



## **ADMINISTRATOR POLICY MANUAL**

**2022**

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# I

## INTRODUCTION

This Administrative Policy Manual has been developed to define the terms and conditions of employment for the following administrative positions at Triton College.

### Unclassified

Vice President, Academic Affairs

Vice President, Business Services

Vice President, Enrollment Management and Student Affairs

### Level A

Associate Vice President, Academic Innovations and Workforce Education

Associate Vice President, Athletics and Athletic Activities

Associate Vice President, Facilities

Associate Vice President, Human Resources

Associate Vice President, Information Systems

### Level B

Assistant Vice President, Institutional Initiatives Planning and Accreditation

Assistant Vice President, Technology and Innovation

Dean, Academic Success

Dean, Adult Education

Dean, Arts and Sciences

Dean, Business and Technology

Dean, Health Careers and Public Service Programs

Dean, Continuing Education

Dean, Retention and Student Engagement

Dean, Students

Director, Marketing Services

Executive Director, Grants Development

Executive Director, Marketing and Communications

Executive Director, Research and Institutional Effectiveness

### Level C

Associate Dean, Arts and Sciences

Associate Dean, Business and Technology

Associate Dean, Health Careers and Public Service Programs

Director, Admissions

Director, Faculty Development and Student Success

Director of Financial Aid

Executive Director, Business Operations

Executive Director, Finance

Level D

Assistant Dean, Continuing Education

Director, Business Services

Director, Center for Business and Professional Development

Director, Institutional Effectiveness

Director, Public Affairs and Community Relations

Executive Director, Workforce Equity Initiative

Grants Specialist

Project Director

Special Assistant to the President

It is expected that this manual will be reviewed on an annual basis and be revised or expanded as the needs of the district and college warrant.

## II

### ADMINISTRATIVE EMPLOYMENT

Administrators serve contractual fixed terms of employment, approved by the Board. The appointment of an administrator is for a fixed term, to be renewed at the sole discretion of the Board. (The contract may be for a multi-year term but shall not be for less than one year.) The initial employment contract with the college shall include a minimum six (6) month probationary period which is not completed until approved by the Board of Trustees. Termination of an administrator's contract during the term of the contract shall be for just cause, as set forth in Article III of the Administrative Policy Manual.

Administrator continuance with the College district is based solely and directly on the administrator's contract with the Board of Trustees. The Board may, at its discretion, taking into account the best interest of the College, not extend administrator contracts. No later than the March Board meeting, the Board of Trustees will approve the renewal or non-renewal of all contracts due to expire in June of the same year.

Employment contracts incorporating by reference the provisions of this policy manual will be signed by the Board Chairman and Board Secretary and each administrator. Notification of non-renewal will be provided by the Board at least 90 days prior to the completion date of the existing contract. Such notification shall be considered provided when delivered in person, by electronic mail (email), or when the same shall be deposited in the United States Mail and sent by registered or certified mail with return receipt requested and proper postage affixed thereto. In the event of a failure to provide such notification, the contract shall be deemed extended for an additional one-year period.

During the term of the contract, the Administrator shall perform all duties fully and completely in accordance with 1) the Administrator Policy Manual; 2) the Board of Trustees approved job description; 3) State and Federal law; 4) Board policy. Further, all Administrators will be required to attend the Graduation Commencement Ceremony. Absence from attending will require the President's approval to use a personal day or vacation day; sick time may be used as customary.

The administrator has the right to request to be relieved of his/her contractual responsibilities to accept employment elsewhere. At the minimum, 90 day notice should be provided. Every effort will be made to honor the request but, in making the final decision, the needs of the College district will have first priority.

During the term of the contract, the Board may reassign an individual to any other position and the individual will receive full compensation as detailed in the contract for the term of the contract. Compensation for subsequent contracts, shall also not be reduced except by mutual agreement. If the administrator is assigned by the Board to a faculty position, the same formula for compensation will be employed as if the individual initiated the request. The formula is detailed under "Assignment to the Faculty".

### III

#### SUSPENSION AND TERMINATION OF EMPLOYMENT DURING CONTRACT TERM

1. An individual may be dismissed and his/her employment with the college terminated for persistent failure to perform assigned duties after efforts at remediation or for other sufficiently serious violation of policy, moral turpitude, or criminal act.
2. When an employee fails to make sufficient progress toward the remediation goals established at the initial remediation conference or subsequent conferences, or where an employee is charged with violations that are irremediable, that employee shall be subject to termination.
3. If a dismissal is sought for any of the above reasons, the Board must first serve the individual with a notice of intent to dismiss, which shall contain the specific basis and particulars of the charges. If, within 10 working days after receipt of such notification, the individual requests, in writing, that a pre-termination hearing be held on such charges, the Board shall schedule a pre-termination hearing not less than 15 or more than 30 working days after receiving the request, in order to determine the validity of the charges. Such hearing shall be in closed session unless both the Board and the individual agree in writing that it be conducted in open session. The individual shall have the right to be present, together with counsel at the hearing, to offer evidence and to defend against the charges. If the employee does not request a hearing within 10 working days after receipt of such notification of intent to terminate, the termination shall be final.
4. If, in the opinion of the Board, the interests of the College require it, the Board may suspend the individual with pay, pending the pre-termination hearing.

