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### Governors State University Board of Trustees Regulations: Section II. Employees

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**GOVERNORS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**REGULATIONS**

**Issued July 12, 1996**

**With Amendments adopted by the Board on March 13, 1998; September 11, 1998; June 17, 2005; April 16, 2010; February 24, 2012; October 12, 2018; and August 30, 2019.**

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**SECTION II. EMPLOYEES**

**A. General**

**1. Coverage**

This Section II. Applies to all faculty, administrative, civil service, and other employees of the Board of Trustees of Governors State University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

**2. Authority to Employ**

The Board of Trustees of Governors State University is the employer of all faculty, administrative, civil service, and other employees of Governors State University. The employment of the President of the University is subject solely to the employment contract between the President and the Board of Trustees.

**3. Delegation of Authority**

- a. Board approval shall be required for creation, elimination, or significant modification of the position of Provost/Vice President and Dean. The President shall inform the Board of the appointment, promotion, resignation, retirement, or other event concerning the employment of a Provost/Vice President and Dean as soon as possible after the event.
- b. Board approval shall be required for:
  - i. The award of tenure.
  - ii. The final, involuntary separation of an employee to be effective during the term of an employment contract.
  - iii. The final approval of any collective bargaining contract.
  - iv. The creation, elimination, or modification of the categories of appointment specified in this section below.
- c. All appointments and promotions shall be made by the President.

d. The President may accept the resignation of an employee on behalf of the Board.

**4. Categories of Employment**

a. Faculty employees shall be categorized as follows:

- i. Type of Appointment
  - a) Probationary
  - b) Tenure
  - c) Temporary
  
- ii. Rank
  - a) Lecturer/Senior Lecturer
  - b) University Professor
  - c) Instructor
  - d) Assistant Professor
  - e) Associate Professor
  - f) Full Professor

**5. Adoption of Appointment Procedures**

The President shall develop procedures for the appointment (including acting appointment) of faculty, administrative and professional, civil service, and other employees. The procedures shall contain such provisions as are necessary and appropriate and shall be: (a) consistent with the Board's delegation of authority in Section II.A.3; (b) consistent with the Board's commitment to affirmative action and nondiscrimination in employment practices; and (c) consistent with the Board's policy on participation in University governance. The procedures and any changes shall take effect when approved by the President.

**6. Policy on the Avoidance of Nepotism**

All University employees who have control or influence over decisions involving the use of public resources or authority have the responsibility to exercise that control or influence in a manner which maintains public confidence in the integrity of institutional decision making processes. This responsibility includes the expectation that, in their exercise of this control or influence, employees will avoid creating the appearance of nepotism as well as other forms of conflict of interest. Therefore, no employee may initiate or participate in any decision involving the employee or person with whom he/she has a close personal relationship, which include, but are not limited to, the following:

- a. Employment hiring or selection.
- b. Assignment.
- c. Transfer.
- d. Promotion.
- e. Evaluation.
- f. Retention/termination.

- g. Leave of absence.
- h. Compensation.

A “personal relationship” shall mean marital or other committed relationship, significant familial relationship or consensual sexual or romantic relationship. Employees who marry or become related through marriage or become a member of the same household may continue employment as long as there is no direct or indirect supervisor/subordinate relationship between such employees or an actual conflict of interest or appearance of a conflict of interest. Should any of the above situations occur, the University would expect the employee to disclose the circumstances and to remove him/herself from the decision making role. The University may find a comparable alternative position to which one of the affected employees may be reassigned or transferred. If accommodations of this nature are not feasible, the employees will be permitted to determine between or among them, which of them will resign. The resolution must be acceptable to the University. In the event the employees are unable or unwilling to do so, the University will decide on the resolution of the perceived conflict.

In those situations where the decision maker is the President, or a Vice President, the reality and perception of their influence and power is such that it would not be possible for them to avoid the appearance of a conflict of interest by submitting the decision to review or by withdrawing from the decision making process. In the absence of special circumstances which may be considered by the Board on a case by case basis, no person who is a close relative, or who is, regardless of relationship, a member of the same household of the President or Vice President, shall be employed in any position which is under the administrative control of that officer who is their close relative or of whose household they are a member.

This policy shall not apply to employment decisions made before its adoption. The President shall be responsible for ensuring compliance with this policy. The President shall develop a definition of the term “close relative” and “member of the same household.”

## **7. Educational Requirements**

The President shall develop a policy concerning the educational requirements necessary for appointment to faculty, including temporary appointments. All educational requirements shall be fulfilled by study in an accredited institution of higher education. The policy shall include the following provisions and such other provisions as are necessary and appropriate:

- a. The minimum educational requirements necessary for appointment;
- b. Any exceptions to the minimum requirements.

The policy and/or any changes shall become effective when approved by the President.

#### 8. **Position Descriptions**

A description shall be prepared for each administrative position, including Chairpersons, in the University, except for the position of President, and for each civil service and other positions. The President shall develop guidelines for the preparation, review, modification, and maintenance of position descriptions.

#### 9. **Administrative Organization**

An organization chart of the administrative structure shall be prepared for the University.

#### 10. **Employee Benefits**

##### a. Eligibility

The following provisions apply to faculty, administrative, civil service, and other employees, subject to the eligibility requirements stated in these Regulations. In the instance where there is a conflict between these Regulations and an employee collective bargaining agreement, the collective bargaining agreement will prevail.

##### b. Military Leave

An employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois National Guard shall be granted leave for any period actively spent in such military service, including:

- i. Basic training;
- ii. Special or advanced training, whether or not within the State and whether or not voluntary; and
- iii. Annual training.

