



**COLLEGE OF DUPAGE**

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**ADMINISTRATORS  
INFORMATION**

## CONTENTS

WORKING CONDITIONS AND COMPENSATION .....	1
Compensation Philosophy .....	1
<b>Administrator Salary Schedule</b> .....	1
Appointments/Compensation .....	1
MULTIPLE ASSIGNMENTS FOR ADMINISTRATORS.....	2
EMPLOYEE PERFORMANCE EVALUATION .....	2
Definition of Workweek.....	2
Duties and Responsibilities of Administrators .....	2
Tenured Faculty and Administrative Position .....	2
SUMMER FLEX TIME.....	2
FRINGE BENEFITS – PAID LEAVES .....	3
Bereavement Leave .....	3
Blood Donation Leave .....	3
Floating Holiday .....	3
Health Leave Bank.....	4
Holidays .....	4
Personal Leave.....	4
Sick Leave .....	4
Procedure for Sick Leave.....	5
Vacation .....	6
Wellness Program.....	6
FRINGE BENEFITS - UNPAID LEAVES.....	6
Family and Medical Leave of Absence.....	6
Use of Paid and Unpaid Leave .....	7
FMLA Guidelines for Maternity, Paternity, Adoption and Placement.....	7
Unpaid Personal Leave.....	8
HEALTH INSURANCE .....	8
COBRA (Consolidated Omnibus Budget Reconciliation Act).....	8
LIFE INSURANCE .....	8
INSURED DEATH BENEFITS .....	9
OPTIONAL LONG TERM DISABILITY (LTD).....	9
LONG TERM CARE INSURANCE .....	9
MEDICARE TAX.....	9

RETIREMENT BENEFITS .....	9
State Universities Retirement Plan (SURS) .....	9
College of DuPage Retiree Benefits .....	9
COD Benefits Eligible Retiree .....	9
Medical Coverage – Retiree .....	10
Life Insurance – Retiree .....	10
Tuition Waiver - Retiree .....	10
Reemployment After Retirement .....	10
TUITION WAIVER .....	10
PROFESSIONAL/EDUCATIONAL DEVELOPMENT PROGRAM & PROFESSIONAL DUES .....	11
EMPLOYEE ASSISTANCE PROGRAM (EAP) .....	12
RESIGNATION / SEPARATION .....	12
Notice of Resignation .....	12
Vacation/Sick Benefits at Termination .....	12
APPEAL PROCESS .....	12

**This Guidebook provides information specific to Administrators. For All Employee Information, please refer to the All Employee Information Guidebook.**

## **WORKING CONDITIONS AND COMPENSATION**

### **Compensation Philosophy**

The College provides salary and benefits to its employees in order to obtain and retain individuals competent to perform the services the College delivers to its constituency. The College will provide these salaries and benefits on the basis of overall compensation philosophy, internal equity, and external competitiveness, within the parameters of fiscal responsibility.

### **Administrator Salary Schedule**

A payroll calendar is posted annually on the employee portal at [insideCOD](#). Administrators are paid on a current basis.

### **Appointments/Compensation**

Compensation for administrators will be determined by the President and will be approved by the Board of Trustees ([See Board Policy #15-255, #15-256 and #15-230](#)). Compensation for current administrators will be set annually by the Board of Trustees based on performance, comparative market data and recommendations by the President ([See Board Policy #15-255](#)).

Should the College award salary increases in a given year, the following will apply:

