

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**SELECTION OF EMPLOYEES**

**POLICY 4101**  
**ADOPTED: 06/25/91**  
**AMENDED: 11/20/01**  
**AMENDED: 07/19/05**

Triton College seeks to employ the best qualified people for all positions. The Board shall hire the necessary persons to carry on the educational, operational, and business affairs of the College in an effective manner. It is the President's right to make a recommendation on all personnel hired by the college. The President may temporarily hire an individual as needed, until the next regular or special Board of Trustees meeting.

No discrimination shall be practiced in the selection and hiring of any individual as set forth by law.

All people hired by the College shall supply the College with a completed, signed application. Falsifying information on the application may be grounds for dismissal. Those hired shall also supply the College with a current resume of credentials.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **HUMAN RESOURCES**

#### **EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION**

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**POLICY 4102.1**  
**ADOPTED: 06/25/91**  
**AMENDED: 03/16/93**  
**AMENDED: 08/15/00**  
**AMENDED: 11/20/01**  
**AMENDED: 12/20/16**

#### **Policy**

Triton College reaffirms its commitment to affirmative action and equal employment for all qualified persons without regard to race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age or any other basis which is protected by law except where such characteristics are bona-fide occupational requirements.

Triton College does not unlawfully discriminate in matters relating to recruitment, hiring, promotion, termination, compensation, benefits, transfers, and all other privileges, terms and conditions of employment.

#### **Compliance**

In accordance with federal law, Triton College maintains and implements written Affirmative Action and Equal Employment Policies. Further information regarding the College's commitment to equal opportunity through affirmative action are outlined in the Triton College Affirmative Action Plan.

#### **Implementation**

The Associate Vice President of Human Resources (Equal Opportunity, ADA & Minority Recruitment) is responsible for administering these Policies.

#### **Complaints**

Complaints alleging violations of the College's Equal Employment and/or Affirmative Action Policies can be filed with the Affirmative Action/Equal Employment Officer, hereinafter "Officer."

Bringing an Internal Complaint:

A complaint alleging a violation of the Equal Employment Opportunity Policy and/or Affirmative Action Policy should be filed with the Officer.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**EQUAL OPPORTUNITY/  
AFFIRMATIVE ACTION**

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**POLICY 4102.1**  
**ADOPTED: 06/25/91**  
**AMENDED: 03/16/93**  
**AMENDED: 08/15/00**  
**AMENDED: 11/20/01**  
**AMENDED: 12/20/16**

Investigative Process:

1. After a complaint has been filed, the Officer will conduct an internal investigation utilizing interviews, oral communication and correspondence. All such inquiries will be documented in written form.
2. Where complaints are validated by the Officer, a proposed resolution designed to alleviate the violation will be presented to the complaining party. Provided the resolution is acceptable to the complaining party, it will be implemented.

Compliance Inquiries:

1. Inquiries regarding state and federal nondiscrimination regulation may be directed to any of the following agencies:
  - A. Equal Employment Opportunity Commission  
131 M Street, N.E.  
Washington DC 20507  
OR  
Chicago District Office  
500 West Madison, Suite 2000  
Chicago, IL 60661
  - B. Illinois Department of Human Rights  
100 West Randolph, Suite 6-400  
Chicago, IL 60601
  - C. Office for Civil Rights  
U.S. Department of Education  
233 N. Michigan Ave, Suite 240  
Chicago, IL 60601
  - D. Illinois Education Labor Relations Board  
160 North LaSalle Street, Suite 400  
Chicago, IL 60601

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **HUMAN RESOURCES**

#### **NON-DISCRIMINATION**

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**POLICY 4102.2**

**ADOPTED: 06/25/91**

**REVISED: 03/16/93**

**REVISED: 08/15/00**

#### **Purpose**

The purpose of this policy is to: 1) define unlawful discrimination and harassment, and 2) express the position of the College regarding such behavior within the academic community.

#### **Definition**

“Discrimination” – For the purposes of this policy, discrimination is unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of a protected class. Individuals may be in a protected class because of race, age, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran status, marital status or political affiliation.

“Harassment” – For the purposes of this policy, harassment includes acts of unlawful discrimination, intimidation and intolerance which are disruptive to the campus environment and are motivated because of race, age, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran status, marital status or political affiliation.

#### **Policy**

Triton College reaffirms its commitment 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 offering benefits, services, as well as educational and employment opportunities.

