SPOON RIVER COLLEGE

POLICIES & PROCEDURES MANUAL

Taking You Where You Want To Go
Canton            Havana            Macomb            Rushville
src.edu   1-800-degrees
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SECTION 1 - INTRODUCTION
POLICY: The Spoon River College Policies and Procedures Manual is a comprehensive text that details all aspects of College policies, the procedures for following those policies, and the forms required for the procedures.

SCOPE:

The Policies and Procedures Manual can apply to employees, students, or visitors; therefore, the scope of each policy may vary. Refer to the individual policy to determine its scope.

DETAILS:

1. **Disclaimer:** Spoon River College, at its discretion, reserves the right to make changes to the policies, procedures, and other statements made in this policies and procedures manual. Federal and state law and organizational needs are constantly in flux and may require that all or portions of the manual be revised. This version supersedes all previous versions of the Policies and Procedures Manual. Questions about these policies should be directed to the Human Resources Director.

2. **Not an Employment Contract:** The policies in the Policies and Procedures Manual are not intended to create a contract and are not an offer to enter into a contract. These policies do not establish contractual rights for employment or any employment benefit. The policies are not to be construed to constitute contractual obligations of any kind, or a contract of employment between Spoon River College and any employee. Employment of “at-will” employees (as defined in the Employment Relationship Policy may be terminated at any time by either the employee or the employer with or without cause.

3. **No Guarantee of Employment:** No commitment for employment for any specified duration, including “lifetime” employment, shall be valid or binding on the College unless expressly set forth in a written document and signed by both the employee and by the Board of Trustees or the President.
POLICY: The Policies and Procedures Manual serves as the operational standards for Community College District 534, Spoon River College, and all functions administered by the College.

SCOPE:

The Policies and Procedures Manual may apply to employees, students, or visitors; therefore, the scope of each policy may vary. Refer to the individual policy to determine its scope.

DETAILS:

1. The Policies and Procedures Manual of Spoon River College is enforceable under the Board Policies except when there is a conflict, the Board Policy supersedes the Policies and Procedures Manual. All previously issued policies and procedures, including memoranda, are superseded by this document.

2. The Policies and Procedures Manual is available electronically to all Spoon River College employees. Employees are expected to read, acknowledge, and comply with the Policies and Procedures Manual. Failure to comply with the policies and procedures set forth in the Policies and Procedures Manual may result in disciplinary action, up to and including termination of employment.

3. The Human Resources Director is responsible for maintaining the electronic version of the Policies and Procedures Manual.
POLICY: All Amendments to the Policies and Procedures Manual are subject to an approval process with final approval by the President of the College.

SCOPE:

This policy applies to all members of the President’s Cabinet.

PROCEDURE(S):

1. Amendments are recommended by a member of the President’s Cabinet and submitted in writing to the Human Resources Director.

2. The request is placed on the President’s Cabinet agenda for review and discussion.
   a. Policy Amendments in section(s) 1, 2, 3, 4, 5, 6, 7, and 11 may be modified or approved by President’s Cabinet. The College acknowledges that policies within these sections related to wages, benefits, and terms and conditions of employment may be collectively bargained.
   
   b. Policy Amendments in section(s) 8, 9, and 10 may be modified or approved by Presidents Cabinet and forwarded for College Senate committee review.
   
   c. Policy Amendments forwarded for College Senate committee review will follow procedures outlined in the College Senate bylaws.

   Note: Applicable policies may require collective bargaining.

3. Approved Amendments are signed by the College President and distributed by the Human Resources Director.

4. Amendments not approved are returned to the originating Administrator by the Human Resources Director with the reason for rejection.

5. The Human Resources Director is responsible for the appropriate distribution of Amendments made to the Policies and Procedures Manual.
SECTION 2 - ORGANIZATION
POLICY: A designee is named to assume supervision responsibilities in the absence of the President.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. At the President’s discretion, a designee is named to temporarily assume the President’s responsibilities during the absence of the President.

2. Individuals may contact the President’s office for additional information.
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SECTION 3 - PERSONNEL
SPOON RIVER COLLEGE

Policies and Procedures Manual

Title: Discrimination and Harassment

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| Reviewed: 3.1.1 | Date: 12/15/19 |
| Remove: Date: |

POLICY: Spoon River College does not discriminate, and will not tolerate discrimination or harassment, on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities. Reasonable accommodation will be provided to persons with disabilities, consistent with state and federal law.

SCOPE:

This policy applies to all Spoon River College (“the College”) employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors and all other non-employees are expected to recognize and comply with this Policy.

DETAILS:

1. **Violation of this Policy:** Any member of the campus community (as referenced in the Scope above), guest or visitor who acts to deny, deprive or limit the educational, employment, and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College’s policy on nondiscrimination.

2. **Online Postings or Other Electronic Communication:** Any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College’s control (e.g., not on College networks, websites or between College email accounts) when those online behaviors can be shown to cause a substantial on-campus disruption or misrepresent that the communication was authorized by Spoon River College.

3. **Harassment:** Harassment, whether verbal, physical or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual’s academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or other protected class. Harassment as to employees becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment as to students becomes unlawful where it interferes with the access or participation in the educational process and programs at the College.
A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Merely offensive speech of a generic nature and not on the basis of a protected status does not rise to the level of unlawful harassment.

Harassment can include verbal or non-verbal behavior that demeans or stereotypes individuals in a harmful way. While the College is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this Policy are neither legally protected expression nor the proper exercise of academic freedom.

Examples of harassment may include, but are not limited to:

- making a grading decision because of the person's protected status;
- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on their protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

2. Sexual Harassment: Sexual harassment is a specific form of harassment. Information regarding sexual harassment, including the reporting procedures, can be found in the College’s Sex Discrimination, Sexual Misconduct, and Interpersonal Violence Policy.

3. Disability Discrimination and Accommodations: The College is committed to full compliance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity, such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

a. Students with Disabilities: The College is committed to providing students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student may request an accommodation or disability services by first contacting the Student Services Office located at the campus the student attends or will be attending. Student Services coordinates services for students with disabilities. Student Services reviews
documentation provided by the student and, in consultation with the student, determines which accommodations and services are appropriate to the student’s particular needs and academic programs.

Student Services then issues a Letter of Accommodation for each of the student’s instructors to give notice of the accommodation or service to be provided.

b. Employees with Disabilities: Pursuant to the ADA and Section 504, the College will provide reasonable accommodation(s) to all qualified employees with known disabilities to enable them to perform the essential functions of the job, unless the requested reasonable accommodation would result in undue hardship to the College or cause a direct threat to health or safety.

Employees requesting accommodation may be required to provide medical certification from the employee’s health care provider that includes: (1) identification of the health care provider; (2) the health care provider’s diagnosis of the disabling condition; (3) specific limitations and/or suggested restrictions and their relation to the disability; and (4) suggested accommodations.

- Service Animals as a Reasonable Accommodation
  - Whether the College will accommodate a service animal will be determined in the same manner as any other request for a reasonable accommodation. As such, whether a service animal will be accommodated will be dependent upon: the requirements of the position, the needs of the employee, and the extent that the service animal will cause undue hardship to the College.
  - If an employee’s disability and necessity for a service animal is not readily apparent, the College may request reasonable medical documentation when determining if a service animal is a reasonable accommodation and the College can accommodate the request.

Requests for accommodations should be submitted on the forms provided by Human Resources. Human Resources will engage in an interactive process with the employee to determine the reasonable accommodation(s).

Any questions or comments concerning the above Policy can be directed to the Director of Human Resources or the Dean of Student Services.

PROCEDURES:

1. Reporting Discrimination, Harassment, and Bias Incidents: Members of the College community who feel they have witnessed or been subjected to a discrimination, harassment or bias incident are highly encouraged to report the incident as soon as possible. In the event that a student
reports a bias incident to a member of the faculty or staff, that employee should encourage the student to report the incident.

For reports or complaints alleging acts of discrimination or harassment which are based on sex, gender identity or expression, sexual orientation or preference, please see the Spoon River College Policy Against Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Sexual Assault, Interpersonal Violence and Stalking and the Investigation & Resolution Procedures for Allegations of Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Sexual Assault, Interpersonal Violence, and Stalking. College officials receiving reports alleging acts of discrimination or harassment based on these categories will refer those reports to the Title IX Coordinator.

Reports or complaints alleging acts of discrimination or harassment based on pregnancy, race, color, creed, national or ethnic origin, religion or religious affiliation, age, marital or family status, veteran status, or other status protected by applicable federal, state, or local law may be made online at [http://www.src.edu/about/Pages/titleix.aspx](http://www.src.edu/about/Pages/titleix.aspx) using the Report Form or in person to any of the following offices:

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<tr>
<th>Name of Office</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Human Resources Director</td>
<td>Canton Campus</td>
<td>(309) 649-6209</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td>Canton Campus</td>
<td>(309) 649-6329</td>
</tr>
</tbody>
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2. **Reporting Disability Discrimination Complaints:** With respect to complaints of disability discrimination, The Spoon River College ADA/504 Coordinator is responsible for coordinating efforts to comply with disability laws, including investigation of any employee or student complaint alleging noncompliance, denial of a reasonable accommodation, or excluding or denying individuals with disabilities from an equal opportunity to educational programs, benefits and services. Such complaints or reports should be addressed to:

<table>
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<tr>
<th>ADA/Section 504 Coordinator</th>
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<tr>
<td>Position: Adviser / Disability Services &amp; Probation</td>
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<tr>
<td>Address: 23235 N. County Hwy 22</td>
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<td>Telephone: (309) 649-6305</td>
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3. **Employee Duty to Report Information on Discrimination and Harassment, including Bias Incidents:** In order to enable the College to respond effectively and to address violations of its Policy all College employees must, within 24 hours of receiving the information, report information they have about alleged or possible discrimination and harassment, including sex discrimination, sexual harassment, sexual misconduct, interpersonal violence or stalking, to the appropriate College official. Based on the alleged Policy violation, the College official will
evaluate the information received and determine what further actions should be taken.

College officials receiving reports alleging acts of discrimination or harassment based on sex, gender identity or expression, sexual orientation or preference, or sexual assault, will refer those reports to the Title IX Coordinator. Any questions or comments concerning the Policy addressing discrimination or harassment on the basis of other categories listed above should be directed to the appropriate College official listed above.

When reporting the incident:

a. Please provide a detailed account of the incident including date, time, and location.
b. Do not remove or tamper with physical evidence. Contact office of the Vice President to document and collect physical evidence.
c. If the incident involves a verbal act, write down exactly what was said to the best of your recollection.
d. Identify the perpetrator(s) if known or provide a detailed description of the individual(s) involved.
e. List all witnesses including their names and contact information.
f. Include other pertinent information that may assist the College in responding to the incident.
g. If the incident was in the form of graffiti, vandalism, or public postings, office of the Vice President will document it for evidence.
h. If the incident was in the form of email, text, message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.
i. If the incident was in the form of a telephone call, then record the time and date of the call and keep a record of the telephone number if you have caller ID.

It is recommended that a report be completed as soon as possible after the incident and that the reporting party keep a written record of the above details.

4. **Confidentiality:** All reports will be handled with discretion, care and sensitivity and the College will make every effort to respect requests for confidentiality, but the College’s ability to investigate and take appropriate action may be limited if individuals do not provide identifying information or request confidentiality. In addition, there may be circumstances when the College determines that it must investigate a particular matter to help protect the learning and working environment at the College despite a request for confidentiality.

5. **Civil Rights/Title IX Coordinators:** Civil Rights/Title IX Coordinators are responsible for coordinating any alleged or suspected violations of bias and the resolution of such alleged bias or suspected violations. Civil Rights/Title IX Coordinators may utilize other individuals such as College legal counsel, independent legal counsel, and non-College investigators to assist in the
6. **Investigation and Response:** Depending on the nature of the alleged Policy violation and whether the parties involved are faculty, staff, students, contractors, visitors, or guests, the individuals who will be responsible for addressing and resolving bias incidents may vary. In all cases, the Procedures include the basic elements outlined below for resolution of allegations of discrimination and harassment, including bias incidents.

- Initial assessment by the appropriate College official.
- Interim measures and remedies where appropriate.
- Consideration of voluntary resolution, where appropriate.
- Investigation and resolution if voluntary resolution is not appropriate.
- Sanctioning by the appropriate College official.
- Recourse to the appropriate appeal process.
- Protection from retaliation.

7. **Retaliation:** It is a violation of College Policy to retaliate in any way against a person or persons because they have opposed any practices forbidden under these policies or have filed a report, assisted, or participated in any manner in an investigation or proceeding under these policies. This includes action taken against a bystander who intervened to stop or attempt to stop a bias-related incident.

Retaliation may take many forms, and may include intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. The College will take immediate and responsive action upon receiving any report of retaliation and may pursue disciplinary action as appropriate.

8. **Disciplinary Actions or Sanctions:** The Civil Rights/Title IX Coordinators may recommend employee discipline and/or student sanctions to an appropriate Administrator. Student sanctions may be referred by the Administrator to the Dean of Student Services for action. Employee Discipline may be referred to the employee's supervisor and Human Resources for determination and action.

Complaints against an employee may result in disciplinary action up to and including discharge in accordance with the Progressive Discipline Policy 3.5.13.