1. Administrators close to the maximum of the range will receive an increase added to their base pay up to the amount of the overall general increase granted not to exceed the maximum of the range.
2. Any administrator who reaches the maximum of their range and does not receive the full amount of the overall general increase shall receive a stipend equivalent to the dollar amount of the percentage not received.
3. Administrators over the top of the range will not receive an increase to their base pay and will receive a stipend equivalent to the full amount of the overall general increase percentage granted to eligible administrators that are within the range.
4. A salary increase may be withheld for any administrator who has been notified in writing of areas in need of improvement upon recommendation of the immediate supervisor. An administrator who receives an overall rating of "Needs Improvement" on their performance evaluation will not be eligible for a pay increase on July 1. Please refer to the "Employee Performance Evaluation" section below for detailed information. An administrator with a rating of "Needs Improvement" that is on a Performance Improvement Plan will be monitored and if improvement is not seen immediately the supervisor will be required to meet with the Vice President of Human Resources to determine the next step in the performance management process. If improvement is progressing, the employee will be formally re-evaluated in January and if his/her overall performance improves warranting an overall rating of "Meets Expectations" the employee will be eligible for that year's annual approved salary increase, prorated by the number of months remaining in the fiscal year. The pay increase will be effective February 1.

## **MULTIPLE ASSIGNMENTS FOR ADMINISTRATORS**

Administrators who work full-time in an exempt position may be assigned a part-time faculty teaching assignment of one class, not to exceed five credit hours per term, in addition to their full-time position.

**All assignments must be made in consultation with the supervisor.**

**Note:** These limits apply for each term (fall, spring, summer) with no carryover of unused hours to another semester.

Assignments under this provision will not be given if in conflict with the employee's normal duties, work hours or responsibilities. If a conflict becomes apparent following such an assignment, the College may remove the part-time faculty assignment. If the conflict will continue into the future, the College may not provide such part-time assignments to the employee in the future. Any exceptions to assignments under this section will require approval by the appropriate Cabinet Member.

## **EMPLOYEE PERFORMANCE EVALUATION**

Administrators are evaluated by the supervisor at least once per year. The evaluation is based on the immediate supervisor's assessment of the administrator's overall job performance. The evaluation is conducted as fairly and objectively as reasonably possible according to procedures established by Human Resources.

### **Definition of Workweek**

As stated in [Board Policy #15-65](#), the workweek begins at 12:01 a.m. on Sunday and ends on the following Saturday at midnight.

For eligible employees, days approved for sick leave, vacation time, floating holidays, College observed holidays, absence for supervisor approved professional meetings, as well as actual time worked, are considered part of the workweek.

### **Duties and Responsibilities of Administrators**

The specific duties and responsibilities of each administrator will be defined in their respective job description. Job descriptions can be obtained by contacting Human Resources. ([See Board Policy #15-245](#)).

### **Tenured Faculty and Administrative Position**

Tenured faculty who are appointed as administrators will retain pre-administration appointment seniority in their discipline. Upon return to faculty, the administrator will retain their pre-administration appointment.

## **SUMMER FLEX TIME**

The College operates on a four day schedule Monday through Thursday during the Summer Term. Some areas of the College are open additional days of the week.

If an administrator is sick or uses bereavement time during a week, the employee will receive a maximum of 40 hours pay, two being summer flextime hours.

A day off for vacation or illness is counted as nine and one-half hours for these purposes and should be so reported.

## **FRINGE BENEFITS – PAID LEAVES**

See "Leave Plan Summary" in [myACCESS](#) for your paid leave balances.

### **Bereavement Leave**

**Eligibility:** Full-Time Benefited administrators

**Description:** These employees may be allowed up to five bereavement days per qualified incident for "immediate" family members. Immediate family is defined for the purpose of bereavement leave as parents, spouses, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons/daughters-in-law, aunts/uncles, nieces/nephews, unmarried partner/fiancé, step and half relatives that are specified within these familial relationships, any individual for whom employee has legal guardianship status. Bereavement days are subtracted from sick days.

Employees may be allowed an additional five (5) days up to a maximum of ten (10) work days of unpaid leave to attend a funeral of a child, make arrangements necessitated by the death of the child and to grieve the death of a child. If an employee suffers the death of more than one child in any 12-month period, the employee may be allowed up to six weeks of unpaid bereavement leave in the 12-month period. Leave time for this provision must be used within 60 days after the employee receives notice of the death of his or her child. "Child" is defined as employee's biological son or daughter, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis. Employees may elect to substitute accrued vacation for unpaid leave available provided under policy.