##### c. Benefits During Military Leave

- i. The employee's seniority and other benefits shall continue to accrue.
- ii. The employee shall continue to receive his or her regular compensation. During leaves for basic training and for up to 60 calendar days of special or advanced training, if such employee's compensation for military activities is less than his or her compensation as an employee of the University, he or she shall receive his or her regular compensation as an employee of the University, minus the amount of his or her base pay for military activities.
- iii. The Compensation and accrual of seniority for any employee who is a member of the Illinois National Guard and who is called to temporary active duty in case of civil disturbance or natural disaster declared by the

Governor or who is called to temporary active duty due to combat at the order of the President of the United States shall be subject to the requirements of the state and federal law (Uniformed Services Employment and Re-Employment Act of 1994). The President will develop policies and procedures to implement such compliance.

d. Leave for Court Required Service

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency who is scheduled to work during the time that he/she is called, shall be granted leave with pay and any jury or witness fees may be retained by the employee, provided that no employee shall be given leave with pay for:

- i. Appearing as a party in a non-GSU employment related proceeding involving such employee;
- ii. Appearing as an expert witness when the employee is compensated for such appearance; or
- iii. Appearing as a plaintiff or complainant in a proceeding in which the Board or the University is a defendant or respondent.

In granting leave of absence for jury duty, an employee may be required to return to work for the time during which the employee is not required in any jury attendance.

e. Benefits While on Compensated Leave

- i. An employee eligible for such leave shall earn vacation leave and sick leave while on compensated leave other than educational leave or administrative leave.
- ii. An employee on compensated leave may continue to contribute toward and receive the benefits of any State or Board insurance program and may continue to contribute toward and receive retirement credit in the State Universities Retirement System if the laws, rules, regulations, policies, and procedures governing the administration of such insurance programs or the State Universities Retirement System so permit.
- iii. Upon return to the University from a compensated leave, an employee's salary shall be adjusted to reflect nondiscretionary increases which the employee would have received if not on leave.

f. Emergency Leave

- i. If an emergency arises (such as a severe snow storm, tornado, riot, etc.) in which the safety, health, or welfare of employees is a matter of

- concern, the President may order employees to absent themselves from work with pay.
- ii. Civil Service employees ordered to absent themselves from work under such circumstances shall not lose seniority because of such absence.
  - iii. Employees not excused from work under such circumstances who fail to report for work as scheduled may be denied compensation for such absence.
- g. **Extended Sick Leave**  
The President of the University may grant an employee sick leave with full pay for a period not to exceed 60 calendar days, if the employee: (i) has completed at least three full years of service at the University; (ii) has exhausted all sick leave benefits; (iii) is a participant in the State Universities Retirement System; and (iv) is entitled to and has applied for disability benefits under the State Universities Retirement System.
- h. **Federal Family and Medical Leave Act**  
Governors State University will comply with statutory and regulatory requirements of the Federal Family Medical Leave Act (FMLA) and the Illinois Victims' Economic Security Act (VESSA) of 2003 as amended. The President shall develop procedures and guidelines to implement, monitor and document the University's FMLA and VESSA programs.
- i. **Implementing Policies**  
The President may develop policies implementing the benefits specified in this Subsection A.10., Subsection B.5., and Subsection C.7. of these Regulations. The policies and any changes shall become effective when approved by the President.

## 11. **Compulsory Disability Leave**

- a. If the President for the University believes an employee is unable to perform assigned duties due to illness or injury, he/she may inform the employee in writing of the basis for such belief and require the employee to obtain a medical examination by a doctor chosen and paid for by the University or by a doctor chosen and paid for by the employee who is acceptable to the President. Refusal of an employee to submit to a medical examination may result in suspension of the employee or other disciplinary action. The doctor shall submit an opinion to the President as to whether the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from performing the duties required by the position of employment. A copy of the doctor's opinion shall be

given to the employee. At the employee's discretion and expense, a second medical opinion may be obtained for consideration by the President.

- b. If the medical evidence indicates that the employee (i) has a physical or mental condition which constitutes a health or other hazard to the employee, fellow employees, or others with whom the employee may come in contact; or (ii) has a physical or mental condition which prevents the employee from satisfactorily performing the duties required by the position of employment, the President may place the employee on compulsory disability leave. The President shall notify the employee in writing of the duration of the compulsory leave period. Any earned leave credits shall be used during the compulsory leave period. That portion of the compulsory disability leave, if any, which is not covered by earned leave credits shall be without pay.
- c. After expiration of one-half of the compulsory disability leave period, the employee may upon prior notice to the President, and at the employee's expense, seek a medical opinion from a doctor acceptable to the President as to the ability of the employee to return to work. If the opinion indicates the employee is able to return to work, the employee may return to work at a time mutually agreed upon between the employee and the employer.
- d. If, in the opinion of a doctor chosen and paid for by the University or of a doctor chosen and paid for by the employee who is acceptable to the President an employee is unable to return to work at the end of a compulsory disability leave, the President may (i) extend the leave without pay; (ii) request the employee's resignation; or (iii) terminate the employee's employment.

## 12. Bereavement Leave

- a. Leave with pay of three days per occurrence, to be taken within a period of five days commencing with the date of occurrence, will be granted to an employee in the event of the death of the employee's spouse, domestic partner as defined by rules set forth by the Illinois Department of Central Management Services, parent, step-parent, mother- and father-in-law, child, step-child, sibling, step-sibling, brother- and sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or member of the employee's immediate household. Bereavement leave shall be taken in not less than one-half day increments and may not be accumulated.
- b. Bereavement leave of longer duration than set forth above may be approved under special circumstances by the President and will be deducted either from vacation leave or sick leave, if applicable at the employee's choice, provided an accrual balance is available.