Discrimination/harassment is inconsistent with the principles and purposes of an academic community. The College community must commit to an environment free from acts of unlawful discrimination, harassment, intimidation and intolerance.

Unlawful discrimination and harassment should be challenged by all members of the academic community by following the College’s “Internal Complaint Procedures.”

#### **Implementation**

It is the responsibility of Triton College Administrators to implement the College’s Non-Discrimination Policy within their respective area of jurisdiction.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**NON-DISCRIMINATION**

**Page 2 of 2**

**POLICY 4102.2**

**ADOPTED: 06/25/91**

**REVISED: 03/16/93**

**REVISED: 08/15/00**

**Internal Complaint Procedures**

**Bringing a Complaint:**

1. A complaint alleging acts of discrimination/harassment should be filed with the Affirmative Action/Equal Employment Officer, hereinafter "Officer."
2. An individual that believes he/she has been wrongfully accused of discrimination/harassment should also file a complaint and/or response with the Officer.

**Investigative Process:**

1. After a complaint has been filed, the Officer will conduct an internal investigation utilizing interviews, oral communication and correspondence. All such inquiries will be documented in written form.
2. Where complaints are validated by the Officer, a proposed resolution designed to alleviate the unlawful discrimination and/or harassment will be presented to the complaining party. Provided the resolution is acceptable to the complaining party, it will be implemented.
3. Where the complaining party finds a proposed resolution unacceptable, the complaining party may seek assistance from other informal resolution procedures such as filing a grievance with an appropriate employee group like the Faculty Association, Administration, Mid-Management, Classified Association or 411 Student Handbook.
4. The complainant must file a copy of a final resolution with the Officer regardless of whether a resolution is derived from the College's internal complaint and hearing process, or through other informal procedures within the jurisdiction of an appropriate employee group.

**Retaliatory Action**

Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with discrimination/harassment is prohibited and will not be tolerated.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**PERSONNEL RECORDS**

**POLICY 4103**  
**ADOPTED: 06/25/91**

The Human Resources Department at Triton College will maintain a file on all current employees at the College. All materials relating to the hiring and the continued employment of the employee will be included in the file.

Employees may request to examine their file by submitting a written request to the Director of Human Resources 24 hours in advance. A member of the Human Resources staff shall be present at the time the file is examined. Employees may not mark, destroy, or remove any of the files' contents.

Employee files will be considered confidential information and will not be released to others without the employee's consent unless by court order.

Files for terminated employees shall be maintained for a period as required by current law.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**VERIFICATION OF EMPLOYMENT**

**POLICY 4104**  
**ADOPTED: 12/15/09**

Employment verifications for current and past Triton employees may only be provided by the Human Resources department.

Employment verification requests should be received in writing and bear the employee's signature indicating permission to release information. Verification requests may be sent via fax, scan, email, regular mail or delivered in person.

Verifications will be handled as follows:

1. General Employment Verifications: The HR department will verify only, employee name, job title(s) and dates worked. Salary information will not be provided.
2. Employment Verifications for Credit Purposes: The Human Resources department will verify employment dates, job title(s) and salary. The department will not provide information about the probability of continued employment.
3. State and Federal Court Verifications: These are the only employment verifications that will be honored without the employee's signature.
4. A copy of completed verifications will be placed in the employee's Human Resources file.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**STAFF PARTICIPATION IN  
POLITICAL ACTIVITIES**

**POLICY 4105  
ADOPTED: 03/16/93  
AMENDED: 11/20/01**

The individual and personal rights and freedoms of College employees are no less than other citizens. These rights include voting or refraining from voting; discussing the social, political, and economic issues of the day in public meetings; participating actively in the political party of their choice by attending party functions, contributing to the support of the party, campaigning in the community for its candidates, and serving as an official in the party.

The political activity of a staff member, however, must not compromise his/her professional integrity. He/she must not misuse his/her position to pervert the academic process in the interests of his/her own political ambitions or those of a political group.

A College employee will, in sum, be free to act as he/she desires with respect to political activities of his/her choosing unless it can be shown that his/her behavior is affecting his/her professional performance in a demonstrably deleterious manner or in violation of Board policies and regulations.

Therefore:

1. College employees engaging in political activity will make it clear that they are speaking and acting as individuals and that they do not represent the College nor the views of the Board of Trustees.
2. College employees will not engage in political activity during working hours unless on vacation or personal leave, nor will an employee use the college's facilities or equipment for political purposes at any time. Regulations for the use of College buildings or grounds are the same for employees as they are for other citizens.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**EMPLOYEE ETHICS**

**POLICY 4106**  
**ADOPTED: 06/25/91**  
**AMENDED: 11/20/01**

Triton College recognizes that there is a unique employer-employee relationship between the College and the employees and desires to promote and maintain an atmosphere of good will with its employees.