### **Blood Donation Leave**

**Description:** Full-time benefited administrators may request up to one hour paid leave time every 56 calendar days to donate blood and up to two hours to donate blood platelets when done in accordance with nationally recognized standards.

1. The employee is only entitled to blood donation leave if the supervisor consents in advance to the employee's request for leave.
2. As a condition of approving the leave, the supervisor may require the employee to provide documentation of the donation.

### **Floating Holiday**

**Eligibility:** Employees who are regularly scheduled to work 30 or more hours per week.

**Description:** Full-time benefited administrators may take floating holiday hours as granted by the Administration each fiscal year\*. The needs of the College will be the primary consideration in approving a floating holiday.

- The request should be submitted to the supervisor at least two weeks in advance.
- The holiday must be used during the fiscal year in which it is granted (before June 30).
- Floating holidays do not accumulate.

\*College administration may grant more than one floating holiday per year if the College is open on one or more of the College observed legal holidays.

### **Health Leave Bank**

**Eligibility:** Full-time benefited administrators may join immediately by contributing the prorata annual premium within 30 days of their employment date. Current employees regularly scheduled to work 30 or more hours per week may join between June 1 and June 30 of each year for membership in the succeeding fiscal year. The health leave bank will be available to employees after six months of membership in the bank and after exhaustion of the employee's accumulated health leave or any other earned paid leave. The health leave bank is not available if other compensation is being received for the absence, i.e. worker's compensation, disability, etc. Employees who terminate employment and return will be treated as a new employee if rehired.

**Description:** The health leave bank is a voluntary collection of donated sick leave hours from benefited employees to other college employees to be used as an extension of paid leave in case of an extended illness or accident. An employee may apply for time from the health leave bank to the Vice President of Human Resources.

To request time from the Health Leave Bank, contact Human Resources. For additional information, please review the "Information and Procedures for Time Off for Medical Reasons", which is located under the HR Benefits/Information and Procedures section of the employee portal at [insideCOD](#).

### **Holidays**

**Eligibility:** Full-time benefited administrators, upon employment, are eligible for paid holidays that are observed during their normally scheduled workweek.

**Description:** Generally, when a holiday falls on a Saturday, the holiday is observed the preceding Friday; when a holiday falls on a Sunday the holiday is observed on the following Monday. Check the [Holiday Calendar](#) for College observed holidays. For a description of the holidays that are observed by the College and more detailed information, please refer to the Holiday Overview which is located under the HR Benefits/Information and Procedures section of the employee portal at [insideCOD](#).

### **Personal Leave**

Full-time benefited administrators have five Personal Leave Days available each fiscal year beginning July 1. The five days are part of the annual sick time available (15 sick, 5 personal). They are appropriately used for emergencies or for the purpose of conducting business of a personal nature which cannot be scheduled outside the normal work day. The administrator must generate a leave request via [myACCESS](#) for all Personal Leave Days. Personal Leave Days may not be taken immediately preceding or following a vacation period, mid-week holidays or weekend annexed to holidays or the first five working days of each semester. Unused Personal Leave Days as of June 30 are added into accumulated sick time.

### **Sick Leave**

**Eligibility:** Full-Time Benefited Administrators upon employment.

**Description:** Administrators are entitled to 20 (15 sick, 5 personal - see [Personal Leave](#)) workdays of sick leave per fiscal year.

Each subsequent year the employee is credited with 20 days of sick leave at the beginning of the fiscal year (July 1). Carryover of unused sick leave accumulation will be allowed up to a maximum of 320 days (2,560 hours) in addition to the 20 day entitlement for the current year, not to exceed 320 days at any point in time.

Paid sick leave is to be taken when the employee is sick and unable to work, or for treatment by a health care practitioner.

Effective January 1, 2017:

Each fiscal year, the employee may use up to 10 days of their sick leave balance when there is a sickness, medical appointment or disability involving a member of the employee's immediate family which requires the employee's personal care. Immediate family is defined for the purpose of paid sick leave as child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Vacation Leave may also be used for a sick family member. No sick leave time accumulated from previous fiscal years can be used for sick leave time for the illness, injury or medical appointment of the employee's family member.

