a.m. to 4:30 p.m. and Friday from 8 a.m. to 2 p.m. College offices are open for the summer Monday through Thursday 7 a.m. to 5 p.m. Some offices are open evening hours.

### **2.27 Parking Policy**

SVCC has several parking lots with open parking. Areas allocated in the back of the College are designated for College personnel wishing to park in reserved areas. All College personnel parking areas are marked with signage designating the reserved area. Campus security patrols and is responsible for these reserved parking areas.

### **2.28 Personal Appearance**

It is the policy of SVCC that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The impressions conveyed in your dress and grooming are a direct reflection of your professionalism. Please contact your supervisor with any questions. The impression you make is important to the success of the College.

### **2.29 Sauk Identification Name Tag**

Employees are required to wear a Sauk issued picture identification nametag.

### **2.30 Telecommuting**

SVCC considers telecommuting to be a viable, flexible option when both the employee and the position are suited to the arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others. Telecommuting may be on a recurring scheduled basis (e.g., telecommute on Monday and Friday, work on-campus on Tuesday, Wednesday, and Thursday). Any telecommuting agreement may be discontinued at-will and at any time at the request of either the employee or the College. Every effort will be made to provide a 30-day notice of such change to accommodate commuting, childcare, and other issues that may arise from termination of the telecommuting agreement.

Individuals requesting formal telecommuting arrangements must have satisfactory performance records. Telecommuting is not a college-wide benefit; before entering into the agreement, the employee and supervisor will evaluate the suitability of the arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee.
- Job responsibilities. The employee and supervisor will discuss job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design, and scheduling issues. The employee and supervisor will review the physical workspace needs.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working from a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree and the President's Cabinet representative concurs, a telecommuting agreement will be prepared and signed. Evaluation of telecommuter performance will include regulation interaction by phone and email between the employee and the supervisor, and weekly meetings to discuss progress and problems.

## SECTION 3 BENEFITS AND SERVICES

### **3.1 403(b), 457 SURS Deferred Compensation, and 457 Annuity Plans**

The College believes it is in the best interest of its employees that they be able to make use of retirement benefit programs. The 403(b), SURS 457 DCP, and 457 retirement plan are retirement savings vehicles, in addition to and are separate from the SURS retirement plan. Contributions are tax deferred, have yearly limits, and are funded through payroll deductions. The accumulated contributions and income are taxed when withdrawn from the plan. This money cannot be withdrawn before retirement or age 59 ½, without paying a penalty to the IRS. Withdrawing must start by age 70 1/2. The employee deals directly with the investment provider to control the investment mix. Please access more information at <https://fast.svcc.edu/hr/benefits.html> or contact the Business Office for details.

### **3.2 Employee Recognition Programs**

SVCC has several recognition programs for employees, which include the following:

- **Sauk Celebrates** – A monthly networking event is held throughout the year for employees to get together and we have an employee speaker who is our “Sauk Celebrity”.
- **Sauk Salutes** – Recognizes staff and faculty for exceptional service and is a web based form at <https://www.svcc.edu/employees/sauk-salutes.html>.
- **Years of Service** – Employees receive service awards for 5, 10, 15, 20, 25, 30 and 35 years of service.
- **Retirement** – In the spring, a retirement ceremony is held for those retiring in the academic year and retirees receive special recognition and an engraved plaque with a picture of the College.
- **Outstanding Staff, Outstanding Faculty, and Outstanding Adjunct Faculty** – In the spring, SVCC employees nominate colleagues who have provided exceptional service and dedication to the College for Outstanding Awards.

### **3.3 Health, Life, and Disability Insurance and Section 125 (Cafeteria Plan)**

Details of hospitalization/major medical and life insurance for all full-time faculty members is found in the Faculty Contract. The College offers group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Coverage is at the discretion of the Board. The Board will determine the cost paid by the College. The employee will pay the balance of the cost, through employee premiums deducted, pro-rata, from the employee’s pay unless otherwise authorized by the employee. In the event of termination of employment, any balance will be deducted from the final paycheck of the employee.