All employees of the College shall conduct themselves in accordance with all local, state, and federal statutes as well as all Triton College policies, procedures, and regulations.

All employees shall be committed to the development of each student toward the realization of his or her full potential without discrimination of any individual as set forth by law.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**PERSONAL GROWTH**

**POLICY 4107**  
**ADOPTED: 06/25/91**

Triton College recognizes the need for and is committed to providing for the personal growth of its employees through College staff development activities and other educational opportunities.

All full-time employees of the College shall be eligible to participate in Triton courses at reduced rates as specified in employee group handbooks and/or negotiated agreements.

In addition, all full-time Triton employees may request tuition reimbursement for non-Triton courses to the limit specified in employee group handbooks and/or negotiated agreements. Such courses must be approved by their supervisor and vice president in advance of their start date and must contribute to the benefit of the College and be directly related to the employee's current position.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**PUBLIC COMPLAINTS ABOUT  
COLLEGE PERSONNEL**

**POLICY 4108  
ADOPTED: 03/16/93**

Constructive criticism of the College is welcome when it is motivated by a sincere desire to improve the quality of the education program.

The Board of Trustees places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board of Trustees as a whole or to a Board member as an individual, it will first be referred to the President for study and possible solution. The individual employee involved will be advised of the nature of the complaint and be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them. If the President deems the complaint should be heard by the Board, he/she may request an executive session of the Board of Trustees for the purposes of further study and a decision by this body. Generally all parties involved, including the administration, will be asked to attend such a meeting for the purposes of presenting facts, making further explanations, and clarifying the issues. Hearsay and rumor will be discounted as well as emotional feelings except those directly related to the facts of the situation.

The Board of Trustees will conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

This policy does not supersede procedures already established with respect to grievances and grade appeals.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**MANDATED REPORTER**

**POLICY: 4109**

**ADOPTED: 10/16/12**

In compliance with the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/4, and the recent amendment to the Act under Illinois Public Act 97-0711, all employees of Triton College are mandated reporters of child abuse and neglect. Each current employee shall sign and submit to Human Resources the Acknowledgement of Mandated Reporter Status form issued by the Illinois Department of Children and Family Services (the "DCFS") and each new employee shall sign this form prior to commencement of employment. Each employee shall also complete the Illinois Mandated Reporter Online Training made available by the DCFS and sign and submit the certificate of completion for this online training to Human Resources.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEE, DISTRICT 504**

### **HUMAN RESOURCES**

### **DRUG AND ALCOHOL FREE WORKPLACE**

**Page 1 of 3**

**POLICY 4110**

**ADOPTED: 06/16/98**

**AMENDED: 06/16/15**

#### Statement of Policy

In accordance with the Federal Drug-Free Workplace Act of 1988, Triton College is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, all employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, including, but not restricted to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, anabolic steroids, and marijuana, while on College premises or while performing work for the College.
2. The distribution, consumption, possession of, or being under the influence of alcohol while on College premises or while performing work for the College.

For purposes of this policy, a controlled substance is one which falls into one of the three categories below:

1. A substance that is not legally obtainable under the laws, rules or regulations of the federal government, state government or local government;
2. A substance that is legally obtained through a medical prescription but is used in a manner different than prescribed by the writing physician; and
3. A substance that is legally obtainable under the laws, rules or regulations of the federal government, state government or local government, but has not been legally obtained.

#### Conditions of Employment

As a condition of employment, each applicant recommended for hire shall:

1. At the expense of Triton College, complete a drug screening prior to approval of employment by the Board of Trustees. Applicants shall be disqualified from employment with the College for refusal to complete the required drug test or for a confirmed positive drug test result.
2. Agree to abide by the terms of the College policy respecting a drug and alcohol free workplace.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEE, DISTRICT 504**

**HUMAN RESOURCES**

**DRUG AND ALCOHOL FREE WORKPLACE**

**POLICY 4110**

**Page 2 of 3**

**ADOPTED: 06/16/98**

**AMENDED: 06/16/15**

As a condition of continued employment, each employee shall:

1. Agree to abide by the terms of the College policy respecting a drug and alcohol free workplace.
2. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.
3. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute no later than five (5) days after such conviction.