Complaints against students may result in sanctions up to and including expulsion in accordance with Spoon River College Code of Conduct.
In the event of policy violations, a number of factors will be considered in determining appropriate discipline or remedial action, including the nature of the violation, the severity and pervasiveness of the conduct.

Nothing in this procedure limits or delays the College’s right to take appropriate disciplinary actions, up to and including termination, when an employee’s behavior warrants the action.

9. **Records Maintenance:** The College will maintain documentation and records regarding alleged bias-related incidents and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information about victims of bias incidents. If a student, faculty, or staff member has been found responsible for a bias-related incident, this finding remains a part of that student’s or employee’s conduct record.
Discrimination and Harassment

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10. **Campus Resources:** The following College offices are available for any employee or student who may wish to seek assistance.

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11. **External Resources:** In addition to the College’s response to acts of discrimination, harassment and bias, the following federal, state and local organizations may be resources for investigating and responding to acts of hate, prejudice and bias:

**Office for Civil Rights -- Headquarters**
Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, DC 20201

**Office for Civil Rights -- Illinois**
Office for Civil Rights
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
(800) 368-1019

**Illinois Human Rights Commission**
James R Thompson Center
100 W Randolph St Suite 5-100
Chicago, IL 60601
(312) 814-6269

**Department of Human Rights**
James R Thompson Center
100 W Randolph St Suite 10-100
Chicago, IL 60601
(312) 814-6200

**Equal Employment Opportunity Commission**
500 West Madison Street Suite 2000
Chicago, IL 60661
(800) 669-4000
Local Law Enforcement
Canton Police Department (309) 647-5131
Fulton County Sheriff’s Office (309) 547-2277
Havana Police Department (309) 543-3321
Macomb Police Department (309) 833-4505
Rushville Police Department (217) 322-6633

12. Changes in this Protocol: The College reserves the right to make adjustments and changes in this protocol at any time.
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POLICY: Spoon River College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under College Policy 3.1.1 Discrimination and Harassment.

It is the policy of Spoon River College to comply with Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act (“VAWA”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment, or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

SCOPE:

The College’s Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

1. On College property or

2. Off College property if:

   a. The conduct was in connection with a College or College-recognized program or activity; or

   b. The conduct may have the effect of creating a hostile environment for a member of the College community.
DETAILS:

**Title IX Compliance:** As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Dean of Student Services as the Lead Title IX Coordinator who is responsible for coordinating the College’s efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College’s Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

**Retaliation Prohibited:** Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment, or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting, or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*.

**Implementing Procedures:** The College will establish, maintain, and publish procedures implementing this policy, which set forth:

- The scope and jurisdiction of the College’s prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College’s Title IX Coordinator and Director of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment, or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct;
- The College’s response to reports of alleged sex-based misconduct;
- The College’s grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment, or other misconduct, or involved in the referral or provision of services to survivors.
PROCEDURE(S):

The College has an affirmative duty to take immediate and appropriate action once it knows, or its management should know, of an act of sex-based discrimination, sexual harassment, or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment, and/or misconduct in accordance with the procedures set forth below.

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures.

Appendix A provides definitions for these Procedures.

Administration

1. **Title IX Coordinators**: The College has designated the Dean of Students as the Lead Title IX Coordinator and the Human Resources Director as the Deputy Title IX Coordinator. Contact information for the Title IX Coordinators is as follows:

   The College's Lead Title IX Coordinator and Deputy Title IX Coordinator are:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>Address:</th>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Title IX Coordinator</td>
<td>Melissa Wilkinson</td>
<td>Dean of Student Services</td>
<td>23235 N. County Hwy 22, Canton, IL 61520</td>
<td>(309) 649-6329</td>
</tr>
<tr>
<td>Deputy Title IX Coordinator</td>
<td>Andrea Thomson</td>
<td>Human Resources Director</td>
<td>23235 N. County Hwy 22, Canton, IL 61520</td>
<td>(309) 649-6209</td>
</tr>
</tbody>
</table>
Responsibilities of the Title IX Coordinator(s) include, but are not limited to:

- Overseeing the College’s response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.

- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.

- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
  - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Lead Title IX Coordinator will partner with the Director of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
  - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.

- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.

- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.

- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues.

- Monitoring students’ participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student’s access to equal educational opportunities.

- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.

- Promoting an educational and employment environment which is free of sex discrimination and gender bias.
Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560  
Email: OCR.Chicago@ed.gov

2. **Director of Human Resources**: The Director of Human Resources will partner with the Lead Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Director of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

**Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct**

1. **On-and off-Campus Counselors and Advocates**: The following on-and-off campus counselors and advocates can provide an immediate confidential* response in a crisis situation, as well as ongoing assistance and support:

<table>
<thead>
<tr>
<th>Name: *Andrea White (lead confidential advisor)</th>
<th>Name: *Jill Olson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: Advisor / Disability Services &amp; Probation</td>
<td>Position: Director, Student Support Services Grant (TRIO)</td>
</tr>
<tr>
<td>Address: 23235 N. County Hwy 22 Canton, IL 61520</td>
<td>Address: 208 S. Johnson Street Macomb, IL 61455</td>
</tr>
<tr>
<td>Telephone: (309) 649-6305</td>
<td>Telephone: (309) 833-6029</td>
</tr>
<tr>
<td>Email: <a href="mailto:Andrea.White@src.edu">Andrea.White@src.edu</a></td>
<td>Email: <a href="mailto:Jill.olson@src.edu">Jill.olson@src.edu</a></td>
</tr>
<tr>
<td>SPOON RIVER COLLEGE</td>
<td>Approved by:</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Policies and Procedures Manual</td>
<td><strong>Title:</strong> Sex Discrimination, Sexual Misconduct and Interpersonal Violence (Title IX)</td>
</tr>
<tr>
<td><strong>Insert:</strong></td>
<td><strong>Date:</strong> 8/31/20</td>
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<td><strong>Replace:</strong></td>
<td><strong>Date:</strong> 7/2/18</td>
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<tr>
<td><strong>Reviewed:</strong></td>
<td><strong>Date:</strong> 8/26/20</td>
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<td><strong>Remove:</strong></td>
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*National: National Domestic Violence Hotline: (800) 799-SAFE (7233) www.thehotline.org

*National: National Sexual Assault RAINN (800) 656-HOPE (4673) www.rainn.org

*Illinois Coalition Against Sexual Assault
100 North 16th Street
Springfield, IL 62703
(217) 753-4117
www.icasa.org

*Fulton Mason Crisis Service
1330 E Ash
Canton, IL 61520
(309) 647-8311

Fulton Mason Crisis Service
227 S Harpham St.
Havana, IL 62644
(309) 543-6706

*Macomb & Rushville Rape Crisis Agency
Western Illinois Regional Council/Community Action Agency
Victim Services
2500 E. Jackson Street
Macomb, IL 61455
Phone: (309) 836-2148, x145
Hotline: (309) 837-5555
http://wirpc.org/

*Indicates Confidential Advisors, as defined in Appendix A.
2. **Emergency Response:** Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

<table>
<thead>
<tr>
<th>Canton Police Department</th>
<th>Fulton County Sheriff’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 North Main Street B</td>
<td>268 West Washington Avenue</td>
</tr>
<tr>
<td>Canton, IL 61520</td>
<td>Lewistown, IL 61542</td>
</tr>
<tr>
<td>Phone: (309) 647-5131</td>
<td>Phone: (309) 547-2277</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Havana Police Department</td>
<td>Macomb Police Department</td>
</tr>
<tr>
<td>226 West Market Street</td>
<td>120 South McArthur Street</td>
</tr>
<tr>
<td>Havana, IL 62644</td>
<td>Macomb, IL 61455</td>
</tr>
<tr>
<td>Phone: (309) 543-3321</td>
<td>Phone: (309) 833-4505</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Rushville Police Department</td>
<td></td>
</tr>
<tr>
<td>220 West Washington Street</td>
<td></td>
</tr>
<tr>
<td>Rushville, IL 62681</td>
<td></td>
</tr>
<tr>
<td>Phone: (217) 322-6633</td>
<td></td>
</tr>
</tbody>
</table>

3. **Off-Campus Health Care Options**

<table>
<thead>
<tr>
<th><em>Canton Medical Facilities</em></th>
<th><em>Macomb Medical Facilities</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graham Hospital</td>
<td>McDonough District Hospital</td>
</tr>
<tr>
<td>210 W. Walnut Street</td>
<td>525 East Grant Street</td>
</tr>
<tr>
<td>Canton, IL 61520</td>
<td>Macomb, IL 61455</td>
</tr>
<tr>
<td>Phone: (309) 647-5240</td>
<td>Phone: (309) 833-4101</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Havana Medical Facilities</em></td>
<td><em>Rushville Medical Facilities</em></td>
</tr>
<tr>
<td>Mason District Hospital</td>
<td>Culbertson Memorial Hospital</td>
</tr>
<tr>
<td>615 N. Promenade St.</td>
<td>238 S. Congress</td>
</tr>
<tr>
<td>Havana, IL 62644</td>
<td>Rushville, IL 62681</td>
</tr>
<tr>
<td>Phone: (309) 543-4431</td>
<td>Phone: (217) 322-4321</td>
</tr>
</tbody>
</table>

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the *Sexual Assault Survivors Emergency Treatment Act* (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person’s confidentiality vis-à-vis the College, they may have other reporting obligations under State law.
<table>
<thead>
<tr>
<th>Title:</th>
<th>Sex Discrimination, Sexual Misconduct and Interpersonal Violence (Title IX)</th>
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<tr>
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</tbody>
</table>
4. **State of Illinois Sexual Harassment and Discrimination Helpline:** The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

**Making a Report of Alleged Sex-Based Misconduct**

Any student, employee, or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinator, President, Vice President, Dean(s), or Human Resources Director. Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

1. **Student Reporting**

   The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campuses have different reporting obligations with regard to alleged sex-based misconduct. Some College employees (referred to as “Responsible Employees”) are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

   The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person’s rights and options pursuant to these procedures.

   **Immunity for Good Faith Reporting:** Students who, in good faith, report an alleged violation of the College’s Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including, without limitation, misconduct which places the health or safety of another person at risk.
**SPOON RIVER COLLEGE**

Policies and Procedures Manual

Title: **Sex Discrimination, Sexual Misconduct and Interpersonal Violence (Title IX)**

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<tr>
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<td>Reviewed:</td>
<td>Date:</td>
<td>8/26/20</td>
</tr>
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<td>Date:</td>
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**a. Student Reporting to the Title IX Coordinator(s)**

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator(s) directly. The College’s Title IX Coordinator(s) are:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title IX Coordinator</th>
<th>Name:</th>
<th>Deputy Title IX Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Wilkinson</td>
<td>Lead Title IX Coordinator</td>
<td>Andrea Thomson</td>
<td>Human Resources Director</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td></td>
<td>23235 N. County Hwy 22</td>
<td></td>
</tr>
<tr>
<td>23235 N. County Hwy 22</td>
<td></td>
<td>Canton, IL  61520</td>
<td></td>
</tr>
<tr>
<td>(309) 649-6329</td>
<td></td>
<td>(309) 649-6209</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Missy.Wilkinson@src.edu">Missy.Wilkinson@src.edu</a></td>
<td></td>
<td><a href="mailto:andrea.thomson@src.edu">andrea.thomson@src.edu</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:TitleIXCoordinator@src.edu">TitleIXCoordinator@src.edu</a></td>
<td></td>
<td><a href="mailto:TitleIXCoordinator@src.edu">TitleIXCoordinator@src.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**b. Student Reporting to Responsible Employees**

A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College’s response to the report.

The following categories of employees are the College’s Responsible Employees:

- Title IX Coordinator(s)
- College Administrators
- Directors
- Faculty
- Coaches
- Advisors
- Student Success Coaches
- Multi-Purpose Building Coordinator
- Human Resources Generalist

Before a student reveals any information to a Responsible Employee, the employee should ensure that the student understands the employee’s reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed on page 5 and 6.
If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student’s request for confidentiality.

c. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

<table>
<thead>
<tr>
<th>Campus Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Andrea White</td>
</tr>
<tr>
<td>Address: 23235 N. County Hwy 22 Canton, IL 61520</td>
</tr>
<tr>
<td>Email: <a href="mailto:Andrea.White@src.edu">Andrea.White@src.edu</a></td>
</tr>
</tbody>
</table>

The individual in this list is a Confidential Advisor, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student’s permission.

**Note:** While the individual listed above may maintain a student’s confidentiality, vis-à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

**Also Note:** If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, local Police may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.
d. **Electronic and/or Anonymous Reporting**

The College maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at [http://www.src.edu/about/Pages/titleix.aspx](http://www.src.edu/about/Pages/titleix.aspx). Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.

e. **Note Regarding Student Participation in Public Awareness Events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment, or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ rights at these events.

2. **Employee Reporting**

a. **Alleged Sex-Based Misconduct of a Student**

In addition to the reporting requirements for Responsible Employees (see page 25), all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

b. **Alleged Sex-Based Misconduct of an Employee**

An employee should notify the Title IX Coordinator or Director of Human Resources if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment, or other sex-based misconduct in violation of the College’s Policy Prohibiting Sex-Based Misconduct or College Policy 3.1.1 Discrimination and Harassment.