## IV

### ADMINISTRATIVE COMPENSATION

#### A. Salary Levels

Administrative salary levels are as follows.

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<u>Level</u>	<u>Minimum</u>	<u>Maximum</u>
A	\$145,000	\$219,000
B	\$115,000	\$190,000
C	\$94,000	\$160,000
D	\$72,000	\$125,000

There will be an annual review of all administrative salaries by the President and the Vice Presidents. ICCB comparative salary reports, CUPA salary studies, data from similar education institutions, as well as other data sources, will be utilized as part of the review. And an annual adjustment may be made to the above salary range chart of up to 2%; but in no event to exceed 50% of the average aggregate raise in pay issued to the administrators covered by this policy manual for the year beginning July 1<sup>st</sup>.

All payroll will be by direct deposit.

#### B. Assignment of Positions to Levels

The assignment of positions to levels is as follows:

##### Level A

Associate Vice President, Academic Innovations and Workforce Education

Associate Vice President, Athletics and Athletic Activities

Associate Vice President, Facilities

Associate Vice President, Human Resources

Associate Vice President, Information Systems

### Level B

Assistant Vice President, Institutional Initiatives, Planning and Accreditation  
Assistant Vice President, Technology and Innovation  
Dean, Academic Success  
Dean, Adult Education  
Dean, Arts and Sciences  
Dean, Business and Technology  
Dean, Health Careers and Public Service Programs  
Dean, Continuing Education  
Dean, Retention and Student Engagement  
Dean, Students  
Director, Marketing Services  
Executive Director, Grants Development  
Executive Director, Marketing and Communications  
Executive Director, Research and Institutional Effectiveness

### Level C

Associate Dean, Arts and Sciences  
Associate Dean, Business and Technology  
Associate Dean, Health Careers and Public  
Director, Admissions  
Director, Faculty Development and Student Success  
Director of Financial Aid  
Executive Director, Business Operations  
Executive Director, Finance

### Level D

Assistant Dean, Continuing Education  
Director, Business Services  
Director, Center for Business and Professional Development  
Director, Institutional Effectiveness  
Director, Public Affairs and Community Relations  
Executive Director, Workforce Equity Initiative  
Grants Specialist  
Project Director  
Special Assistant to the President

Vice Presidents are not assigned to a salary level. Compensation for these positions will be set by the Board.

## C. Initial Placement

Initial salary placement will be at or near the minimum of the assigned salary level for the position and will not exceed the midpoint for the assigned level. An exception may be made where a candidate has demonstrated excellence in a similar position and has a salary history that may indicate a higher placement.



D. Probationary Period

Initial employment of Administrators is subject to a primary probationary period of up to one-hundred eighty (180) calendar days, commencing on the first day of employment following hiring approval by the Board of Trustees at an open Board meeting. Upon initial employment, Administrators shall be evaluated after the completion of sixty (60), one-hundred twenty (120) and one-hundred eighty (180) days. After the completion of one-hundred eighty (180) calendar days, and contingent upon satisfactory evaluations, Administrators will be recommended to the Board of Trustees for appointment to the position. This period may be extended and Administrators will not be considered to have completed the primary probationary period until the Board takes official action.

An Administrator promoted from one administrative position to another is not subject to a probationary period.

E. Promotions, Temporary Assignments, and Additional Duties

Individuals who are approved by the Board of Trustees for promotion from one administrative position to another, or from a Classified or Mid-management position to an Administrative position, at a higher salary level will receive a salary increase of 10% of their present salary or the minimum of the new administrative salary range, whichever is greater. Persons who have demonstrated excellence in other positions with the College may receive a higher placement.

The only exception will be an individual who would be over the maximum for the new salary level, in which case no salary adjustment will be made. Salary increases will be effective the first pay period after the promotion is approved by the Board of Trustees.

The President, at his/her discretion, and with the approval of the Board of Trustees, may provide an Administrator up to 10% additional compensation for the assignment of additional duties. Interim temporary assignments will be compensated an additional 10 percent of base salary or the minimum of the new administrative salary range, whichever is greater.

Temporary salary adjustments must be approved by the Board of Trustees prior to receiving any additional compensation.

F. Doctoral Degree Adjustment

Administrators who earn a doctoral degree from a regionally accredited institution will, upon submission of original transcripts verifying the earned doctoral degree, receive a one-time, non-cumulative salary increase of 5% of base salary effective the July 1st following conferral of the degree.

## G. Teaching Assignments

All administrators, with the recommendation of their Vice President, may teach with the approval of the President. The course may be offered in the School of Arts and Sciences, Adult Education, Business & Technology, Health Careers and Public Service Programs, or Continuing Education. The formula for remuneration will be at the starting rate of pay for newly hired adjunct faculty. It is expected that the teaching and preparation will be done in addition to the performance of the regular administrative duties and will not interfere with the performance of these duties.