Employee Awareness and Assistance

In order to make employees aware of the dangers of drug and alcohol use, the College shall:

1. Provide each employee with a copy of the College Drug and Alcohol Policy;
2. Post notice of the College Drug and Alcohol Policy in the Human Resources Department and in conspicuous places throughout the College campus;
3. Make available informational resources from local, state, and national anti-drug and alcohol abuse organizations; and
4. Enlist the aid of local and state agencies with drug and alcohol rehabilitation programs to provide information to College employees.

College Action Upon Violation of Policy

An employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination of employment, referral for prosecution, or other disciplinary measures provided for in the College's collective bargaining agreements with its employees or applicable administrative policies.

Disciplinary action shall be taken within thirty (30) days after receiving notice of the conviction.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEE, DISTRICT 504**

### **HUMAN RESOURCES**

#### **DRUG AND ALCOHOL FREE WORKPLACE**

**Page 3 of 3**

**POLICY 4110**

**ADOPTED: 06/16/98**

**AMENDED: 06/16/15**

The College shall, within thirty (30) days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace, have the authority to suspend, with or without pay, without prejudice, an employee from his/her position for the violation of this policy, and shall be effective until acted upon by the employee's supervisor, or his designee. The employee may request a review of the disciplinary action in the manner set forth in the College's collective bargaining agreements by the Board of Trustees by submitting a written request within ten (10) days of the first day of suspension.

Alternatively, as a condition of continued employment, the College may require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a federal or state health, law enforcement, or other appropriate agency.

An employee who acknowledges to the College that he or she has a drug/chemical or alcohol dependency problem, prior to a violation of this policy, will be referred to resource information on available rehabilitation programs. No disciplinary action will be taken by the College when the employee voluntarily seeks help for a drug/chemical or alcohol dependency problem. If the employee, after voluntarily seeking help for a drug/chemical or alcohol dependency problem, violates this policy, the employee may be subject to disciplinary action as defined by this policy.

The College may require an employee who violates the terms of this policy to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the College.

Should the College be a current participant in a federal education program in which the College is the prime grantee and a direct receiver of federal funds, the President of the College shall notify the appropriate federal agency from which the College receives grant monies of the employee conviction within ten (10) days after receiving notice of the conviction.

#### **Annual Review**

An annual review of the policy will take place to determine the effectiveness of the College's drug and alcohol free workplace program.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**SICK LEAVE**

**POLICY 4113**

**ADOPTED: 06/25/91**

**AMENDED: 04/21/93**

**AMENDED: 12/20/16**

All full-time employees shall receive sick leave time according to the terms of their employee group policy manual and/or negotiated agreement. Sick leave may be used for personal illness, injury, medical appointment, quarantine at home or in a medical facility. Sick leave may also be used for the illness, injury, medical appointment, quarantine at home or in a medical facility of an immediate family member (parents, spouse, domestic partner, brothers, sisters, children, step-children residing with the employee, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and legal dependents).

Sick Leave shall accumulate as specified in employee group handbooks and/or negotiated agreements. Such policy manuals and agreements shall also govern remuneration for unused sick time upon an individual's retirement from the College.

After three (3) consecutive days of sick leave use or five (5) non-consecutive days of sick leave use during any six (6) month period, the College will request a certificate from a physician licensed in the State of Illinois verifying the date(s) of illness and clearing the employee to return to work without restrictions.

Employees who will be late or absent due to illness shall notify their supervisors one-half (1/2) hour prior to the start of the scheduled work day, or as specified in their employee group policy manual and/or negotiated agreements.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**BEREAVEMENT**

**POLICY 4114**

**ADOPTED: 06/25/91**

**AMENDED: 04/21/93**

All employees shall be allowed up to three (3) bereavement days for each 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.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**HEALTH INSURANCE**

**POLICY 4115**  
**ADOPTED: 06/25/91**  
**AMENDED: 03/16/93**

All full-time employees shall be covered by a medical and dental plan. The Triton College Board of Trustees shall determine the amount of coverage, and such information shall be provided in written form to new full-time employees and be readily available at all times from the Human Resources Department.

Dependent coverage shall be offered at rates established by employee group policy manuals or negotiated agreements.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**TAX-SHELTERED ANNUITIES AND  
DEFERRED COMPENSATION PLANS**

**POLICY 4117  
ADOPTED: 06/25/91  
AMENDED: 01/22/13**

Triton College shall authorize companies to enter into tax-sheltered annuity and other deferred compensation plans with all College employees with the exception of work study students. The Business Office will maintain the Board-approved list.

