



COLLEGE OF DUPAGE

**ALL EMPLOYEE
INFORMATION**

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PRESIDENT'S MESSAGE

Dr. Brian W. Caputo

President



Our policy at College of DuPage is to provide equal employment opportunities to all persons regardless of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, or physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodations), or other factors which cannot lawfully be the basis for an employment decision.

The policy includes equal opportunity in employment promotion, wages, benefits, and all other privileges, terms, and conditions of employment.

The Vice President of Human Resources is designated as the Affirmative Action and Americans with Disabilities Employment Officer and is responsible for assuring College of DuPage compliance with our Equal Opportunity Policy and the Americans with Disabilities Act. All employees are responsible for the continuing success of our Equal Opportunity Policy.

Sincerely,

A handwritten signature in black ink that reads "Brian W. Caputo". The signature is written in a cursive, flowing style.

Dr. Brian W. Caputo, Ph.D., C.P.A.
President, College of DuPage

This Guidebook is an advisory reference source for all employees and is used also for administration of policies and procedures applicable to employees who are members of collective bargaining units where there is no conflict with that unit's labor agreement. **It is not intended to, nor does it create, enforceable contractual rights for College of DuPage employees, nor does it guarantee employment for any specific term.** The College reserves the right to alter the Guidebook at any time without prior notice and to take all actions necessary to carry out the mission of College of DuPage, even though such actions may be inconsistent with the specific terms of the guidelines. In all cases where the guidelines conflict with existing laws of the United States or the State of Illinois or policies and contracts, said laws, policies and contracts shall control. Any oral or written statements made by supervisors not consistent with COD policies and procedures are not binding upon the College unless they have been approved in writing by the Vice President of Human Resources. Periodic revisions and updates will be issued as needed.

For specific information regarding your Employee Group, please refer to your individual Group Guidebook or Collective Bargaining Agreement.

COLLEGE CORE STATEMENTS

Institutional Philosophy

College of DuPage believes in the power of teaching and learning. We endorse the right of each person to accessible and affordable opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.

College of DuPage is committed to excellence. We seek quality in all that we do. To ensure quality, we are committed to continual assessment and self-evaluation.

College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.

College of DuPage promotes participation in planning and decision making. We support participatory governance and the involvement of the College community in the development of a shared vision. We believe that all students, staff, and residents can make meaningful contributions within a respectful environment that encourages meaningful discourse. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.

College of DuPage will be a benefit to students and community. The needs of our students and community are central to all we do.

Vision

College of DuPage will be the primary college district residents choose for high quality education.

Mission

The mission of College of DuPage is to be a center for excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education.

Values

- **Integrity**
We expect the highest standard of moral character and ethical behavior.
- **Honesty**
We expect truthfulness and trustworthiness.
- **Respect**
We expect courtesy and dignity in all interpersonal interactions.
- **Responsibility**
We expect fulfillment of obligations and accountability.

COLLEGE STRUCTURE

The Board of Trustees

The Board of Trustees is charged with establishing policy for the financing, governance, operation, and administration of College of DuPage. Seven voting members are elected from the district at large and a non-voting student trustee is elected from the student body. Regular business meetings are held on campus in Glen Ellyn once per month. The public is invited to attend these meetings. For additional information, visit the [Board of Trustees](#) website.

The President and the Cabinet

The President and the Cabinet are charged with developing, maintaining and achieving this institution's goals in accordance with the Mission Statement and Long Range Plan as approved by the Board of Trustees and in accordance with the Illinois Community College Act.

College of DuPage Administration Organization Chart can be found on the [HR Homepage](#)

College of DuPage Foundation

Established in 1967, the College of DuPage Foundation is an autonomous not-for-profit 501(c)(3) corporation. Its mission is to "obtain and steward contributions to expand educational and cultural opportunities for the College of DuPage community."

The Foundation is governed by a Board of Trustees comprised of community leaders who live or work in College of DuPage District 502 and come from a range of professional, cultural, non-profit, and philanthropic interests. The Foundation Trustees volunteer their time without compensation and are selected by fellow members of the Board.

The Foundation's fundraising efforts result in contributions to the College that provide student scholarships, as well as financial support for educational and cultural programs.

For additional information, visit the [College of DuPage Foundation](#) website.

Shared Governance Council (SGC)

The Shared Governance Council at College of DuPage is a group that implements a communication and collaboration process designed to ensure that institutionally important topics are broadly approached by engaging the appropriate people with the necessary skill sets and knowledge.

College of DuPage solicits input from member organizations of the College community in its decision making process. Organizations included in the process are Administrators, Classified Staff, Engineers and Maintenance Mechanics, Groundskeepers, Mechanics, Painters & Carpenters, Full-Time Faculty, Managerial Staff, Adjunct Faculty, Police Officers, and Students.

COLLEGE POLICIES AND PROCEDURES

College of DuPage employees are expected to adhere to the policies and procedures of the institution and follow administrative procedures designed to implement Board Policies. Refer to the [Board Policies](#) and [Administrative Procedures](#) for specific information.

Civic Duty Leave

Employees are released from work for jury duty or subpoenaed witness duty ([Board Policy #15-106](#)).