**Note:** In no case may sick hours exceed normal work hours in a given week.

### **Procedure for Sick Leave**

Full-time benefited administrators who request sick leave must notify their supervisor as early as possible, but at least prior to the starting time. If the supervisor is unavailable upon notification, voice mail and/or e-mail may suffice.

- The department must send an approved leave request via [myACCESS](#) to the Payroll Office at the time the illness occurs and for every pay period until the illness ceases.
- Credit for sick leave is granted each year on July 1. A new administrator of the College is not eligible to take more than ten days of Sick Leave until completion of six months of service with the College.
- Bereavement days taken because of a death in the family will be deducted from sick leave accrual (see Bereavement section for additional information).
- An administrator will not be paid sick leave for days absent immediately preceding termination of employment unless the employee presents an approved physician's certificate of illness.
- In the event of termination of employment, an adjustment will be made in the last paycheck if the administrator has been paid for more sick leave than earned.
- The administrator's immediate supervisor may request a physician's note to certify the illness for any employee's absence or absence due to care of a family member lasting three days or more. For periods of less than three days, a supervisor may require a physician's note with approval by Human Resources.
- Supervisors must notify Human Resources as soon as they know that an employee will be out sick for more than five (5) working days.
- If the employee is eligible for Leave under the Family Medical Leave Act (FMLA), Human Resources will forward the required certification documents to the employee. If FMLA is taken due to the employee's own condition, a Return to Work Evaluation Form from the employee's treating physician will be required before the employee can return to work.
- If FMLA is not applicable, a Healthcare Provider's Statement – Return to Work Evaluation Form must be submitted to Human Resources for any period of illness in excess of five (5) working days or sick leave benefits will be suspended. This form is used to certify the illness during the absence. A Return to Work Evaluation Form from the employee's treating physician will be required before the employee can return to work.



- Verification or evidence of a family member’s illness may be required from the Health Care Provider.
- The above forms are available in the Forms Library on the employee portal at [insideCOD](#).
- All medical information will be kept in Human Resources.

**Vacation**

**Eligibility:** Full-Time Benefited Administrators

**Description:** Vacation is earned at the following rate for administrators with continuous benefited service.

<u>Years of Continuous Benefited Service</u>	<u>Vacation Days/Year</u>	<u>Hours Earned Per Pay Period</u>
0-15	20	6.15
15 – less than 20	21	6.46
20 or more years	22	6.76

Vacation time is automatically added to each full-time benefited administrator’s vacation hours every pay period beginning with the initial day of benefited employment.

Listed below is information to assist employees in interpreting vacation rules:

- Exempt employees must record days taken as vacation via a leave request on myACCESS.
- July 1 is the date from which accumulated days of vacation are computed. New employees accumulate vacation on a pro-rated basis to that date.
- Employees must request and receive approval in advance for vacation dates from the supervisor. The needs of the College will be the first consideration in approving vacation dates.
- Employees may not take vacation time prior to being earned. Any exception must be approved by the Cabinet member for the area and the Vice President of Human Resources.
- Employees are encouraged to take vacation on a current basis; however, when it is not possible for an employee to take vacation because of job responsibilities, unused vacation time may be carried over up to a maximum of 40 days.
- A paid holiday falling within a vacation period does not constitute a vacation day.
- No pay in lieu of vacation will be granted except upon retirement or separation from the College.
- Each fiscal year, employees may use up to one vacation day for personal emergencies without prior approval of the supervisor.
- Vacation time may be used for religious holidays.

**Wellness Program**

Benefited employees and their spouse, if covered under the College health insurance can participate in the Annual Health Screening at no cost.