The employee, or the company agent on behalf of the employee, shall submit completed requests to participate in approved plans to the Payroll Office.

It is the responsibility of the employee and the authorized retirement plan agent (403b Vendor) that deductions remain within the legal limits of the law.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**EMPLOYEE ASSISTANCE PROGRAM**

**POLICY 4121**  
**ADOPTED: 06/25/91**

Triton College recognizes chemical dependency, marital, family, financial, and other stress-related problems as conditions which can seriously affect an employee's personal life and job performance. For this purpose, the Board shall authorize an employee assistance program to be provided to assist employees in diagnosis and referral for professional assistance.

The Human Resources Department shall administer the employee assistance program.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**MARKETING OF INSTRUCTIONAL MATERIALS POLICY 4123  
ADOPTED: 06/25/91**

Triton College shall own all rights to any and all instructional materials made or developed by Triton College employees and/or students, either in the course of employment by the college or through the use of facilities or funds provided by or through the College.

College employees will produce instructional materials primarily for the purpose of meeting identified instructional needs of Triton College. The marketing of any College-owned instructional materials will follow Triton guidelines. All monies collected will belong to Triton College.

This policy is not intended to supersede language in existing negotiated agreements.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**SABBATICAL LEAVE**

**POLICY 4125**  
**ADOPTED: 06/25/91**  
**AMENDED: 04/21/93**

Sabbatical leaves may be granted for activities which will add to the teaching effectiveness and/or professional development of a faculty member or administrator.

Such activities may include graduate work, assignment to business and industry, assignment to social service or civic organizations, innovative instructional development, educational travel, other teaching experience, or community service projects.

The Board of Trustees will consider only sabbatical requests which have followed College procedures as specified in employee group handbooks and/or negotiated agreements and which are recommended by the President.

Should direct compensation be anticipated, applicant must declare amount and nature of compensation at time of request. Information regarding compensation will be considered by the Board of Trustees in determining whether a sabbatical or leave of absence is appropriate.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**TUITION REIMBURSEMENT**

**POLICY 4127**

**ADOPTED: 12/17/91**

**AMENDED: 03/17/92**

**AMENDED: 04/21/93**

The College will reimburse full-time employees for the cost of tuition and fees pursuant to the conditions and limitations as outlined in the applicable employee group policy manual or negotiated agreement.

Tuition and fees must be repaid to the College in full if an administrator or mid-manager resigns or is dismissed for cause within 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.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**PROFESSIONAL STAFF POSITIONS**

**POLICY 4130**  
**ADOPTED: 03/16/93**  
**AMENDED: 02/18/14**

All professional staff positions are created only with the approval of the Board of Trustees. It is the Board's intent to activate a sufficient number of positions to accomplish the College's goals and objectives.

When a new position is created, the President will inform the Board and share job descriptions.

The Board of Trustees requires the President to maintain a comprehensive and up-to-date set of job descriptions of all positions in the College.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**LETTERS OF RESIGNATION**

**POLICY 4132**  
**ADOPTED: 05/21/96**

Personnel desiring to resign from Triton College shall observe the following procedures: A letter of resignation shall be submitted to the Department of Human Resources. The resignation shall be effective on the date specified in the letter of resignation. If no date is specified, the resignation shall be effective at the time it is received by the Department of Human Resources. A letter of resignation, once received by the Department of Human Resources, may not be withdrawn except with the consent of the Board of Trustees. The granting of such consent is within the Board of Trustees' sole discretion. This policy is not intended to establish new policy but is declarative of the practice and procedure that has heretofore existed.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**EMPLOYEE TERMINATION**

**POLICY 4133**  
**ADOPTED: 06/25/91**  
**AMENDED: 08/20/96**

All Administrative, Mid-Management, Classified, Police, Engineer, Part-time, and Full-time Faculty and Part-time employees must complete an established termination or non-continuing procedure to assure that all liabilities to the College have been met and that the employee has been informed of rights and benefits at termination of employment. The employee will be required to obtain clearance from the library, campus store, financial aid, business office, police department, inventory control, payroll and human resources to indicate that appropriate closure has been brought to each area. Supervisors have the responsibility to make sure that all college equipment, furniture or other articles owned by the college remain in the department. No final checks will be issued until the Employee Clearance form has been properly completed and approved by the Human Resources office. The Human Resources Department shall also advise terminated or non-continuing employees of their rights under COBRA and offer the opportunity for an exit interview. Deductions may be made from the employee's final paycheck for any college property not returned prior to completion of this process.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**TRAVEL EXPENSES FOR  
PROSPECTIVE EMPLOYEES**