**13. Other Leave Programs**

The President may establish other leave programs that do not add to the leave or conflict with the leave benefits in collective bargaining agreements or in the Board of Trustees Regulations.

**14. Failure to Return to Work Following the Expiration of an Approved Leave of Absence**

If an employee fails to return to work following the expiration of an approved leave absence and has not submitted a request to extend the leave which includes documentation to support the extension within five days of the expiration of the approved leave, the University will consider that the employee to have voluntarily resigned his/her position and will so notify the employee.

**15. Outside Employment**

An employee's participation in outside employment must be consistent with the employee's obligation to the Board as the primary employer and is subject to such conditions as may be imposed by federal or state law or the terms of a collective bargaining agreement. The President shall establish guidelines concerning outside employment.

**16. Retirement**

Employees are subject to the statutes and rules governing the State Universities Retirement System.

**17. Tax Deferred Retirement Plan**

- a. It shall be the policy of the Board of Trustees to, in its discretion, sponsor the Governors State University Tax Deferred Annuity Plan in which eligible employees may participate.
- b. Plan Administration  
This plan shall be administered by the President who shall have authority to prescribe guidelines, procedures, rules and regulations consistent with Section 403(b) of the Internal Revenue code of 1986, as amended "the Code", whereby eligible employees of the University may enter into agreement with the University to elect to receive, in lieu of salary or wages, benefits which are tax deferred under the Code. Governors State University is the Plan Sponsor and Plan Administrator and as such, reserves the right, in its sole discretion to amend, change or terminate this plan as permitted by law.

## 18. Tuition Reduction Benefits

- a. It shall be the policy of the Board of Trustees to, in its discretion, make available to each eligible employee now or hereafter employed, the opportunity to participate in a Tuition Reduction Plan that exempts the employee from tuition and certain fees.
- b. The specific benefits available to University employees, if approved, are described in Section II.B.5.f. for faculty and administrative employees and in Section II.C.7.g. for Civil Service employees of these Regulations, and the tuition waiver provisions, if any, of applicable collective bargaining agreements.
- c. **Benefit Administration**  
This benefit shall be administered by the President who shall have the authority to prescribe guidelines, procedures, rules and requirements consistent with a tax-exempt tuition reduction provision under the Internal Revenue code, where employees of the University may obtain tuition and certain fee waivers on a tax-exempt basis. The Board of Trustees of Governors State University, in its sole discretion, reserves the right to amend, change or terminate the benefits under this program.
- d. **Employee Dependents**  
Governors State University provides a partial tuition waiver benefit for certain dependents of eligible employees subject to the provision and limitation of the Governors State University Law 110 ILCS 670/15-90. Dependents under the age of twenty-five of eligible employees shall receive a fifty percent (50%) reduction of the tuition for undergraduate education at any Illinois state university named in the Act for a period not to exceed four years. Fees and charges other than tuition are not included in this waiver.

## 19. Employees Licensed to Practice Law

Employees of the Board who are licensed to practice law may not represent any person or entity in any litigation, administrative proceeding, or other matter (other than proceedings conducted pursuant to Board or University regulations or procedures or a collective bargaining agreement to which the Board is a party) in which the Board, the University, or other employees of the Board are adverse parties.

## B. Faculty and Administrative Employees

### 1. Coverage

This Subsection B. applies to all faculty and administrative employees of the University unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement.

**2. Salaries and Compensation**

- a. The President shall develop guidelines for the initial and continuing salaries and salary increases of administrative employees.
- b. The President shall develop policies concerning salaries for Chairpersons. The policies and any changes shall become effective when approved by the President.
- c. The salary of any individual becoming a member of the faculty after relinquishing an administrative position shall be determined on the basis of such individual's qualifications as a faculty member.

**3. Administrative Employees with Faculty Rank**

The following provisions shall apply to administrative employees with faculty rank (including Chairperson) and shall not apply to employees covered by a collective bargaining agreement.

- a. An administrative employee may retain faculty rank in a department (or equivalent academic unit) in which it has previously been granted by the University. Furthermore, an administrative employee may be granted faculty rank at the time of appointment or subsequent thereto or may be promoted in faculty rank if such employee satisfies the educational requirements established pursuant to Subsection A.7. above and faculty rank or promotion is recommended by the appropriate department/division (or equivalent academic unit), the Dean, and Provost/Vice President and approved by the President.
- b. An administrative employee with faculty rank previously granted tenure by the Board shall retain such tenure, which shall not be transferred from one department (or equivalent academic unit) to another except by approval of the Board upon recommendation by the President after consultation with the departments (or equivalent academic units) involved.
- c. At the time of initial employment by the University, an administrative employee whose preceding employment included faculty rank and tenure may be granted tenure only if so recommended by the department (or equivalent academic unit), the Dean, the Provost/Vice President, and the President and approved by the Board.
- d. Except for a Chairperson, who shall be eligible for tenure as provided in paragraph e. below, an administrative employee with faculty rank but without tenure shall not be eligible for tenure during the period that such employee occupies an administrative position.

- e. Chairpersons shall be eligible for consideration for tenure during their term of service as Chairperson if they hold at least the rank of Assistant Professor and meet the following requirements:
  - i. Educational Requirements  
A Chairperson shall be eligible for consideration for tenure if he/she meets the educational requirements established by the University for tenure for faculty employees covered by a collective bargaining agreement.
  - ii. Years of Service
    - a) Except as provided in paragraph c) below, a Chairperson may not apply for tenure before his/her sixth probationary year of employment at the University.
    - b) A Chairperson who has no previous full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year one at the time of initial appointment.
    - c) A Chairperson who has one year of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year two at the time of initial appointment.
    - d) A Chairperson who has two years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year three at the time of initial employment.
    - e) A Chairperson who has three or more years of prior full-time teaching or professional service in a baccalaureate degree-granting institution of higher education shall be placed in probationary year four at the time of initial appointment.
    - f) A Chairperson may elect to be placed in a lower-numbered probationary year by written notification to the Provost/Vice President by the close of the first academic term following his/her initial appointment.