The following points will be adhered to regarding the issue of teaching for administrators:

1. No more than 60 contact hours (90 contact hours if a lab course) per semester may be taught at Triton College by a full-time administrator.
2. Classes taught during the day must be approved by the administrator's Vice President and the President.
3. Classes taught during the regular weekday work hours will not be eligible for additional monetary compensation.
4. Exceptions to the above regulations must be approved by the appropriate Vice President and President.
5. Teaching assignments performed while occupying an administrative position are temporary for the assigned course(s) only and provide no rights to future teaching assignments, seniority, or tenure.

The Human Resources department will maintain a semester list of administrators who have accepted a teaching position based on the stipulations.

## H. Required Staff Development

Staff development will be an integral and required part of every administrator's work year. Direct costs incurred in such required activities will be paid by the College district.

## V

### **REDUCTION IN ADMINISTRATIVE FORCE**

This section applies only in the event of a reduction-in-force during the term of the contract. This section does not apply to the renewal or non-renewal of an administrator's contract. A reduction-in-force can only occur when the Board of Trustees votes for its approval.

In the event that a reduction in administrative assignments is necessitated by financial conditions, the elimination or reorganization of an administrative function, the affected administrator shall be notified in writing at least 90 days before the date of the reduction-in-force. The notice of intent to reduce-in-force shall be in writing and fully describe the cause for the elimination of the assignment. Failure by the College district to provide such notice shall result in an additional 90 calendar days notice from the date of the adequate notice of intent to reduce-in-force.

In all cases where a reduction is necessary, the administrator or administrators involved will be given notice at least 90 days prior to the reduction-in-force. The College district will pay for the cost of out-placement services up to \$2,000 total. The out-placement agency will be selected by the administrator from among three such agencies recommended by the Human Resources Department. Furthermore, to the extent possible, the Human Resources Department will assist affected individuals to obtain other employment.

## VI

### ASSIGNMENT TO THE FACULTY

Administrators may request to be relieved of their administrative assignments and may return to the faculty of the College district. The request must be made at least 150 days prior to the start of a new semester or summer session. The conditions are as follows:

1. If a tenured faculty member is appointed to an administrative position, he/she may request and automatically return to the faculty providing such request is made at least 150 days prior to the start of a new semester. Credit for the administrative experience year-for-year will be given when determining placement on the faculty salary schedule.
2. Individuals with a minimum of three years administrative experience at Triton who joined the administrative staff while a non-tenured faculty member may request to join the faculty. The teaching assignment will be based on the competency of the individual as a teacher. (For additional details, see "Determinants of Teaching Competency.")

For salary placement, credit will be given for prior administrative or teaching experience up to five years and Triton administrative or teaching experience year for year.

3. A tenured faculty member who is appointed to an administrative position and receives an unsatisfactory evaluation during the first year of administrative service may be reassigned to the former faculty position with no loss on the faculty salary schedule.

An administrator who elects to return to the faculty effective the beginning of the fall semester may teach during the summer session at the faculty rate of pay if classes are available. The individual must use vacation to correspond with teaching days in June.

## VII

### DETERMINANTS OF TEACHING COMPETENCY

In assessing teaching competency of administrators to serve as faculty (instructors, counselors, librarians), the following will be considered:

1. Formal educational preparation in the subject area.
2. Current knowledge of the state-of-the-art.
3. Practical experience.

The assessment will be made by the departmental chairperson, dean, and academic Vice President. If, in their judgment, deficiencies exist, this group may recommend to the Board that activities be prescribed to eliminate deficiencies. The Board may make appointment to the faculty contingent upon completing the prescribed activities which can be varied and may include experiential as well as formal course requirements.

## VIII

### GRIEVANCE PROCEDURE

Administrators who believe that they have been treated unjustly by a supervisor's written evaluation, a job assignment or reassignment, a recommendation for or decision of non-renewal, or a determination of teaching competencies, should immediately endeavor to the extent possible to resolve the matter informally with the administrator's immediate supervisor and the highest level supervisor below Vice President. In the event this is not possible, the following procedure is to be followed:

#### STEP 1

Within ten calendar days of the development of the grievance, the administrator shall present a written statement detailing the alleged grievance to the supervisor and the highest level supervisor below Vice President and send a copy of this statement to the appropriate Vice President. The Vice President shall forward a copy of the written statement to the President. The administrator should clearly state in this communication that he/she is invoking this administrative grievance procedure. The supervisor shall meet with the individual within three working days and provide the individual and Vice President with a written response to the alleged grievance within three working days of such meeting. If the matter is not satisfactorily resolved at this step, the individual may proceed to Step 2 by submitting a written request to the Vice President within ten working days from the meeting with the supervisors.

#### STEP 2

A conference concerning the alleged grievance shall be held with the individual and the College President and the Vice Presidents within five working days of receipt by the Vice President of a Step 2 request. Within five working days of such a conference, this group will prepare a written response to the individual. If the matter is not satisfactorily resolved at this step, the individual may proceed to Step 3 by submitting a written request to the Secretary of the Board within ten days from such conference.

