



SOUTH SUBURBAN COLLEGE
HUMAN RESOURCES POLICIES

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1 WELCOME STATEMENT

Welcome to employment with South Suburban College (SSC). SSC relies upon its dedicated employees to provide the highest level of service to the public.

This document contains many of SSC's policies. Please also note that additional policies may be found in the SSC Board of Trustees Policy Manual accessible from the College website. To the extent that any policies contained within this handbook conflict with an applicable collective bargaining agreement or applicable state or federal law, the policies in the collective bargaining agreement or applicable law will control.

1.1 AT-WILL EMPLOYMENT

You should use these policies as guide regarding your employment at SSC. The individual policies contained herein do not create any contractual rights. Unless your employment is governed by a separate collective bargaining agreement, duly executed contract, or state law providing otherwise, you are an at-will employee. That means that the employment relationship is for no definite or determinable period of time, and regardless of salary, position or rate of pay may be terminated by either SSC or by the employee at any time with or without cause or notice. Nothing in these policies is meant to alter that relationship in any manner. Furthermore, no manager, supervisor, or representative of SSC has the authority to enter into any agreement or contract for employment for any specified duration or to make any agreement, promise, guarantee or commitment that contradicts the above. Any agreement that contradicts your at-will status must be approved in writing by the SSC Board of Trustees.

Additionally, these policies cannot address every circumstance that may occur while you are performing your duties. This manual cannot list every act you are permitted or not permitted to do while employed or answer every question you may have.

Therefore, consult your supervisor or the SSC Human Resources Department if you have a question that this document does not address. SSC also reserves the right to modify, supplement, or rescind any provision of this document without notice.

1.2 EMPLOYEE LEAVE POLICY

1. Purpose

This policy outlines the types of leave available to employees, eligibility criteria, and the procedures for requesting and approving time off to ensure consistency, fairness, and adequate coverage across the organization.

2. Scope

This policy applies to all full-time and part-time employees of South Suburban College.

3. Types of Leave

Vacation Leave

- **Eligibility:** Regular full-time employees.
- **Accrual:** Employees accrue vacation time based on years of service (e.g., 15 days accrue for 0–4 years of service, 20 days accrue 5+ years of service).
- **Carryover:** Up to thirty (30) days may be carried over annually; excess hours will be forfeited unless otherwise approved. Up to fifty-six (56) days may be carried over if a letter of intent to retire has been submitted to the Human Resources Department.
- **Usage:** Permission from supervisor shall be required and the supervisor shall be notified one (1) week in advance, where possible.

Sick Leave

- **Eligibility:** Regular full-time employees.
- **Accrual:** one (1) day/month or twelve (12) days/year.
- **Carryover:** Unused medical days may be accumulated without restriction.
- **Usage:** For personal illness, medical appointments, or for the personal care of an immediate family member.
- **Certification:** If an employee is absent from work for three (3) or more consecutive work days due to a health-related concern, or has five (5) medical absences within a month, the employee shall provide a statement from the treating healthcare provider indicating medical treatment is being, or has been, provided. In the event of seven (7) or more consecutive work days of medical absence, the employee shall be required to provide a statement from the treating healthcare provider indicating continued medical treatment and that return to work is permitted, with or without appropriate accommodations. The statement from the healthcare provider must be received by the Human Resources Department before the employee may return to work. Vacation and personal leave do not accumulate after an employee has exhausted medical leave and is unable to return to work.

Personal Leave

- **Eligibility:** Regular full-time employees.
- **Accrual:** three (3) personal days annually for personal matters, religious observances, or emergencies.
- **Carryover:** Unused personal days may be accumulated up to five (5) days and any days in excess of five (5) days shall be forfeited.
- **Usage:** Permission from supervisor shall be required and the supervisor shall be notified 24 hours in advance, where possible.

