

## PERSONNEL – CLASSIFIED STAFF

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**Policy No. 4200**  
10/23/1973  
Revised 1/19/1999  
Revised 5/26/2009  
Revised 1/20/2015  
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## **PERSONNEL – CLASSIFIED STAFF**

### **Definitions**

#### **Classified Personnel; Classified Employee(s); Classified Staff:**

Person(s) employed in nonfaculty, non-administrative positions with Oakton College.

#### **The Association:**

The Oakton College Classified Staff Association, a chapter of the Cook County College Teachers Union Local 1600, American Federation of Teachers.

#### **The Agreement:**

The agreement currently in effect between Community College District 535 and the Association.

#### **Association Employees:**

Members of the Association.

#### **Confidential Employees:**

Supervisory and/or confidential employees who are not members of the Association.

#### **Full-time Employees:**

Classified Personnel who regularly work 40 hours per week, 12 months per fiscal year.

#### **Part-time Employees:**

Classified Personnel who regularly work 25 hours per week.

#### **20 Hour Employees:**

Classified Personnel who work 20 hours per week.

#### **Other Continuing Employees:**

Classified Personnel who regularly work less than 20 hours per week.

#### **Contingent Employees:**

Employment in which the employee is not a regular college employee. These employees do not have an implicit or explicit contract for ongoing employment. There are three types of contingent employees: casual, short term temporary, and college term.

#### **Grant Employees:**

Grant employees who are hired to fulfill grants, contracts and other needs of the College, working hourly, at will, in a position created with budgeted funds for a period of one year or less, but may be renewed. Grant positions are recommended by the area Vice President to the Chief Human Resources Officer and approved by the President.

**Tutors:**

Working hourly, at will, on an as-needed basis. Tutors are hired by the Learning Center within a salary range approved by the Chief Human Resources Officer.

**The College:**

Oakton College District 535. Officers of the College include the President and Vice Presidents.

**The Board:**

The Board of Trustees of the College.

**Policy No. 4201**  
10/23/1973  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 5/26/2009  
Reviewed 1/20/2015

## **PERSONNEL - CLASSIFIED STAFF**

### **Philosophy - Policy Statement**

The Board seeks competent and qualified Classified Staff as a vital and contributing population of the College.

The Board will compensate Classified Employees at salary rates of prevailing community wage levels and benefits for similar types of work.

The Board expects Classified Employees to be competent in the performance of their assigned duties. The Board expects Classified Employees to work the prescribed hours, and to comply with College policies, rules and regulations as herein and may otherwise be set forth by proper authority.

Grant and contingent positions are approved by the President. Grant positions are temporary in nature and carry no expectation of continuity. Any Classified Staff positions funded in whole or in part by grant funds remain Classified Staff positions which are subject to approval by the Board.

**Policy No. 4202**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Filling Positions**

All employees of the College are eligible to apply for any open positions within the College. Association positions will be filled in accordance with the Agreement.

**Policy No. 4203**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Abolition of Job Classifications**

The Board reserves the right to eliminate a position in instances where the Board determines such a need.

Association Employees are subject to the terms of the Agreement. Confidential Employees shall be given consideration for open positions they are qualified to hold.

**Policy No. 4204**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Personnel Records**

#### **A. Accessibility of Personnel Records**

Personnel records are intended solely for the use of the Board and the Administration. Unless obligated by law, personnel records are accessible to no one but the Board, the Administration, the Classified Employee, or a designated representative (if the Classified Employee has given written consent for the representative to review his/her file).

#### **B. Location and Content of Personnel File**

One official personnel file shall be kept in the Human Resources Office for each Classified Employee. No other official file will be kept on Classified Employees except records relating to grievances, discrimination complaints, or affirmative action complaints. The materials in this file will be the only personnel records that can be used in any proceedings that affect the discipline of a Classified Employee.

#### **C. Placing Materials in the Personnel File**

No material may become a part of a Classified Employee's record until the Classified Employee has received a copy of the material and has had an opportunity to acknowledge receipt of same. Derogatory materials may be placed in the file by the appropriate supervisor whose name shall be noted on the material.