The College offers a voluntary long-term disability program for full-time employees. For detailed information regarding the insurance programs, please contact the Human Resources department.

Details of Section 125 for all full-time faculty members may be found in the Faculty Contract. The Board will establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow full-time staff to elect to designate a portion of their salary pre-tax for the payment of any allowable expenses. Please contact Human Resources for details of the plan.

### **3.4 Holidays**

The College celebrates the holidays listed below during the year. The College is normally closed the last part of December for winter break, and some holidays are used during that time.

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Day after Thanksgiving	Memorial Day
Christmas Eve	4 <sup>th</sup> of July
Christmas Day	Four (4) floating holidays
New Year's Eve	

Full-time employees eligible for holiday pay receive pay at his or her straight time hourly rate for the scheduled work hours on that day. Permanent part-time professional-technical and support staff who work 20 hours or more per week will receive pro-rated holiday pay of four (4) hours at their regular straight time rate for six major holidays. The six major holidays that apply are:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

If one of the six major holidays should fall on a weekend, then this is not considered a paid holiday. A holiday schedule is available on the SVCC Website at <https://fast.svcc.edu/hr/benefits.html>.

### **3.5 Injury on Job – Workers' Compensation**

All employees have the right to report work related injuries and illness without the threat of discharge or any manner of discrimination. Employees should report all injuries, regardless of how small or incidental to his or her immediate supervisor as soon as possible. Supervisors will complete an incident report with the assistance of the employee as soon as possible. Leave associated with a workers' compensation injury is applicable to the Family and Medical Leave Act (FMLA).

### **3.6 Jury Duty**

The Board will pay regular salary to a full-time employee called to serve as a juror, and the employee will retain any reimbursement.

### **3.7 Other Benefits**

All Sauk employees are eligible to receive discounts at the bookstore, on theatre tickets, and for admission to athletic events. If you have questions, please contact the Human Resources department.

### **3.8 Other Leaves**

The President, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary, or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or with foreign nations. Such leaves will be for appropriate purposes consistent with the needs and interests of the College. Application for such leaves will be made in writing, to the president, and will state the purpose for which the leave is requested, the anticipated duration, and its value to the College. The terms and conditions of the leave will be determined at the time the request for leave is granted.

### **3.9 Personal Leave**

Details of personal leave for all full-time faculty members may be found in the Faculty Contract. All full-time administrators, professional-technical, and support staff (40 hours) will accrue three personal leave days annually that may be taken for personal reasons. Staff members will make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

### **3.10 Sick and Vacation Leave**

**Sick Leave** – Details of sick leave for all full-time faculty members may be found in the Faculty Contract. Administrative, professional-technical, and support staff who work a forty-hour per week schedule will accrue sick leave at the rate of .423 days per pay period (bi-weekly). Thirty-hour per week eligible employees accrue at a rate of .317 days per pay period (bi-weekly). Employees working less than full-time will not be authorized sick time. Sick leave may be accumulated without limit. It is intended that no sick time will be used before being earned, however, in extraordinary circumstances, sick leave may be advanced on the prior written request of the employee's supervisor. In the event of termination of employment, any sick leave owed to the College will be deducted from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs. An employee who must be absent from duty because of illness will notify his or her supervisor at the earliest possible time. Every day of absence will be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted toward leave allowed under that policy. Employees are eligible to use sick leave for absences due to illness, injury, death, or medical appointment for the employee, employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Conditions relating to pregnancy will be treated as any other serious health condition. As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

**Vacations** – Details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract. Administrators earn vacation at the rate of .923 days per pay bi-weekly

period (24 days annually). Full-time professional-technical and support staff earn annual vacation at the following rates per bi-weekly pay period. Bi-weekly is defined as every other week and the rates are effective on the first day of a pay period.