**FRINGE BENEFITS - UNPAID LEAVES**

**Family and Medical Leave of Absence**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12 month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee

had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

**Eligibility:** Full-Time Benefited Administrators must have been employed by the College for at least 12 months (which need not be consecutive), and for at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

**Description:** FMLA leave may be taken for any one, or for a combination of, the following reasons:

- Birth of the employee's child or to care for the newborn child;
- Placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- Care for the employee's spouse, child or parent (but not in-law) with a serious health condition;
- Serious health condition that makes the employee unable to perform the functions of the employee's job;
- Military Family Leave for a spouse, child or parent; and/or
- Special leave to care for a covered service member who has serious injury or illness incurred in the line of duty (up to 26 weeks allowed).

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

To request FMLA, contact Human Resources. For information regarding FMLA, please review the FMLA Information under the HR Benefits/Information and Procedures section of the employee portal at [insideCOD](#), or contact Human Resources.

### **Use of Paid and Unpaid Leave**

FMLA provides eligible employees with up to 12 workweeks of unpaid leave. However, if an employee has accrued paid leave (e.g., Vacation Leave, Sick Leave), the employee must use qualified paid leave in conjunction with FMLA leave. "Qualifying paid leave" is leave that would otherwise be available to the employee for the purpose for which the FMLA leave is taken. The remainder of the 12 workweeks of leave, if any, will be unpaid FMLA leave. **The use of paid leave during an FMLA leave does not extend the FMLA 12 workweek leave period.**

For example: the employee would use available sick days for a leave due to the employee's own serious health condition. Available vacation time may be used if the employee has exhausted available sick days.

Paid leave used (including for disability or workers' compensation injury/illness) for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave.

### **FMLA Guidelines for Maternity, Paternity, Adoption and Placement**

It is the policy of College of DuPage to provide eligible employees up to 12 weeks of **unpaid** Family Medical Leave (FML) for maternity, paternity, adoption and placement of a child. Please see the FMLA Guidelines for Maternity, Paternity, Adoption and Placement document under the HR Benefits/Information and Procedures section of the employee portal at [insideCOD](#).

### **Unpaid Personal Leave**

The College may grant an employee a leave of absence without compensation for a period of time up to one year subject to the needs of the College. See [Board Policy #15-110](#).

### **HEALTH INSURANCE**

**Eligibility:** Full-Time Benefited Administrators upon employment.

**Description:** Health insurance coverage will be provided for eligible employees, with premium costs shared by both the employee and the College. It is the College's intent that all employees contribute toward health insurance premiums. Employee contribution amounts will be announced annually. Those employees wishing to obtain dependent coverage must apply within 31 calendar days of becoming employed or reaching benefited status. New dependents may be added to coverage within 31 calendar days of a major life change (marriage, birth, etc.) or during open enrollment period.

Payroll deduction for the shared premium is taken each pay period.

Contact Human Resources for details of coverage extension within 31 days of ceasing active employment or change in status of dependents. For further details on the health insurance, contact Human Resources.

### **COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)**

You must notify Human Resources immediately if any of the following events occur:

- If you become divorced or legally separated; or
- If your child no longer qualifies as a dependent under the terms of your plan; or
- If you become ineligible for coverage due to termination or reduction in hours.

Any individual who elects continuation of coverage within 60 days of a qualifying event must pay for the full cost of the coverage and any administration fees. Continuation coverage is identical to the coverage provided to active employees and their family members. If coverage for similar classed employees is modified, the continuation coverage will be modified in the same manner.

Depending on the qualifying event, coverage may be continued on a monthly basis not to exceed 36 months. Please check with Human Resources for specific time limits for the qualifying event pertaining to your situation and other information regarding COBRA benefits.

### **LIFE INSURANCE**

**Eligibility:** Full-Time Benefited Administrators upon employment.

**Description:** The College provides eligible employees with a \$50,000 term life insurance policy for which the College pays the premium. Optional insurance for employees paid for by the employee may be applied for within 31 days of employment or status change up to the guaranteed issue amount based on age. If optional life is not purchased within 31 days of employment/status change, the employee must complete evidence of insurability forms. Dependent coverage may also be purchased at the employee's expense. This includes Accidental Death & Dismemberment (AD & D).