3. **Knowingly False Reporting**

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination. A determination regarding responsibility, alone, is not sufficient to conclude that a person knowingly made a false report.

C. **Board Member Reporting**
Members of the College’s Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.
College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct

1. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence, or stalking pursuant to the Preventing Sexual Violence in Higher Education Act, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

a. Discuss the availability of supportive measures (see below);

b. Consider the complainant’s wishes with respect to supportive measures;

c. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and

d. Explain to the complainant the process for filing a formal complaint.

2. Supportive Measures

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.
A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision, or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College’s policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measures.

The Title IX Coordinator(s) is/are responsible for coordinating the College’s implementation of supportive measures.

3. **Emergency Removals and/or Administrative Leave**

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further on page 15, or in the absence of a formal complaint, the College may remove a respondent from the College’s education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

4. **Clery Act Reporting Obligations**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.
Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence, or stalking in violation of the Preventing Sexual Violence in Higher Education Act; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College’s education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The College as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. If one of the parties requested the extension or postponement, that it is available on an equal basis to both parties.

1. **Notice of Allegations**

   Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

   a. This Grievance Process, including the informal resolution process, where applicable.

   b. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence, or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.

   c. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

   d. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

   e. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a
determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.

f. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

2. Informal Resolution

At any time after receiving the initial notice of allegations (See page 15), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties’ voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence, or stalking by a College employee toward a student.

3. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

4. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable, but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.
<table>
<thead>
<tr>
<th>Title:</th>
<th>Sex Discrimination, Sexual Misconduct and Interpersonal Violence (Title IX)</th>
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<td>Date: 8/26/20</td>
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The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if:

a. the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

b. the respondent is no longer enrolled or employed by the College; or

c. specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal - either of a complaint altogether, or of a complaint for purposes of Title IX - the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

5. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor’s role is limited to providing support, guidance, and/or advice, and to conducting cross-examination during the live hearing (see page 18). A party’s advisor may not speak on behalf of the party during any meeting, interview, or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party’s advisor violates these Procedures or engages in behavior that harasses, abuses, or intimidates a party, witness, or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party’s participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.
At the conclusion of the investigation, and prior to the Investigator’s completion of his/her investigative report, the Investigator will send to each party (and the party’s advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in hard copy. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties’ written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator’s Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

a. Provide both parties with written notice of the hearing date, time, location participants (including the name of the appointed Hearing Officer), and purpose of the hearing; and

b. Send to each party (and the party’s advisor, if any) the investigative report in hard copy for their review and written response.

6. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party’s receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party’s advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party’s advisor of choice and may never be conducted by a party personally.
If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College’s choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

a. The questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or

b. The questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party’s or witness’s refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties’ inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording or transcript of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

7. Determination Regarding Responsibility

The Hearing Officer will make a decision regarding responsibility within ten business days. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:
Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence, or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;

b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

c. Findings of fact supporting the determination;

d. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;

e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College’s education program or activity will be provided by the College to the complainant; and

f. The procedures and permissible bases for the complainant and respondent to appeal.

8. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Vice President or designee. An appeal must be based on one or more of the following grounds:

a. A procedural irregularity occurred;

b. New evidence or information exists that could affect the outcome of the matter;

c. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or

d. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator.
within seven (7) business days of the party’s receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator’s receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Vice President or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Vice President or designee will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Vice President or designee has concluded his/her review of the appeal, the Vice President or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Vice President or designee’s decision is final.

Prevention and Education for Students

The College will review, on an ongoing basis, its sexual discrimination, harassment, and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment, and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Crisis Team, established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

Training

The Title IX Coordinator(s) and anyone else involved in the receipt of reports of, responding to, investigating, or adjudicating alleged incidents of sexual discrimination, harassment, or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College’s education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue,
conflicts of interest, and bias; and how to conduct the College’s Grievance Process outlined on Page 15, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College’s Grievance Process (see Page 15).

The College, in conjunction with its Crisis Team established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**APPENDIX A**

Definitions for the College’s Sex-Based Misconduct Procedures

1. **Bystander Intervention:** see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

2. **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.

3. **Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as “Responsible Employees” (Categories of Responsible employees page 9 Definition on page 24) of these Procedures are not Confidential Advisors.

4. **Consent:** knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual
activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

5. **Dating Violence:** violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

6. **Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Illinois.

7. **Education Program or Activity:** a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

8. **Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status, or unfavorable military discharge.

9. **Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive, or persistent that it denies or limits an individual’s ability to participate in or receive the benefits, services, or opportunities of the College’s educational programs or activities, or the individual’s employment access, benefits, or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim’s position, considering all the circumstances.

10. **Incapacitation:** when a person is incapable of giving consent due to the person’s age, use of drugs or alcohol, or because of an intellectual or other disability which prevents the person from having the capacity to give consent.
11. **Intimidation**: to intentionally make another timid or fearful, to compel or deter by, or as if by threats. Intimidation is a form of retaliation prohibited by the College’s Policy Prohibiting Sex-Based Misconduct and these Procedures.

12. **Preponderance of the Evidence**: when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.

13. **Respondent**: an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.

14. **Responsible Employee**: a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Page 9 of these Procedures lists categories of employees who are Responsible Employees for the College.

15. **Retaliation**: Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment, or misconduct, or any person cooperating in the investigation of such allegations (including testifying, assisting, or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College’s Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.

16. **Sexual Assault**: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape, and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one’s will where sex is the weapon.

17. **Sex-Based Misconduct**: Misconduct on the basis of sex, sexual orientation, or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.
18. **Sexual Exploitation:** when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual’s sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one’s genitals to another in non-consensual circumstances.

19. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, academic advancement, evaluation, or grades;

- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;

- Such conduct has the purpose or effect of substantially interfering with an individual’s employment or educational performance or creating an intimidating, hostile, or offensive employment, or educational environment; or

- Such conduct denies or limits an individual’s ability to participate in or receive the benefits, services or opportunities of the College’s educational programs or activities or the individual’s employment access, benefits, or opportunities.

Examples of conduct of a sexual nature may include:

- **Verbal:** Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.

- **Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.

- **Physical:** Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

20. **Sexual Violence:** physical sexual acts attempted or perpetuated against a person’s will or where a person is incapable of giving consent (e.g., due to the person’s age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give
consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

21. **Survivor**: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

22. **Survivor-Centered**: See Section 5 of the *Preventing Sexual Violence in Higher Education Act*, 110 ILCS 155/5.

23. **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

24. **Threat**: any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

POLICY: It is the policy of Spoon River College to be in full compliance with The Abused and Neglected Child Reporting Act.

The Abused and Neglected Child Reporting Act requires mandated reporters to immediately report suspected child abuse to the Department of Children and Family Services (DCFS).

SCOPE:

This policy applies to all Spoon River College employees and students who are enrolled in the Education program.

DEFINITIONS:

Abused Child: A child whose parent or immediate family member, or any person responsible for the child’s welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:  

a. inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, or in the Wrongs to Children Act, and extending those definitions of sex offenses to include children under 18 years of age;

d. commits or allows to be committed an act or acts of torture upon such child;

e. inflicts excessive corporal punishment;

f. commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961, against the child;

g. causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act or in violation of the Methamphetamine Control and Community Protection Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act;
Substances Act and are dispensed to such child in a manner that substantially complies with the prescription; or

h. commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services as defined in Section 10-9 of the Criminal Code of 1961 against the child.

Child: Any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

Mandated Reporter: Personnel of institutions of higher education. Note: for the purpose of this policy, Spoon River College has included students who are enrolled in an education program.

DETAILS:

1. Mandated Reporters will receive a copy of the Compliance with The Abused and Neglected Child Reporting Act policy.

2. All mandated reporters will complete an Acknowledgement of Mandated Reporter Status form. For employees, this form will be completed and returned to the Human Resources Office. For students enrolled in an education program, this form will be completed and returned to the Student Services Office.

3. All mandated reporters will complete the Mandated Child Abuse Reporter Training located at https://mr.dcfstraining.org/.

PROCEDURES:

1. Any mandated reporter who suspects a child is being abused (please refer to “Abused Child” definition above) must call the hotline DCFS hotline at:
   1-800-25-Abuse
   1-800-252-2873
   1-217-524-2606
   TTY: 1-800-358-5117

2. Mandated Reporter must submit a written confirmation of that report within 48 hours of calling hotline.

3. Mandated Reporter must inform the College President or Director of Human Resources that a report has been submitted.
POLICY: It is the policy of Spoon River College to establish a consistent method of recording employee absences. Consistent attendance and punctuality are considered imperative to the success of the College. Poor attendance impacts the institution by lowering productivity, reducing student satisfaction, and impacting employee morale.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. Employees are expected to report for their scheduled work hours.

2. Absence Guidelines:
   a. Supervisors have responsibility for monitoring the attendance and punctuality of direct reports.
   b. Instances of unscheduled absence from work are considered “occurrences” for the purpose of this policy. This includes absence, tardiness, or leaving work before scheduled quitting time. Please refer to the Discipline policy regarding discipline related to absences.
   c. An “occurrence” is defined as any day or partial day missed that does not fall into one of the following categories:
      * Vacation
      * Jury Duty
      * Leave of Absence
      * Other schedule or approved leaves where applicable
      * Bereavement Leave
      * Military Leave
      * FMLA Leave
   d. An excused, reported “occurrence” is any absence from work when the supervisor has been notified and approves absence.
   e. An unexcused, unreported “occurrence” is any absence from work when the employee does not notify the supervisor or when the absence is not approved.
   f. Spoon River College is an Equal Opportunity Employer, and any discipline or discharge will not be in violation of our EEO Policy.
PROCEDURE(S):

1. Reporting Absences
   a. If employee is unable to report to work, he/she must notify his/her supervisor immediately regarding absence and reason.
   
   b. An unscheduled, unexcused, unreported absence is grounds for disciplinary action up to and including termination.
   
   c. All employees of Spoon River College absent from their positions on sick leave may be required, at the discretion of the College, to provide an attending physician’s certificate to verify a lengthy (more than 3 days), unusual, or frequent absence.
   
   d. Employees absent five (5) consecutive work days without notifying his/her supervisor (or individual in charge) are considered to have terminated his/her employment through a voluntary resignation.

2. Recording Absences
   a. An absence approved by the immediate supervisor should be reflected on the electronic timecard.
   
   b. The electronic timecard is approved by the supervisor prior to submitting to Payroll.
POLICY: In compliance with Illinois State law 820 ILCS 149, Spoon River College allows eligible employees to leave work to donate blood.

SCOPE:

This policy applies to full-time Spoon River College employees with a minimum of six months continuous employment.

DEFINITIONS:

*College Days*: College Days or any references to "days" used in this policy will mean days in which the College is open for business.

*Paid Time Off Leave*: For the purpose of this policy, paid time off leave refers to the paid time off an employee may accrue (personal time, PTO, vacation) based upon employment type and classification.

DETAILS:

1. Eligible employees may take up to one hour of paid time off leave every 56 days in order to donate blood (in accordance with medical standards) with advanced approval from his/her supervisor.

2. Employee requesting time off to donate blood, may be required to provide proof of donating blood and attach to timekeeping record.

PROCEDURE(S):

1. Employee requests time off from supervisor a minimum of seven (7) College days in advance.

2. Employee accurately reflects time off on electronic timecard.

3. Employee forwards proof of donating blood to the Human Resources Office.
POLICY: It is the policy of Spoon River College to grant unpaid leave to eligible employees, in compliance with The Family and Medical Leave Act (FMLA) and The Support for Injured Servicemembers Act.

SCOPE:

This policy applies to all eligible employees as defined below.

DEFINITIONS:

Eligible Employee: An employee is eligible for FMLA if they have worked for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles. Eligible employees may be granted leave on a rolling 12-month basis.

The Family and Medical Leave Act (FMLA): Requires the College to provide up to twelve (12) weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons.

The Support for Injured Servicemembers Act of 2007 (the expansion of FMLA): Requires the College to provide up to twenty-six (26) weeks of unpaid, job protected leave to “eligible” employees for covered family member’s active duty or call to active duty in the Armed Forces.

Next-of-kin: The closest blood relative of the injured or recovering service member.

Son or daughter (under The Support for Injured Servicemembers Act of 2007): The same as for child for other types of FMLA leave, except that the person does not have to be a minor.

Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

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

DETAILS:

1. Basic Leave Entitlement (Family and Medical Leave Act (FMLA)): Requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
   a. For incapacity due to pregnancy, prenatal medical care of child birth;
b. To care for the employee’s child after birth, or placement for adoption or foster care;

c. To care for the employee’s spouse or civil union partner, son or daughter, or parent, who has a serious health condition; or

d. For a serious health condition that makes the employee unable to perform the employee’s job.