**FULL-TIME STAFF**

<b>Year of employment</b>	<b>Rate</b>
First and second years of employment	.538 days (14 days annually)
Third and fourth years of employment	.577 days (15 days annually)
Fifth and sixth years of employment	.654 days (17 days annually)
Seventh and eighth years of employment	.692 days (18 days annually)
Ninth and tenth years of employment	.731 days (19 days annually)
Eleventh and twelfth years of employment	.769 days (20 days annually)
Thirteenth and fourteenth years of employment	.808 days (21 days annually)
Fifteenth and all subsequent years of employment	.846 days (22 days annually)

The employee’s supervisor will approve the scheduling of all vacations. At the end of the last full pay period worked in the fiscal year, any vacation time over one and one-half times the annual allocation will be lost. Unless excepted by the President, all employees will take vacation or personal days when the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar. It is intended that no vacation time will be used before being earned; however, should any employee seek to take vacation in advance it may be allowed only with the prior written approval of a supervisor. In the event of termination of employment, any vacation time owed to the College will be deducted from the final salary payment at the pay rate in effect at the time of separation.

**3.11 SURS – State Universities Retirement System**

SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees who work for the College for at least one continuous academic term. Details concerning retirement allowances, disability benefits, reciprocity, and refunds allowances are contained in the SURS handbook, which is issued to every member at the beginning of their employment. Please access the SURS website at <http://www.surs.org/>.

**3.12 Tuition Reimbursement**

Details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract. The Board will pay tuition and mandatory fees at the rate of \$175 per credit hour up to a maximum of \$2,100 per fiscal year for courses taken by full-time administrators and full-time staff, providing these courses are related to their work at the College. Any exceptions are to be made by the supervisor with the approval of a developmental plan. Reimbursement may be used for graduate or undergraduate credit, workshops, seminars, or symposiums as equated by the supervisor.

Prior to beginning the class, the employee needs to complete and submit the educational or professional development form. Once the class has been completed, the staff member should complete the tuition reimbursement form with receipt of payment and grades for reimbursement. The educational or professional development form and the tuition reimbursement form for staff is at <https://fast.svcc.edu/hr/benefits.html>.

### **3.13 Tuition Waiver**

All full-time employees, their spouses, and dependent children (up to age 23) are eligible to receive free tuition for credit courses offered at SVCC. All permanent part-time professional-technical and support employees, their spouses, and dependent children (up to age 23) will be eligible for tuition waivers on a pro-rated basis (75% for staff working 20 hours or more per week, 50% for staff working 10 to 19 hours per week).

The College agrees to grant free tuition enrollment at the College for adjunct faculty, their spouses, or their children (up to age 23) to the extent of the number of credit hours taught by the faculty member during each semester. Such waivers may be used in the current semester, or either of the next two semesters, including the summer semester. If the tuition waivers are not used during those periods, they will expire. If an employee dies working for the College, the tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. The student pays activity fee, lab fees, and cost of books.

Please see the Business Office once enrolled to obtain your tuition waiver.

### **3.14 Sauk Serves**

Sauk Serves is a volunteer program where Sauk employees volunteer in the community. If employees volunteer at least eight hours at predetermined community events, they will receive 8 hours of personal time in the next fiscal year. This is available for all part-time and full-time administrators, professional-technical, support and full-time faculty members.

### **3.15 Meal Period and Breaks**

The College provides a ½ hour unpaid meal period for employees who work over six (6) hours. The meal period must be given to employees no later than 5 hours after beginning work. Sauk also provides two (2) paid fifteen-minute breaks to employees who work 8 hours or more per day. Employees who work four hours or no more than six (6) hours receive one (1) fifteen minute break. Employees have the option of taking the meal period paid thus forgoing the paid breaks.

## **SECTION 4 COMPENSATION**

### **4.1 Deductions from your Pay**

As required by law, SVCC makes the following deductions from your pay:

State Universities Retirement System (SURS) – 8.5% is deducted from your pay; 8% is tax deferred. Currently, 8% is the employee's contribution to his or her retirement and .5% is for retiree health benefits.

Social Security – The College does not deduct social security from paychecks, as the College is a member of the State Universities Retirement System, a section 401(a) retirement plan.