## **INSURED DEATH BENEFITS**

**Eligibility:** Full-Time Benefited Administrators and have dependent medical insurance.

**Description:** Upon the death of the employee, the College will allow a covered spouse and dependents to remain on the dependent medical insurance plan for up to two years and pay the employee contribution rate for the coverage. COBRA continuation is applicable at the end of the two years of coverage continuation.

## **OPTIONAL LONG TERM DISABILITY (LTD)**

**Eligibility:** Full-Time Benefited Administrators upon employment.

**Description:** In addition to SURS Disability ([SURS](#)), eligible employees may participate in an optional Long Term Disability plan. Premiums are withheld bi-weekly through payroll deduction on an after tax basis. Benefits received are not taxable. Benefits are offset with SURS, worker's compensation or other employer paid disability plans.

Notify Human Resources if you have a possible disability claim. The complete summary description plan is available in Human Resources.

## **LONG TERM CARE INSURANCE**

**Eligibility:** Full-Time Benefited Administrators upon employment; spouses, parents, in-laws with medical evidence of insurability.

**Description:** Plan provides benefits for nursing home care and/or home health care depending on the option elected. Premiums are based on age and option elected. Premiums are paid solely by employee through payroll deduction.

## **MEDICARE TAX**

**Eligibility:** Employees hired prior to April 1, 1986 may be exempt from Medicare deductions.

## **RETIREMENT BENEFITS**

### **State Universities Retirement Plan (SURS)**

**Eligibility:** All employees working on a regular basis for at least one continuous term are required to participate in SURS.

Contact SURS at 800-275-7877 or go to [SURS](#) for more information.

### **College of DuPage Retiree Benefits**

**COD recognizes retirees per the following eligibility statuses:**

#### **COD Benefits Eligible Retiree**

**Eligibility:** An eligible retiree is one who:

- Is a Full-Time Benefited Administrator;
- Has completed at least ten years of consecutive full-time service with College of DuPage immediately preceding the retirement date.
- Meets the minimum requirements to receive a SURS retirement annuity as of the date of retirement. Employees should contact SURS directly to review their eligibility for retirement benefits as part of the retirement planning process.
- Submits written notice of intention to retire to the Board of Trustees of District 502, through the President of College of DuPage. Notice must be given no less than six months prior to the retirement date.

Retiree benefits offered to those meeting eligibility guidelines for College of DuPage benefits eligible retirement:

### **Medical Coverage – Retiree**

- Eligible retirees may choose to enroll for the benefits available under the College insurance program provided and in accordance with the State of Illinois plan provisions.
- The College will provide annual reimbursement for one retiree health insurance plan to eligible retirees upon evidence of proof of payment. Reimbursement is limited to the lesser of actual premiums paid, the cost of the state offered College Insurance Program (CIP), or \$2,200 per year if under age 65, \$1,200 per year if over age 65.

### **Life Insurance – Retiree**

The College of DuPage will provide and pay for the premium for \$10,000.00 in term life insurance for retirees, for up to five years post-retirement, meeting the above eligibility criteria.

### **Tuition Waiver - Retiree**

Retirees and their eligible dependents may take credit classes through the College, paying one-half of the in-district rate plus all fees.

### **Reemployment After Retirement**

Former employees and individual applicants who have retired from SURS and are receiving a monthly annuity are not eligible for employment unless their prospective position is 100% grant funded. Any exceptions to this rule must be reviewed and approved by the Vice President of Human Resources.

## **TUITION WAIVER**

**Eligibility:** Full-Time Benefited Administrators and their income tax dependents.

**Description:** Employees and their eligible dependents may take credit classes through the College, paying one-third of the in-district rates plus all fees by using [myACCESS](#) to enroll based on the registration calendar. For dependents, the employee must complete the Tuition Waiver – Dependent Verification form available in the Forms Library on the employee portal at [inside.COD](#) and submit to Human Resources, prior to the dependent registering for classes.