Communicable Diseases

The Board of Trustees places a high priority on the need to protect students and employees from the spread of communicable disease on campus. The Board does not intend to exclude employees with a communicable disease if there is no significant risk of transmission. Employees should notify the Coordinator/Risk Management at ext. 2993 if they have or are a carrier of a reportable communicable disease ([Board Policy #15-15](#)).

Copyright Act Information

Copyright protection exists in "original works of authorship" that are "fixed in a tangible medium of expression." Among the types of works subject to copyright protection are literary, dramatic, musical, choreographic and pictorial, graphic, pantomimes, sound recordings, sculptures, motion pictures, and audio-visual. These categories include reference works (including dictionaries), video cassettes, and computer programs and databases.

Civil and criminal penalties may be imposed for copyright infringement. Information regarding copyright is available from the [College of DuPage Library](#) website and the [National Association of College Stores](#) website.

Ref: *Questions and Answers on Copyright for the Campus Community*
Association of American Publishers Inc.
National Association of College Stores Inc. and
Software Publishers Association Inc.

Drug and Alcohol Free College

The College prohibits the unlawful possession, use, distribution, dispensing, and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity ([Information For A Drug Free College](#)).

Any employee or student who violates this policy may be subject to disciplinary action, up to and including termination or expulsion, respectively, from the institution ([Board Policy #15-30](#)).

Employee Code of Ethics

All employees of the College should exercise sound judgment and perform their duties in the best interests of the College to present a proper and ethical image to the community and to avoid even the appearance of impropriety ([Board Policy #15-25, and related Board Policies #15-26 and #15-27](#)).

All employees should refrain from selling or promoting anything of value, including products or services, for personal gain for themselves or others.

Employment (Equal Employment Opportunity and Affirmative Action)

It is the intent of College of DuPage to seek and employ the best-suited employees, to provide equal opportunities for the advancement of employees, including upgrading, promotion, and training, and to administer these activities in a manner which does not illegally discriminate against any person. College of DuPage will provide equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest

record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, or other factors which cannot lawfully be the basis for an employment decision ([Board Policy #15-5](#)).

Equal Employment Opportunity- Americans with Disabilities

Requesting a Reasonable Accommodation

Any applicant for employment or current employee with a qualifying disability who believes he/she needs a reasonable accommodation to perform the essential functions of the job should contact Human Resources.

All requests for accommodation should include the following:

- A description of the impairment and which major life activity the impairment limits.
- A description of how the impairment limits the ability to perform the essential functions of the job.
- A description of the proposed accommodations and how the accommodations would enable the employee to perform the essential functions of the job.

An employee should request an accommodation before his/her job performance suffers. In conformance with its nondiscrimination policy, College of DuPage will not assume that poor work performance or unprofessional behavior is related to a physical or mental impairment unless it has received prior notice to the contrary from the employee.

Review of Requests for Reasonable Accommodation

Once a request for an accommodation has been made, Human Resources and the department management will engage in an interactive dialogue with the employee. This is an individualized process through which the department, Human Resources, the employee with a disability and the employee's health care provider(s) communicate about the need for, the effectiveness and the feasibility of possible accommodations.

The employee must provide medical documentation related to the need for and/or the effectiveness of possible accommodations. Any decisions related to the provision of accommodations will be made on a case-by-case basis taking into account all available information. If more than one effective accommodation exists, the department, with assistance from Human Resources, has the ultimate discretion to choose between available, effective accommodations.

If an individual feels s/he has not been afforded equal opportunity within the provisions of the law, Executive Orders, Board Policies, or reasonable accommodation for a disability, such matters should be referred in writing to the Affirmative Action Officer (Vice President of Human Resources).

If the matter involves prospective employment, the decision of the Affirmative Action Officer (Vice President of Human Resources) will be final.

If the matter involves persons currently employed and a satisfactory resolution cannot be reached through the Affirmative Action Officer (Vice President of Human Resources), the employee may appeal through the appropriate procedure ([Board Policy #15-5](#)).

Pregnancy Rights in the Workplace

Employees are afforded certain rights under the Pregnancy Fairness Law and the Pregnancy Discrimination Act. Reasonable accommodations will be made to employees “for any medical or common condition of a job applicant or employee related to pregnancy or childbirth”. Pregnant employees, employees recovering from childbirth, or employees having a medical condition relating to pregnancy or childbirth are entitled to reasonable accommodations within the workplace.

Family Rights and Privacy Act (FERPA)

Students are afforded certain rights to privacy under the Family Education Rights and Privacy Act (FERPA). Information that would directly identify the student or make the student’s identity easily traceable is considered personally identifiable and cannot be disclosed without the student’s written consent:

- Name of student in combination with another item listed below
- Student’s address
- Student’s phone number
- Student’s Social Security number, PIN, or other identifying number
- Student’s schedule
- List of personal characteristics (such as gender, race, ethnicity or religion)
- Grading or attendance information
- Tuition Payment Record and/or Financial Aid Status
- Other information that could make the student’s identity easily traceable.