Paid Leave for All Workers Act (PLFAW)

- **Eligibility:** Part-time employees.
- **Accrual:** For non-exempt (hourly) employees under the PLFAW, leave time will be accrued according to the minimum PLFAW guidelines up to forty (40) hours of paid leave per year.
- For **exempt (salaried)** employees under the PLFAW, no additional leave time will be accrued based on SSC leave time benefits already provided.
- For **exempt employees working an additional part-time position** at SSC, no additional leave will be accrued; however, leave time earned through the exempt role may be applied to their part-time schedule of hours with supervisor approval.
- See PLFAW policy for more details.

Bereavement Leave

- **Eligibility:** Full-time employees.
- **Usage:** In the event of the death of any member of a full-time employee's family, said employee shall be entitled to three (3) consecutive days leave of absence without loss of salary for the purpose of attending the funeral, including such related events as a wake or visitation. In the event of the death of an employee's spouse or domestic partner, said employee shall be entitled to up to five (5) consecutive days leave of absence without loss of salary for the purpose of attending the funeral, including such related events as a wake or visitation. The term "family" shall be defined as the employee's parents, grandparents, grandchildren, spouse, mother-in-law, father-in-law, children, brother or sister, brother-in-law, or sister-in-law, spouse's grandparents, stepparents, step-grandparents, step-grandchildren, step-children, step-brother or sister, step-brother-in-law, step-sister-in-law, or any relative living in the employee's household. (See respective collective bargaining agreement for additional considerations.)

Jury & Witness Duty

- **Eligibility:** All employees.
- **Usage:** To request time off, employees must provide a copy of the jury summons or witness subpoena to Human Resources within seven (7) days of receipt.
- **Return to Work:** While serving on a jury or testifying as a witness, employees are required to advise their supervisor about their availability for work each day. Employees who are released from jury duty or witness testimony during the work day are expected to report to work immediately.
- **Documentation:** Proof of service is required and any payment received must be forfeited to Human Resources.

Family and Medical Leave (FMLA)

- **Eligibility:** Full-time employees may take up to 12 weeks of unpaid, job-protected leave per academic year for certain family and medical reasons. Employees must have worked for at least 12 months and 1,250 hours over the past 12 months to qualify.
- **Usage:** An employee must provide SSC Human Resources with at least thirty 30 days' advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If thirty 30 days' notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable, but no less than three (3) business days.
- **Certification:** Certification from a health care provider is required.
- See FMLA policy for more details.

Military Leave

- **Eligibility:** Granted in accordance with federal and state law.
- **Certification:** Employees must provide a copy of military orders when available.
- See FMLA & Military Leave policy for more details.

4. Leave Request & Approval Process

- All leave requests must be submitted through Request for Planned Absence Form or email in accordance with leave usage. The supervisor reserves the right to deny leave requests based on the needs and schedule of the department. Requests shall not be arbitrarily, unreasonably or egregiously denied by the supervisor.
- The Human Resources Department must approve all medical leave requests of three (3) or more consecutive days, or five (5) medical days in a month.
- Unplanned absences should be communicated in writing to a supervisor as soon as possible, but no later than 48 hours after the absence.
- Departments must notify Human Resources immediately if any staff member is out of the office with an unplanned absence, or three (3) consecutive medical or five (5) medical days in a month.
- If requested leave type is unavailable, Human Resources reserves the right to apply other earned leave days to absence reports. If leave is not available, the days will be unpaid.

5. Unauthorized Leave

- Failure to report to work or follow the leave process may result in disciplinary action up to and including termination.

1.3 FAMILY MEDICAL LEAVE & MILITARY LEAVE POLICY

This policy document supersedes any other existing policy or policy document governing the handling of leave taken pursuant to the Family and Medical Leave Act of 1993 (“FMLA”). It is intended to conform to the SSC’s obligations under 29 C.F.R. §825.300.

1. Eligibility

To be eligible for FMLA benefits, an employee **must**:

- have worked for SSC for a total of 12 months; and
- have worked at least 1,250 hours over the previous 12 months;
- work at a site with 50 or more employees within a 75-mile radius.

2. Entitlement

A covered employee is entitled to up to a total of 12 workweeks of unpaid leave in a 12-month period for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a son or daughter for adoption or foster care;
- to care for the employee’s spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition;
- when the employee is unable to perform the functions of the employee’s job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a **combined** total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;
- for the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- to care for an employee’s parent who has a serious health condition.