2. **Military Family Leave Entitlements (Support for Injured Servicemembers Act of 2007 (the expansion of FMLA)):** Eligible employees with a spouse or civil union partner, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

3. **Benefits and Protections:** During FMLA leave, Spoon River College must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

a. While using paid time off, the College will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Payroll Office by the first day of each month. If the payment is more than 30 days late, the employee’s health care coverage may be dropped for the duration of the leave. The College will provide written notification 15-days prior to the employee’s loss of coverage.

b. There is no gain or loss of seniority during the leave.
c. In order for the employee to receive Illinois State Universities Retirement System (SURS) service and earnings credit, the employee must follow the guidelines outlined for leaves in the SURS Member Guide.

d. Employee is prohibited from collecting unemployment insurance while on FMLA leave.

e. Employees on unpaid military leave of absence and unpaid leave under the Family Medical Leave Act (FMLA) are not eligible for accruals of paid leave.

4. Employee Responsibilities: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and in compliance with the College’s normal call-in procedures.

If the leave is not “foreseeable,” the College begins counting the leave as FMLA leave on the fourth day of the absence.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees must also inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. (See Documentation / Certification of the Serious Health Condition of the Employee or the Spouse or Civil Union Partner, Child or Parent of the Employee section below).

5. Employer Responsibilities: Spoon River College must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the College must provide a reason for the ineligibility.

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

6. Use of Leave: An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.
The College may require a “temporary” transfer to an equivalent job that better accommodates the employee’s and the College’s work schedules, while the employee is on a reduced or intermittent schedule leave.

7. **Substitution of Paid Leave for Unpaid Leave**: The employee is required to exhaust sick time prior to opting for no pay. In order to use other paid leave for FMLA leave, employees must comply with the College’s normal paid leave policies.

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<thead>
<tr>
<th>Purpose</th>
<th>SRC Benefit</th>
<th>Employee Option</th>
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<tbody>
<tr>
<td>Birth, Adoption, Foster Care of a Child</td>
<td>Sick Time</td>
<td>Paid Time Off</td>
</tr>
<tr>
<td>Care for a child, spouse or civil union partner, or parent with a serious health condition.</td>
<td>Sick Time</td>
<td>Paid Time Off</td>
</tr>
<tr>
<td>Employee’s own serious health condition.</td>
<td>Sick Time</td>
<td>Paid Time Off</td>
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8. **Leave for Spouses or Civil Union Partners Working for the Same Employer:**
   a. Each employee is entitled to twelve (12) weeks of unpaid, job protected leave if the leave is required due to the illness of a child, the illness of the other spouse or civil union partner, or the employee’s own illness.
   
   b. If a husband and wife both work for the College and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave.
   
   c. If a husband and wife both work for the College and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

9. **Documentation / Certification of the Serious Health Condition of the Employee or the Spouse or Civil Union Partner, Child or Parent of the Employee**: The College may require certification of the “serious health condition” for any leave, including leaves that the employee is “needed” to care for a family member, in order to grant FMLA leaves.
   a. Treatment of a serious health condition must occur within seven days of the first day of incapacity.
   
   b. Treatment must be an in-person visit to a health care provider for examination, evaluation, or specific treatment, and does not include, for example, a phone call, letter, email, fax, or text message.
The College may require a second or third opinion, both at the College’s expense; the third is binding to both parties, in order to grant FMLA leave. The Human Resources Office provides certification forms.

10. **Documentation of the Covered Family Member’s Active Duty or Call to Active Duty in the Armed Forces:** Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member’s call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

11. **Documentation of the Need for Service Member FMLA Leave to Care for an Injured or Ill Service Member:** Employees requesting this type of service member FMLA leave must provide documentation of the family member’s or next-of-kin’s injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member’s injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

12. **Concurrent Leave:** Disability leave for the birth of the child and for an employee’s serious health condition, including workers’ compensation leave and Victims’ Economic Safety and Security Act (VESSA) leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee’s 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

13. **Conclusion of FMLA Leave:** The College takes the following actions:
   a. The College requires certification that the employee is or is not capable of performing the job based upon a report from a health care provider and the job description, which outlines necessary job functions.

   b. If the employee cannot return to work after the twelve (12) week FMLA leave based upon a medical examination, the employee may apply for a further leave of absence in accordance with the appropriate policies in *The Policies and Procedures Manual* or the appropriate collective bargaining unit agreements.

   c. If an employee elects not to return to work, the College recovers the cost of the health insurance paid by the College while the employee was on FMLA leave. If the employee cannot return to work due events beyond his/her control, insurance costs may be recovered.
14. **Employee Status After Leave**: The employee is returned to his/her previous or equivalent position with equivalent pay, benefits, and any other terms or conditions.

15. **Unlawful Acts by Employers**: FMLA makes it unlawful for any employer to:
   a. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
   b. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

16. **Enforcement**: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

   FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. For additional information: 1-866-4US-WAGE.

**EXCEPTIONS:**

1. **Highest Paid Employees**: Employees within the highest paid ten percent (10%) of the College’s workforce at the time of the leave may be denied reinstatement if it causes “substantial and grievous injury” to the College’s operations as defined in FMLA. No employee within the Spoon River College Faculty Association and Spoon River College Classified Staff Association bargaining units shall be considered a “key employee” as described by the Act.

2. **Employees on Disciplinary Action**: Employees on formal or informal disciplinary action are entitled to FMLA leave.

3. **Layoffs and Reorganizations**: In the event of reorganization, layoff, or similar action, employees are subject to whatever job changes that might have occurred whether or not the employee was on leave and is subject to contractual provisions imposed on other bargaining unit employees.

**PROCEDURE(S):**

1. **Procedure for Requesting FMLA Leave (not related to The Support for Injured Servicemembers Act of 2007):**
   a. Employee requests FMLA leave at least thirty (30) days prior to the anticipated leave date. In cases of emergency, contact the appropriate supervisor as soon as possible.
   b. Upon notification or knowledge of an FMLA leave, the Human Resources Director provides the employee with a Notice of Eligibility and Rights & Responsibilities Form. The Human Resources Director may request completion of a Certification of Health Care Provider for Employee’s Serious Health Condition Form, if applicable.
c. Upon review of all documentation, the Human Resources Director provides the employee with a Designation Notice and informs the appropriate supervisor of the employee’s FMLA leave.

d. The Human Resources Director monitors the leave and provides necessary information to the employee’s supervisor.

e. During the final week of FMLA, employees are required to contact the Human Resources Director to make reinstatement arrangements. A Fitness-For-Duty Certificate may be requested to be restored to employment.

2. Procedure for Requesting Leave for 1) a covered family member’s active duty or call to active duty in the Armed Forces or 2) to care for an injured or ill service member:
   a. Employee requesting this type of FMLA leave must provide notice with an explanation of the reason(s) for the needed leave to the Human Resources Director.
   b. Leave may commence as soon as the individual receives the active duty orders or other documentation issued by the military.
   c. If the leave is foreseeable, the employee must provide a written request for leave and reasons(s) to the Human Resources Office.
   d. The College will provide individual notice of rights and obligations to each employee requesting leave as soon as practicable.
POLICY: Eligible employees subpoenaed to report to court as a representative of Spoon River College are granted leave with pay.

SCOPE:

This policy applies to all eligible employees including the following:

- Full-time administrators
- Full-time professional support staff
- Regularly scheduled part-time administrators
- Regularly scheduled part-time professional support staff

DETAILS:

1. The College maintains the right to request the appropriate authority to release such personnel members from jury duty in any manner permitted by law.

PROCEDURE(S):

1. Employees provide evidence in the form of written notification to the supervisor upon knowledge of the event.

2. Employees report for regular College duty when attendance in court is not required.

3. Employees receive normal pay when appearing in court on behalf of the College.
POLICY: Employees not at work because of jury duty are granted leave with pay for maximum of (20) workdays per call to duty.

SCOPE:

This policy applies to all eligible employees including the following:
- Full-time and regularly scheduled part-time administrators
- Full-time and regularly scheduled part-time professional support staff
- Full-time and regularly scheduled part-time classified staff (see appropriate collective bargaining unit agreement)
- Full-time faculty (see appropriate collective bargaining unit agreement)

DETAILS:

1. The College maintains the right to request the appropriate authority to release such personnel members from jury duty in any manner permitted by law.

2. Employee elects either to receive payment from the county/federal agency or the College.

3. If employee elects to receive payment from the College district, he/she must remit all payments for jury duty to the College, except money for meals and transportation.

4. Failure to provide Human Resources with the required documentation within fifteen (15) college days of the completion of Jury Duty services will result in non-payment for the absence.

PROCEDURE(S):

1. Evidence in the form of written notification is presented to the employee’s supervisor upon his/her knowledge of the event.

2. The employee reports for regular college duty when the employee’s attendance in court is not required.

3. Employee provides the Human Resources Office with an official document from the county/federal agency that indicates the dates they attended court and the amount that they were paid per day of attendance.

4. Employee notes jury duty in the appropriate location on their electronic timecard.
POLICY: Spoon River College complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (VEVRAA), the Illinois Service Member’s Tenure Act, and the Family and Medical Leave Act (820 ILSC151/1).

SCOPE:

This policy applies to all full and regularly scheduled part-time employees.

DETAILS:

1. Employees requesting leave must provide their supervisor and the Human Resources Office with documentation from the respective armed services noting the dates for the requested military leave.

2. Employees requiring military leave may consult with the Human Resources Director for a complete benefit outline at which time a description of the College’s obligations and the College’s expectations for the employee’s return to work will be provided.

3. Employee must generally apply for reinstatement within ninety (90) days of discharge.
POLICY: In compliance with Illinois State law 820 ILCS 260/15, Spoon River College allows reasonable unpaid break time each day to an employee who needs to express milk for her infant child.

SCOPE:

This policy applies to all Spoon River College employees that are nursing mothers.

DETAILS:

1. The College will provide a reasonable unpaid break time each day to an employee who needs to express milk for her infant child.

2. Employee accurately reflects time off on electronic timecard.

3. The College will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where the employee can express her milk in privacy.
POLICY: Spoon River College may, at its discretion, grant an eligible employee sabbatical leave for one full academic year (two semesters) at one-half of the employee’s contractual salary for an academic year (two semesters) or one-half of the academic year (one semester) at full salary.

SCOPE:

Full-time faculty may refer to the collective bargaining unit agreement between Spoon River College and Spoon River College Faculty Association (SRCFA) for eligibility requirements.

DETAILS:

1. Refer to the collective bargaining unit agreement between Spoon River College and Spoon River College Faculty Association (SRCFA) for details.
POLICY: Spoon River College recognizes that it benefits the parent, the child(ren), and the community when a parent is able to take time off from work to attend functions and meetings related to the education of the employee’s child(ren). In compliance with Illinois State law 20 ILCS 147/1, Spoon River College allows eligible employees leave for school visitation.

SCOPE:

This policy applies to all Spoon River College employees with a minimum of fifty percent (50%) full-time equivalency and a minimum of six month continuous employment.

DEFINITIONS:

College Days: College Days or any references to "days" used in this policy will mean days in which the College is open for business.

Paid Time Off Leave: For the purpose of this policy, paid time off leave refers to the paid time off an employee may accrue (personal time, PTO, vacation) based upon employment type and classification.

DETAILS:

1. Eligible employees may use up to eight (8) hours of paid time off leave per calendar year to attend school conferences or classroom activities related to the employee’s child if the activity cannot be scheduled during non-working hours.

2. Eligible employee is required to notify the immediate supervisor at least seven (7) College days before the leave is needed, unless it is an emergency. When advance notice is not possible, the employee must notify the supervisor as soon as possible.

3. Time off for school visitation should be reported appropriately on timekeeping records.

4. An employee may be requested to provide documentation for the school activities time off.

5. Spoon River College may refuse to grant such visitation requests that would result in more than five percent (5%) of the workforce being absent at the same time.

PROCEDURE(S):

1. Employee requests time off from supervisor a minimum of seven (7) College days before the leave is needed, unless it is an emergency.

2. Employee accurately reflects time off on electronic timecard.
POLICY: In compliance with Illinois State law 820 ILCS 180/1-999, Spoon River College allows eligible employees that are victims of domestic, sexual, or gender violence up to twelve (12) workweeks of unpaid, job protected, leave to seek medical help, legal assistance, counseling, safety planning, and other assistance.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

*Family or Household Member:* Includes spouses, former spouses, parents, children, stepchildren and other persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, person who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012.

*Parent:* The biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

*Domestic Violence:* Domestic violence means abuse, as defined in Section 103 of the Illinois Domestic Violence Act of 1886, by a family or household member, as defined in Section 103 of the Illinois Domestic Violence Act of 1986.

*Sexual Violence:* Sexual violence means physical sexual acts attempted or perpetrated against a person’s will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

*Gender Violence:* Gender violence means: (A) one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of this State that are committed, at least in part, on the basis of a person’s actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction; (B) a physical intrusion of a sexual nature under coercive conditions satisfying the elements of any criminal offense under the laws of this State, regardless of whether the intrusion or invasion resulted in criminal charges, prosecution, or conviction; (C) or a threat of an act described in item (A) or (B) causing a realistic apprehension that the originator of the threat will commit the act.
WORK WEEKS: Means the number of hours in the employee’s normal workweek at the percentage of the employee’s appointment. For example, an employee scheduled to work 20 hours per week, 12 months per year, would be eligible for twelve 20-hour workweeks or 240 hours in a rolling 12 month period.