**POLICY 4134  
ADOPTED: 06/25/91**

Unless otherwise specified, all prospective employees must pay their own expenses for travel to the campus or to another location for the purposes of interviewing, meeting staff, or touring facilities. Exceptions to this policy are generally not made below the vice-presidential level. All exceptions must be authorized by the President prior to travel.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**PERSONNEL HIRING -  
TEMPORARY HOURLY EMPLOYEES**

**POLICY 4137  
ADOPTED: 10/20/92  
AMENDED: 11/20/01  
AMENDED: 05/18/04**

Temporary hourly employees are defined as persons employed to work twenty or less hours per week for the term of four or less months (examples of such positions are lifeguards, tutors, peer counselors, readers), or thirty hours per week for the term of four or less weeks.

The Executive Administrators (President and Vice Presidents) may hire temporary hourly employees when it is determined such persons are required to carry out functions of the College and when such positions have been funded in the official budget adopted by the Board of Trustees. The Executive Administrators shall report the names of each temporary hourly employee, the duration of employment, and the hourly rate to the Board of Trustees at the first regular meeting of the Board following his/her appointment.

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **HUMAN RESOURCES**

#### **CRIMINAL BACKGROUND INVESTIGATIONS**

**POLICY 4138**

**Page 1 of 3**

**ADOPTED: 03/16/99**

**AMENDED: 08/18/15**

#### Statement of Policy

Triton College is committed to ensuring that quality and qualified staff support the academic and community missions and that the Triton community is as safe as possible. Triton is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy sets forth Triton's procedures for conducting pre-employment background checks for all staff positions.

#### Statement about Background Checks and Discrimination

Information discovered through the background check process will be used solely for the purpose of evaluating a Recommended Candidate's suitability for employment. It will not be used to discriminate against a Recommended Candidate on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, national origin, disability, military/veteran status or any other factor as prohibited by applicable law, rule or regulation. All results shall be evaluated in a manner consistent with the EEOC publication "Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964."

#### Definitions

1. Recommended Candidate: The applicant who is not currently employed by Triton who has completed the interview process and has been recommended for approval of the Board of Trustees.
2. Basic Criminal Background Screen: Non-Fingerprint, SSN Trace, Multi-Jurisdictional National Search with County Verification w/ National Sex Offender Registry, County Criminal Felony & Misdemeanor Search for All Counties of Residence.
3. Comprehensive Criminal Background Screen: Fingerprint, SSN Trace, Multi-Jurisdictional National Search with County Verification w/ National Sex Offender Registry, County Criminal Felony & Misdemeanor Search for All Counties of Residence.
4. Background check: Checking any or all parts of the recommended candidate's employment references and employment, educational, criminal, sex and violent offender, credit, and license histories. The nature and scope of the background check will be determined by Triton and will be appropriate to the position.
5. Background check vendor: A company engaged by Triton to conduct Basic Criminal Background Screen and Comprehensive Criminal Background Screen. Whenever a background check vendor conducts all or any portion of a background check, Triton will require the vendor to comply with state and federal law, including the requirements of the Fair Credit Reporting Act ("FCRA").

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **HUMAN RESOURCES**

#### **CRIMINAL BACKGROUND INVESTIGATIONS**

**POLICY 4138**

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6. Criminal history check: Verifying that the recommended candidate does not have any felony or misdemeanor convictions or pleas which are acknowledgements of responsibility (e.g., plea of no contest or nolo contendere) which have not been annulled, sealed or otherwise expunged. Criminal convictions or pleas will not automatically exclude a recommended candidate from consideration for employment unless they are job-related and the decision not to hire is consistent with business necessity.
7. Sex and violent offender check: Verifying with state and federal registries that the recommended candidate does not have any convictions of certain sex or violent crimes.
8. License history check: Verifying, if required by the position, that the finalist possesses all the licenses cited by him/her or listed on/in the application, resume, or cover letter. Verification includes establishing the current status of the relevant licenses.
9. Security Sensitive Positions: 1) all employees of the police department; 2) all employees working in the child care center

#### **Procedures**

##### **1. Consent to Conduct Background Checks and Confidentiality**

Recommended candidates will be informed during the pre-employment process that any recommendation to the Board of Trustees or subsequent offer of employment is subject to completion of background checks with results acceptable to Triton, as appropriate to each position. Prior to conducting the Background Check, a signed, written consent will be obtained from the Recommended Candidate. Refusal by the Recommended Candidate to authorize the Background Check will make him/her ineligible for recommendation to the Board of Trustees and subsequent employment at Triton.