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active-duty status as defined by applicable federal regulations may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include the following as defined and limited by federal regulation: short notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and additional activities arising out of the military member’s covered active duty or call to covered active-duty status as agreed by SSC and employee.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember (as defined by federal regulation) who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12-month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. Covered servicemember also includes a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. An eligible employee is

entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

- the birth of a son or daughter of the employee and in order to care for such son or daughter;
- because of the placement of a son or daughter with the employee for adoption or foster care;
- in order to care for the spouse, son, daughter or parent with a serious health condition;
- because of the employee's own serious health condition, or because of a qualifying exigency.

Spouses who are eligible for FMLA leave and are both employed by SSC are limited to a combined total of 26 workweeks of leave during the single 12-month period if the leave is taken to care for a covered servicemember with a serious injury or illness AND for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, to care for the child after placement, or to care for the employee's parent with a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the SSC's approval.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or seriously ill or injured servicemember, or because the employee is seriously ill and unable to work.

The terms "son or daughter" are defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibilities of a parent with regard to the child through either day-to-day care or financial support.

3. Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

4. Leave Availability Calculation

SSC has adopted the "rolling 12-month period" method of calculating available FMLA leave for all types of leave with the exception of leave to care for a seriously ill or injured servicemember. Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences an FMLA leave. From that date, the preceding 12-month period is examined. Any FMLA leave used during that preceding 12 months is deducted from the 12 weeks annual leave granted by the FMLA. The employee is entitled to take no more than the remaining balance of FMLA leave.

For FMLA leave requests made to care for a covered servicemember with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

5. Paid Leave Will be Applied Concurrently with FMLA

Any employee taking FMLA leave is required to utilize any remaining paid “leave” benefits which are available or become available concurrently with their FMLA leave. This includes vacation, personal, and sick days. Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave.

Employees will be paid for the leave time available while on FMLA. All other FMLA leave is unpaid.

6. Medical Insurance Benefits While on Leave

During FMLA leave, SSC will maintain the employee’s health coverage under any group health plan, under the same terms as if the employee had continued to work. If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on leave. Payment is expected to be made in the same amounts, and at the same time (i.e. each payroll date) as was made while working. If any payment is more than 30 days late, medical coverage may be canceled pursuant to the FMLA Rules and Regulations.

An employee can elect not to continue medical coverage while on leave. If this election is made, the SSC will immediately place the coverage into COBRA.

If the coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, SSC will bill the employee for the amount of premiums paid by the employer during the leave period unless the employee does not return to work due to a reason exempted from this provision by FMLA Rules and Regulations.

No other employment benefits provided by SSC to employees are continued during FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Procedure for Requesting FMLA Leave

An employee must provide SSC Human Resources with at least 30 days’ advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days’ notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable, but no later than three (3) business days.

Employees must provide sufficient information for SSC to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified. Any FMLA leave previously taken will be counted against the available leave allowed by statute. Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for leave.

Any employee taking leave to care for the employee’s covered family member with a serious health condition, or due to the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee’s position must be supported by a certification issued by the health care provider of the employee or the employee’s family member. An employee taking leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness must also be supported by a certification except that an employee taking leave to

care for a covered servicemember may provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA. Copies of the certification forms can be obtained from SSC Human Resources.. Employees are required to furnish the completed certification within 15 calendar days of the SSC's request for certification. In the case of unforeseen leave, certification must be provided as soon as practicable. FMLA leave may be denied in accordance with the FMLA Rules and Regulations if appropriate certification is not provided.

Returning to Work after FMLA

Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.

On return from FMLA leave, the employee will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. SSC reserves the right to deny restoration to "key employees" as defined by the FMLA regulations where restoration will cause "substantial and grievous economic injury" to the operations of the College.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA).

SSC Responsibilities

SSC Human Resources must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Human Resources will provide a reason for the ineligibility.

Human Resources must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If SSC determines that the leave is not FMLA-protected, the Human Resources must notify the employee.