#### STEP 3

Step 3 allows the individual to present his/her grievance to the Board of Trustees at a conference in executive session. The Board, at its sole discretion, may appoint a subcommittee of three Board members to confer with the individual in executive session concerning the grievance. Such a subcommittee will submit a recommendation to the entire Board as to the disposition of such grievance. The Board shall render its decision within 60 calendar days after the conference in executive session. In all cases, the decision of the Board of Trustees shall be final.

The failure at any step of this procedure to hold a conference or to respond to the grievance within the specified time limits will permit the administrator to proceed to the next step of the grievance procedure. The failure of the administrator at any step of this procedure to

take an alleged grievance to the next step will be considered as satisfactory resolution of the grievance. The time limits specified in this procedure may be extended in any specific instance by mutual written agreement.

When the administrator is alleging discrimination, a report should be sent to the Associate Vice President of Human Resources. The matter will then be investigated and a written report prepared for submittal to the Board.

## **IX**

### **ADMINISTRATIVE EVALUATION**

The Administrative evaluation shall be used during the course of the Administrator's contract. Renewal or non-renewal of a contract at the end of the term is within the sole discretion of the Board and not an expectation of continued employment as a result of a satisfactory evaluation.

Evaluation forms will be issued by Human Resources each year.

Administrators will be evaluated annually. The period of review is from January 1 - December 31 of each year. Evaluation will be based on job description, responsibilities, and goals/objectives, that have been approved by the Vice Presidents and President.

1. Human Resources will issue evaluation forms on October 15 to the Administrator and the Administrator's supervisor.
2. The Administrator completes updates on calendar year goals and proposed goals for next calendar year by October 31.
3. Administrator and supervisor complete goals for the next calendar year no later than November 15 (unless extended by the President).
4. Supervisor will conduct evaluation by November 15 (unless extended by the President).
5. Vice President must submit evaluations to Human Resources for inclusion in the Administrator's personnel file.



## X

### SELECTION PROCEDURES-ADMINISTRATIVE OPENINGS

- A. Administrative Openings - new positions and vacancies in existing positions
  - 1. A new position requires a position description:
    - a. The appropriate administrative staff in conjunction with Human Resources compiles and develops the job description, assigning a grade and salary level.
    - b. The Board of Trustees reviews and approves the position description.
  - 2. If a vacancy occurs in an existing position, the appropriate administrative staff, in conjunction with Human Resources, reviews the position description and updates it if necessary. The Board of Trustees reviews and approves updates to the job description.
  - 3. The supervising Administrator submits a Request for Personnel Form to the appropriate Vice President.
  - 4. The administrative staff and Human Resources determine a closing date for all applications.
- B. Appointment of Screening Committee and Activities
  - 1. The College President (or designee) appoints the screening committee, consisting of the following representatives:
    - a. At least two appropriate representatives from the administration, with one designated as committee chairperson and at least one representative, as appropriate, from the Adjunct, Faculty, Mid-management, Classified Associations.
    - b. The Human Resources administrator (or designee) may serve as an ex-officio member.
  - 2. The screening committee activities are as follows:
    - a. All committee members must be trained as determined by Human Resources.
    - b. The Human Resources administrator presents guidelines for selection and interviewing to the committee.
    - c. The committee sets a tentative timeline for screening and interviewing.
    - d. The committee identifies candidates for interviews.
    - e. Human Resources reviews and approves applicants selected for interview and interview questions developed

### C. Interview Procedures

1. The committee chairperson contacts the candidates to be interviewed.
  - a. Full-time internal applicants will be interviewed only if determined qualified by the screening committee.
2. The screening committee interviews each candidate.
  - a. Each committee member completes the interview evaluation form based on the approved questions.
  - b. Committee members may ask additional appropriate follow-up questions after all prepared questions have been covered.
  - c. The candidate may ask pertinent questions about the position, the College or the community during the interview.

### D. Final Selection

1. The screening chairperson submits all paperwork to Human Resources for review to determine if proper procedures have been followed.
2. The screening committee chairperson submits a memo to the Associate Vice President of Human Resources identifying in alphabetical order the top three candidates as finalists.
3. The Human Resources Department checks references of the finalists.
4. Separate from the committee, all finalists will be interviewed by the appropriate area Vice President and by the College President.
5. After consultation with the Vice President, the College President recommends the appropriate candidate to the Associate Vice President of Human Resources prior to approval by the Board of Trustees.
6. The Associate Vice President of Human Resources, at the direction of the President, contacts the top candidate to extend an offer of employment, specifically salary, benefits, and start date.
7. The College President recommends the candidate to the Board of Trustees for approval.

### E. Reclassification of Positions and Internal Promotions

1. The above procedures do not apply to the reclassification of positions and to internal promotions.

## XI

### RECOMMENDED POLICY AND PROCEDURE FOR EXECUTIVE SELECTION

#### Background

It is in the best interest of the community and Triton College to retain superior executive-level administrators in a timely manner who fit the Triton College community. As a result, only those whose achievements have come to the attention of the Board of Trustees and the President and who are committed to the Triton philosophy of education, and can document their credentials and commitment in the selection process shall be sought and retained.