The Classified Employee has the right, at any time, to insert in their personnel file information pertinent to employment.

#### **D. Viewing the Personnel File**

A Classified Employee has the right to inspect their personnel file, by appointment, at any reasonable time. A Board representative may be present during such inspection.

Nothing shall be permanently removed from a personnel file except by mutual consent of the Board and the Classified Employee.

Classified Employees will be able to copy materials from their personnel file.



**Policy No. 4205**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Employee Health and Safety**

The College places the highest emphasis on the safety of its employees and endeavors to make working areas throughout the College as safe as possible. Therefore, the College agrees to comply with applicable federal, state and local laws concerning the safety and health of employees.

Association Employees have specific rights under the Agreement.

**Policy No. 4206**

10/23/73

Revised 11/15/88

Revised 1/19/99

Renumbered 7/1/01

Revised 5/26/09

Reviewed 1/20/15

**PERSONNEL – CLASSIFIED STAFF****Health Examinations and Fitness for Duty**

The Board or the President may require a health examination for any Classified Employee when there is reason to believe that the health of the Classified Employee is harmful to the welfare of students, other employees, or to the Classified Employee. When such examinations are deemed appropriate, the Classified Employee may select the physician with the President's approval. In the event that the Classified Employee and the President cannot agree on the selection, the President will designate three physicians from whom the Classified Employee will select one.

Should the physician determine that a health disability impairs the satisfactory performance of essential duties, or is harmful to the welfare of students, other employees, or to the Classified Employee, the Classified Employee may be allowed to use accumulated sick and vacation time Upon exhaustion of all accumulated time, if the Classified Employee is still unable to return to regular duties, the provisions of College policy relating to permanent disability shall apply.

**Policy No. 4207**  
7/1/1974  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Hours of Work**

The typical workday shall be 8¾ hours, including a ¾-hour unpaid lunch period.

During the summer session, as defined by the Classified Staff Contract, the College will adopt a four (4) day week, Monday through Thursday. The normal workday shall be 9¼ hours, including a ¾-hour unpaid lunch period.

Except as the needs of the College otherwise require, the normal workweek for employees is five consecutive days.

**Policy No. 4208**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Transfers**

Classified Employees may be transferred at the convenience of the College to another position in the same job title, with five (5) days' notice. No base salary adjustment shall be made as a result of such transfers.

**Policy No. 4209**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Classification Review**

Classification review for Association Employees is subject to the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees except:

If the Confidential Employee requesting reclassification or salary grade change is not satisfied with the recommendation of the Chief Human Resources Officer, the Confidential Employee may submit his/her rationale to his/her area's Vice President. If the area Vice President supports the appeal, it shall be submitted to a review committee consisting of a Personnel Specialist, the Chief Human Resources Officer and an administrator designated by the President. The decision of the committee, including the reasons therefore, shall be forwarded to the President who will act on the committee's determination. The President's decision will be in his/her sole discretion, non-precedential and final.

**Policy No. 4210**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Training**

The Board recognizes the need for training and development of Classified Employees to provide more efficient and effective services and to give Classified Employees the opportunity to develop their skills and potentials. In recognition of this principle, the Board shall endeavor to provide Classified Employees with reasonable orientation and training with respect to current procedures, forms, methods, techniques, materials equipment and periodic changes thereof, including, where applicable, procedural manuals normally used in Classified Employees' work assignments.

When operational changes occur, because of technological innovations, the Board shall consider the training of affected Classified Employees a priority.

**Policy No. 4211**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015  
Revised 12/13/2016

## **PERSONNEL – CLASSIFIED STAFF**

### **Probation, Evaluation, and Re-Employment**

#### **A. Probation for Association Employees**

Probation and evaluation of Association Employees shall be subject to the terms of the Agreement.