- iii. Consideration for Tenure on the Basis of Exception
  - a) A Chairperson who does not satisfy the educational requirements of tenure established pursuant to paragraph (i.) above or the years of service requirement specified in paragraph (ii.) above may apply for consideration for tenure in his/her fourth, fifth, or sixth year of full-time service at the University on the basis of exceptional teaching/performance of primary duties, research/creative activity, or service.
  - b) A Chairperson who applies for consideration for tenure as an exception to the educational requirements or years of service requirements shall present evidence in support of his/her claim for an exception.
- iv. Tenure for Chairpersons shall not be acquired automatically by length of service. Tenure shall be granted and may be acquired only by specific action of the Board after receipt of a specific recommendation of the President. Tenure shall be in an academic department/division or equivalent unit.
- v. The performance of a Chairperson during the entire term of employment shall be considered by the Board in determining whether to grant tenure.
- vi. An eligible Chairperson must apply to the Dean of his/her college (or equivalent unit) prior to the commencement of the tenure process in order to be considered for tenure. In the event that an eligible Chairperson does not submit his/her application for tenure in the sixth probationary year, such employee shall receive a terminal contract for the next subsequent academic year.
- vii. Removal from Office

In appropriate circumstances, removal of a Chairperson from office may be initiated by vote of a 2/3 majority of all probationary and tenured faculty members of the department/division, or by the Dean of the College after consultation with members of the department/division and the Provost/Academic Vice President. The final decision with respect to removal of a Chairperson shall be made by the President. In the event of removal from office, a Chairperson shall be entitled to return to his/her department/division to assume faculty responsibilities at his/her then current faculty rank. The President shall establish guidelines concerning the removal of a Chairperson from office. The guidelines shall ensure due process for the incumbent Chairperson.

#### 4. Reassignment and Termination

##### a. Reassignment

Employees at the University may be reassigned by the President without notice in advance. The President shall consult with and obtain the approval of the Board of Trustees prior to the reassignment of a Provost/Vice President. Employees, other than employees with a temporary appointment (including employees whose appointment is supported by grant or contract funds), who are reassigned shall receive written notice of any reduction in monthly compensation as follows:

- i. In the first year of employment at the University not less than one month prior to the effective date of reduction in monthly compensation; and
- ii. In the second or subsequent year of employment at the University not less than two months prior to the effective date of reduction in monthly compensation.

##### b. Termination

- i. The President shall be employed by and serve at the pleasure of the Board unless the contract of employment specifies otherwise.
- ii. All at-will employees employed by the Board shall serve at the pleasure of the President and may be terminated with or without cause.
- iii. Termination of at-will university employees shall require a pre-termination review by the Department of Human Resources.
- iv. Upon termination, an at-will employee may be offered severance pay based on the individual circumstances of the termination provided the employee signs a separation agreement which, among other things, shall include a release of all potential claims to the fullest extent allowed by law.
- v. Any severance pay provided to any at-will or contractual university employee shall be subject to the provisions of the Government Severance Pay Act, as same may be amended from time to time (5 ILCS 415/1 *et seq.*), including, but not limited to, the requirement that severance pay may not exceed an amount greater than twenty (20) weeks of compensation.

#### 5. Employee Benefits

##### a. Temporary Appointments

- i. An employee hired specifically for a full-time temporary position shall, during the first fiscal year of such appointment, earn non-cumulative sick leave at the rate of 10 days per year (credited to the employee at the beginning of the appointment), shall be eligible for holidays, bereavement leave, and leave for court required service. Such employee shall not receive any benefit for unused sick leave at the end of the fiscal year or at the end of the appointment, whichever is earlier. If such appointment is at least half-time but less than full-time, the employee shall be eligible to receive the benefits listed in this paragraph on a pro-rated basis.
- ii.
  - a) An employee hired specifically for a full-time temporary position, who is appointed to said position for more than one consecutive fiscal year, shall be eligible for holidays, bereavement leave, and leave for court required service.
  - b) In addition, effective at the beginning of the second consecutive fiscal year of such appointment, such employee shall become eligible for educational benefits, shall earn non-cumulative sick leave at the rate of one day per month of appointment (credited to the employee at the beginning of the fiscal year), and, if employed on a 12-month basis, shall (i), if such appointment is supported less than 50% by grant or contract funds, earn vacation leave as specified in paragraph b. below or (ii), if such appointment is supported at least 50% by grant or contract funds, earn non-cumulative vacation leave credited at the rate of two days per month. Such employee shall not receive any benefit for unused sick leave or non-cumulative vacation leave at the end of the fiscal year or at the end of the appointment, whichever is earlier.
  - c) If the foregoing appointment is at least half-time but less than full-time, the benefits listed in this paragraph (ii.) shall be provided on a pro-rated basis, and the employee shall not become eligible to earn the benefits listed in paragraph b) above until the beginning of the third consecutive fiscal year of such appointment.
- iii. Part-time faculty employees paid on a per-course basis and employees with appointments for less than half-time shall not be eligible for any benefits described above.