#### Procedures

1. When a Vice President position becomes vacant, the President will invite for interview a person or persons whom he/she believes can significantly contribute to the development of the College district. The interview for the Vice President will be with the President. If the person(s) accepts and meets the approval of the President, that person(s) will be submitted before the Board of Trustees for approval, and upon approval, that person(s) shall be retained.
2. When the position of President becomes vacant, the Board of Trustees will invite for interview a person or persons whom they believe can significantly contribute to the development of the College district. The interview for the President will be with the Board of Trustees. If the person meets the approval of the Board, that person shall be retained.
3. If no superior person is known by the Board or the President, the position will be advertised nationally and a screening committee shall be established, chaired by a person appointed by the President, with up to six other members, representing as appropriate, the several College constituencies. The screening committee will be responsible to reduce the applicant pool to three-to-five finalists.

**XII**  
**BENEFITS**

A. Vacation

All days will be converted to hours. Example: One (1) day is equal to eight (8) hours.

Hours shall only be accrued in the ERP system as they are earned, and shall only be credited to the system after the 16<sup>th</sup> day of the month worked.

The following shall govern vacations for all administrators:

1. All administrators working a complete year shall receive 176 hours (22 working days) vacation per year. For each month worked, 14.64 hours (1.83 days) will be earned.
2. For first-year administrators joining the College district after July 1st, 14.64 hours of vacation (1.83 days) will be credited to the system after the 16<sup>th</sup> day of each month worked.
3. Those administrators who resign from the College district, or are terminated by the Board, or are assigned to the faculty will be awarded vacation hours on the prorated basis of the actual number of complete months worked during the year, earning 14.64 hours per month. However, if the administrator has used more vacation hours than earned, the individual shall reimburse the college on a per diem basis.
4. All administrators must normally take a minimum of 120 hours (15 days) per year or lose any of the 120 hours (15 days) of vacation not so taken during the year. However, the time frame for utilizing vacation hours may be extended by the President if the needs of the district so warrant an extension. A maximum of 56 vacation hours (7 vacation days) per year may be accumulated up to a maximum of 600 vacation hours (75 days).
5. If an individual is planning to retire, that individual may go on vacation for the total number of vacation hours accumulated, up to the permissible maximum, and shall be paid at the individual's regular salary rate.
6. If termination takes place for any reason other than retirement, vacation time accumulated up to the permissible maximum shall be paid as follows: the first 176 vacation hours (22 days) shall be paid at the individual's current salary, reduced to a daily rate, and the balance of accumulated vacation hours to a maximum of 600 vacation hours (75 days) shall be paid at the individual's salary in effect during the preceding school year, reduced to a daily rate. The daily rate of pay shall be equal to the applicable annual salary divided by 2080 working hours (260 working days).

7. Administrators are encouraged to take their vacation during a time that will have the least effect on the performance of their duties at the College district. Administrators are encouraged to take their vacation in the months of June and July. No vacations during the month of August will be approved. Special or unforeseen circumstances may be approved by the area Vice President. Vacation requests must be approved by the immediate supervisor and then forwarded to the appropriate Vice President for final approval. The needs of the District shall be considered when approving vacation requests. Whenever possible, the individual's requested time shall be granted.

## B. Sick Leave

All days will be converted to hours. Example: One (1) day is equal to eight (8) hours. For each month worked, 13.34 hours will be earned.

Hours shall only be accrued in the ERP system as they are earned, and shall only be credited to the system after the 16<sup>th</sup> day of the-month worked.

Each full-time administrator will be credited with 13.34 hours (1.67 days) per month, for a yearly total of 160.00 hours (20 days) of sick leave into the system after the 16<sup>th</sup> of each month worked. For first-year administrators joining the College district after July 1, sick leave will be earned at a rate of 13.34 hours with each month worked. Sick leave will accumulate to a maximum of 3720 hours (465 days).

An administrator that has been sick from work for three (3) consecutive days or five (5) nonconsecutive sick days in a six (6) month period may be required by the College to submit a doctor's note to Human Resources before being cleared to return to work.

Terminal reimbursement in the amount of 12.5% of unused sick hours, to a maximum of 360 hours (45 days), will be paid upon retirement. Terminal reimbursement will be based upon the average of the five highest years of base contractual salary. Retirement for this purpose shall be defined by the State Universities Retirement System. However, age 55 shall be the minimum age to retire and receive terminal reimbursement under this agreement.

If the administrator resigns or terminates their employment and has used more sick days than earned, the individual shall reimburse the college on a per diem basis.

## C. Court Appearance

An administrator may be absent to appear in court or arbitration as a jury member or as a witness in a court action in which he/she is not a litigant. In such cases, after the second day, the difference between the regular salary and any compensation received for services will be paid to the College.

D. Accident Covered by Worker's Compensation Insurance

An administrator who is injured from events arising out of and due to the performance of his/her job and who of necessity must be absent from work shall have the following options:

1. The administrator shall receive Worker's Compensation benefits only.
2. The administrator may receive the difference between his/her regular pay and the amount received from Worker's Compensation limited to the amount of accrued sick leave. Sick leave shall be deducted based on a pro rata basis on the amount of remuneration received from the College district.