Medicare – The College matches your Medicare contributions to the government, dollar for dollar.

Federal Income Tax – Your deductions are according to your salary level and the number of exemptions you claim. If you need to change this status, or need to have more than the required amount of income tax deducted, please see the Business Office to complete a new W-4 form.

State Income Tax – Your deductions are according to the guidelines described above (see federal income tax).

In addition, if you have elected to take insurance benefits, or participate in the College's 403(b) Plan, 457 Plan, and/or Flexible Benefits Plan, your employee contribution is also be deducted from your pay. However, your signature is required to authorize any or all of these deductions. The College honors all valid withholding orders, which may include wage garnishments, spousal support, and child support orders.

### **4.2 Direct Deposit**

Employees have the option to deposit their paycheck to a financial institution. It takes one pay run (pre-note) to ensure that all the account numbers are correct. Your first check will be a live check, and you may pick it up in the Business Office. You will access your pay information on Banner Self-Service (Sauc on-line access to records) as well as sign up for direct deposit. If you do not elect to have your check direct deposited, you may pick it up in the Business Office or have it mailed to your home.

### **4.3 Exempt Employees**

Exempt employees work in positions that meet specified tests established by federal law and are ineligible for overtime compensation. Employees are notified of their classification at the time of hire, transfer, or promotion. If you have questions regarding exempt status, please contact the Human Resources department.

### **4.4 Non-Exempt Employees**

Non-exempt employees are paid overtime or accrue comp time for actual hours worked in excess of forty (40) hours per week. Employees are notified of their classification at the time of hire,

transfer, or promotion. If you have questions regarding non-exempt employees, please contact the Human Resources department.

#### **4.5 Overtime/Comp Time Definition**

Overtime is authorized for non-exempt employees whose hours exceed forty (40) work hours per week. The rate authorized is one and one-half times the regular rate of pay for hours worked during the workweek. The workweek runs from 12:01 a.m. Monday morning through midnight each Sunday night. For the overtime and comp time payment, each workweek stands alone; there can be no averaging of two or more weeks.

*Compensatory time or comp time* refers to a work schedule arrangement that allows non-exempt workers to take time off instead of receiving overtime pay. The time off is calculated at one and one-half times the regular time worked. Employees may accrue up to 30 hours of comp time; since time is accumulated at one and one-half time, this equates to 20 hours of actual over-time worked. The time should be used within 60 days of the actual over-time worked. **The supervisor must approve overtime and compensatory time in advance.**

#### **4.6 Exception Time**

If an employee has scheduled vacation, sick, or personal time during the week and due to business needs works extra hours during the week the vacation, sick, or personal time is reduced so the employee is paid for 40 hours.

#### **4.7 Time and Pay Records**

SVCC employees are paid bi-weekly on Thursday. Employees receive their paycheck eleven days after the end of the pay period. The pay period runs from 12:01 a.m. Monday morning through midnight on Sunday night for a two-week span. Please check the payroll schedule for check distribution dates. Full-time faculty with a ten-month contract have the option of distributing their pay over 19 or 26 equal payments.

Electronic time sheets and request for time-off forms will be on the Sauk website under SOAR located on the employee dashboard. Please see your supervisor on instructions on how to complete your timecard.

## SECTION 5 GETTING STARTED AT SAUK

### 5.1 90-Day Introductory Period

Upon commencement of employment, administrative and at-will staff are subject to a 90-day introductory period. This introductory period is intended to give the employee and the College time to determine whether the placement is a good match. Upon completion of this period, the employee will acquire appropriate employee status. During the introductory period, the employee can be terminated without advance notice, with or without cause, and, as such, the employee can terminate employment with the College without notice. The employee will receive a 90-day evaluation.

### 5.2 At-Will Basis

Staff are on an **AT-WILL** basis. Meaning, that just as they have the right to quit the job when they choose, SVCC may terminate their employment at any time for cause or no cause. For termination with no cause, the employee must be given two weeks' notice or two weeks' pay in lieu of notice.