#### **B. Probation for New Confidential Employees**

All new Confidential Employees shall be considered probationary employees until they complete a probationary period of sixty-five workdays. Days worked during the summer shall be credited as one and one-quarter days toward completion of the probationary period. At the discretion of the area administrator, the probationary period may be extended an additional twenty workdays.

#### **C. Probation for Promoted Confidential Employees**

A probationary period of not more than twenty workdays shall be served by a post-probationary Confidential Employee receiving a promotion. Days worked during the summer workweek shall be credited as one and one-quarter days toward completion of the probationary period. If the promoted Confidential Employee fails to satisfactorily complete the probationary period in the promoted position because of inability to perform the required work, the Board shall place the Confidential Employee in their previous position. If the Confidential Employee's previous position is unavailable, the Confidential Employee shall be placed in the most comparable, non-bargaining unit position available for which the Confidential Employee is qualified, at a salary level commensurate with the salary range and placement prior to promotion. In the case whereby no comparable position is available at the time, the Confidential Employee shall be given the first opportunity to apply for other available, non-bargaining unit positions for which they are qualified.

#### **D. Re-Employment of Classified Employees**

If a former Classified Employee is re-employed in the same or similar position within thirty work days of resignation or termination of employment, the returning Classified Employee shall not be subject to a probationary period and service shall be continuous.

If a former Classified Employee is re-employed more than thirty work days after resignation or termination of employment, the returning Classified Employee shall be in an initial probationary status. There shall be no bridge of service.

**Policy No. 4212**  
10/12/1973  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015  
Revised 6/27/2017  
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## **PERSONNEL – CLASSIFIED STAFF**

### **Disciplinary Action**

Disciplinary action(s) shall be corrective rather than punitive to the extent possible. A series of timely and progressive disciplinary actions, however, shall result in suspension and eventual dismissal in accordance with the following guidelines. These guidelines apply to non-probationary Classified Personnel. Classified Employees with probationary status or on a nonpermanent basis may be dismissed without recourse to the following guidelines or the established grievance procedure.

#### **A. Just Cause for Dismissal**

Dismissal of non-probationary Classified Employees shall be for just cause. Just cause shall mean and include, but not be limited to, the following:

1. Insubordination
  - Refusal to perform work assignment.
  - Abusive altercation with supervisor/administrator.
  - Refusal or negligence to follow the established rules and regulations of the College and/or the functional area to which they are assigned.
2. Acts which prove detrimental to the general welfare of the College.
3. Falsification of employee or financial records, or theft of College property.
4. Use of public office for private gain.
5. Performance below acceptable standards
6. Excessive absence and/or tardiness

Because of their serious nature, causes listed in items 1 through 4, shall constitute reasons for immediate dismissal. \* For items 5 and 6, the progressive discipline concept shall apply. There shall be no more than one year between the steps taken for items 5 and 6.

#### **B. Steps for Disciplinary Action(s), Suspension and Dismissal**

##### 1. Verbal Warning

Upon first offense the Supervisor/Administrator shall discuss the problem(s) with the Classified Employee in private and alert the Classified Employee that improvement is necessary or further disciplinary action shall be taken.



## 2. Written Reprimand

Upon second offense, the responsible administrator shall issue to the Classified Employee a formal warning, in writing, stating the extent of the problem(s) with suggested courses for corrective action within a specified time period, or the Classified Employee shall face further disciplinary action. The Classified Employee shall be notified that a copy of the reprimand will be filed with the Office of Human Resources.

## 3. Discipline Other than Oral or Written Warnings

For discipline other than oral or written warnings, the Board shall notify the Classified Employee and schedule a pre-disciplinary meeting with the Classified Employee. At this meeting, the Board shall inform the Classified Employee of the reason(s) for the contemplated discipline. The Classified Employee shall have the right to rebut or to clarify the reasons for such discipline.

Guidelines for discipline beyond oral or written warnings shall be as follows:

### a. One-Day Suspension

Upon third offense, the Classified Employee shall be given a one-day suspension from work without pay by the Chief Human Resources Officer at the recommendation of the responsible administrator.