All employees with access to student information should be familiar with student information privacy requirements. For example, faculty should not publicly post grades, nor disclose them to students by phone or through the students’ e-mail addresses, without written consent of the student. Students can access their final grades through their myACCESS account.

Questions regarding students’ progress and grades from parents or other third parties should be referred to the Records Office or the [Family Education Rights and Privacy Act](#).

Nepotism

The purpose of the Employment of Related Parties policy is to avoid both the reality and the appearance of nepotism in employment decisions at College of DuPage. Employees are not to participate in or have authority over College actions affecting related parties. Related parties include members of the same family, including spouse, civil union partners, child, mother, father, brother, sister, stepchild, stepparent, or grandparent (including the spouse of the foregoing) of employees. The policy includes employment of full-time, part-time, temporary employees, and independent contractors ([Board Policy #15-35](#)).

Outside Employment

Full-time employees are expected to devote their professional energies to the mission of the College ([Board Policy #15-95](#)). If full-time employees engage in remunerated outside activities, these activities should not interfere with their responsibilities and professional duties at the College and shall also comply with [Board Policy 15-25](#), Employee Code of Ethics.

This policy will be administered consistent with the College’s collective bargaining agreement obligations.

Prohibition of Sexual Harassment

No student, employee or visitor may be subjected to harassment on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. All students, employees and visitors have the responsibility to avoid any act or actions, implied or explicit, that suggest harassment to a reasonable person ([Board Policy #15-10 and #15-11](#)).

Tobacco-Free Campus

Use of tobacco products is prohibited on all College property. See ([Board Policy #10-160](#)).

Violence in the Workplace

It is the responsibility of the College and all employees to maintain a violence-free workplace. No acts or threats of violence will be tolerated. Any act or threat of violence will be taken seriously. A threat or act of violence includes, but is not limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage College property; or any act or gesture likely to leave another person injured or fearing injury.

Report all threats or incidents of violent behavior that you have observed or are informed about to College of DuPage Police Department at ext. 2000 and Human Resources at ext. 2621. Report actual behaviors or threats that were made, including when and where it happened, who witnessed it, and what was said.

Employees who engage in violent behavior are subject to disciplinary action up to and including termination of employment.

COLLEGE COMMUNICATION

College Website

From the College of DuPage (www.cod.edu) one can find a wealth of information about the College, its people, programs and the services it provides. Available 24 hours a day via any standard freely available web browser such as Firefox or Microsoft Internet Explorer, the website is an intuitive, readily available source of information about the College accessible from anywhere in the world. Search functionality helps you pinpoint information fast; e-mail links on most pages provide the person-to-person communication capability for situations where you need to request further information.

E-Mail and Other Electronic Communication

A single sign-on ID and password will be created for you by the Information Technology department for all College of DuPage business applications. This ID/password is used to access your College of DuPage business e-mail - "signonID@cod.edu" is your College of DuPage business e-mail address. This ID/password is also used to log onto [myACCESS](#) to access employee and faculty information. This same ID/password is also used for you to log onto [Blackboard](#) for classroom facilitation. This ID/password is used to log onto the employee portal at [insideCOD](#) for College-wide information, forms, and announcements.

Your electronic account is expected to be used for College of DuPage business only. Discipline up to and including termination may occur for first time or repeated occurrences including intentional or inadvertent actions which may or may not lead to a breach of security, causing financial or other data security risk to the College, per [Board Policy 10-126](#), and the *Electronic Communications Guidelines*. Disciplinary action will be determined based on the severity of the violation.

Violations for failed phishing simulations within a six-month rolling calendar timeframe will be handled as follows:

First Occurrence: Chief Security Officer will notify the employee with a copy to the employee's supervisor. Chief Security Officer will prepare talking points for supervisors to assist them in discussion with their employee.

Second Occurrence: Employee will be required to complete training of the online Information Security Awareness course by specified date.

Third Occurrence: Employee will be required to complete a focused training course via webinar created by Chief Security Officer. Employee will be required to pass a test at the end of the course.

For more information about appropriate use of your electronic sign on, reference the College's "Electronic Communications Guidelines" ([Board Policy 10-126](#)).

For help on how to use your new sign on ID/password access the [Information Technology](#) website and refer to the "How do I?" link menu item or call the Information Technology Help Desk at ext. 4357 (H-E-L-P).

Employee Portal

The insideCOD employee portal (inside.cod.edu) provides a central location to aggregate, distribute, and access college-related information. Features of the employee portal include:

- Official announcements
- Single Sign-On (SSO) access to various web-based enterprise applications (including Blackboard, myACCESS, email, Colleague and more)
- Campus calendars
- Training videos and documents
- Official College forms and organizational charts
- HR Benefit information
- COD links
- Access to Team Sites
- Trading Post to post items for sale (restrictions apply)

Questions regarding the employee portal should be directed to the IT Help Desk at ext. 4357 (H-E-L-P).

myACCESS

All employees are provided a login to the self-service website, [myACCESS](#). After you have logged in, click on the link for Employees ("myACCESS for Employees") or Faculty ("myACCESS for Faculty"). For your convenience, your login ID and password match your Outlook e-mail account login ID and password.

- **myACCESS for Employees Menu:** Will allow you to access compensation, paid leave summary, pay advices, and personal contact information change requests.