### 5.3 Business Cards

Please contact the Information Center to order business cards.

### 5.4 College Forms

Forms are used for a variety of purposes to expedite day-to-day college functions. For purposes of convenience, they are grouped into academic, administrative, annual requests, business office, human resources, and faculty categories. Please become familiar with these forms and to use them for the appropriate purposes. All forms can be accessed through the College's Faculty and Staff Tools (FAST) at <http://fast.svcc.edu/index.html>.

### 5.5 Evaluations

Evaluation procedures for full-time faculty are found in the Faculty Contract. Performance evaluations are conducted on all administrators and staff during the January through March timeframe. If the Board of Trustees approves salary increases, the effective date is the beginning of the fiscal year for administrators and staff and the beginning of the academic year for faculty. Supervisors will receive notification from the Human Resources office when evaluations are to be completed. Employees hired after January 1 may receive a cost-of-living increase.

### 5.6 Important Contacts

A current list of College contacts is maintained on the College's website at [www.svcc.edu/directory](http://www.svcc.edu/directory). Please see the campus map at [www.svcc.edu/map](http://www.svcc.edu/map) to locate rooms and offices. Sauk Valley Community College's main phone line is 815-288-5511. *For evening hours and weekend access, please call 815-441-2040 for assistance.*

## **5.7 Mail**

You will find a mailbox with your name or department in the Information Center on the first floor, room 1C04. A College e-mail address will be assigned to you once you are in our system. Important information will be communicated through your Sauk e-mail so it is important to check it often. Please see your supervisor to find out your e-mail address.

## **5.8 Photocopies & Print Shop**

Copy machines are available for your use in various locations throughout the building. Your employee ID will allow you to use the copiers. The print shop is available for large volume orders, brochures, and spiral bound books. It is located on the third floor in the Marketing department.

## **5.9 New Employee Orientation**

The Human Resources department provides an orientation for new employees. The orientation will provide the employee with information regarding different areas of the College.

## **5.10 Banner Self-Service**

Current class lists, student information, and personnel information are accessed through Banner Self-Service system (formerly Sauk Online Access to Records or SOAR) and available from the on-line services menu on the College website. Instructors are required to use Banner Self-Service to verify class lists and to submit never attended, fifth week, midterm, and final class list information as requested by the admissions and records office. Banner Self-Service is used to submit all required grades. Please use the Banner Self-Service system to update your address, direct deposit information, and access your pay information.

*As the College moves towards using less paper, it is important to maintain records accurately with the Banner Self-Service system.*

## **SECTION 6 SUPPORT SERVICES**

### **6.1 Adult Education**

The Adult Education department strives to assist adults 17 years of age or older in acquiring knowledge and skills necessary to earn a GED, to improve English language skills, and to transition to higher educational or vocational training. This process encourages the adult learner to become more employable, to become a successful partner in his or her children's education, and to be a more productive member of the community. Adult Education offers adult basic educational services, citizenship services, community learning lab services, college prep services, English as a second language (ESL) services, GED (R) services, knowledge and skills development services, project VITAL (adult literacy services), and workforce services.

### **6.2 Career and Employer Services (CES)**

Career and Employer Services plays an essential role in helping students at SVCC prepare for a career in tomorrow's fastest growing job fields. CES has a wide variety of resources to assist with identifying career opportunities, finding up-to-date information on the latest job market trends, acquiring work experience, and developing job search skills for a successful transition from school to work. The CES Center is ready to help by providing the following services at no cost to students by

- Assistance with resume writing & review
- Assistance with cover letter & follow-up letter writing
- Assistance with job applications & essentials
- Interviewing techniques
- Soft skills enhancement
- Job posts & announcements
- Job search: resources for job possibilities
- Marketing skills to potential employers

While we cannot guarantee job placement following graduation, we will assist with the necessary resources to assist in obtaining career success. CES makes a College and employer connection. We seek out job opportunities with area employers and focus on being an informational resource, ensuring that the training provided here at SVCC is keeping up with the technology and demands of the local employers, thus delivering a trained, skilled workforce for local businesses. CES also provides customized training for business and industry that is designed to improve a company's performance, help meet established goals and positively influence the bottom line. We will either coordinate college credit or non-credit training programs according to the business's schedule, at the Sauk campus or company site.