DETAILS:

1. **Provisions of Victims’ Economic Safety and Security Act (VESSA):** A Spoon River College employees who is a victim of domestic, sexual or gender violence or has a family or household member who is a victim of domestic, sexual, or gender violence whose interests are not adverse to the employee as it relates to the domestic, sexual or gender violence may take up to twelve (12) weeks of unpaid, job protected leave on a rolling 12 month basis for any of the following:
   a. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
   b. Obtaining services from a victim services organization for the employee or the employee's family or household member;
   c. Obtaining psychological or other counseling for the employee or the employee's family or household member;
   d. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee’s family or household member from future domestic or sexual violence or ensure economic security; or
   e. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual or gender violence.

2. **Certification of Eligibility:** The College may require the employee provide certification that:
   a. The employee or the employee’s family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes in item 1 above. An employee may satisfy the certification requirement by providing a sworn statement and the following documents:
      1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
      2) a policy or court record; or
3) other corroborating evidence.

3. **Documentation for Requesting VESSA Leave**: The College requires not less than forty-eight (48) hour advance notice for foreseeable leaves. If the leave is not “foreseeable,” the College requires notice as soon as possible. The College monitors the leave and may require periodic progress reports. An employee may apply for VESSA leave by completing the **VESSA Leave Application Form** and submitting it to the Human Resources Office. Failure to provide required certification within 15 calendar days may result in denial of leave.

4. **Employee Status and Benefits During Leave**:
   a. The College continues all health care benefits for the employee and contributes the same amount to the health plan as if the employee were actively employed.

   Currently, the employee pays a portion of the health care premium. While using paid time off the College will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Payroll Office by the first day of each month. If the payment is more than 30 days late, the employee’s health care coverage may be dropped for the duration of the leave. The College will provide written notification 15-days prior to the employee’s loss of coverage.

   b. There is no gain or loss of seniority during the leave.

   c. In order for the employee to receive Illinois State Universities Retirement System (SURS) service and earnings credit, the employee must follow the guidelines outlined for leaves in the **SURS Member Guide**.

   d. Employee is prohibited from collecting unemployment insurance while on VESSA leave.

5. **Employee Use of Paid and Unpaid Leave**: The employee is required to exhaust sick time prior to opting for no pay.

6. **Employee Status after Leave**: Employees are entitled, on return from leave, to be restored to the position held when the leave commenced or to an equivalent position with equal pay, benefits, and other conditions of employment.

7. **Concurrent Leave**: VESSA leave will run concurrently with FMLA leave, including workers’ compensation leave (to the extent that it qualifies) when the reason for VESSA leave also qualifies under FMLA.
8. **Intermittent or Reduced VESSA Leave**: Leave under VESSA may be taken all at one time or on an intermittent or reduced leave schedule.

9. **Confidentiality**: All information provided to the College, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave, is retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by the employee, or otherwise required by applicable federal or state law.

**EXCEPTIONS:**

1. **Employees on Disciplinary Action**: Employees on formal or informal disciplinary action are entitled to VESSA leave.

2. **Layoffs and Reorganizations**: In the event of reorganization, layoff, or similar action, employees are subject to whatever job changes that might have occurred whether or not the employee was on leave and is subject to contractual provisions imposed on other bargaining unit employees.

**PROCEDURE(S):**

1. The employee obtains and completes a VESSA Application Form (available in the Human Resources Office or S:\SRC Info\Forms Printable), at least forty eight (48) hours prior to the anticipated leave date when possible, provides certification of eligibility, and discusses the intention with the appropriate supervisor and the Human Resources Director. In cases of emergency, contact the appropriate supervisor as soon as possible.

2. The employee meets with the Human Resources Director to review the request. The Human Resources Director makes a decision in accordance with the Spoon River College policy and notifies the employee in writing of the decision.

3. The Human Resources Director informs the appropriate supervisor of the employee’s VESSA leave.

4. If VESSA is denied, an employee may file a grievance per the appropriate collective bargaining unit agreement (if applicable).

5. The Human Resources Office assists the employee to gather proper documentation required for taking VESSA leave. The Human Resources Director monitors the leave and provides necessary information to the employee’s supervisor.
6. During the final week of VESSA, employees are required to contact the Human Resources Director to make reinstatement arrangements.
POLICY: In compliance with Illinois State law 10ILCS 205/1, Spoon River College allows employees leave during polling hours in order to vote in federal, state or local elections, both primary and general elections.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

*College Days*: College Days or any references to "days" used in this policy will mean days in which the College is open for business.

*Paid Time Off Leave*: For the purpose of this policy, paid time off leave refers to the paid time off an employee may accrue (personal time, PTO, vacation) based upon employment type and classification.

DETAILS:

1. While all employees should be able to vote either before or after regularly scheduled work hours, when this is not possible due to work schedules, supervisors are authorized to grant a reasonable period of time, up to two hours of paid time off leave, during the work day to vote.

2. Employees may request time off before 9:00 a.m. and after 3:30 p.m. to vote when voting is not possible due to a work schedule.

3. Employee requests time off from supervisor a minimum of seven (7) College days in advance of Election Day.

4. Time off for voting should be reported appropriately on electronic timecard.

5. Employee requesting time off to vote must forward proof of voting leave to the Human Resources Office.

6. Employees will not be disciplined for taking voting leave or for failing to vote.

PROCEDURE(S):

1. Employee requests time off from supervisor a minimum of seven (7) College days in advance of Election Day.

2. Employee accurately reflects time off on electronic timecard.
POLICY: Spoon River College provides eligible employees paid bereavement leave.

SCOPE:

This policy applies to all full-time employees.

DETAILS:

1. Eligible employees are generally provided three (3) days leave of absence without loss of pay due to the death of any immediate family member or member of the household (person residing in the home at least 12 months). Members of the immediate family are defined as: mother, father, foster parents, foster children, step-parents, step-children, spouse or civil union partner, son, daughter, brother, sister, in-laws (mother, father, son, daughter, brother, sister), aunt, uncle, niece, nephew, grandparents, and grandchildren.

2. Additional leave, while not to exceed three (3) days, may be deducted from the employee’s accumulated sick leave.

3. With supervisory approval, a total leave of eight (8) hours per fiscal year may be granted for funerals in case of the death of other family members or close friends.

4. Bereavement leave pay must be appropriately reflected on the employee’s electronic timecard.

5. Bereavement leave pay is not considered as time worked for the purpose of overtime calculations.

6. Bereavement leave pay is computed at individual employee’s base rate of pay.
POLICY: Spoon River College provides eligible employees a ten percent (10%) discount at the SRC Bookstore (excluding textbook rentals, food and sale items).

SCOPE:

This policy applies to all full-time employees.
POLICY: Spoon River College encourages employees to gain knowledge in their applied field (education) and to improve their job-related skills (training).

SCOPE:

This policy applies to all full-time employees with a minimum of one year of continuous employment.

DEFINITIONS:

*Educational Assistance (Tuition Reimbursement)*: For the purpose of this policy, educational assistance refers to the reimbursement of credit courses (refer to reimbursement schedule below) earned toward a degree that is job related.

*Job and Other Professional Training*: For the purpose of this policy, professional training refers to training programs that are not covered under the Educational Assistance. This training must be job-related, costs $1,000 or more, and is approved and processed through the Department training budget.

EDUCATION ASSISTANCE (TUITION REIMBURSEMENT) DETAILS:

1. Spoon River College generally invests in educational assistance for eligible employees with the expectation that the investment will be returned through enhanced job performance.

2. Approval for educational assistance may be given only if the requested courses are needed for the employee’s present or future employment at Spoon River College.

3. If employee voluntarily terminates employment with Spoon River College within a 12-month period immediately after completion of the class(es), the employee is responsible for repayment of the amount of reimbursement provided by Spoon River College.

4. Financial assistance is paid as reimbursement to the employee upon the successful completion of course(s). Upon supervisor approval, reimbursement is paid only for those courses pursued at an accredited institution. Normal reimbursement includes tuition and course-related fees.

5. Reimbursement Schedules:
   a. Undergraduate Level: *Required for present or future career growth with Spoon River College*.
      - Covered Expenses: Tuition and course-related fees
      - Approvals: Supervisor and Vice President
      - Reimbursement Rate: Tuition is reimbursed at the standard undergraduate rate at the institution where the
course is offered, not to exceed $150/credit hour, but will not be less than 50% of the per undergraduate credit hour tuition at Western Illinois University. Reimbursement is based on a grade of C or above. Courses resulting in a grade below a C will not be reimbursed.

Maximum Credit Hours Per Fiscal Year 12 credit hours

a. Graduate Level: *Required for present or future career growth with Spoon River College*

Covered Expenses Tuition and course-related fees
Approvals Supervisor and Vice President
Reimbursement Rate Tuition will be reimbursed at the standard graduate rate at the institution where the course is offered, not to exceed $175/credit hour, but will not be less than 50% of the per graduate credit hour tuition at Western Illinois University. Reimbursement is based on a grade of C or above. Courses resulting in a grade below a C will not be reimbursed.

Maximum Credit Hours Per Fiscal Year 12 credit hours

**JOB AND OTHER PROFESSIONAL TRAINING DETAILS:**

1. Spoon River College offers additional assistance on professional development and training programs that are not covered under the Educational Assistance policy. This training must be job-related and approved and processed through the Department training budget. Refer to the Job and Other Professional Training definition above.

2. If employee voluntarily terminates employment with Spoon River College within a 12-month period immediately after completion of the class(es), employee may be responsible for a prorated repayment of the amount of reimbursement provided by Spoon River College.

3. Spoon River College reimburses employee on a one-time basis for identified certification exam fees only upon successful completion of certification testing. The College will not pay for outside training expenses related to certification study programs unless approved according to guidelines established above.
4. Study for certification programs and other training programs will be conducted outside individual’s regular work schedule unless specifically authorized.

PROCEDURE(S):

1. Employees notify their supervisor of interest in taking course(s) the following fiscal year before May 1 so the funds can be requested in the budget. Employees provide the number and type (undergraduate vs. graduate) of courses (the employee does not have to identify the specific course title, just the number of courses, planned credit hours and whether the courses are undergraduate or graduate level). **This notification does not replace the specific course approval process.** If the courses are not requested by May 1, thus not included in the budget, employee will not be reimbursed by the College. **The total amount of tuition reimbursement is subject to fund availability each year.**

2. Supervisors submit the request for funds during the budget cycle.

3. Upon budget request approval, employee selects the course(s) and discusses plans with immediate supervisor prior to enrollment. Courses must comply with the Educational Assistance / Job Related Training policy. Supervisor will assist employee in determining eligibility of the class.

4. Employee completes Course Request / Tuition Reimbursement Form (education) or a Conference Request Form (training) and submits prior to enrollment in the course.

Note: All courses must be approved before reimbursement can be made. Any changes to course enrollment requires reapplication. Courses are approved on an individual basis per term. Employees must receive approvals prior to the start of a course to be eligible for reimbursement.

5. Supervisor reviews request and approves/rejects based upon compliance with fiscal year budget request and compliance with Education Assistance and Job-Related Training policy and submits the form to the next level administrator for review.

6. Supervising administrator reviews request and approves/rejects based upon compliance with fiscal year budget request and compliance with Education Assistance and Job-Related Training policy and submits the form to the Vice President for review.

7. Vice President reviews request and approves/rejects based upon compliance with fiscal year budget request and compliance with Education Assistance and Job-Related Training policy. Employee receives a copy of the approved/rejected request via email.
Note: Employee must keep this document to submit after course is complete and grade is issued.

8. No later than 45 days after successful completion of the course(s), employee submits approved Course and Tuition Request Form, grade report, and receipts for tuition and compulsory fees to Human Resources Office for reimbursement. Employee must receive a grade of “C” or above in the class in order to be reimbursed.
### POLICY:
Spoon River College annually recognizes the valuable contributions of Spoon River College employees.

### SCOPE:
This policy applies to all eligible employees including the following:
- All full-time employees
- All regularly scheduled part-time staff

### DETAILS:
1. Eligible employees are recognized for total years of continuous service at the following levels of recognition:
   - 5 years of service as of June 30
   - 10 years of service as of June 30
   - 15 years of service as of June 30
   - 20 years of service as of June 30
   - 25 years of service as of June 30
   - Retirement (10 or more years of service and a State University Retirement System (SURS) annuitant)

**NOTE:** Total years of service may include a gap in full-time service if the gap is due to a reduction in workforce that is less than one year.
POLICY: Spoon River College provides eligible employees group health insurance benefits as described in the individual policy summary plan description.

SCOPE:

This policy applies to all full-time employees (as defined below).

NOTE: Health insurance premium rates vary based upon job classification and employment status.

DEFINITIONS:

**Full-time**: For the purpose of this policy, a full-time employee is an employee working an average of thirty (30) or more hours per week in a specific measurement period.

**Hours of service**: For the purpose of compliance with the Patent Protection and Affordable Care Act (aka Affordable Care Act or “ACA”), hours of service means each hour for which an employee is paid or entitled to payment for the performance of duties for the employer and for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity, jury duty, or other forms of paid leave.

DETAILS:

1. Premium rates are available in the Human Resources Office.

2. Under Section 125 of the IRS code, eligible employees may have health insurance premiums deducted prior to income tax deductions.