b. Permanent Appointment

i. Vacation Leave

Employees with 12-month appointments shall earn vacation leave at the rate of two days per month during each month, or major fraction thereof, of service in pay status. Employees with less than 12-month appointments shall earn no vacation leave. Vacation leave may be accrued up to a maximum of 48 days. An employee who accrues the maximum will, except as provided below, earn no further vacation leave until the employee's use of vacation leave reduces the accrual below the maximum. An employee who is required to work on a special assignment may, at the discretion of the President, be permitted to earn up to 12 days of vacation leave beyond the maximum of 48 days. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment.

ii. Sick Leave

- a) An employee, while in pay status, shall earn non-cumulative sick leave at the rate of ten days per year of employment, which shall be credited to the employee at the beginning of the employment year, starting with the first year of employment.
- b) An employee, while in pay status, shall earn cumulative sick leave at the rate of 1.5 days per month. An employee may accrue cumulative sick leave up to a maximum of 300 work days. An employee who accrues the maximum will earn no further sick leave until the employee's use of sick leave reduces the accrual below the maximum.
- c) Sick leave may be used for injury or illness of an employee, including temporary disability caused or contributed to by pregnancy, which prevents the employee from performing assigned duties.
- d) Deductions of sick leave shall not be made during any Board approved holiday. One day of sick leave shall be deducted for each day an employee is absent because of injury or illness. No more than five days of sick leave shall be deducted in any one calendar week.
- e) Upon termination of employment, and provided the employee is not reemployed at the same place of employment within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997. The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of cumulative sick leave earned by the employee, in accordance with paragraph b) above, minus any



days, or fractions thereof, of cumulative sick leave used by the employee; or (ii) the number of days, or fractions thereof, of cumulative sick leave earned by the employee in accordance with paragraph b) above between January 1, 1984 and December 31, 1997. Noncumulative sick leave days shall be used first, and cumulative sick leave days shall be used in the following order:

1. Days accrued through December 31, 1983;
2. Days accrued after December 31, 1997;
3. Days accrued between January 1, 1984 and December 31, 1997.

An employee who has received a lump sum payment for accrued sick leave and who, within two years, is reemployed by the Board may, if separated in good standing, have his or her accrued sick leave restored if, within 30 days after commencement of such reemployment, the employee repays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount he or she was paid for one day of accrued sick leave. An employee may have part or all of his or her accrued sick leave restored in this manner; however, if the employee does not make any such repayment to the Board, he or she shall not be entitled to have any such sick leave so restored.

The Board, through its authorized representatives, reserves the right to require acceptable evidence of illness or disability with respect to the use of sick leave.

c. Holidays

- i. Holidays recognized by the Board shall be New Year's Day, day before or day after New Year's Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and day before or day after Christmas Day.
- ii. The University will be closed, except for necessary operations, on the foregoing holidays. Employees will be excused with regular pay on said holidays unless otherwise determined by the President.
- iii. Employees who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employer, paid time away from work equivalent to the number of hours worked on the holiday.

d. Educational Leave

Employees shall have the right to apply for an educational leave after having completed a period of five years of service at the University. Requests for leave shall be submitted in writing by the employee to his/her unit/department head. If the unit/department head approves the request, it shall be forwarded to the appropriate Vice President for consideration. If recommended by the Vice President, the request is submitted to the President for approval together with the written recommendation of the unit/department and the Vice President.

- i. Applications for education leave may be approved for the following purposes:
  - a) Study and research, including related travel;
  - b) Creative work in the employee's field of endeavor.
- ii. The employee shall, prior to the granting of educational leave, enter into a written agreement with the Board that, upon the termination of such leave, the employee will return to service for a full year and that, in default of completing such service, will refund, unless excused there from by the President for reasons satisfactory to him or her, an amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered. No such refund shall be necessary should the employee be terminated prior to the completion of the service agreed upon.
- iii. An educational leave shall not be awarded more than once in every seven years, and educational leave time shall not be cumulative.
- iv. Salary payments during educational leave shall be: one-half pay if leave is granted for a full year; full pay if leave is granted for one-half year.
- v. The maximum number of educational leave units that may be used during each fiscal year at the University shall be one unit for each twenty-five full-time faculty and administrative employees who are not covered by a collective bargaining agreement or major fraction thereof. Each unit so derived shall generate twelve half-pay months or six full-pay months of educational leave.

e. Leave Without Salary

- i. An employee may apply for a leave without salary. Ordinarily, such leave may be granted only after the employee has completed at least two consecutive years of full-time service at the University.

- ii. A leave without salary may be granted at the discretion of the President following a determination that the employee intends to return to service at the end of such leave. The initial grant of a leave without salary may be for a period of up to one calendar year. The leave may be extended upon the agreement of the President for a period of up to two successive calendar years.
- f. Educational Benefits
- i. An employee may enroll in any university previously a part of the Board of Governors system for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and fees. The fees which will be waived by such universities include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver.
  - ii. The natural, adopted, foster, and step-children and the spouse of an employee who dies while in service shall be entitled to a waiver of tuition and fees up to and including the baccalaureate degree at any university identified in paragraph (i.) above. Should both parents be employees, the death of one parent makes the child eligible for the waiver. Children of a deceased employee who is divorced shall be eligible for a waiver of tuition and fees if such employee had been contributing to their support at the time of death.
  - iii. An employee who has retired from the University may enroll in the University for a maximum of one course, or three credit hours, whichever is greater, in any one academic term with exemption from the payment of tuition and such fees as may be waived in accordance with paragraph (i.) above.
- g. Administrative Leave
- i. In the event that the President, the Vice Presidents, or administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson, elect to terminate employment in those positions, they shall be eligible, upon approval by the Board (following recommendation of the President) to receive six months' leave at full pay or twelve months' leave at half pay if they meet all the following criteria at the time of retirement
    - a) They do not continue in a tenured teaching appointment;