E. Personal Use Leave

All days will be converted to hours. Example: One (1) day is equal to eight (8) hours. For each month worked, 2.00 hours will be earned, for a fiscal year total of 3 days.

Hours shall only be accrued in the ERP system as they are earned, and shall only be credited to the system after the 16<sup>th</sup> day of the month worked.

All administrators may request three College district days for personal business during each fiscal year without loss of pay or deduction from sick leave benefits. Unused personal leave will accrue as sick leave.

F. Bereavement

All administrators shall be allowed up to three days leave of absence, with pay and benefits, for a death in the immediate family. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step children, legal guardians, and legal dependents. With supervisor approval, an additional two days may be requested by using earned vacation, personal, or sick time.

G. Consulting

An administrator may be absent with pay a maximum of three days per year for professional consulting assignments. Leave for such activity must be requested in writing at least fourteen (14) calendar days in advance of the day(s) being requested, and must be approved by the appropriate Vice President and the President. Approval of consulting leave requests is contingent upon the nature of the consulting assignment and the needs of the College at that time.

## H. Parental (Family) Leave

1. Any administrator desiring a parental leave shall apply therefore in writing thirty (30) days or more to the proposed commencement date thereof, stating the reasons, which, in the opinion of the administrator, warrant the granting thereof by the Board. Where thirty (30) days prior notice is not possible, notice that is practical shall be given.
2. A parental leave of absence shall be granted for a period of twelve (12) weeks in the case of a birth of a son or daughter to care for that son or daughter, placement with an employee of a son or daughter for adoption or foster care, to care for a spouse, son, daughter, or parent if they have a serious health condition. Entitlement for leave or placement with an employee of a son or daughter shall end at the end of the twelve (12) month period beginning on the date of birth or placement. A parental leave of absence beyond twelve weeks may, as determined by the Board, be granted to administrators for a period not to exceed one year, as set by the Board, to bear a child or to rear a child under the age of five years who is the applicant's child by birth, adoption, or for whom legal guardianship has been assumed pursuant to a court order specifically and expressly so providing. (Individual administrators or households shall be considered eligible for multiple leaves in the customary parental leave situation.)
3. All parental leaves of absence shall be without pay or other compensation, except only as expressly provided to the contrary in paragraph 4 and 5 hereof. However, an employee may elect or employer may require the employee to substitute any of the accrued paid vacation leave, personal leave, or family leave for any part of the twelve week period.
4. An administrator who is pregnant may use her available sick leave for such period that her attending physician certifies in writing to the Board that she is disabled and unable to work. Said period shall not be considered a part of her parental leave, and disability and sick leave benefits, if any, shall apply during said disability.
5. Insurance benefits ordinarily paid by the Board will be retained and seniority will accrue during the leave of absence.
6. Action by the Board granting leave of absence shall not be effective until the terms and conditions thereof are approved and accepted by the administrator.
7. In no case will benefits be less than those afforded through the Family Medical Leave Act.

## I. Leave for Personal Health and Family Hardship

Upon the recommendation of the College President, the Board of Trustees may permit members of the administrative staff to take non-paid leaves not in excess of one year in length for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families.

In considering whether to recommend leaves for rest, the President shall take the following factors into account and shall report them to the Board when recommending such leaves:

1. Length of time staff member has served Triton
2. Benefits which would result for the College district system
3. Expectation of the administrator to return to Triton College
4. Bereavement.

Administrators on an approved leave will notify the Human Resources Office if they wish to purchase employee benefits during the period of the leave. Unless the Human Resources Office is otherwise notified by the Administrator, the benefits will terminate during the period of the leave.

#### J. Military Leave of Absence

1. A military leave of absence shall be granted to any administrator who shall be inducted for military duty in any branch of the Armed Forces of the United States. Upon return from such leave, an administrator shall be placed at the same salary level that he/she would have been had he/she worked at the college during such period.
2. A military leave of absence shall be granted for periods of time for the purpose of fulfilling commitments to the National Guard or any reserve component of the United States Armed Forces. The administrator will receive full pay for a period not to exceed two (2) weeks of time and will pay to the district the amount of compensation received from the Armed Forces during that period.
3. In cases of emergency military duty, pay may be granted by authorization of the Board of Trustees.

#### K. Health Benefit Plan and Life Insurance

1. The Board shall pay the total premium for group term life insurance coverage equal to two (2) times each administrator's base salary to a maximum of \$200,000 of coverage per individual. The group term life insurance coverage shall be effective upon the administrator's first day of active full-time employment.
2. All benefits set forth in the Employee Health Benefit Plan as adopted by the Board of Trustees shall be paid in part for each full-time administrator. Coverage shall be provided on a premium co-payment basis.

The co-premium schedule is based on twenty-six (26) pay periods per year.

The health insurance co-premium will be revised by recommendation of the Employee Health Insurance committee and as approved by the Board of Trustees. The co-premium amount shall be identical to the highest amount paid by any other full time



employee group. The standard effective date shall thereafter be January 1 through December 31, however the Board of Trustees at their discretion may revise the co-premium at any time with 180 days notice to the affected employees.