## **PROFESSIONAL/EDUCATIONAL DEVELOPMENT PROGRAM & PROFESSIONAL DUES**

**Eligibility:** Benefited Administrators upon employment.

**Description:** Professional/Educational Development Program & Professional Dues funds are to be used for the professional development of administrators. The funds are to be used to add value to the College through employee development.

The employee will be reimbursed for tuition if proper procedures are followed to obtain approval prior to course registration. Verification of satisfactory course completion and proof of payment must be submitted to Human Resources.

An eligible employee interested in tuition reimbursement for courses must complete the Professional Development Request form and obtain Supervisor's approval **prior to course registration** for the class, conference, seminar, workshop or activity. If a request is denied by a supervisor, employees can appeal to Human Resources for approval. The form is available in the Forms Library on the employee portal at [insideCOD](#).

Employees may use up to \$1,850 per fiscal year (July 1 to June 30). **Reimbursement is applied to the fiscal year based upon date of completion of the course, not registration date.**

- Up to \$500 per year of this amount may be used for job related professional dues.
- Up to \$240 per year of the employee's annual Educational Development Program dollars may be used for reimbursement of fees for membership at the Chaparral Fitness Center or for reimbursing the costs for COD Fitness Classes (such as Zumba, Spinning, Body Sculpting, etc.). Alternatively, you may also submit a reimbursement request for up to \$240 per year for non-COD Fitness Centers or Health Clubs or for outside-of-COD Fitness Classes (such as Jazzercise, Weight Watchers, etc.). However, because reimbursement of fees for non-COD Health Clubs and/or non-COD Fitness Classes are considered taxable, your reimbursement for non-COD Fitness Centers or Fitness Classes will be subject to taxation for Federal Income Tax, State Income Tax, Medicare and SURS. This means that you will receive only a "net" amount of reimbursement because you will be taxed in conjunction with the gross amount of your actual reimbursement request.
- Up to \$600 per year may be used to reimburse pre-approved travel related expenses in accordance with the College's travel policies.
- Up to \$100 per year may be used for work-related books (not available through other sources such as publishers, library or division offices).

Time off from work to attend job related seminars and workshops approved by the supervisor will be granted. Travel expenses that are not approved through the Professional/Educational Development Program may be reimbursed from departmental budgets in accordance with College procedures for job-related seminars and workshops.

An advance for tuition reimbursement is available if the tuition or fee is greater than \$50.

Benefited administrators may utilize Professional/Educational Development funds for the non-waived tuition of pre-approved courses at College of DuPage.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

**Eligibility:** Full-Time Benefited Administrators upon employment.

**Description:** The College provides eligible employees and their household members with an Employee Assistance Program through Northwestern Medicine/Cadence Health. This plan currently provides up to eight free visits to the Employee Assistance Program for diagnosis and referral of family, marital, substance abuse and job related problems. Call Northwestern Medicine/Cadence Health at 888-933-1327.

## **RESIGNATION / SEPARATION**

### **Notice of Resignation**

An administrator resigning from the College is expected to provide at least 10 working days' notice before the effective date. Such notice must be submitted in writing to the immediate supervisor with a copy to Human Resources. Resignation dates cannot be extended through the use of accrued time (i.e. vacation days).

An administrator's employment may be terminated (voluntarily or involuntarily) or the administrator may not be reappointed. Notification of non-reappointment must be made by the last day of February prior to the end of the administrator's current appointment ([See Board Policy #15-275](#)).

### **Vacation/Sick Benefits at Termination**

A terminated employee will be entitled to reimbursement for accumulated vacation days. Vacation days cannot be used to extend a termination date if there is no return to work. Days of accumulated sick leave are not a basis for financial claim on the College and will not be paid.

## **APPEAL PROCESS**

An appeal process for matters of unpaid suspension and/or termination of employment will be provided for all administrators. The employee may request a review of the case by the Board if dissatisfied with the final decision by the College President.

- It is understood that the President has final authority in all cases except those involving discharge or suspension from College of DuPage. In such instances, the administrator has the right to appeal in writing to the Board of Trustees. The Board may then review the record of the case and reach a final decision ([See Board Policy/Procedure #15-251](#)).