3. Participants in the College’s health insurance plan(s) are eligible for continuation of benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the applicable health insurance Summary Plan Description for additional information regarding COBRA.

4. The College will use the following methods to comply with the ACA:
   a. Part-time and temporary employees generally work a maximum number of hours per week as assigned at hire or placement in a job. Part-time and temporary employees are prohibited from working in excess of 28 hours in a single work week (please refer to Employment Types/Relationship Policy (#3.5.5) for additional information);

   b. The College will track part-time staff work hours via the electronic timecard;
c. The College will track part-time faculty work hours via an Part-Time Faculty Professional Appointment agreement where one (1) credit hour equals three (3) clock hours (please refer to Employment Types/Relationship Policy (#3.5.5) for additional information);

d. Measurement period for ACA compliance is October 15 – October 14;

e. Administrative period for ACA compliance is October 15 – December 31;

f. Stability period for ongoing part-time employees is January 1 – December 31;

g. Effective date of enrollment in health insurance is consistent with the health insurance plan year (January 1).

Notes:
Measurement period may not include time in which the employee is not required to work.

Please contact the Human Resources Office for the measurement period for new part-time hires.
POLICY: Spoon River College generally recognizes the following as paid holidays each year, provided they occur during the contractual period:

New Year’s Day, Martin Luther King’s Birthday, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and Christmas break, which is determined by the President.

SCOPE:

This policy applies to all eligible employees including the following:

- Full-time administrators
- Full-time professional support
- Full-time classified

DETAILS:

1. Full-time faculty receive pay for instructional days only.

2. Part-time classified receive pay for the Christmas break only (regularly scheduled hours).

3. Part-time professional support receive pay for the Christmas break only (regularly scheduled hours).

4. Holiday pay must be appropriately reflected on the hourly paid employee’s electronic timecard. Note: Salaried employees need not report holiday time on the electronic timecard.

5. Holiday pay is not considered as time worked for the purpose of overtime calculations.

6. Holiday pay is computed at individual employee’s base rate of pay.

7. Holiday pay is not paid to employees on any type of unpaid leave.

8. Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by the College, provided the leave does not create an undue hardship. Employee may use available paid time off (vacation, personal, or PTO) upon supervisor approval.
POLICY: Spoon River College provides eligible employees group term life insurance as described in the policy summary plan description.

SCOPE:

This policy applies to all full-time employees.

DETAILS:

1. Eligible administrators, professional support, and faculty receive two times his/her annual salary, effective the date of eligibility.

2. Eligible classified receive $25,000, effective the date of eligibility.

3. Refer to the Life Insurance Summary Plan Description for plan details, including plan exclusions.
POLICY: Spoon River College provides eligible employees paid time off (PTO) leave that can be used for vacation leave, sick leave, or other paid time off leave.

SCOPE:

This policy applies to all eligible employees including the following:

- Regularly scheduled part-time administrators and professional support
  - Zero through nine years of employment: 9 PTO days
  - Ten or more years of employment: 10 PTO days

- Regularly scheduled part-time classified
  - Zero through four years of employment: 8 PTO days
  - Five through nine years of employment: 9 PTO days
  - Ten or more years of employment: 10 PTO days

NOTE: Days are prorated based upon full-time equivalency (FTE) as defined in item 9 below.

DETAILS:

1. The paid time off (PTO) year is concurrent with the College’s fiscal year (July 1 – June 30).

2. PTO may not be taken until it is earned.

3. PTO is taken by June 30 of the following year in which it was earned.

4. PTO must be pre-approved by the immediate supervisor prior to use, except in the case of illness or emergency.

5. PTO pay must be appropriately reflected on the employee’s electronic timecard.

6. PTO pay is not considered as time worked for the purpose of overtime calculations.

7. PTO pay is computed at individual employee’s base rate of pay.

8. PTO may be taken due to incapacity due to illness, injury, pregnancy, childbirth, doctors’ appointments or quarantine to home, of the employee and any member of the family as identified below. Members of the family are defined as:
   - Spouse or civil union partner;
   - Child (birth, adoptive, foster child, step-child);
   - Parents (birth, adoptive, foster parents, step-parents);
   - Sibling (birth or adoptive, foster sibling or step-sibling);
   - In-laws, (mother, father, son, daughter, brother, sister);
- Grandparents;
- Grandchildren.

Should serious illness or hospital confinement befall an employee’s aunt, uncle, niece or nephew, PTO leave may be used.

9. PTO accrues on a per pay basis and prorated based upon the full-time equivalency of the position (as defined in the employee’s personnel file). For example, an eligible classified employee working 20 hours per week, with 4 years of service, accrues time off based upon the following formula:

\[
20 \text{ (hours per week)} \div 5 \text{ (days per week)} \times 7 \text{ days (time off benefit)} = 28 \text{ hours per year}.
\]

10. Upon termination of employment, an employee is paid the unused number of accrued PTO days.

11. Employees on an approved leave of absence may not accrue PTO during the extent of the leave.
POLICY: Spoon River College provides eligible full-time faculty paid personal leave.

SCOPE:

Full-time faculty may refer to the collective bargaining unit agreement between Spoon River College and Spoon River College Faculty Association (SRCFA) for eligibility requirements.

DETAILS:

1. Refer to the collective bargaining unit agreement between Spoon River College and Spoon River College Faculty Association (SRCFA) for details.
POLICY: Eligible employees contribute eight percent (8%) of their income to the State University Retirement System (SURS) for the purpose of retirement benefits.

SCOPE:

This policy applies to all eligible employees including the following:

- Any employee who is employed in a non-temporary position in which services are expected to be rendered on a continuous basis for at least four consecutive months or one academic term, whichever is less.

Individuals excluded from participation include:

- Any employee currently receiving a retirement annuity or a disability retirement from SURS;
- Students;
- Temporary employees.

DETAILS:

1. Employees choose one of three optional retirement plans (Traditional, Portable, Self-Managed).

2. The employee selects an optional retirement plan within six months of employment and the decision is irrevocable.

3. The State University Retirement System (SURS) allows eligible annuitants to participate in post-retirement health insurance. To be eligible for the College Insurance Program (CIP), annuitants must be receiving a monthly benefit from SURS and either (1) have been a full-time employee of a community college district or an association of community college boards created under the Public Community College Act and eligible to participate in a group benefit plan as an employee or (2) be a survivor of an eligible Benefit Recipient.

4. The State Universities Retirement System (SURS) provides disability benefits for eligible participants if the employee has at least two years of service credit, and is sick or injured and unable to work.

The amount of the benefit depends on how much the employee was earning when they became disabled. The employee will receive the greater of:

- 50% of the employee’s basic compensation on the day the employee became disabled, or
- 50% of the employee’s average earnings for the 24 months prior to the disability date.
Basic compensation is the employee’s base salary; it does not include earnings for summer or overtime pay.
POLICY: Spoon River College provides eligible employees paid sick leave.

SCOPE:

This policy applies to all eligible employees including the following:

- Full-time administrators and full-time professional support receive sick time as follows:
  Fifteen (15) days per year (120 hours)  Can accumulate to 360 days

- Full-time classified receive sick time as follows:
  Fifteen (15) days per year (120 hours)  Can accumulate to 360 days

- Full-time faculty receive sick time as follows:
  Fifteen (15) days per year (120 hours)  Can accumulate to 360 days

DETAILS:

1. The sick leave year for administrators, professional support, and classified is concurrent with the College’s fiscal year (July 1 – June 30).

2. The sick leave year for faculty is concurrent with the College’s academic year.

3. Sick leave may not be taken until it is earned.

4. Sick time pay must be appropriately reflected on the employee’s electronic timecard.

5. Sick time pay is not considered as time worked for the purpose of overtime calculations.

6. Sick time pay is computed at individual employee’s base rate of pay.

7. Employee must contact his/her immediate supervisor to report the absence. The process/method of reporting an absence (example: email or telephone) is determined by the supervisor and communicated to all direct reports. If the immediate supervisor is absent, the employee may contact the next level supervisor or the Human Resources Office.

8. Sick leave covers incapacity due to illness, injury, pregnancy, childbirth, doctors’ appointments or quarantine to home, of the employee and any member of the family as identified below. Members of the family are defined as:
   - Spouse or civil union partner;
   - Child (birth, adoptive, foster child, step-child);
   - Parents (birth, adoptive, foster parents, step-parents);
   - Sibling (birth or adoptive, foster sibling or step-sibling);
   - In-laws, (mother, father, son, daughter, brother, sister);
• Grandparents;
• Grandchildren;
• Roommate;
• Or the relationship to such individual creates an expectation that the employee would care for the person in said situation.

Should serious illness or hospital confinement befall an employee’s aunt, uncle, niece or nephew, sick leave may be used.

9. Pursuant to the Emergency Child Care Leave, if an employee has exhausted all vacation or paid time off and an employee’s child is subject to a school or daycare closure, sick leave should be used.

10. If deemed necessary, an attending physician’s certificate may be required at the discretion of the College to verify a lengthy, unusual or frequent absence. Excessive or unauthorized absences may result in disciplinary action.

11. If an emergency closure occurs during any period of sick leave used by an employee, sick time will not be charged against the employee.
SPOON RIVER COLLEGE
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<table>
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<tr>
<th>Title</th>
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</table>

POLICY: Spoon River College employees may contribute to a sick leave bank that is available for eligible employees in the event of an extended illness or disability.

SCOPE:

This policy applies to all eligible employees including the following:
- Full-time administrators and professional support with more than three months of continuous full-time employment.

DETAILS:

1. Eligible employees may utilize paid time off from the Sick Leave Bank, when the following criteria are met:
   a. Leave is due to a serious health condition of the employee only;
   b. All paid benefits have been exhausted by the employee;
   c. The employee has worked at SRC for a minimum of three (3) months.

2. The Human Resources Director will administer the Sick Leave Bank.

3. The sick leave bank may have a maximum balance of 80 days.

4. If necessary, the Human Resources Office will request donations of sick leave benefits from employees. All donations by employees are voluntary and must be made in writing. Human Resources will collect and tabulate donations and administer donated hours.

5. Benefits will be paid at the receiving employees’ current rate of pay. The maximum allowance for any one eligible employee receiving sick bank benefits will be sixty (60) days per a rolling 12 months, but may not extend beyond an approved FMLA leave (for example: a full-time employee with a serious health condition in which they use 30 days of combined sick and vacation time would only be eligible for 30 days of sick bank time as the maximum leave under FMLA is 12 weeks of 60 days).

6. **NOTE:** Employees in a full-time faculty or full or part-time classified position currently have sick leave bank benefits per their respective collective bargaining agreements.
POLICY: Spoon River College allows eligible employees to voluntarily defer compensation into an approved Tax Sheltered Annuity.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. The Spoon River College voluntary deferred compensation benefit plan meets all of the legal requirements of the IRS.

2. The College has elected to utilize a third party administrator (TPA) to administer this benefit program. All questions related to this benefit program should be directed to the TPA.
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Title: Vacation Time Benefit

Insert: 3.3.14 Date: 08/01/15
Replace: 3.3.14 Date: 07/01/15
Reviewed: 3.3.14 Date: 08/01/18
Remove: Date:

POLICY: Spoon River College provides eligible employees paid vacation leave.

SCOPE:

This policy applies to all eligible employees including the following:

- Full-time administrators and professional support accrue vacation time as follows:
  - Zero through five years of employment: 23 days
  - Six through ten years of employment: 24 days
  - Eleven through fifteen years of employment: 25 days
  - Sixteen or more years of employment: 29 days

- Full-time classified accrue vacation time as follows:
  - Zero through one year of employment: 10 days (80 hours)
  - Two through four years of employment: 15 days (120 hours)
  - Five through nine years of employment: 20 days (160 hours)
  - Ten through fourteen years of employment: 25 days (200 hours)
  - Fifteen or more years of employment: 29 days (232 hours)

DETAILS:

1. The vacation year is concurrent with the College’s fiscal year (July 1 – June 30).

2. Vacation time may not be taken until it is earned.

3. Vacation must be pre-approved by the supervisor prior to use.

4. Vacation pay must be appropriately reflected on the employee’s electronic timecard.

5. Vacation pay is not considered as time worked for the purpose of overtime calculations.

6. Vacation pay is computed at individual employee’s base rate of pay.

7. Vacation time accrues on a per pay basis and is taken by June 30 of the following year in which it was earned.

8. A maximum of ten (10) vacation days or equivalent hours that remain past the aforementioned deadline are converted into an equal amount of sick leave (classified employees have no limit to the number of vacation days converted into sick days). Hours exceeding the ten (10) day maximum are lost without reimbursement.
For example, if a professional support employee earns 23 days per fiscal year and had 34 vacation days at the end of the fiscal year, 10 days would be rolled into sick time and 1 day would be lost.

The President may allow exceptions to loss of vacation time in excess of the ten (10) day maximum indicated above due to special work-related projects or other compelling circumstances that may hinder an employee from taking vacation time. The employee’s immediate supervisor must submit a request, in writing, to the President by June 1 of the benefit year in which vacation time would be lost in order for an exception to be considered.