- b) They have been in one or more of the aforementioned positions for a period of at least ten years prior to retirement; and
  - c) They have not had a sabbatical or educational leave during the ten years immediately preceding retirement.
- ii. Individuals employed in positions specified in paragraph (i.) above may be afforded continued employment as follows:
- a) Vice Presidents who hold faculty rank but not tenure who elect to terminate employment in those positions in accordance with paragraph (i.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the department (or equivalent academic units) in which they hold rank, if any, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.
  - b) Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson, Director, Registrar, or Business Manager who elect to terminate employment in those positions in accordance with paragraph (i.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the departments (or equivalent academic units) involved shall not be required for Vice Presidents holding tenure immediately prior to termination of employment in an administrative position.
  - c) Administrative officers holding the title of Dean, Associate or Assistant Dean, Department Head or Division Chairperson who elect to terminate employment in those positions in accordance with paragraph (i.) above may, upon recommendation by the President and approval by the Board, be reassigned on a year-to-year basis to teaching positions in the departments (or equivalent academic units) in which they hold rank, if any, or to other positions for which they are qualified, with the approval of the departments (or equivalent academic units) involved. Approval of the department (or equivalent academic units) involved shall not be required for Deans, Associate or Assistant Deans, Vice Deans, Department/Division Chairs holding

tenure immediately prior to termination of employment in an administrative position.

## C. Civil Service Employees

### 1. Coverage

This Subsection C. applies to all civil service employees of the Board unless otherwise provided by these Regulations, by law, or by the terms of a collective bargaining agreement. All civil service employees within Governors State University are employed in accordance with the provisions of Illinois Revised Statutes 110 ILCS 70/10 *et seq.*, as amended, and the rules of the Merit Board and are entitled to all the rights and subject to all the requirements contained therein.

### 2. Work Week

- a. The standard work week (exclusive of unpaid meal periods) for all full-time employees shall consist of 37 ½ hours per week, except for those classifications maintaining 24-hour per day operations including, but not limited to, Security and Plant Engineers, for which the standard work week shall consist of 40 hours per week.
- b. Any change in the standard work week for represented full-time employees shall require approval of the President.

### 3. Work Schedules and Shift Assignments

A schedule of work days and shift assignments shall be maintained for each civil service employee. Work day schedules and shift assignments may be changed to meet operating conditions and needs of the University upon reasonable notice to the Civil Service employees affected.

### 4. Performance Evaluation

The University shall develop a performance evaluation program for employees consistent with these Regulations and the statutes and rules governing the State University Civil Service System. The programs and any changes shall become effective when approved by the President. Each performance evaluation program shall include the following elements and such other elements as are necessary and appropriate:

- a. A description of the evaluation structure;
- b. An identification of the roles and responsibilities of employees and supervisors;
- c. A statement of job related criteria for performance evaluation; and
- d. A description of the employee appeal procedure with respect to recommendations or decisions made pursuant to a performance evaluation.

## 5. Grievance Procedure

- a. The University shall establish a grievance procedure for the resolution of employee grievances. An employee may file a grievance when a dispute arises concerning the interpretation or application of these Regulations and/or policies established by the University. Each grievance procedure shall contain the following elements and such other elements as are necessary and appropriate:
  - i. Provisions for informal resolution;
  - ii. Formal procedures for filing a grievance; and
  - iii. Provisions for a formal decision of the Director of Human Resources and an appeal by the employee of that decision.
- b. The decision made at the conclusion of the appeal shall be final and binding, and shall be consistent with these Regulations.
- c. If an employee seeks resolution of the grievance in any other forum, whether administrative or judicial, or pursuant to a grievance procedure under a collective bargaining agreement, the Director of Human Resources shall have no obligation to process the grievance under the procedure established in accordance with this regulation.
- d. An employee grievance committee may be established for the purpose of advising the Director of Human Resources on employee grievances.
- e. The grievance procedures described above and any changes therein shall become effective when approved by the President.

## 6. Employee Discipline Program

- a. The University shall develop and maintain an employee discipline program specifying reasonable rules of conduct, descriptions of inappropriate behavior, and corrective disciplinary measures. Each program shall contain the following elements and such other elements as are necessary and appropriate:
  - i. Rules of conduct with examples of unacceptable behaviors;
  - ii. The following levels of disciplinary action:
    - a) Oral reprimand;
    - b) Written reprimand;
    - c) Suspension;
    - d) Discharge.
  - iii. An employee appeal procedure.

- b. The discipline programs described above and any changes therein shall become effective when approved by the President.

## 7. Employee Benefits

### a. Limitations and Eligibility

Except as otherwise indicated for prevailing wage rate groups, employee benefits shall be made available to employees in status positions, including, for the purposes of this paragraph, employees in appointments designed to qualify employees for status in the class, i.e. learner, trainee, apprentice, and, where appropriate, provisional. Civil Service employees in other types of non-status appointments will not be extended employee benefits under this paragraph except that employees with temporary appointments shall be eligible for holiday pay in accordance with paragraph c. below. An employee with a full-time appointment shall be eligible to receive the benefits specified in this paragraph. An employee whose appointment is at least half-time but less than full-time shall be eligible to receive such benefits on a pro-rated basis. An employee whose appointment is for less than half-time shall not be eligible for benefits under this paragraph, except that such an employee shall be eligible for holiday pay in accordance with paragraph c. below on a pro-rated basis.