Working Prohibited While on FMLA

An employee out on FMLA leave may not use that time to engage in work elsewhere, whether as an employee, independent contractor, volunteer or otherwise, unless prior written approval from SSC has been obtained. If an employee is taking FMLA leave, it must be because an FMLA-qualifying reason is preventing the employee from appearing at work for SSC. Performing work elsewhere is contradictory to that premise and will create a presumption that the employee fraudulently obtained or continued FMLA leave.

1.4 TRANSITIONAL WORK POLICY

This policy exists to ensure a safe working environment in the event an employee must work with restrictions administered by a physician. The goal of this program is to rehabilitate the injured worker through transitional duties and to return the injured worker to gainful employment. The policy is to be reviewed by all facility employees to which it applies.

Please review the policy in its entirety and sign the bottom of this form:

- Upon receipt of a physician's work restriction, the injured employee will bring a copy of the restrictions to the appropriate supervisor for review and screening at that time. Transitional duty is available for 90 days with 30-day extensions with administrative approval capped at 180 days.
 - The supervisor will assign a temporary job with specific duties and goals. The supervisor will also assign the appropriate monitoring for the employee's safety and compliance. The jobs will be assigned based on the restrictions set forth by the treating physician.
 - The employee and supervisor will meet weekly to discuss the assigned transitional duties, progress and to assess new goals if appropriate.
 - The injured employee will report to the department supervisor to whom he or she is assigned for direction and adherence of facility policy and procedures.
 - The work restrictions will be followed with strict adherence with no exceptions. Failure to adhere to the restrictions will result in disciplinary action set forth by this policy.
1. The first violation will result in a verbal warning with a discussion of why the restrictions were not followed. Corrective action plans will be immediately implemented.
 2. The second violation will result in a dialogue between supervisor and employee. The supervisor will document the discussion and sign and date for the employee's personnel file. This is a formal written warning.
 3. The third incident will result in employee suspension and notification of the attending physician regarding failure to adhere to the physician's restrictions.

Supervisor

Date

Employee

Date

Human Resources

Date

1.5 WORKERS' COMPENSATION

The safety and health of our employees is very important to SSC. Despite our best efforts at prevention, accidents in the workplace can sometimes occur.

When an employee is injured in the course and scope of employment, the employee may be eligible for workers' compensation benefits.

Reporting Injuries

An employee is required to report any and all injuries that occur or may have occurred while performing their job duties. All injuries that require medical attention or treatment must be reported to a supervisor or the SSC Human Resources Department immediately and certainly no later than 24 hours after the incident. All other injuries must be reported to a supervisor or the SSC Human Resources Department as soon as the employee is aware of the injury, but no later than five (5) business days after the incident.

Retaliation Prohibited

SSC prohibits retaliation against any employee for reporting a workplace injury or filing a workers' compensation claim. Any employee that retaliates against another employee for making a good faith request for workers' compensation is subject to discipline up to and including termination.

1.6 PART-TIME EMPLOYMENT

Part-time, non-exempt employees may be hired by departments as needed within the scope of the departmental budget. A Temporary Employment Recommendation (TER) form must be completed by the department and approved by Human Resources. New part-time employees will be provided onboarding and orientation by Human Resources, and will be issued their start date by Human Resource upon completion of orientation.

Restrictions

Part-time employees may work less than thirty (30) hours per week for no longer than six (6) consecutive months. If necessary, part-time employees may be rehired after a minimum two-week break in service.

Benefits

Part-time, non-exempt employees are not entitled to health care benefits. In accordance with Paid Leave for All Workers (PLFAW), non-exempt employees will accrue leave at the rate of one (1) hour of PL for every forty (40) hours worked, up to a maximum of forty (40) hours of PL in a twelve 12-month period. See PLFAW Policy for more details.



Temporary Employment Recommendation

Revised 12/15/25

Office of Human Resources • 15800 S. State St. South Holland, IL 60473 • Room 1245

The requesting administrator must verify the availability of funds and account number, prior to employment. The proper approvals and signature of the temporary employee must also be obtained.