- **myACCESS for Faculty Menu:** Will allow you to access class roster, stipends, midterm verification/final grading, search for credit classes, student profile, and personal contact information change request.

Marketing and Communications

Marketing and Communications advances the College's mission by increasing overall visibility and awareness of its programs and services. Media inquiries should be redirected to Marketing and Communications.

Student Newspaper – Courier

The Courier student newspaper is one of the largest community college student-run media organizations in Illinois. The Courier reaches more than 34,000 students, community members, faculty and staff and is published by a staff of paid student editors and reporters and a full-time staff business/advertising manager and is supervised by an adviser ([Courier Web Edition](#)).

HUMAN RESOURCES

Represented Groups

Employees who are Full-Time or Adjunct Faculty, Operating Engineers, Groundskeepers, Mechanics, Painters & Carpenters, and the Police may also be represented by unions for their respective groups. The contracts can be accessed on the [Human Resources](#) website and on the employee portal at [insideCOD](#).

Employee Files

Employee files are maintained in Human Resources and normally contain the employee's application, resume, transcripts, payroll and employment records, evaluations, and other memos or correspondence submitted by the supervisor, the Dean or Director, the Vice President or the President. An employee has the right to examine his or her employee file by appointment. No materials may be inserted or removed from the file at the time of the review.

Medical Examination and Drug Screen

The College may require post-offer and pre-employment medical examinations and drug screens in circumstances where the responsibilities of the position deem it appropriate or it is required by law. Medical examinations may also be required to determine a current employee's ability to perform essential functions of his or her employment position if there are legitimate concerns about an employee's performance and/or whether or not an employee poses a direct threat to the employee or others ([Board Policy #15-50](#) and [Administrative Procedure #15-30](#)).

Personal Information Changes

Personal records are based on information you provide. It is very important to notify Human Resources immediately of any change in name, address or phone number so that your employment record will be accurate and up to date. This can be done on [myACCESS](#). Go to "User Account" and select "Personal Contact Information Change Request." Changes can also be done by going to the "Forms Library" on the employee portal ([insideCOD](#)) and selecting the "Personal Information Change" form, completing the applicable information and submitting it to Human Resources.

Reference Checks/Verification of Employment

Reference checks or employment verification on current or former College employees should be provided by Human Resources. Employees should refer any inquiry to Human Resources at ext. 2460 ([Board Policy #15-155](#)).

Resignation Notice

Employees should give written notice of their resignation of employment to their supervisor. Employees should contact Human Resources prior to their last day of employment ([Board Policy #15-180](#) and [Administrative Procedure #15-180](#)).

Absence without a leave authorized by the immediate supervisor, failure to report for work or failure to return from an approved leave without notifying the supervisor for a period of three consecutive working days will be considered a resignation without notice. Such resignation will result in immediate termination of employment and will make the employee ineligible for rehire by the College.

PAYROLL

Direct Deposit of Payroll

All employees are strongly encouraged to sign-up for direct deposit. To establish direct deposit, the appropriate form is available in the Payroll Office or in Human Resources. Paychecks may be directly deposited into a checking or savings account. Note: A voided check or deposit ticket must be attached to the form; payroll cannot process the request without one.

Wage Garnishments

For College purposes, a garnishment is an order issued by a court attaching an employee's earnings to satisfy a debt incurred by the employee. Employees will not be disciplined or discharged because of wage garnishments.

When the College receives a court-ordered wage deduction order, the Payroll Office will notify the employee in writing of the action.

Employees are encouraged to discuss and seek solutions to problems of personal indebtedness. The employee may seek confidential counseling through the Employee Assistance Program by calling (888) 933-1327.

EMPLOYEE DISCOUNTS

Employee discount information is available on the employee portal at [insideCOD](#).

Bookstore

College of DuPage employees are eligible for a 10 percent (10%) discount on purchases over \$1. The discount applies only to items purchased for and by the employee. Some exceptions to the discount include some sale items, computer hardware and software, and specially priced merchandise. A College of DuPage employee ID is required and Human Resources may be called for verification. Please present your ID to the Bookstore cashier at the beginning of the transaction.

Office of Student Life

The Office of Student Life sells discount tickets for selected movie theaters and Six Flags Great America. For current prices, call ext. 2243.

EMPLOYEE RECOGNITION PROGRAM

The Employee Recognition Program acknowledges employees' contributions to the overall objectives at College of DuPage. Employees can be nominated for:

- I am COD Individual Award
- I am COD Team Award
- I am COD Chap Award
- I am COD O.N.E. Award

Program information for all regular, non-faculty employees is available on the Human Resources homepage under [Employee Recognition](#). Full-time and Adjunct Faculty recognition programs are administered separately through Academic Affairs.

BENEFITS

Employee benefits are based on a number of factors including your employee group (for example – Faculty, Classified Staff, Managerial Staff, Administrator, etc.) your employment status (for example – regular vs. temporary employment) and the number of hours you are scheduled to work (for example – 10, 20, 40, etc. hours per week). Specific benefit information can be accessed through the employee portal at [inside.COD](#).