### b. Three-Day Suspension

Upon fourth offense, the Classified Employee shall be given a three-day suspension without pay by the Chief Human Resources Officer at the recommendation of the responsible administrator.

### c. Recommendation for Dismissal

Upon fifth offense, the Classified Employee shall be given a ten-day suspension from work without pay. The Chief Human Resources Officer shall proceed immediately to recommend dismissal to the President, or the President's designee, in writing, with a summary of events leading to the recommendation.

### d. Notification of Dismissal

Upon formal approval by the President, or the President's designee, the Chief Human Resources Officer shall issue a letter to the Classified Employee notifying the Classified Employee of the College's decision of terminating their employment and the reason(s) therefore.

Association Employees have additional rights pursuant to the terms of the Agreement with respect to disciplinary action.

\* This does not apply to employees in non-bargaining unit positions.

**Policy No. 4213**  
10/23/1973  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Separation - Resignation**

A Classified Employee wishing to resign in good standing shall file with the appropriate supervisor and the Chief Human Resources Officer a written resignation giving not less than ten working days' notice of intention to leave. If the Classified Employee fails to give at least ten days' notice, the Classified Employee's file shall be so noted.

**Policy No. 4214**  
12/17/1974  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Professional Development**

Within budgetary limits, the Board may reimburse Classified Employees for authorized expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences or other activities, the purpose of which is related to training or operations within the assigned duties of the Classified Employee.

No additional salary shall accrue because of this policy.

**Policy No. 4215**

10/23/1973

Revised 1/19/1999

Renumbered 7/1/2001

Revised 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Grievances – Association Employees**

The grievance procedure steps for Association Employees are found in the Collective Bargaining Agreement with Classified Staff.

**Policy No. 4216**  
11/18/1975  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Grievances - Confidential Employees**

A grievance by a Confidential Employee is defined as a complaint that there has been a violation, misinterpretation or misapplication of the Board policies.

Step 1. A Confidential Employee, having tried and failed to resolve their complaint, may initiate a grievance by submitting it in writing to their immediate supervisor, who shall thoroughly investigate all aspects of the grievance. If the grievance is not within the sphere of authority of the immediate supervisor, or the grievance is not resolved in a satisfactory manner, the grievance shall be appealed to the Chief Human Resources Officer in writing within five working days, with a copy to the Confidential Employee's immediate supervisor.

Step 2. The immediate supervisor, the Confidential Employee, and the Chief Human Resources Officer shall review the grievance, and the Chief Human Resources Officer shall make a written finding to all parties involved within ten working days of the completion of Step 1. If this finding is not satisfactory to the aggrieved, a written appeal should be made to the President within three working days of the receipt of the decision of Step 2.

Step 3. The President shall appoint an impartial group of one College Administrator and a Vice President, not in a supervisory position over the Confidential Employee, and one Classified Employee to sit as a committee and inquire into the grievance.

The Vice President shall chair the meeting and make a written recommendation to the President. The President shall review the grievance and the findings to this point and may conduct further inquiries in order to reach a decision in the case. The President's decision shall be in their sole discretion, non-precedential and final.

This step should be accomplished within twenty working days.

**Policy No. 4217**  
11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Standards of Ethical Conduct**

The Board requires that Classified Employees refrain from gaining through employment at the College in ways that reflect negatively upon the standards of ethical conduct of the Classified Employee or the College. Thus, Classified Employees:

1. Shall not receive gifts or benefits of value from students, citizens, or vendors. Such gifts include but are not limited to money, services of any kind, or consumer goods other than samples.
2. Shall not use the College's time, facilities, or mailing lists in connection with any activity not associated with the College.
3. Shall not accept reimbursement from vendors for travel or other expenses incurred in the process of inspecting the vendor's goods or services.

**Policy No. 4218**  
10/23/1973  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015  
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## **PERSONNEL – CLASSIFIED STAFF**

### **Compensation**

#### **Salary Guides**

Salary schedules shall reflect pay scales that are competitive with those of employers within the geographical region of the College and in accordance with the contract between the Board and the Association.