3. Insurance coverage begins immediately; employee has 31 days from the start of employment to enroll. Otherwise the next opportunity is during Open Enrollment or the employee experiences a qualifying event as defined by the Department of Labor.
4. Administrators, in consultation with other bargaining and administrative units of the College, shall be included in discussions related to all significant structural changes in the College's health insurance program.
5. A Preferred Provider Organization (PPO) and Prescription Drug Card (employee to pay \$6.00 generic prescriptions/\$10 brand-name prescriptions/ \$12 non-formulary) shall be a part of the health plan. Future rate changes will be established by the Health Insurance Committee.
6. Chapter 125 of the Internal Revenue Code shall be utilized for the employee contribution for health benefit coverage.

L. IRS Section 125 Salary Reduction Program

The Board shall implement and make available to all administrators, at Board expense, an IRS Section 125 Salary Reduction Program to the fullest extent provided by the IRS rules and regulations for eligible non-reimbursed qualified expenses. All enhancements, reductions, alterations, and changes hereinafter adopted by the IRS shall have a like effect on the plan provided by the Board.

M. Holidays

Paid holidays for administrators are as follows:

New Year's Eve Day	Labor Day
New Year's Day	Columbus Day*
Martin Luther King Day	Veteran's Day*
Presidents Day*	Thanksgiving Day
Spring Holiday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

\* Floating Holidays

When a regular holiday falls on a Saturday, the preceding day will be observed. Should it fall on a Sunday, the following work day will be celebrated. Religious holidays not listed above may be taken as personal use leave with prior approval. A holiday falling within a vacation period shall not constitute a vacation day. A holiday occurring while an employee is on leave of absence for sickness or injury shall not be counted against sick leave.

1. If an academic calendar is approved which includes one or more of the above listed days, each administrator will receive a floating holiday as compensation.
2. Floating holidays may be taken on the day itself or on any day thereafter in the fiscal year in which it was earned.
3. The floating holiday must be taken in the year earned and not be carried over. Procedure for taking a floating holiday will be the same as a vacation day.

N. Additional Holidays

Administrators shall be granted paid "time off" from work for state or federal holidays imposed by operation of law for "Juneteenth" and "Election Day" specifically as applicable to Illinois Community Colleges. These days shall be singular and concurrent in nature if approved by multiple legislative bodies.

O. Retirement

Administrators shall participate in the State Universities Retirement System in accordance with that system's regulations.

P. Enrollment in Triton College

Enrollment in Triton classes, workshops, and seminars shall be available to all administrators at no charge. No more than \$50 of course fees will be waived.

Q. Family Scholarship

Enrollment in Triton classes shall be offered at a tuition rate of \$10 per credit hour to the spouse and children of an administrator. In the event a chargeback cannot be obtained, the out-of-district tuition will not be assessed. No more than \$90 of course fees will be waived.

R. Mileage Reimbursement

Mileage in excess of the usual daily round-trip mileage traveled between home and Triton will be paid for by the College district provided the said mileage is incurred while on official College district business. Reimbursement will be at the prevailing Illinois State rate per mile.

## XIII

### STAFF DEVELOPMENT

Staff development refers to the various activities conducive to the professional and personal growth of administrative personnel. The specific objective of staff development efforts is the improvement of staff capability for fulfilling current job requirements and for meeting the changing requirements of one's role.

Staff development activities include but are not limited to the following:

1. Sabbatical leaves
2. Leaves of absence
3. Professional meetings
4. College visitations
5. Courses of study
6. Workshops, seminars, and symposia
7. Retreats
8. Consultants, guest speakers, resource persons
9. Orientation programs
10. On-campus in-service programs

Staff development activities may be initiated in any of the following ways:

1. Request for an activity by an individual for himself/herself
2. Request for an activity by a group of individuals for themselves
3. Prescribed by an administrator for a subordinate
4. Prescribed by a supervising administrator for several subordinate administrators.

#### A. Staff Development Budget

The Board of Trustees will annually budget for the purpose of funding staff development activities. Tuition reimbursement and sabbatical leave salaries (see below) will not be paid from these funds.

Unless it is specified otherwise below, all proposals for staff development activities must be approved by one's immediate supervisor and Vice President. Awareness of the need for such activities might be expected to occur as the result of periodic self- and/or supervisor-needs assessments or performance evaluations. Proposals may be self-initiated or supervisor-prescribed.

## B. Tuition Reimbursement

The College district will reimburse administrators up to \$4,800 per year for the cost of the tuition and up to \$40 in fees per course pursuant to Board Policy #4127, "Tuition Reimbursement".

1. The proposed course of study, including titles and descriptions of individual courses, must be approved by the administrator's supervisor and by the appropriate Vice President prior to enrollment. Approved forms will be submitted to the Human Resources Office.
2. To be approved, a program and/or course must contribute to the knowledge, aptitude, and skills required in the performance of one's role. The College district must derive significant benefit from the administrator's completion of the course. The College course work must not interfere with the employee's regular work responsibilities.

Upon completion of an approved course with a "B" or equivalent grade, the administrator must submit a copy of the grade report and proof of payment to the supervisor and Human Resources Office.