403b and 457 Plans

Eligibility: All Regular Employees

Description: 403b, Tax Sheltered Annuity Program, and 457 plans (Deferred Compensation) offer employees an opportunity to save for retirement while saving on taxes. Employees arrange to have regular payroll deduction. Go to the employee portal at [insideCOD](#), and click on "Retirement Planning" under the HR Benefits section to see the plan providers and begin payroll deductions. Maximum contributions are limited per calendar year so check with your plan provider. 403b Roth plans are also available which are post tax. For more information, contact Human Resources.

State Universities Retirement System (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 the [SURS](#) website for more information.

Holidays

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 or your specific Employee Group 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](#).

Eligibility: Employees who are regularly scheduled to work 20 or more hours per week, upon employment are eligible for paid holidays that are observed during their normally scheduled workweek. The total number of hours worked plus holiday hours shall not exceed the total

regularly scheduled hours for the workweek. Employees that are regularly scheduled to work less than 20 hours per week are not paid for holidays. *Please refer to the [Part-Time Employee Holiday Pay Memo](#) for additional information regarding eligibility for employees regularly scheduled to work 20 or more hours per week.*

To be eligible for Holiday Pay, an employee must work their scheduled shift the day before and the day after the holiday unless the employee was not scheduled to work due to a preapproved absence (i.e. preapproved vacation time or Family Medical Leave – FMLA). Any exceptions for an absence due to extenuating circumstances may require documentation for approval to receive Holiday Pay.

LEAVES – PAID AND/OR UNPAID

Except for Military Leave, employees do not accrue service credit (seniority credit) during periods of unpaid leave. Unpaid leave periods do not count toward benefit eligibility periods.

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: An employee 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 must 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](#).

Jury Duty

Eligibility: All regular employees will be granted leave (paid or unpaid) for jury duty, upon employment.

Description:

- An employee will notify the supervisor at least one week prior to the expected leave for jury duty.
- The employee will notify the supervisor of jury dismissal at the earliest possible time.
- Employees should refer to their employee group specific [Benefit Summary](#).
- Regular employees who are eligible for paid time off must submit any compensation received from the court for jury duty to the cashier upon receipt. The employee may keep the travel expense portion of the payment as indicated on the check stub.
- Regular employees who are scheduled to work 30 or more hours per week will accrue vacation time for the days that they serve on a jury.

Family Military Leaves and Duty

Family Military Leave

Eligibility: Employees who have been employed by the College for at least 12 months and have worked at least 1,250 hours during the 12 month period immediately preceding the leave.

Description: The Illinois Family Military Leave Act entitles eligible employees, who are the spouses or parents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any 12 month period when the federal or state deployment orders are in effect.

Employees are not entitled to family military leave unless they have exhausted all accrued Vacation Leave, Personal Leave and any other leave to which they are entitled, except Sick Leave. In addition, the College will require employees requesting family military leave to provide certification by the proper military authority that verifies the employees' eligibility for family military leave.

Employees must give 14 days' notice of the need for family military leave if the leave will consist of five or more consecutive days' duration. Employees requesting family military leave for less than five consecutive days must provide as much advance notice as is practicable. During any family military leave, employees shall be eligible to continue their benefits at their own expense.

Upon an employee's return to work at the College, he/she will be restored to his/her prior position or to an equivalent position with equivalent employment benefits and pay.

Military Duty – Reserves

Eligibility: All regular employees upon employment.

Description:

- Employees who are regularly scheduled to work 30 or more hours per week, when called to duty or are a member of a reserve unit, (e.g., the National Guard, the Air Force Reserve, etc.) will be reimbursed the difference between their military pay and the pay which they previously received at the College for up to 10 days per fiscal year. Reimbursement will be issued upon presentation of proper evidence of reserve unit pay to the Vice President of Human Resources.
- All other regular employees may be granted the time off without pay.

Physical Exam for Military

Eligibility: All regular employees upon employment.

Description:

- Employees who are regularly scheduled to work 30 or more hours per week will be granted one (1) paid day for physical examination for induction into the military, if requested.
- All other employees may be granted the time off without pay.
- The employee must notify his supervisor at least one (1) week prior to the expected time off.

Return to Employment from Unpaid Military Leave

Eligibility: All regular employees upon employment.

Description:

- Employees who are regularly scheduled to work 30 or more hours per week will be reimbursed the difference between their military pay and the pay which they previously received at the College for up to 20 days. Reimbursement will be issued upon presentation of proper evidence of reserve unit pay to the Vice President of Human Resources. Health benefits, tuition scholarship and life insurance will continue for up to six months at the normal employee contribution levels.
- All other employees will be given leave without pay for military duty.
- The employee must present evidence of call to military duty routed through the supervisor to the Vice President of Human Resources.
- The College must honor the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
- The employee on leave for military duty must apply for reemployment within 90 days following discharge from service. Failure to apply within the 90-day period will constitute a waiver of right to reemployment.
- Upon return to employment, the employee will be placed in the former position or a comparable position if the employee meets eligibility requirements.

School Visitation Leave

Eligibility: All regular employees upon employment.