Classified Employees shall be paid in accordance with the salary schedules found in the Agreement, or in an auxiliary schedule for grade classifications not listed in the Agreement.

#### **Salary Checks and Deductions**

Paydays shall be biweekly.

Deductions at prevailing rates shall be made for federal withholding tax, Illinois income tax, and the State Universities Retirement System (SURS), if required. Medicare tax shall also be withheld for employees hired after March 31, 1986.

Association dues or fair share deductions shall be withheld for Association Employees.

#### **Overtime Pay**

Overtime for Association Employees shall be paid in accordance with the terms of the Agreement. Non-exempt Confidential Employees are entitled to the same rights and privileges afforded Association Employees with respect to overtime pay.

#### **Call-Back Pay**

An Association Employee called back to work on any day after completing their work shift shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee called back to work on any day after completing their work shift is entitled to the same rights and privileges afforded Association Employees.

#### **Stand-By Pay**

An Association Employee who is placed on stand-by shall be paid in accordance with the terms of the Agreement. A non-exempt Confidential Employee who is placed on stand-by is entitled to the same rights and privileges afforded Association Employees.

Temporary Assignment

When a Classified Employee is assigned to work temporarily for at least twenty (20) calendar days in a higher paying classification, the Classified Employee shall be paid at their current step in the higher classification.

The Chief Human Resources Officer shall authorize the compensation for temporary assignment upon the recommendation of the appropriate Vice President.



**Policy No. 4219**  
10/23/1973  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 1/20/2015  
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## **PERSONNEL – CLASSIFIED STAFF**

### **Benefits**

#### Insurance

Association Employees shall receive health, dental and life insurance benefits in accordance with the terms of the Agreement. Confidential Employees shall receive the same health, dental and life insurance benefits offered Association Employees. All Classified Employees are covered under Workers' Compensation laws.

#### Retirement Compensation

Each Classified Employee shall participate in the State Universities Retirement System (SURS). Payments to SURS shall be made by payroll deduction on a before-tax basis. In the event of an Internal Revenue Service ruling disallowing this method of payment, the Classified Employee shall indemnify and hold harmless the College from loss or liability as a result of implementation of this policy.

#### Tax-Sheltered Annuities

Classified Employees may participate in the tax-sheltered annuity programs approved by the Board. The Board shall service such programs through payroll deductions. A list of approved annuities may be obtained from the Accounting Department.

#### Tuition Waiver for Classified Personnel and Members of Their Immediate Families

Association Employees shall be entitled to tuition waivers for College credit courses in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees. Tuition waivers are not available for courses, seminars or workshops offered by Alliance for Lifelong Learning (ALL).

#### Temporary Leaves

Temporary leaves include leaves for bereavement, jury duty, military, election, parental, sick and personal (including religious observances) and as approved pursuant to the Family Medical Leave Act. Temporary leaves shall be granted to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.

#### Vacations

Paid vacations shall be granted to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges as Association Employees.

### Holidays

Established holidays for Association Employees are set forth in the Agreement. Confidential Employees shall be entitled to the same rights and privileges as Association Employees.

### Benefits for Temporary Employees

Temporary Employees are not entitled to health benefits. Full-time Temporary Employees shall be entitled to the paid holidays listed in the Agreement after one year of service, and to pro-rated vacation of ten days after two years of service. Temporary Employees working 20-25 hours per week shall be entitled to pro-rated paid holidays after one year of service, and to pro-rated vacation after two years of service. Temporary Employees shall not advance beyond the first step on the salary schedule except in unusual circumstances upon the recommendation of the Chief Human Resources Officer and as approved by the President. Temporary Employees who terminate employment shall be paid for all accrued vacation leave. All accrued vacation time not used within three months of the end of the fiscal year shall be forfeited.

### Benefits for Grant Employees

Full-time Grant Employees are entitled to the same benefits received by Full-time Classified Employees, including salary increases as provided for in the Agreement, when the applicable grant has sufficient funds to support full-time benefits. The Executive Director of College Development shall inform the Chief Human Resources Officer and the grant administrator of any budget limitations, and the Chief Human Resources Officer shall inform the affected Grant Employee of the resulting limited benefits.