### **6.3 Community Education**

The Community Education department offers a variety of programs and services to the public. Students enroll in community classes for many reasons including improving work skills, enriching

personal lives, or just for the enjoyment of learning. A large variety of classes, speakers, and trips are offered each semester. Professional development courses are designed to help students quickly develop skills necessary to succeed in their current job or make a career change. Topics include computer software, soft skills training, safety courses, career programs, and so much more.

#### **6.4 Counseling**

Counseling services are available to all students (full-time, part-time, and community services students). Please advise your students that counseling services are available to them on an appointment basis and on a walk-in basis when counselors' schedules permit. Faculty may refer specific individuals at <https://www.svcc.edu/students/counseling/mental-health-counseling.html> or by telephone or by stopping by the Student Services Center.

#### **6.5 Early Alert System**

Instructors refer eligible students to the early alert system with the simple on-line form on FAST at <https://fast.svcc.edu/curriculum-instruction/student-forms/early-alert-system.html>. Please refer students for both academic and non-academic issues that the faculty may become aware of during the class experience. Please include as much detail as possible on the situation that is/has occurred. All information is handled confidentially and shared only with those individuals receiving a referral. Upon submitting the form, the referring faculty or staff member will see an immediate, automatic web response to confirm their submission. The submitted information is sent electronically to the Dean of Student Services. Students referred to the early alert program are contacted initially by phone and/or e-mail by the appropriate service resource. Efforts are made to work with the student and develop an academic success plan. Ultimately, it is the student's responsibility to follow up and take advantage of the resources and referrals made available to them.

#### **6.6 Fitness Center**

Employees are eligible to sign up for fitness classes or use the Fitness Center for a small monthly fee. Employees can sign up for a class in admissions or contact the fitness staff to obtain information.

#### **6.7 Information Center/Switchboard**

The Information Center provides the following services:

- Hold materials for student pick up
- House the lost and found
- House mailboxes for all staff and distribute mail
- House the switchboard
- Receive packages for instructors
- Issue administrator night duty calendar
- Schedule room reservations for non-class events
- Day and evening contact for emergencies

## **6.8 Learning Commons**

The Learning Commons (LC) consists of the LC Tutoring Center and the LC Library. The Library and Tutoring Center are located in 3L01. The Tutoring Center offers tutoring on a walk-in basis in math, writing, biology, chemistry, accounting, psychology, sociology, and physics. A schedule of hours and subjects available throughout the week is available from the staff. The Tutoring Center also provides videos, software and handouts in math, writing and sciences as well as in study and testing skills. Computers are available for student use. All staff are encouraged to use the materials, equipment and services of the Library. Employees may receive a library card at the circulation desk. Employees may request materials from other academic libraries through inter-library loan. LC Library accept requests for items employees wish to see purchased. LC Library has access to over 90,000 e-books through access 360 and EBSCO.

## **6.9 Marketing and Public Relations**

The SVCC Marketing department provides strategically designed and implemented traditional and multimedia materials to drive student enrollment and demonstrate the impact of SVCC in the community to alumni, friends and donors. Marketing also provides the College desktop publishing services and in-house printing. Marketing is responsible for releasing any information to public sources with the exception of *Freedom of Information Requests*, which run through the Office of the President. Please check with Marketing before you design any informational material for the College. Marketing is located on the third floor at 3L24 and 3L26. If you have any questions regarding this policy, please contact the Marketing Coordinator at 815-835-6219.

## **6.10 Student Support Services (SSS)**

SSS is a federally funded TRIO program designed to assist first-generation, low-income, and/or college students with documented disabilities achieve academic success. The program provides extra support and encouragement for eligible students. Benefits of SSS include academic counseling, career counseling, personal counseling, transfer advising, free tutoring, campus visits, cultural activities, resource materials, assistance with financial aid applications, and success skills workshops.