### b. Vacation Leave

- i. Non-exempt employees, as defined by Fair Labor Standard Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Rate Earned/Hr. of Pay Status</u>	<u>Equiv. Days Per Year</u>
At Least	Not More Than		
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

- ii. Exempt employees, as defined by Fair Labor Standards Act criteria, shall earn vacation leave in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Leave Days Earned Per Year</u>
At Least	Not More than	
0	3	25
3	6	26
6	9	27

9

28

- iii. Beginning October 1, 1972, where there has been a break in service, the service year shall be determined by the addition of all previous periods of State service with a SURS employer which qualified for earning of vacation leave.
- iv. An employee who leaves the service of the University for any reason, provided that the employee is not reemployed within 30 calendar days at the same place of employment, shall receive pay for vacation leave to the extent of any accrued balance as of the date of separation from service. No vacation leave will be available or payable for employees whose service is terminated prior to the completion of the probationary period.
- v. Except as provided below, an employee may not accumulate more than two times the appropriate annual level of vacation leave. Upon reaching this maximum, vacation leave will cease to be earned except as the accumulation is reduced. An employee who is required to work on a special assignment may, at the discretion of the President be permitted to earn up to 12 days of vacation leave beyond the maximum provided above. Such additional vacation leave must be used within 12 months after the employee completes work on the special assignment. Extra pay in lieu of vacation leave will not be allowed. An employee's preference as to time of leave shall be considered, but the employee's supervisor shall have the right to assign leave periods. Observed holidays that occur during the approved vacation leave shall not be charged against vacation leave.
- vi. Vacation leave shall not be taken during the probationary period, except for good cause and upon approval of the employer representative.

c. Holidays

- i. All Board facilities will be closed except for necessary operations on the following principal holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and two supplemental holidays designated as the day before or after New Year's Day and the day before or after Christmas Day.
  - a) Principal holidays which fall on a Saturday shall be observed on the preceding Friday; principal holidays which fall on a Sunday shall be observed on the following Monday.



- b) Supplemental holidays will be observed on days designated by each employee's unit head but shall be limited to work days, except Saturday and Sunday, immediately preceding or following the observance day of the respective principal holiday.

## ii.

- a) Employees with full-time status, provisional, apprenticeship, trainee, or temporary appointments, except prevailing rate craft employees and those employees covered by collective bargaining agreements, will be excused on the observed day of each of the aforementioned principal and supplemental holidays. Such employees with less than full-time appointments shall be eligible for holiday pay on a pro-rated basis. All other employees, except for prevailing rate craft employees and employees covered by collective bargaining agreements, will be excused without pay.
- b) For employees who work other than a Monday through Friday work schedule, the calendar date on which a principal holiday falls shall be considered the holiday for purposes of receiving premium pay if work is performed on that date, in which case premium pay will not apply to work performed on the date the principal holiday is observed by the University. If departmental needs permit, employees may be granted the calendar holiday off with full pay instead of the observed holiday in which case premium pay will not apply to work performed on the observed holiday.

## iii.

- a) Prevailing rate craft employees will be excused for all holidays designated in their area agreements and shall be compensated as stipulated and in accordance with provisions contained in said area agreements for said holidays.
- b) Five additional holidays shall be granted with pay to prevailing rate craft employees and shall be observed on days designated by the University. These additional holidays are: day before or after New Year's Day, Martin Luther King, Jr.'s Birthday, Lincoln's Birthday, day after Thanksgiving, and day before or after Christmas Day.
- c) Prevailing rate craft employees shall have the option of charging any unpaid area agreement holiday to vacation leave which they have available on holidays on which they are excused.

- iv. Employees covered by a collective bargaining agreement shall be granted paid holidays in accordance with the express terms of that agreement.
- v. In the event that work is required on any observed holiday as specified in paragraph i. above, compensation shall be determined as follows:
  - a) Employees who are eligible for holiday pay shall receive straight time pay for the holiday, plus compensation at the rate of time and one-half for hours worked or, by mutual agreement between the employee and employer representative, shall be credited with compensatory time equal to one and one-half times the number of hours worked.
  - b) Employees who are not eligible for holiday pay shall be compensated at the rate of time and one-half for hours worked, or, by mutual agreement between the employee and the employee's unit head, shall be credited with compensatory time equal to one and one-half times the number of hours worked.
  - c) Exempt employees, as defined by Fair Labor Standards Act criteria, who are required to work on an observed holiday shall be granted, by mutual agreement between the employee and the employee's unit head, paid time away from work equivalent to the number of hours worked on the holiday.
  - d) Prevailing rate craft employees shall be compensated in accordance with the terms of their area agreement for holidays designated in the area agreement. For the five additional holidays referred to in paragraph (iii.b.) above, these employees shall be compensated in accordance with paragraph (v.a.) or (v.b.) above.
- iv. To be eligible for holiday compensation, employees must be on the active payroll on their last scheduled work day preceding the observed holiday and their first scheduled work day following the observed holiday, unless they are absent on such day(s) for good cause and such absence is approved by the employee's supervisor.

d. Sick Leave

- i.
  - a) An employee in a status position shall earn credit for sick leave with full pay at the rate of 0.0462 hours of sick leave for each hour in pay status, equivalent to one regular work day for each completed calendar month of service or twelve regular work days per year.