**Policy No. 4220**  
6/21/1977  
Revised 10/20/1998  
Renumbered 1/19/1999  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Tuition Reimbursement**

The Board supports a Classified Employee's efforts to upgrade current job skills, enrich personal and occupational development, and to acquire job-related abilities that will qualify them for future opportunities at the College; therefore, the College will provide tuition reimbursement for full-time Classified Employees in pre-approved regionally accredited, credit-bearing programs of study. In addition, the College shall provide registration fees for pre-approved non-credit workshops and seminars.

Rates of reimbursement are subject to budget limitations without requiring separate formal policy action by the Board.

**Policy No. 4221**

2/5/1974

Revised 1/19/1999

Renumbered 7/1/2001

Reviewed 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Occupational Disability Leave**

All accidents or occurrences sustained while employed will be reported at the time of the incident, but no later than the morning of the following working day. It shall be the Classified Employee's responsibility, if reporting to work the next day, to report such incidents to their immediate supervisor. If the Classified Employee does not report to work the next day, then it shall be the supervisor's responsibility to report the incident on the College's *Supervisor's Report of Injury or Accident* form.

Where compensation for such disability leave may originate from more than one source, the total amount of compensation for salary should not exceed the Classified Employee's normal salary.

**Policy No. 4222**  
Revised 1/19/1999  
Renumbered 7/1/2001  
Reviewed 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Permanent Disability**

An Association Employee who has exhausted all accumulated sick leave and vacation time and is unable to return to regular duties as a consequence of illness or disability shall be granted leave in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.

**Policy No. 4223**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Renumbered 12/15/2009  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Other Long-Term Leaves**

Association Employees may be granted other unpaid long-term leaves in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.

**Policy No. 4224**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Revised 12/15/2009  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Parental Leave**

Association Employees shall be entitled to parental leave in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.

**Policy No. 4225**  
Revised 11/15/1988  
Revised 1/19/1999  
Renumbered 7/1/2001  
Renumbered 12/15/2009  
Reviewed 1/20/2015

**PERSONNEL – CLASSIFIED STAFF****Early Retirement**

Early retirement benefits shall be available to Association Employees in accordance with the terms of the Agreement. Confidential Employees shall be entitled to the same rights and privileges afforded Association Employees.



**Policy No. 4226**  
3/21/1984  
Revised 1/19/1999  
Renumbered 7/1/2001  
Renumbered 12/15/2009  
Reviewed 1/20/2015

## **PERSONNEL – CLASSIFIED STAFF**

### **Health Benefits for Retirees**

Effective July 1, 1999, all retiree health benefits shall be administered by the State of Illinois Plan. Until then, retiree health benefits for Association Employees are covered by the Agreement, and Confidential Employees are afforded the same rights and privileges.

**Policy No. 4227**  
3/20/2001  
Renumbered 7/1/2001  
Revised 3/20/2002  
Renumbered 12/15/2009

## **PERSONNEL – CLASSIFIED STAFF**

### **Drug Testing**

In order to further the College's goal of a Drug-Free Workplace, and to comply with the Omnibus Transportation Employee Testing Act, every applicant and employee who is in a position which requires a Commercial Driver's License (CDL) will be required to submit to post-offer, reasonable suspicion, random and post-accident alcohol and controlled substance tests at the College's expense.

Discipline for violating the Drug-Free Workplace Policy or testing positive under the Drug Testing Policy shall be governed by the College disciplinary and termination policies. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy or rule.

In place of any disciplinary sanctions for violation of the Drug-Free Workplace Policy or testing positive under the Drug Testing Policy, the College in its discretion may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

The College shall train all designated supervisors on the signs and symptoms of drug abuse. All employees are trained about drug use and the available resources for treatment under Oakton Board Policy 1104: Drug-Free Workplace, and 1105: Drug-Free Schools and Communities Act Rules.