## **6.11 Testing Center - OCR**

The Testing Center is located on the first floor. There is a proctor and a work-study available to assist with testing. The testing center proctors and administers exams of many types including Sauk class exams, several types of placement exams, GED, as well as exams from external colleges, universities, and professional sources. Tests for on-line mathematics classes are proctored in the Testing Center. For a current listing of placement, professional, and career readiness exams, please see the testing center web site at [www.svcc.edu/departments/testing-center/index.html](http://www.svcc.edu/departments/testing-center/index.html).

## **SECTION 7 ADMINISTRATOR RESPONSIBILITIES**

### **7.1 Academic Freedom**

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each faculty member must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems and to evaluate and question accepted theories. Academic freedom carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation. The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Specifically, each member of the College community should uphold the dignity of the College in all activities; set for their students an example of integrity, tolerance, and decency; and maintain high standards of scholarship and personal conduct.

### **7.2 Administrator Night Duty**

Administrators serve night duty on a rotating basis according to the night duty calendar. Administrators are responsible for handling any issues that may arise during the evening and should move around the campus (especially at the peak times when classes begin and end) usually two or three times an evening. It is important that the administrator have visibility and presence within the buildings and on-campus. Administrators should be on campus from 4:30 to 9:00 p.m. when serving night duty. Please have your radio with you at all times during the evening and please review the Administrator Safety and Security Duties. A night administrator log should be completed and submitted each night you serve night duty. Electronic night administrator logs can be accessed at <https://fast.svcc.edu/internal-requests/security/night-administrator-log.html>.

### **7.3 Community Service**

All employees are strongly encouraged to participate in community civic organization/activities that will lead to a better understanding of the community and help promote the College.

### **7.4 Emergency Preparedness**

When the building is being evacuated (tornado, fire, etc.), as an administrator you are responsible for your assigned portion of the building has been evacuated. When the College is closed and in the event of an emergency, the President determines who needs to be contacted. Please contact Security to receive training on emergency preparedness.

### **7.5 Employee Termination**

For voluntary terminations, the supervisor obtains a written letter of resignation with the last day of work listed and the reason for leaving. The supervisor forwards the original resignation letter to Human Resources for the personnel file. For all involuntary terminations, supervisors will review information with the Human Resources Director and receive President's approval before

termination occurs. Human resources will be present during all involuntary termination meetings including work-study positions.

### **7.6 Job Posting & Employment Process**

Supervisors should contact his or her President's Cabinet representative and Human Resources when they have an open position. Open positions are reviewed by the President's Cabinet excluding adjunct faculty openings. If you have any questions regarding the employment process, please contact the Human Resources Director. Please access the job posting & employment guide at <https://www.svcc.edu/departments/hr/pdf/ee-evaluation/job-posting-and-employment-guide.pdf>.

### **7.7 Operational Plans**

Operational plans summarize the day-to-day activities that show how we are achieving our goals and objectives. Operational planning involves every area with pursuing the strategic plan.

#### **Instructional Areas**

Faculty leaders work with their respective areas to:

- Report on the current fiscal year operational plan and draft the next fiscal year operational plan.
- Submit operational plans to their appropriate Academic Dean and to the Director of Research and Planning.

#### **Non-Instructional Areas:**

- Area supervisors report on the current fiscal year operational plan and draft the next fiscal year operational plan.
- Submit operational plans to the supervising administrator and then to the Director of Research and Planning.

### **7.8 Program Review**

All instructional and student services units conduct a program review every five years as a tool for continuous improvement and is required by the ICCB and the HLC. Units examine their status and make plans that are aligned with the strategic plan. The President gives final approval on all reviews. If you have questions regarding your department's program review, please contact the Director of Research and Planning.

## **CONCLUSION**

We hope that this handbook will be a helpful reference for you. If you have any questions about any policies or practices, whether addressed herein or not, we encourage you to speak with your supervisor or the Human Resources department.