Tuition and fee reimbursement will be limited to \$4,800 per year for administrators in an approved program. Employees who receive Board approved sabbaticals will not be subject to the \$4,800 per year tuition and up to \$40 in fees per course reimbursement.

3. Tuition and fees must be repaid to the College district in full if the administrator resigns or is dismissed for cause one year from the date of course completion. If a grant employee's position is eliminated due to non-renewal of funds, no payback is required. If the grant employee is dismissed for cause within one year from the date of course completion, payback of tuition is required.

## C. Sabbatical Leave

1. On the recommendation of the College President, the Board of Trustees may approve sabbatical leaves for administrators. Such leaves may be approved only if the employee is requesting it for the purpose of completion of a Masters or Doctorate degree in a field related to the employment of the person at Triton College. There must be a reasonable expectation that the College district will derive significant benefit from the leave. It is understood that a sabbatical leave for this purpose may be allowed only for the employee to complete course work, internship or residence requisite for the completion of these degrees. An employee granted a sabbatical leave shall be precluded from full-time employment by an employer other than Triton College during the time of the sabbatical leave.
2. Application for sabbatical leave must be made at least 120 days prior to the

beginning date of the proposed leave.

3. The administrator shall return for a minimum of one year after a six-month sabbatical leave and a minimum of two years after a full year sabbatical leave or repay the District for the amount of the sabbatical pay. When an administrator takes a sabbatical leave, all accrued rights to a subsequent sabbatical leave are waived, and upon his/her return, the administrator begins entirely anew to accrue sabbatical leave credit. The administrator shall be required to put in a minimum of three years service before applying for another sabbatical leave.
4. The approved sabbatical leave plan may be modified only with prior approval of the Board.
5. The applicant also agrees in writing that if he/she does not return to contractual service in the District, all direct remuneration received from the Board during the sabbatical leave will be refunded unless he/she is prevented from returning because of illness or incapacity as defined by the provisions of SURS.
6. The Board shall pay the administrator's contribution to the State Universities Retirement System during the sabbatical leave computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave or a proportionate part of such rate for a partial year of sabbatical leave credit. At no time will pay exceed 100% including SURS payment.
7. The amount of any financial grant provided by an outside agency shall be considered in the granting of leave and may affect amount of remuneration.
8. Qualified administrators may be permitted to choose between the following alternatives with Board approval:

Minimum Consecutive Years of Service	Length of Leave	Portion of Regular Salary Paid While On Leave By Percent
3	1 year	29
4	1 year	36
5	1 year	43
6	1 year	50
7	1 year	57
8	1 year	64
9	1 year	71
10	1 year	78
11	1 year	85
12	1 year	92
13 or more	1 year	100

3	6 months	29
4	6 months	36
5	6 months	43
6	6 months	50
7	6 months	57
8	6 months	64
9	6 months	71
10	6 months	78
11	6 months	85
12	6 months	92
13 or more	6 months	100

Vacation time is not granted or accruable during a sabbatical leave.

D. Leave of Absence - Staff Development

1. Leaves of absence for one year's duration or less may be granted to individual administrators. Proposals for such leaves must be made through the individual's supervisor who will forward the request to the appropriate Vice President and the College President for Board approval.
2. Application for leave of absence for staff development must be made at least 120 days prior to the beginning date of the proposed leave.
3. Leaves of absence shall be without pay or other compensation or benefits. During a period of approved unpaid leave the employee has the option to elect to pay their SURS contribution. If the employee elects not to pay they will earn no service credit for the period of the leave. However, they will continue to be covered employees under SURS. (Per Ill. Rev. Stat., Chapter 108 ½, Paragraph 15-107, paragraph 113.2.)

## APPENDIX A

### POLICY ON DISCRIMINATION

It is the policy of Triton College not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age, or any other basis which is protected by law in admission to and participation in its educational programs, employment policies or college activities.

Inquiries regarding compliance with state and federal nondiscrimination regulations may be directed to the Affirmative Action Officer, Triton College, 2000 Fifth Avenue, River Grove, Illinois, 60171 or to any of the following agencies:

1. Equal Employment Opportunity Commission  
131 M Street, NE  
Washington, D. C. 20507  
(202) 663-4900

or

Chicago District Office  
500 W. Madison, Suite 2000  
Chicago, Illinois 60661  
(800) 669-4000

2. Illinois Department of Human Rights  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
(312) 814-3340
3. Office of Civil Rights  
U. S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, Illinois 60661  
(312) 730-1560

## **APPENDIX B**

### **POLICY ON SEXUAL HARASSMENT**

Sexual harassment is illegal under both state and federal law. In some cases, it may be subject to prosecution under the criminal sexual conduct law.

In support and implementation of the law, and in an effort to provide an educational environment free from condoned harassment, it is the policy of Triton College that no member of the college community, including, but not limited to employees or students may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

See Board Policy 4145 for detailed information.



## **APPENDIX C**

### **DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL AND COMMUNITIES**

It is the policy of Triton Community College, District 504, to provide a "drug-free workplace" as defined by the Drug-free Workplace Act of 1988, and to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in compliance with the Drug-free School and Communities Act Amendments of 1989.

See Board Policy 4110 for detailed information.