Name: _____ S.S.N.: _____

Position Title: _____ Department: _____

Beginning Date: _____ # of Weeks: _____ Hours Per Week: _____ Pay Rate: \$ _____

Budget Account Number to be Charged: _____ Total Dollars Available :\$ _____

Under no circumstances will this position be continued beyond _____ without approval of the Board of Trustees (not to exceed 6 months from date of hire.) At no time is the temporary employee to exceed the number of hours per week.

I verify that budget dollars are available to cover this agreement.

Originator _____ Date _____

Approvals:

Dean/Vice President: _____

Director of Human Resources: _____

President: _____

****IMPORTANT****

- Temporary/irregular employees are those persons who work less than thirty (30) hours per week for up to twenty-six (26) consecutive weeks, on an as needed/on call basis.
- Employment at will.
- Continued employment may be contingent on receipt of grant funds.
- All first-time, part-time employees must complete Human Resources orientation including a background check. HR will provide the final start date once this process is complete.

I understand that I am being employed by SSC as an hourly employee on a temporary basis; that I will be paid only for hours worked; and that I am not eligible for any fringe benefits.

Signature: _____ Date: _____

1.7 PAID LEAVE FOR ALL WORKERS ACT (PLFAW)

This policy is designed to comply with SSC's obligations under the Paid Leave for All Workers Act (PLFAW) (820 ILCS 192/1 et seq.) In the event of any conflict between this policy and the law, the provisions of the law will govern.

In accordance with PLFAW, non-exempt employees will accrue forty (40) hours of PLFAW leave at the rate of one (1) hour of PL for every forty (40) hours worked, up to a maximum of forty (40) hours of PL in a 12-month period. (Exempt employee leave benefits supersede this minimum.)

The 12-month period for purposes of calculating PL shall be the calendar year. Employees shall be permitted to use accrued PL ninety (90) days after the commencement of their employment. SSC requires an employee to provide notice as soon as is practicable after the employee is aware of the necessity of taking PL.

SSC may deny an employee's request to use PL if granting leave would significantly impact business operations.

An employee may take PL for any reason of the employee's choosing in increments as small as two (2) hours. An employee is not required to provide SSC with a reason for taking PL.

Employees shall be paid their regular hourly rate of pay for PL.

At the end of a 12-month period, an employee may carry over accrued, unused PL into the next 12-month period. Employees may not carry over more than eighty (80) hours of unused PL. An employee, however, may not use MORE than forty (40) hours of accrued PL in a 12-month period.

SSC does not credit PL under this policy to any other employee leave bank. As a result, in accordance with PLFAW, SSC does NOT compensate employees for accrued, unused PL upon termination or separation from employment.

If an employee is transferred to a separate department, but remains employed by SSC, the employee is entitled to all PL accrued and is entitled to use all PL in accordance with this policy.

If an employee is separated from employment with SSC, and is rehired within 12 months of separation from SSC, previously accrued PL that had not been used by the employee shall be reinstated, and the employee shall be entitled to use it at the commencement of reemployment.

SSC will not consider the use of PL by an employee as a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting paid leave under a no-fault attendance policy.

1.8 DUAL EMPLOYMENT POLICY

1. Purpose

The purpose of this policy is to establish guidelines for employees who hold more than one position within South Suburban College. This ensures compliance with applicable federal, state, and organizational wage and hour laws, and supports transparency, accountability, and proper workload management.

2. Scope

This policy applies to all employees—full-time, part-time, grant-funded, temporary, and student workers—who may be engaged in more than one role within SSC.

3. Definition of Dual Employment

Dual Employment refers to an individual simultaneously holding more than one paid position within the organization, regardless of department, funding source, or employment type.

4. Policy Guidelines

Approval Requirements

- All dual employment arrangements must be approved in advance by:
 - The employee's primary and secondary supervisors
 - The Human Resources Department
 - Finance/Payroll to ensure compliance with wage and hour rules
- Requests must be documented using the Dual Employment Authorization Form. By signing the Dual Employment Form, the employee's immediate supervisor is certifying that (a) the actual work and any related travel time will be performed outside of regularly scheduled working hours, and (b) the employee will not use "company time" to prepare for the services to the borrowing department.