The information obtained through a Background Check is confidential and will be shared only with individuals with an essential business need to know. Records of the Background Check will be maintained in the Office of Human Resources in a file that is separate from the personnel file.

##### **2. Screening of Recommended Candidates**

Recommended Candidates for non-security sensitive positions shall be asked to provide consent for a Basic Criminal Screen. In the event the Basic Criminal Screen indicates a negative result, the College may request a Comprehensive Criminal Screen. Recommended Candidates for Security Sensitive positions shall be asked to provide consent for a Comprehensive Criminal Screen.

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An offer of employment is contingent upon the successful completion of a Background Check. Generally, employment in the position should not begin until Triton has received and reviewed the results of the Background Check. Exceptions may be made at the hiring department's request with the approval of the Associate Vice President of Human Resources.

3. Evaluation of Background Check Results

Once the Background Check is completed, Triton will make a hiring decision based upon the information gathered. If negative information is obtained through the Background Check process, Triton will evaluate the information as is set forth by the EEOC "Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964." Triton may also consider whether the information is job-related and if the decision not to hire is consistent with business necessity. In making this determination, Triton will consider, the nature and seriousness of the offense(s), the number and type of offense(s), the amount of time that has elapsed since the offense(s), whether such offense(s) are related to the responsibilities of the position, and the accuracy and completeness of the information provided by the finalist during the application process.

4. Adverse Action Taken Due To Background Check Results

If adverse action is probable based in whole or in part on the results of a Background Check, the Recommended Candidate will receive a copy of the Background Check report and a document summarizing his/her rights under the FCRA. Recommended Candidates will be permitted to provide responsive information regarding their criminal history, including evidence that they did not commit the offense (in the case of a misidentification), evidence of rehabilitation or character, the length of time since the last criminal conviction, and other extenuating circumstances. The Recommended Candidate will be given five (5) business days to provide this information so as not to halt the hiring process for the position.

If adverse action is taken against the Recommended Candidate in whole or in part based upon the results of a background check, the Recommended Candidate will receive written notice indicating that no further action will be taken and the recommendation for employment to the Board of Trustees will be rescinded. The Recommended Candidate will also receive a document summarizing his/her rights under the FCRA.

TRITON COLLEGE BOARD POLICY

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**HUMAN RESOURCES**

**PROMOTIONS AND PAY RAISES**

**POLICY 4141**  
**ADOPTED: 12/18/90**  
**AMENDED: 12/17/91**  
**AMENDED: 03/17/92**

All promotions and all pay raises, will be presented to the Board of Trustees for their approval, prior to any such promotion or pay raise taking effect.



TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**AMERICANS WITH DISABILITIES ACT**

**POLICY 4146**

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**ADOPTED: 01/23/18**

Triton College is committed to providing equal access and opportunities to job applicants and employees with qualified disabilities, including employees returning from a sick leave or medical leave. Triton College prohibits discrimination on the basis of disability in the application process and throughout the employment relationship. It is the policy and practice of the College to comply with the Rehabilitation Act, the Americans with Disabilities Act, as well as with applicable state and local laws prohibiting discrimination on the basis of a disability. Triton College provides reasonable accommodations on a case-by-case basis to ensure that no otherwise qualified individual will be excluded from employment on the basis of a disability.

Job applicants and employees with a disability recognized by law are entitled to a reasonable accommodation on a case-by-case basis if one is needed to enable the person to apply for a job, perform the essential or marginal functions of a job, or return to work following a sick leave, medical leave or leave following pregnancy and/or childbirth. In general, a disability is defined as a physical, mental, medical, or psychological impairment that substantially limits a major life activity or that prevents the exercise of a normal bodily function, a record of such impairment, or a condition regarded by others as an impairment.

A reasonable accommodation includes, but is not limited to, providing an accessible workplace, acquiring or modifying equipment, modifying work schedules, modifying examinations and training materials, and providing qualified readers or interpreters for the vision and hearing impaired. Reasonable accommodations do not include lower performance standards, permanent changes to the essential functions of the job, or items for personal use or convenience. The College is obligated to provide a "reasonable" accommodation, which may not be the one requested. The process of identifying and providing a reasonable accommodation is an interactive process, with outcomes determined on a case-by-case basis.