Description:

- Regular employees are entitled to take up to a total of eight hours of unpaid school visitation leave during any school year to attend school conferences or classroom activities related to the employee's child IF THE CONFERENCE OR ACTIVITY CANNOT BE SCHEDULED DURING NON-WORK HOURS.
- No more than four hours of such leave may be taken on any given day.
- No unpaid leave may be taken by an employee (regular employee scheduled to work 30 or more hours per week) unless that employee has exhausted all accrued vacation leave, compensatory time and any other available leave, except sick leave.
- Employees must provide a written request to their supervisor at least five (5) working days in advance of the proposed leave (24 hours in advance for emergency situations).
- Employees must provide written documentation of the school visitation as provided by the school.
- Employees who take unpaid school visitation leave may choose to make up the time taken with approval of their supervisor, but make-up work is not required.
- Employee benefits will not be affected during unpaid school visitation leave.

Sick Leave

Eligibility: All benefited employees upon employment.

Description: Eligible employees will be provided with paid sick leave days for sickness or injury of the employee or immediate family members as required by law.

Voting Leave

Eligibility: All regular employees upon employment.

Description: Employees are entitled to up to a total of two hours leave in order to vote in general or special elections, or at any election in which propositions are submitted to a popular vote. Employees must be permitted a 2-hour absence during working hours if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. Voting leave is offered with pay.

Employees must provide a written request to their supervisor at least 24 hours in advance of the proposed leave.

Employee benefits will not be affected during voting leave.

Witness Duty

Eligibility: All regular employees upon employment.

Description:

- The employee will present the subpoena notice to the supervisor one week prior to the expected leave for witness duty whenever possible.
- The supervisor will be kept informed as to the probable length of leave.
- A copy of the subpoena notice should be turned in to Human Resources so that leave for witness duty may be noted in employee's file.

- Regular employees who are scheduled to work 30 or more hours per week will be granted up to two (2) days paid leave for witness duty. Additional leave with pay may be granted with a written request to the appropriate Vice President.
- All other regular employees are eligible for time off for witness duty, with subpoena notice presented to the supervisor, but the time off is without pay.

For any other Leaves Eligibility regarding your Employee Group, please refer to your individual Guidebook or Collective Bargaining Agreement.

Worker's Compensation

Eligibility: All employees are covered upon employment.

Employees must immediately report all injuries or incidents incurred on the job to their Supervisor. Within 24 hours, the Supervisor must go to the employee portal at [insideCOD](#) and click on "Environmental, Health and Safety", complete **Form 45** and return it to the Coordinator/Risk Management in order to process the claim.

Upon notification of a worker's compensation claim, the College reserves the right to send the employee to a licensed medical physician chosen and paid for by the College.

NOTE: If a worker's compensation claim is found to be false, the employee will be disciplined according to College policy.

GENERAL INFORMATION

Bookstore

Further information about Bookstore operations including extended hours, web orders, and satellite textbook sales is available on the [College of DuPage Bookstore](#) website.

College of DuPage Police Department

In the event of any criminal activity (i.e., burglary, theft of College property, etc.), motor vehicle accident, fire emergency, personal injuries, natural or man-made disaster on campus, or if you are in need of vehicle or medical assistance, notify the College of DuPage Police Department immediately. The College of DuPage Police Department is open and staffed 24 hours a day, seven days a week including holidays. The telephone number for this office is (630) 942-2000.

College Forms

Access College forms on the employee portal at [insideCOD](#) under College of DuPage Forms Library.

College Property

All offices, desks, computers, computer accounts, College vehicles, lockers, file cabinets, etc. are property of the College. Employees should have no expectation of privacy with respect to College property.

Dining Services

Dining Services (operated by a private contractor) provides all food service on campus. The E.E. Gibson Cafeteria is located on the first floor of the Student Resource Center (SRC) near the south entrance. This cafeteria features a food court style service with a full complement of hot and cold menu selections. A coffee and bagel shop is located on the first floor of the McAninch Arts Center (MAC) in the southwest corner and is open during fall and spring semesters. A variety of

hot and cold food, snacks and beverages are available from this location. A coffee shop is located in the Student Service Center (SSC) featuring hot and cold beverages and a limited food selection; Jazzman's is located in the Technical Education Center (TEC) and features coffee, espresso drinks, pastries and grab and go food items.

All on-campus catering is done by Dining Services. The Dining Services catering manual describes catering policy and procedures. Information regarding catering services is available on the [Dining Services](#) website. Questions regarding dining services should be directed to the Dining Services Manager at ext. 2555. Additional information about Dining Services is available on the [Dining Services](#) website.

Vending machines are located campus wide for your convenience and are accessible 24 hours a day. Questions regarding vending services should be directed to the Business Affairs Office at ext. 2232.

Environmental, Health and Safety Department

By supporting the College of DuPage teaching, research and service missions, the Environmental, Health and Safety (EH&S) Department assists organizational units in meeting their responsibility to protect the environment and to provide a safe and healthful place of employment and learning.

The department can be contacted through the EH&S Website located on the employee portal at [insideCOD](#) under the College of DuPage links tab. At this site you will also be able to access specific safety guidelines and resources for reference.