- b) A status employee who fails to complete a full month of service shall have sick leave credit pro-rated for the shortened period of that month.
- ii. There shall be no limit in the amount of sick leave which may be accumulated.
  - iii. An employee whose employment or reemployment by the University commences within two years after termination of his or her employment by an employer covered by the State Universities Civil Service System shall, if separated in good standing, be allowed to transfer his or her accrued sick leave to the University, provided that such employee has not received a lump sum payment for accrued sick leave. If such employee has received a lump sum payment for accrued sick leave, only accrued sick leave which was earned before January 1, 1984 or after December 31, 1997 may be transferred; credit for accrued sick leave which was earned between January 1, 1984 and December 31, 1997 shall be governed by paragraph (iv.) below.
- iv.
    - a) Upon termination of employment at the University and provided the employee is not reemployed at the University within 30 calendar days, an employee, or such employee's estate, shall be entitled to a lump sum payment for accrued sick leave earned between January 1, 1984 and December 31, 1997.
    - b) The lump sum payment for accrued sick leave shall be computed as the product of the employee's daily rate of compensation and one-half of the lesser of the following: (i) the number of days, or fractions thereof, of sick leave earned by the employee, in accordance with paragraph (i.) above, minus any days, or fractions thereof, of sick leave used by the employee; or (ii) the number of days, or fractions thereof, of sick leave earned by the employee in accordance with paragraph (i.) above between January 1, 1984 and December 31, 1997. Sick leave days shall be used in the following order:
      - 1. Days accrued through December 31, 1983;
      - 2. Days accrued after December 31, 1997;
      - 3. Days accrued between January 1, 1984 and December 31, 1997.

- c) An employee may waive payment for all or part of his/her eligible accrued sick leave (one-half of the employee's accumulated and unused sick leave earned between January 1, 1984 and December 31, 1997) by executing an appropriate waiver form prior to termination of employment.
- d) An employee who has received a lump sum payment for accrued sick leave from an employer covered by the State Universities Civil Service System and who, within two years, is employed or reemployed by the Board may, if separated in good standing, have his or her accrued sick leave restored if, within 30 days after commencement of such employment or reemployment, the employee pays said lump sum payment to the Board for the benefit of the location at which accrued sick leave is restored. For each day of sick leave to be restored, the employee shall repay the gross amount he or she was paid for one day of accrued leave. An employee may have part or all of his or her accrued sick leave restored in this manner; however, if the employee does not make any such payment to the Board, he or she shall not be entitled to have any such sick leave so restored.
- v. An employee may use accumulated sick leave only when the employee is prevented from performing assigned duties because of illness, injury, or temporary disabilities caused or contributed to by pregnancy, or is obtaining medical or dental consultation or treatment, or for special circumstances stipulated under the Bereavement Leave provision of these Regulations.
- vi. The Board, through its supervisory staff, reserves the right to require acceptable evidence of disability, illness, or injury before allowing use of any sick leave benefits.
- vii. Unless approved in writing by the employee's unit head, sick leave requested during a work stoppage may be denied and the absence from work treated as unexcused.
- e. Parental Leave  
Leave granted for the birth or adoption or illness of an employee's child may be requested under the policy and provisions of the Federal Family Medical Leave Act Program.
- f. Leave of Absence

Requests for leave of absence without pay for reasons other than disability (including but not limited to leaves of absence without pay for advanced study), upon recommendation of a supervisor, may be granted by the employee's department head after vacation leave is reduced to not more than five days. Each request will be considered on the basis of its individual merits and the operational needs of the department/unit. The department head may waive the above vacation reduction requirement when it is determined to be in the best interests of the employer to do so.

g. Educational Benefits

- i. Tuition and fee waivers shall be granted by each state university in Illinois to status Civil Service employees of the University. The following credit hour maxima shall apply to employees who enroll in courses at the University:

	<u>Academic Term</u>	<u>Annual</u>
Full-time employee	6 c.h.	18 c.h.
$\frac{3}{4}$ time employee	4 c.h.	12 c.h.
$\frac{1}{2}$ time employee	3 c.h.	9 c.h.

These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve service. The fees which will be waived by the Board include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver. For employees who enroll in courses at state universities in Illinois outside the university, the credit hour maxima and fees which will be waived will be determined by the institution in which such employees enroll.

- ii. Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must be submitted to the supervisor for approval prior to enrollment and request for waiver of tuition. When such approval is granted, employees shall "make-up" time at the discretion and approval of the supervisor by (i) working outside of regularly scheduled hours during the work week in which the excused absence occurs, or (ii) deducting the time spent in class from the

employee's accumulated vacation leave. Daily overtime compensation shall not be earned for make-up time worked under (i.) above.

- iii. The natural, adopted, foster, or step-children and the spouse of any status employee under full-time employment (including employees on sick leave or compulsory disability leave) who dies while in service at the University shall be entitled to a waiver of tuition and fees (as defined in paragraph (i.) above) up to and including the baccalaureate degree at the University. Should both parents be full-time employees, the death of one parent shall make the child eligible for the waiver of tuition and fees. Children of a divorced employee are eligible for waiver of tuition and fees if such employee was contributing to their support at the time of death.
- iv. An employee who has retired from the University shall be eligible for a waiver of tuition and fees at the University as specified in paragraph (i.) above for one-half time employees.

#### h. Overtime Compensation

- i.
  - a) Except as provided in paragraph (7.g.ii.) above, employees in non-negotiated classifications that are covered by the overtime provisions of the Fair Labor Standards Act will be compensated at time and one-half either in cash or by allowing compensatory time off, for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule. Employees shall not receive overtime compensation on both a daily and weekly basis for the same work time.
  - b) For the purpose of computing overtime, paid benefit time for which work is not performed shall count as time worked in any work week.
- ii. For employees paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime is payable, and the rate of overtime pay will depend on the number of hours and the rate being paid locally pursuant to the appropriate multi-employee area agreement.
- iii. For employees in a negotiated classification, overtime payment shall be in accordance with the provisions of the applicable collective bargaining agreement.
- iv. Employees in position that are exempt from the overtime provisions of the Fair Labor Standards Act shall work as required by their position.

**D. Other Employees**

For employees of the Board other than faculty, administrative, and civil service employees, the President shall develop guidelines concerning appointment, benefits, and other conditions of employment.