Work Hours & Overtime

- Total hours worked in both positions must be monitored weekly.
- For non-exempt (hourly) employees, any time worked over forty (40) hours/week will be paid at either the higher overtime rate or the blended rate—regardless of the position or department.
- For exempt (salaried) employees, compensation for secondary roles must be handled separately and cannot conflict with the exempt status.

Job Compatibility

- Dual roles must not conflict in terms of work hours or responsibilities.
- Employee may not be employed in two (2), full-time roles.
- All full-time employees are prohibited from working more than 10 additional part-time work hours per week.
- Exempt and non-exempt employees may teach one class per semester, if approved by their supervisor and Vice-President. Conflicts between instructional hours and an employee's full-time schedule may be accommodated with documented approval from supervisor to ensure full-time schedule is met.
- Performance in both positions must remain satisfactory. Issues in one role may affect eligibility for continued dual employment.

Grant-Funded Positions

- Employees holding positions funded by grants must comply with grant terms and time-keeping requirements.
- Any dual role involving grant funds must be additionally approved by the Grants Compliance Officer.

Recordkeeping

- Departments must ensure accurate timekeeping and payroll reporting for dual employment situations.
- Hours worked must be clearly allocated between roles for payroll and audit purposes.

5. Restrictions

Dual employment will not be approved if:

- It creates a conflict of interest.
- It results in regular overtime that strains departmental budgets.
- It impairs the employee's performance in either role.
- It violates federal/state labor laws or organizational policies.

6. Termination of Dual Employment

The organization reserves the right to discontinue a dual employment arrangement at any time based on operational needs, performance issues, funding changes, or policy violations.

7. Outside Employment

Employees must notify the SSC Human Resources Department if they are a State Universities Retirement System (SURS) annuitant or are in the process of retiring from a SURS employer. If it is determined such employment will result in SURS imposed penalties, the outside employment is prohibited.

Disclosure of other outside employment is not required. However, the outside employment is prohibited if it is a conflict of interest or if the hours of outside employment conflict with the expected working hours of the employee's current role with SSC.



This form acknowledges that two SSC Departments have entered into an agreement for an employee of SSC to be employed dually. The Department that first hired the employee will be known as the **Parent Department** and the second Department where the dual employment will be rendered will be known as the **Borrowing Department**. A copy of the completed form is retained by the HR Department.

Parent Department Information:		
Parent Department Name:		
Employee Name:		
SSC ID #:	Position Classification:	
Job Title:	Classification: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Hours Work Per Week:	Hourly Salary/Rate:	
Work Schedule Rule:		
Account #		
Borrowing Department Information:		
Borrowing Department Name:		
Assignment Dates:	Start Date:	End Date:
Position Classification (if applicable)		
Job Title:		
Hours Work Per Week:	Hourly Salary/Rate:	
	OT Hourly Rate:	
Describe Assignment:		
Parent Department Approval		Borrowing Department Approval
Primary Supervisor Signature	Date	Secondary Supervisor Signature Date
HR Director Signature	Date	<i>I confirm that the secondary employment will not interfere with my primary job responsibilities and complies with the organization's dual employment policy.</i>
Chief Fiscal Officer	Date	Employee Signature Date

1.9 DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Discrimination, sexual harassment and other acts of harassment are illegal under both state and federal law. In some cases, such conduct may be subject to prosecution under the federal or state criminal codes. Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Illinois Human Rights Act prohibit discrimination on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, and disability. Title IX of the Education Amendments of 1972 prohibits sexual harassment, sexual violence, and other acts of harassment and discrimination against students, on the basis of sex, in educational programs receiving federal funds.

In support of and in implementation of the law, and in an effort to provide an educational and employment environment free from prohibited discrimination, sexual harassment and harassment in any form and at any level, it is the policy of South Suburban College that no member of the College community including, but not limited to, administrators, faculty, employees or students, may discriminate against, sexually harass or otherwise harass another person at the College. Any such persons, be they administrators, faculty, employees or students, will be subject to disciplinary action for violation of this policy, up to and including suspension or dismissal for employees, and up to suspension or dismissal for students, as may be appropriate.