Facilities Operations

To request or report any College of DuPage facilities related issues, call ext. 4440. Examples of services include room temperature needs, cleaning needs, light bulb replacement, plumbing needs, restroom supplies, irrigation and pond issues, trash removal, plant needs, pest control, furniture repair and assembly, ceiling repairs, painting and patching repairs, snow removal and ice control, furniture moves, general and athletic turf maintenance, floor repairs, electrical installation and repairs, room setups, and any College of DuPage fleet vehicle issues.

For additional information including internal move procedures, please refer to the [Facilities Operations and Maintenance](#) website.

Identification Cards

ID cards for new employees should be obtained at the College of DuPage Police Department Administrative Office (HEC1040). New employees are responsible for obtaining the card within a reasonable time of hire.

Information Technology

The Information Technology Department supports the use of information technology within the College. This includes voice, video and computing for student, faculty and administrative use. Questions regarding technology related issues should be directed to the IT Help Desk at ext. 4357 (H-E-L-P). For additional information visit the [IT website](#).

Any access/use of the College of DuPage computer systems is restricted to duly authorized individuals only. Any unauthorized access of the computer systems (including computer networks, computer programs, computer software, computer supplies, documentation and/or data) by any

individuals, including Employees and Students will be subject to disciplinary action, civil action and/or criminal prosecution ([Board Policy #10-126](#) and [Administrative Procedure #10-126](#)).

Keys for Campus Buildings

Employees requiring door keys to College facilities should contact their department or division Administrator. Key requests are submitted and authorized electronically by the department and sent to the Police Department for processing. An e-mail will be sent by the Help Desk to the employee when the key is available. Keys must be picked up and signed for by the requesting employee at the Police Department Dispatch Center (SRC2100). Replacements for lost or stolen keys require this above procedure and may require a replacement charge.

Lactation Room

As per Illinois law (Public Act 92-68, sec 15), a private lactation room for employees who are nursing is available. For information about reserving this room, please call the Center for Access and Accommodations at ext. 2154.

Library

The College of DuPage Library has many resources available for employees. Refer to the [Library](#) website for all available services.

Lost and Found

A lost and found service is maintained by the College of DuPage Police Department at the Dispatch Center (SRC2100). Found property should be turned in at this location. Lost or stolen property should be reported to this office as soon as possible. One week after the term ends, all unclaimed articles will be given to appropriate charities except those articles or items which may be covered by civil law.

McAninch Arts Center

Housed in the McAninch Arts Center (MAC), East Campus, are three theaters of varying sizes where a wide variety of College and professional performances in theater, music and dance (both free and ticketed) are featured. All faculty, staff and students are entitled to a special discount on performance tickets, which may be purchased in the Arts Center Ticket Office, located inside the main entrance. The Cleve Carney Art Gallery is located just off the lobby where touring art shows and in-house art exhibits are featured year round. Visit the [MAC](#) website for additional information.

Space in the McAninch Arts Center may be reserved for special events for a rental fee. For information on the cost of renting and availability, contact the Arts Center at ext. 3026.

Notaries

To complete and fulfill the many legal obligations requested of the College by the various agencies and constituencies with which they deal, the College maintains a staff of notaries to expedite these requirements. For a complete list of Notaries, please refer to the Department Listing in the Campus Phone Directory, which is located on the employee portal at [insideCOD](#) under the COD Links tab/Staff Services.

Parking Facilities

All parking lots are open to parking by faculty, staff, students and visitors except as noted. Restricted parking areas are:

- **Handicap parking:** These are posted HANDICAP PARKING BY PERMIT ONLY. Permits for these lots are issued by the Center for Access and Accommodations office. Extra wide parking stalls are provided to facilitate wheelchairs and crutches. Violators are subject to a fine (\$100 minimum).
- **Limited Parking:** 15 to 30 Minutes: These areas are posted and available for anyone for quick “in and out” movement into the buildings.
- **Loading Zones:** These are provided for commercial deliveries and are also available for anyone delivering or picking up equipment, etc., on a regular basis. A maximum of 15 minutes is permitted in this area.
- **College Vehicles:** Areas are posted and should be used only for College owned vehicles. Privately owned vehicles will be ticketed and/or towed from these areas at the owner’s expense.
- **Fire Lanes:** All drives, sidewalks and driving lanes in parking lots are considered fire lanes and no parking is allowed at any time.
- **Faculty/Staff Parking Lots:** The campus has designated faculty/staff parking lots. Some areas have a gated entry. Employees authorized to park in these lots must display a valid numbered white hang tag. There may be a charge for lost tags. Departments needing visitor parking permits can request them from the College of DuPage Police Department.

Please refer to the [campus maps](#) for the locations of parking lots.

Personal Property

Employees’ personal property brought to the campus is not considered to be in the care, custody or control of the College and is not covered by any of the College’s insurance policies should the property become damaged or stolen. Personal property is the sole responsibility of the individual.

Physical Education Center and Chaparral Fitness

The Physical Education Center and Chaparral Fitness offer exercise and wellness options for employees. The Physical Education Department offers a wide variety of activity courses for eligible employees at the employee tuition rate. For additional information on Physical Education classes, visit the [Physical Education](#) website.