The College is not obligated to provide an accommodation if it would impose an undue hardship on the College, or if the individual requesting the accommodation poses a direct threat to the safety to self or to others. Undue hardship refers not only to financial difficulty, but also to reasonable accommodations that are unduly extensive, substantial or disruptive, those that would fundamentally alter the nature or operation of the College, or would unduly have a negative impact upon the stated mission of the College.

**Establishing Eligibility**

A job applicant or employee who has requested a reasonable accommodation must provide certain information to the College from an appropriate health care professional. In general, the information provided must be sufficient to substantiate that the individual has a disability and requires a reasonable accommodation. The information provided must describe, among other things, the nature, severity and duration of the impairment, the job functions that the impairment limits, the extent to which the impairment limits the individual's ability to perform the essential or marginal functions of the job, and substantiate why the requested reasonable accommodation is needed in each particular case. The cost of obtaining and providing this information to the College is the responsibility of the job applicant or employee, including employees returning from a sick leave or medical leave.

If the job applicant or employee provides incomplete or inadequate information to substantiate the disability or the need for the requested accommodation, the College may, at its discretion, require the job applicant or employee to provide additional information at the expense of the applicant or employee, or require an examination by an appropriate health care provider selected by the College and at the expense of the College.

The need for a reasonable accommodation may, and often does, change. Therefore, a job applicant or employee who receives a reasonable accommodation may be required to establish the continued eligibility for an accommodation annually, or more frequently, as may be appropriate in the reasonable opinion of the College.

**Reasonable Accommodation Process**

**Step 1:** To request a reasonable accommodation for a disability, a job applicant or employee, including an employee who is fit for duty and returning from a sick leave or medical leave, should contact the Associate Vice President of Human Resources, at 708-456-0300, ext. 3743.

**Step 2:** The job applicant or employee must provide certain information from an appropriate health care professional demonstrating eligibility for a reasonable accommodation. The College can ask, but not require, that the accommodation request be in writing, and if the request is not in writing, the College may confirm back to the employee or job applicant what the College understands the request to be.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**AMERICANS WITH DISABILITIES ACT**

**POLICY 4146**

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**ADOPTED: 01/23/18**

**Step 3:** The request for a reasonable accommodation, including supporting documentation and information, will be reviewed by the Associate Vice President of Human Resources, the Vice President of Business Services and other college personnel such as the College Nurse, as may be appropriate. The determination of a reasonable accommodation is made on a case-by-case basis. In order to evaluate the information provided by the job applicant or employee, and a health care provider, the College may, to the extent permitted by law, consult with the individual's health care providers as well as College medical professionals and other College personnel as may be necessary. At reasonable intervals, and in order to further the case-by-case application of the interactive process, the College will apprise the individual of the status of the review of the request for a reasonable accommodation.

**Step 4:** If accommodations other than the one requested by the job applicant or employee are determined by the College to be reasonable, the College will, as may be appropriate, consider the job applicant's or employee's preference. The ultimate selection of the reasonable accommodation to be implemented, however, will be made by the College based upon the case-by-case review of the essential and marginal functions of the job and the documentation and information provided. If accommodations have been provided following a return from sick leave or medical leave or due to any other short term or temporary disability, those accommodations may be considered temporary until such time as the employee or applicant is sufficiently recovered to return to the usual and customary marginal and essential job tasks without accommodation. The need for continued accommodations will be addressed by the College and employee or applicant at appropriate intervals.

**Confidentiality**

Confidential information obtained, reviewed, and prepared in connection with a request for a reasonable accommodation will be maintained separately from the job applicant's or employee's other employment records and shall be maintained as confidential information. Confidential information shall not be disclosed to any individual except on a need to know basis or as may be required by law.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**PROFESSIONAL CONSULTING**

**POLICY 4150**  
**ADOPTED: 06/25/91**  
**AMENDED: 03/16/93**  
**AMENDED: 12/20/16**

The Triton College Board of Trustees encourages the professional staff to participate in professional activities that will benefit the individual and the college.

Any member of the professional staff who is interested in consulting during the contracted year must complete and submit the appropriate form to their supervising dean or immediate administrative supervisor. The supervisor will forward the form to the President for approval. The form should contain:

1. Nature of consulting; and
2. Estimate of time away from the College.

All completed forms must be submitted to the President 30 days prior to the beginning of the consulting.