Individuals who believe they have been subjected to discrimination at South Suburban College may file a complaint with the South Suburban College Affirmative Action Officer in the matter set forth in the "Discrimination Policy for Students and Staff." Individuals who believe they have been subjected to, or have witnessed sexual harassment at South Suburban College, may file a complaint with the South Suburban College Title IX Coordinator in the manner set forth in the "Title IX Sexual Harassment Grievance Policy." In all instances, the policies set forth provide for the prompt and equitable resolution of complaints and can be found in both the South Suburban College Catalog and on the College website.

1.10 EMPLOYEE AND STUDENT ASSISTANCE PROGRAM (ESAP)

South Suburban College recognizes that drug and alcohol abuses are treatable problems that must be addressed by a concerted effort of all concerned. The purpose of this policy statement is to ensure that any members of the College community having a disorder or problem will be able to receive prompt and confidential referral to agencies and programs capable of aiding in resolving the problem.

Treatable problems for the purpose of this policy are those that have an impact on the employee's or student's performance at the College and/or general health as it relates to performance. It is expected that employees and students will voluntarily seek and accept the recommendations of the ESAP coordinator. The purpose of the program is to address problems at the earliest stage possible. The ESAP is limited to problems that affect classroom and job performance at the College. Effective administration of the ESAP depends upon the cooperation of all members of the College. Students, faculty, department heads, administrators and other employees are encouraged to voluntarily seek assistance. Referrals to the ESAP are not intended to have an adverse impact on an employee's job status or a student's standing or opportunity for advancement within the institution.

The College realizes diagnosis and treatment of a reported or recognized problem requires special skill and training not necessarily possessed by employees and students. Thus, referral by a supervisory employee or a faculty member for a student is to be based strictly on unsatisfactory job or classroom performance which results from an apparent medical or behavioral problem. An employee or student referred for diagnosis is expected to cooperate with any prescribed treatment program.

Continued failure to accept diagnosis or treatment or continued failure to respond to treatment will be handled in accordance with the College's practices for dealing with continued unacceptable job or classroom performance. The confidential handling of the referral, diagnosis and treatment of the problem is assured. Referring supervisors, faculty or employees need not be involved with the follow-up treatment.

Implementation of the policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practices to job performance requirement.

1.11 APPEARANCE CODE

An individual's personal appearance on the job reflects the image of South Suburban College.

All College employees are expected to dress in casual business attire, at a minimum, when not in uniform or other designated attire. The casual dress code allows employees to be comfortable at work, yet dressed appropriately for an office environment.

Definition of Business Casual: Attire is less formal than traditional business attire, with a classic, clean-cut look that generally includes, but is not limited to:

- Slacks, dress pants, or khakis;
- Dress shirt, blouse or oxford;
- Open-collar or polo shirt, long or short sleeve;
- Tie or sport coat;
- Dress or skirt no more than one inch above the knee; Knit shirt or sweater, long or short sleeve;
- Loafers or dress shoes covering all or most of the foot.

Business casual does not include:

- Hats and bandanas;
- Frayed, torn, or ripped clothing;
- Low-cut shirts or blouses that expose skin 2" below the collar bone;
- Belly shirts;
- Graphic T-shirts (except for SSC logo, heritage-based college-wide days, and union-related);
- Shorts of any type;
- Leggings/spandex (unless under a mid-thigh dress);
- Jogging/athletic pants (except on casual workdays);
- Denim shirts, pants and jackets (except on casual workdays);
- Overly tight-fitting clothing;
- Athletic shoes* (except on casual workdays);
- Flip-flops.

Casual Day will be allowed **one (1) day per week**. During the regular academic year (fall and spring) the casual workday will be on Fridays. During the summer semester, the casual workday will be on Thursdays.

**Athletic shoes are not approved as an appropriate work attire. However, exceptions will be allowed for those employees with verified medical accommodations.*

South Suburban College proudly acknowledges the Crown Act of 2022, prohibiting race or national origin discrimination based on the individual's hair texture or hairstyle, if that hair texture or that hairstyle is commonly associated with a particular race or national origin.