Chaparral Fitness is College of DuPage’s health and fitness club, which is open to the entire College community. Membership allows employees access to the 11,000 square foot fitness center that features both cardio and strength training equipment. Members also have access to a lap pool and indoor track during designated hours. Employees may receive a discounted employee rate. For more information, visit the [Chaparral Fitness Center](#) website.

Printed Materials on Campus

The College recognizes the right of individuals and/or organizations from the College or community at large to distribute printed materials without censorship on the campus of College of DuPage. Such materials must not be contrary to local, state or federal laws. The Administration of the College reserves the right to control the time, place and manner in which such printed materials are distributed.

Any individuals distributing printed information or soliciting signatures on petitions on campus are referred to the Student Life office to be informed of the appropriate procedures to be followed. The College of DuPage Police Department can assist in this referral if necessary.

For further details or to receive the information packet, contact Student Life at ext. 2243 or visit the [Student Life](#) website.

Staff Services

Staff Services provides the following services:

- Print Center (digital print, offset print and signage/engraving)
- Faculty/Staff Support Center (campus phone directory, centralized fax services, scanning services, special projects, duplicating, liaison for satellite copier locations, word processing, switchboard services)
- Postal Services (mail distribution, package handling (USPS), special package handling (Express Mail, Certified, etc.)
- Warehouse Services (shipping and receiving, delivery/distribution of mail, parcels, and furniture, inkjet and toner recycling and document destruction/shredding).

For additional information, visit the [Staff Services website](#).

Teaching and Learning Center (TLC)

The mission of the Teaching and Learning Center is to support College of DuPage employees in their efforts to achieve excellence. The Teaching and Learning Center's goal is to develop, implement and maintain continuous quality programs and services. Some of these programs and services include:

- Professional development classes, workshops and support programs in varied delivery formats to promote faculty, staff and administrator roles in student learning and compliance.
- Programs that develop skills for the use of technology in teaching, learning, academic support and administration. The TLC maintains and supports a technology lab.
- Programs that support institutional initiatives and specialized, job/discipline-related training for departments or divisions.

For additional information and services visit the [Teaching and Learning Center](#) website.

Travel

Pre-approval is required for all travel-related expenses in accordance with the College's Travel Policy and Procedures (see [Administrative Procedure #15-56](#) "Reimbursement for Employee Business and Travel Expenses"). For additional information, contact the Finance Department at ext. 2293.

EMERGENCY

Accident or Medical Emergency Reports

Accidents or a medical emergency involving faculty, staff, and students need to be reported to the College of DuPage Police Department, ext. 2000, as soon as possible. Should emergency medical assistance be required the Police will make necessary arrangements. The Coordinator/Risk Management (ext. 2993) should be notified of all work-related injuries as soon as it is reasonably possible to ensure we have proper documentation of the injury.

College Closing/Class Cancellation

As a general rule, College of DuPage will operate during inclement weather. The decision to cancel classes and/or close College of DuPage will be made by the President. Local radio stations and the College's website will announce cancelled classes or the College closing. Students and staff may also sign up to be notified by e-mail and/or telephone via the COD Alert system by going through the employee portal at [insideCOD](#). The College does not necessarily close when surrounding high schools close; however, off-campus classes located in the high schools are cancelled if the high schools are closed.

When classes are *cancelled*, only students, full-time faculty and classroom-based adjunct faculty are excused; all other employees are expected to come to work or remain on campus.

When College of DuPage is *closed*, the College is closed to everyone except scheduled College of DuPage Police Department Police Officers and pre-arranged emergency crews.

If the employee is unable to come to work due to inclement weather when the College is not closed, the employee may take the lost time as either a vacation day or a day without pay. The employee must notify the supervisor which option is preferred in each case. If an employee notifies the supervisor of inability to report to work, and the College is closed after the employee has notified the supervisor, the employee will still have to take scheduled work hours as one of the options mentioned above. The time reporting system should be filled out to reflect the employee's choice. All regular Full-Time and Part-Time employees scheduled to work on the day of an emergency closure will be paid for their full scheduled work hours for that day if the College is closed for emergency conditions. For more specific information refer to the [COD Short-Term Emergency College/Office Closings Guidelines](#).

Evacuation Procedures

In all buildings, follow the announcements and directional arrows on the evacuation map in your area to the nearest exit and leave the building as soon as possible. If anyone in your room or area is mobility impaired and you are unable to assist them in evacuating the building, notify the College of DuPage Police Department at ext. 2000 that assistance is required. Sample emergency sound clips can be heard on the [COD Police Department](#) website.

Fire

In the event of a fire, sound the fire alarm immediately. Notify the College of DuPage Police Department at ext. 2000. The College of DuPage Police Department will call the Glen Ellyn Fire Department.

Tornado Watches and Tornado Alerts

The College is connected with local agencies through radio communications network. If a tornado watch is called, the College of DuPage Police Department staff and administration will be alerted. If a tornado warning is issued or if a tornado is sighted, the College of DuPage Police Department will instruct staff and students via the public address system in all buildings to proceed to "Emergency Shelter" areas. Employees should be familiar with the "Emergency Shelter" and emergency response procedures in their areas.