9. Upon termination of employment, an employee is paid the unused number of accrued vacation days, not to exceed fifty-eight (58) days.
POLICY: Spoon River College allows eligible full-time employees and his/her immediate family member to attend credit courses at Spoon River College for the variable tuition rate of one dollar ($1.00) per credit hour plus course fees.

Spoon River College allows eligible part-time classified personnel members, regularly scheduled part-time administrators, and regularly scheduled part-time professional support to attend credit courses at Spoon River College for the variable tuition rate of one dollar ($1.00) per credit hour plus course fees. This benefit does not extend to his/her immediate family members.

SCOPE:

This policy applies to all eligible employees including the following:
- Full-time and regularly scheduled part-time administrators with a full-time equivalency (FTE) of fifty percent (50%) or greater
- Full-time and regularly scheduled part-time professional support with a full-time equivalency (FTE) of fifty percent (50%) or greater
- All classified
- Full-time faculty
- Retirees and immediate family members (as defined below). A retiree is a former employee with ten or more years of continuous full-time employment at Spoon River College, who is an annuitant of the State Universities Retirement System of Illinois (SURA), and who has become a SURA annuitant not more than 60 days after separating employment with Spoon River College.

DETAILS:

1. Immediate family members, for the purpose of this benefit, are: the employee’s spouse or civil union partner or child that is a legal dependent of the employee. Child for the purpose of this benefit, is defined as: biological, adopted, or step-child(ren) that are of age twenty-two (22) or younger on the start date of the enrolled course.

2. Employees may be required to provide proof marriage or proof of legal dependency of an eligible child.

3. Employees and/or dependents are encouraged to apply for financial aid. The financial aid process takes 6-8 weeks prior to the beginning of a semester.

4. Spoon River College waives tuition one time per course.

   The College reserves the right to exclude programs with tuition rates that exceed the regular tuition rate (as defined in the College catalog).
Internet Course Exchange (ICE) courses are not eligible for variable tuition benefit.

**PROCEDURE(S):**

1. Eligible employees complete the Variable Tuition Form and submit to Human Resources for employment / dependent verification *a minimum of 10 College days before the start of the term in which the employee / dependent is requesting variable tuition.

2. Approved forms are provided to the Registrar for transcript review to insure there are no duplication of course(s). Refer to the Details section (item 4) above.

3. Approved forms are provided to the Financial Aid office for processing. Rejected forms will be returned to the originator with the reason for the rejection.
POLICY: Payroll for all employees is direct deposited to a bank of the employee’s choice.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. Employee arranges for checking and/or savings account with the bank of choice.

2. Authorization for direct deposit is provided through completion of a Payroll Direct Deposit Enrollment Authorization form, which allows the payroll department to deposit employee payroll checks into a checking and/or savings account. This form is available from the Human Resources Office and is also located on S:\SRC Info\Forms Printable. It must be completed and signed along with a voided check.

3. The transit/ABA number represents the employee's bank identification number. This number is printed on a check to the left of the account number.

4. Employees that do not provide the appropriate direct deposit account information will be charged a $10 check processing fee which will be deducted from every payroll check processed.
POLICY: Spoon River College strives to comply with all applicable wage and hour laws, including, but not limited to, the Illinois Wage Payment and Collection Act (820 ILCS 115/1), the Illinois Garnishment Act (735 ILCS 5/12-801-819), and the Illinois Wage Assignment Act (740 ILCS 170/1) and prohibits improper deductions from employee paychecks.

SCOPE:

This policy applies to all Spoon River College employees receiving compensation through the College’s payroll system.

DEFINITIONS:

Family Support: A court order to withhold an amount from an employee’s pay resulting from child and/or spousal support. Family support orders take precedent over debts.

Wage Garnishment: A court order to withhold an amount from an employee’s pay resulting from consumer debt. Deduction is sent directly to the creditor.

Wage Assignment: An agreement between an employee and a creditor authorizing a wage deduction in the event the employee fails to make payments to the creditor. Must include 1) the employee’s signature; 2) date; 3) employee’s social security number; 4) employer’s name; 5) amount of debt; 6) explanation of the interest rate to be charged; 7) schedule of payments; and 8) include “WAGE ASSIGNMENT” in bold at the top of the document and near the employee’s signature.

DETAILS:

1. Family Support, wage garnishments, and wage assignments will be deducted in accordance with the Illinois Wage Garnishment Act.

2. Any improper or unauthorized payroll deductions must be directed to the Human Resources Office using the procedures below.

PROCEDURE(S):

1. In the event of an inadvertent or improper deduction from pay, employees must immediately notify the Human Resources Office.

2. Spoon River College will review the situation and make changes as necessary.

3. Any questions, concerns, or complaints about the pay deductions should be directed to the Human Resources Director.
4. Spoon River College will promptly investigate reports of improper deductions.

5. If the College determines an improper deduction has been made, the employee(s) will be promptly reimbursed.
POLICY: In compliance with the Federal Minimum Wage Act, Illinois Minimum Wage Act (820 ILCS 105/1), the Equal Pay Act (820 ILCS 112/1-90), and the Illinois Wage Payment and Collection Act (820 ILCS 115/1) the College has established procedures for the payment of wages to employees.

SCOPE:

This policy applies to all Spoon River College employees receiving compensation through the College’s payroll system.

DEFINITIONS:

*Time Worked:* Time worked includes all time that an employee is required to be physically at work. Time worked is used to determine overtime pay required for non-exempt employees.

*Time Not Worked:* Per the Fair Labor Standards Act (FLSA), the College does not count the following provisions as time worked:

- **Paid Leave:** Approved paid absences, including but not limited to sick leave, vacation leave, holiday leave, FMLA, military leave, jury and witness duty, bereavement leave, etc.

- **Meal Periods:** Uninterrupted time off for lunch or dinner is not counted as time worked.

*Meal Time:* Non-exempt employees are allowed a minimum of one half hour unpaid meal period for every 7 ½ consecutive hours worked. Meals are counted as time not worked.

*Break Time:* Non-exempt employees are allowed a 15-minute break for every four consecutive hours worked. Breaks are counted as time worked.

*Workday:* The workday is defined as hours of authorized work. A workday is generally between 8:00 a.m. and 4:30 pm. Employees may also be assigned to alternative schedules.

*Workweek:* Seven consecutive days beginning at 12:01 a.m. on Saturday and ending at midnight on the following Friday.

*Overtime:* Hours worked by a non-exempt employee in excess of 40 hours in a workweek. Overtime should be approved in advance (except in the case of an emergency); if not, an employee is not authorized to work the overtime.

*Exempt:* Refers to employees who are considered exempt from the minimum wage and overtime provisions per The Fair Labor Standards Act. Normally these employees are executives, professionals, outside sales employees, or certain administrators who are not paid on a per hour basis.
Non-exempt: Refers to employees who are subject to the minimum wage and overtime provisions per The Fair Labor Standards Act, and are normally paid on a per hour basis.

DETAILS:

1. Spoon River College employees are paid no less than the current Federal or Illinois State minimum wage (whichever is more).

2. Spoon River College employees are paid on a biweekly basis (every other Thursday).

3. When a pay date falls on an observed holiday, the official pay date will be the prior business day.

4. The normal pay period runs from Saturday through Friday (14 days). Individuals paid on an hourly basis should complete an electronic timecard using the Procedures outlined below. Employees are provided standard maximum weekly work hours at hire. Working outside standard weekly work hours requires advanced supervisory approval. Unauthorized work hours may result in disciplinary action.

5. Direct deposit stubs are distributed via the individual employee’s ADP account.

6. Altering, falsifying, or tampering with absence records or timecards may result in disciplinary action, up to and including termination of employment.

7. Annual Salary Increases:
   a. Bargaining unit employees receive annual salary increases as negotiated per the applicable collective bargaining unit agreement. Please refer to the applicable bargaining unit agreement for additional information.
   b. Non-bargaining unit employees receive annual salary increase as approved by the Spoon River College Board of Trustees. Any employee hired in the 4th quarter of the fiscal year (April – June) is not eligible for an annual salary increase for the upcoming fiscal year. (Example: If an employee is hired on or after April 1 the employee is not eligible for an annual salary increase that may be effective July 1).

8. Final Compensation:
   a. Upon termination, final compensation is paid on next regularly scheduled pay period.
   b. The College will pay all earned, but unused vacation time in the employee’s final pay.
   c. The College will pay all earned, but unused paid time off (PTO) time in the employee’s final pay.
d. The College will credit all earned, but unused personal days to sick time.

e. The College will credit a maximum of 360 days of earned, but unused sick time to the State University Retirement System (SURS) for service credit.

f. All legal payroll deductions will be deducted from final compensation. Other deductions may be made with the express written consent of the terminating employee at the time the deduction is made.

g. Employee may access electronic direct deposit stub via his/her ADP account.

9. Non-Exempt or Hourly Paid Employee Responsibilities:
   a. Accurately record the daily work begin and end times, the beginning and ending times of meal periods, and record of hours worked on the electronic timecard.
   b. Record the beginning and ending time of any split shift or departure from work.
   c. Maintain an accurate record of absences from work schedules.
   d. Obtain approval for any overtime in advance of working the overtime.
   e. Submit electronic timecard for supervisor approval by the timecard submission due date/time.
   f. In the event of an error in reporting time, immediately report the problem to the Human Resources Office.

10. Exempt Employee Responsibilities:
   a. Maintain an accurate record of time off on the electronic timecard.
   b. Submit electronic timecard for supervisor approval by the timecard submission due date/time.
   c. In the event of an error in reporting time off, immediately report the problem to the Human Resources Office.

11. Supervisor Responsibilities:
   a. Ensure that all employees maintain accurate time records.
   b. Provide approval for overtime.
   c. Approval of time records and submission to the Human Resources Office on time.
d. Make alternative arrangements for timecard processing when absent.

12. Human Resources Office Responsibilities:
   a. Ensure that all employees are paid earned wages/salaries on appropriate dates in accordance with federal and state regulations.
   b. Forward all time and labor charges to the allocation journals to the Business Office.

PROCEDURE(S):

1. Employee submits completed electronic timecard to the immediate supervisor by 4:30 p.m. on the last Friday of the pay period.

2. Immediate supervisor reviews for accuracy submits timecards to the Human Resources Office by 12:00 noon on Monday following the timecard submission deadline in step 1 above. Early deadlines may be required during a holiday.

3. Receipt of late or incomplete timecards may result in a delayed pay check.
POLICY: It is the policy of Spoon River College to ensure that all records, data, or information that is not subject to public disclosure is considered confidential and be treated as such. This includes, but is not limited to devices, which contain such information, e.g., laptop computers or other types of portable electronic storage devices.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. Any employee during the course of employment with Spoon River College may be exposed to records, data, and/or information not subject to public disclosure.

2. Employees, unless specifically authorized in writing by their supervisor, will not at any time during employment or thereafter, directly or indirectly, disclose or cause to be disclosed to any person or entity, or use in an unauthorized manner, any information which is exempt from disclosure under:
   a. The Illinois Freedom of Information Act (“FOIA”);
   b. The Health Insurance Portability and Accountability Act (“HIPAA”);
   c. The Family Educational Rights and Privacy Act (“FERPA”); or
   d. Any applicable state or federal law, requiring confidentiality of certain records or information.

3. Any employee who discloses such confidential information without authorization may be subject to disciplinary action, up to and including termination of employment as well as appropriate legal action.
POLICY: In compliance with Public Act 85-827, Spoon River College employees may not be in default on an educational loan as a condition of employment.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. Per Public Act 85-827:
   a. Any employee of Spoon River College who is in default on the repayment of any educational loan for a period of 6 months or more and in the amount of $600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.

   b. As of the effective date (January 1, 1988) of this Act, any employment application forms used by Spoon River College shall include a statement to be signed by the applicant concerning whether the applicant is in default as provided in this Section.

   c. Any employee who is in default on an educational loan shall make satisfactory loan repayment arrangements with the maker or guarantor of the loan prior to the completion of the sixth month of employment or within six months from the effective date of this Act, whichever is later. Spoon River College shall confirm the establishment of a satisfactory repayment arrangement by obtaining a written certification from the maker or guarantor of the loan. Spoon River College shall inform the employee of the opportunity to establish a repayment plan through payroll deductions in accordance with the State Salary and Annuity Withholding Act.

   d. Should an employee fail to establish a satisfactory repayment arrangement prior to the completion of the sixth month of employment, Spoon River College shall terminate the individual’s employment.

   e. The maker or guarantor of the loan shall determine what constitutes a satisfactory repayment arrangement; however, no maker or guarantor shall require an employee to pay more than 20% of his or her gross monthly income unless federal law requires a larger payment on the educational loan.

2. Additional Guidelines for Default on Educational Loans
   a. An employee who is beyond the sixth month of employment and is in default on an educational loan shall make satisfactory loan payments within six months of being in default. If the employee fails to make satisfactory repayment arrangements, Spoon River College shall terminate the individual’s employment.
POLICY: Spoon River College makes every reasonable effort to protect the confidential information of current and former employees.

SCOPE:

This policy applies to all current and former Spoon River College employees.

DETAILS:

1. All requests for information on current or former employees must be referred to the Human Resources Office.

2. Information given by phone will be limited to verification of employment dates and most recent position title.

3. In response to written requests (for example, mortgage applications), information such as salary, dates of employment, and job position may be disclosed, if an authorization signed by the employee is provided.

4. Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information in response to a legal subpoena or court order. Such cases will be handled on an individual basis.

5. All employee and student files are the property of Spoon River College.

6. Refer to the College’s Personnel Records Review policy for information regarding current and former employee access to personnel records.
POLICY: Spoon River College’s employee recruitment process includes the screening and hiring of qualified applicants in compliance with all Federal and State laws in relation to legal employment of individuals.

SCOPE:

This policy applies to all Spoon River College applicants and employees.

DEFINITIONS:

Applicant: Any individual applying for employment at Spoon River College.

Candidate: An applicant that has been selected for an interview.

Hiring Supervisor: The supervisor directly responsible for the hiring and supervision of the position for which there is a vacancy.

Screening Committee Member: Individual(s) selected by the hiring supervisor to provide feedback on the selection of the best qualified candidate. Members of a screening committee participate as a recommending body and have no authority to make decisions with regard to the interview or hiring of any candidate.

DETAILS:

1. Responsibilities of Hiring Supervisors and/or Screening Committee Members:
   a. All hiring supervisors are required to follow the employee recruitment process outlined in the supervisor handbook.
   b. It is the responsibility of all participants in the employee recruitment process to ensure compliance with all federal and state law related to recruitment and selection of employees.
   c. All hiring supervisors and members of any screening committee are required to review and sign a confidentiality agreement prior to participating in the employee recruitment process. Violation of the confidentiality agreement may result in the following:
      1) First violation of confidentiality agreement: six (6) month removal of screening committee participation/hiring process (if applicable);
      2) Second violation of confidentiality agreement: permanent removal of screening committee participation/hiring process (if applicable);
      3) Disciplinary action up to and including termination of employment, depending upon severity of violation.
d. All hiring supervisors and members of any screening committee are prohibited from:
   1) Printing, copying, saving, or in any way duplicating or distributing application materials;
   2) Disclosing the name(s), or any information about applicants to anyone outside the Screening Committee.
   3) Researching candidates or checking references.

e. A member of the Human Resources staff participates in all screening committees.

f. Hiring supervisors must provide the Human Resources Office with a list of individuals on screening committee.

g. When candidates are invited to the campus for an interview, members of the screening committee may participate in the interview, upon request of the hiring supervisor.

h. Hiring supervisors and screening committee members are required to remove themselves from the hiring process (including the screening and interview process) if a personal relationship exists between the applicant/candidate and the hiring manager/screening committee member. A personal relationship may include a familial relationship, friendship, or any other relationship that would cause the hiring supervisor or screening committee member to have a conflict of interest in the screening/hiring process.

i. The College recognizes that some vacancies may require a nationwide search. If the pool of qualified candidates is unacceptable per the hiring supervisor and Human Resources Director through a local search, the College may proceed with a nationwide search. Upon approval of the President, candidates called for an interview may receive up to $500 travel reimbursement (with receipts). Travel reimbursement will be funded from the hiring supervisor’s budget.

j. The procedure for selection and employment of a Division Chair is referenced in the collective bargaining unit agreement between Spoon River College and the Spoon River College Faculty Association (SRCFA).

2. **Application Process:** All applications for employment are accepted via the College’s online recruiting system (via the College’s website). No paper application materials are accepted. Official college transcripts may be required for some vacancies. A college-wide email is sent to all employees as notice of a new vacancy posted.

3. **Employment Eligibility:** Applicants meeting the required criteria of a position as reflected in the job posting must meet the conditions below to be considered eligible for employment:
a. In keeping with the requirements of the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees, including student employees, are required to provide documents that establish identity and documents that establish employment eligibility. It is the policy of Spoon River College that this information be received on or before the first day of employment to avoid the need to dismiss any individual who cannot meet the IRCA requirement. The Human Resources Office can provide additional information concerning the requirements of the IRCA and acceptable documents. **Individuals will not be considered an employee of Spoon River College until this requirement has been met.**

b. In accordance with state statutes, Spoon River College assesses and verifies during the hiring process the oral English proficiency of applicants considered for a classroom instruction position. Those assessed as not being proficient by the hiring Supervisor will attain proficiency prior to providing classroom instruction.

c. Any applicant meeting the required criteria for a position must complete a pre-employment criminal background check authorization form. As a condition of employment, satisfactory results of a criminal background check are required.

d. The Human Resources Office performs employment eligibility verification via the US Department of Homeland Security on all new hires.

e. Some positions may require a pre-employment drug test as a condition of employment as required by law.

4. **Residency as a condition of employment:** Per the Spoon River College Board of Trustees resolution, approved October 24, 2012, the following positions require residency within the Spoon River College district:
   - President;
   - Vice President;
   - Director of the Foundation;
   - Director of Marketing.

   a. It is a condition of employment for the positions listed above, hired after October 24, 2012, to maintain residency within the geographic boundaries of Spoon River Community College District No. 534, except as provided in the following paragraph.

   b. In the event the Board of Trustees hires any individuals in the positions listed above after October 24, 2012 who at that time is not currently maintaining a residency within the District, such employee shall have 180 days after the date of hiring to establish residency within the District as a condition of employment.
c. The Director of Human Resources is directed to require individuals hired in positions listed above who are hired after October 24, 2012 to provide proof of legal residency within the District as required above, with such proof to be maintained in the employee’s personnel file.

d. Employees hired before the effective date of October 24, 2012 are exempt from this requirement.
POLICY: Spoon River College assigns or hires employees to one or more classifications, depending on the position to which they are appointed.

The employment status of Spoon River College employees varies depending on the individual position and the need for regularly scheduled employment.

Occasionally, the College seeks individuals to serve in a voluntary capacity in which there is no employment relationship. Refer to the Volunteer Policy for additional information.

The details below cannot be considered mutually exclusive. For example, a full-time employee can also have a pay status of exempt at the same time.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Administrator: Executives and officers of the College who manage, conduct, and administer programs, staff, and operations of the Board of Trustees. Administrative personnel include the following positions:

- President
- Vice President
- Chief Information Officer
- Dean, Career & Workforce Education
- Dean, Student Services
- Dean, Instruction

Classified Staff: Classified Staff include clerical, food service, and maintenance staff. Clerical staff engages in the process of keeping records and processing information upon the request and direction of college professional staff and supervision. Food Service staff engages in the preparation and serving of food items in the SRC Café. Maintenance staff engages the maintenance or repair of college facilities and equipment. While the majority of classified staff positions are covered under the Classified Staff Collective Bargaining Unit Agreement, some positions in this group are considered temporary and are therefore not covered. Please refer to the Classified Staff Collective Bargaining Unit Agreement for positions included in this work group.

Employment at Will: Under an “employment-at-will relationship”, the employee is employed for an indefinite period of time, and either the employer or the employee can end that relationship at any time regardless of orientation period, for any reason, with or without cause.
Full-time Faculty: Please refer to the Faculty Load section outlined in the Faculty Collective Bargaining Unit Agreement.

Probationary period: All Classified positions have a probationary period of four (4) calendar months. Refer to the Collective Bargaining Unit Agreement between Spoon River College and the Spoon River College Classified Personnel Association (SRCCPA) for additional information.

Professional Support: Professional Support staff includes employees in professional/technical, support, and supervisory positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic support staff exercise professional judgment and discretion and directly supports the teaching and learning process. Supervisory staff have the duty, responsibility, or authority to recommend the employment, transfer, suspension, dismissal, promotion, assignment, reward, or discipline of other staff individuals both full- and part-time.

Other Types of Employment: Supplementary worker programs exist at Spoon River College. Students of Spoon River College who perform services on a temporary basis. Some of these programs are students workers, work-study student workers, workers from temporary staffing agencies, temporary workers, workers with irregular and/or “on call” schedules, and/or workers who execute specific written contracts with Spoon River College, such as consultants. Some may be considered to be Spoon River College employees and some may not, depending on individual circumstances. Other examples of positions that are assigned on a temporary basis include, but are not limited to:

- Athletic Coaches: those who are hired to supervise various sports Coaching Agreement. Athletic Coaches may be considered seasonal employees, depending upon the duration of their employment.
- Lab Assistants: those who are hired to support a primary faculty in a lab setting and work with all students as assigned. Lab Assistants are generally considered temporary employment.
- Tutors: those who are hired to work with individual students in a lab or classroom setting or are hired to work outside the classroom setting to assist students in mastering learning material.
- Other Activity Sponsors: those who are hired to supervise other activities.

Orientation period: All Administrative and Professional Support positions have an orientation period of 90 days from the date of hire. Employees may be prohibited from taking paid time off during this period. Note: Completion of the orientation period is not a guarantee of future employment.

Part-time Faculty: Part-time faculty may teach nine (9) credit hours or less in any academic semester (including interim sessions). Please refer to the Part-time Faculty Employment Policy for additional information.
1. **Employment Relationship:**
   a. The employment relationship of individuals not covered by a collective bargaining agreement or individual employment contract is considered “at will.”

   b. Supervisors will refrain from providing any assurance of job security or continued employment to applicants or employees.

   c. In dealing with performance or misconduct problems, Spoon River College may follow its Progressive Discipline Policy. The College reserves the right to deviate from the discipline policy where the specific situation is deemed serious.

   d. Individuals employed in an instructional capacity are expected to follow the policies and procedures outlined in the Policies and Procedures Manual and the appropriate faculty handbook.

2. **Job classifications:** Job classifications at Spoon River College include administrator, classified staff, full-time faculty, part-time faculty, professional support staff, student / work-study student employees, and other. Please refer to the definitions above.

3. **Job assignment:** Each person employed by Spoon River College is informed of their job classification, employment status, and pay status at the time of hire. The employment status will determine methods of payroll processing and benefits eligibility.

4. **Employment Status:**
   a. Full-time staff: Employees who are regularly scheduled for at least thirty (30) hours per week at least 12 months per fiscal year. Full-time employees are eligible for benefits as defined in the benefits policy.

   b. Full-Time Faculty (tenured): Terms of employment for members of the full-time teaching faculty are covered under the collective bargaining unit agreement upon tenure appointment.

   c. Full-Time Faculty (non-tenured): All newly appointed full-time faculty who have been employed for a period of 3 consecutive school years shall enter upon tenure unless dismissed per the Illinois Public Community College Act. Refer to the Illinois Public Community College Act for additional information.

   d. Part-time (regularly scheduled): Employees who are regularly scheduled to work less than twenty-nine (29) hours per week 12 months per fiscal year as determined in the
employee personnel file. Part-time employees are eligible for benefits as defined in the benefits policy.

e. Part-time Faculty: Part-time faculty are employed on a per semester basis to perform teaching duties. Part-time faculty may teach nine (9) credit hours or less in any semester.

f. Temporary: Employees who are hired on in a position only for a certain period of time. Temporary employees may be considered seasonal, depending upon the duration of their employment. Refer to the “Other Types of Employment” definition above.

g. Temporary Full-Time Appointments: Faculty accepting a temporary full-time appointment may receive a maximum of two successive academic year appointments or their equivalent. Faculty on temporary full-time appointment must compete for any standard vacancy in their professional field on an equal basis with all other applicants for the position. Temporary Full-Time appointments are not benefits eligible.

5. Assignment of Multiple Jobs:
   a. Full-time: Full-time employees may be allowed to perform additional jobs as assigned. For example, part-time faculty, coach, or other part-time or temporary positions.

   b. Part-time, Temporary, and Other: Part-time, temporary, and other employees may only perform one part-time or temporary position for which they are assigned. Exceptions must be authorized by the President.

6. Pay Status (per the Fair Labor Standards Act (FLSA)):
   a. Exempt Status: Refers to employees who are considered exempt from the minimum wage and overtime provisions per The Fair Labor Standards Act. Normally these employees are executives, professionals, outside sales employees, or certain administrators who are not paid on a per hour basis.

   b. Non-exempt Status: Refers to employees who are subject to the minimum wage and overtime provisions per The Fair Labor Standards Act, and are normally paid on a per hour basis.
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POLICY: Spoon River College prohibits the employment of immediate family members where such employment may cause an undue hardship on the College.

SCOPE:
This policy applies to all Spoon River College employees.

DEFINITIONS:

Conflict of Interest: For the purpose of this policy, a conflict of interest is a situation in which an individual is in a position to derive personal benefit (or where the individual’s family member may derive personal benefit) from actions or decisions made in his or her official capacity.

Immediate Family: Members of the immediate family are defined as: mother, father, foster parents, foster children, step-parents, step-children, spouse or civil union partner, son, daughter, brother, sister, in-laws, (mother, father, son, daughter, brother, sister), grandparents, and grandchildren.

DETAILS:

1. Members of an employee’s immediate family are considered for employment based on their qualifications. Immediate family may not be hired, however, if the employment would:
   a. Create a supervisor/direct report relationship with a family member;
   b. Have the potential for creating an adverse impact on work performance; or
   c. Create either an actual conflict of interest or the appearance of a conflict of interest.

2. This policy must also be considered when assigning, transferring, or promoting an employee. This policy also applies to employees in a romantic relationship.

3. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the College to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the College will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the College will decide in its sole discretion which employee will remain employed.
POLICY: Spoon River College provides a means for encouraging open communication, feedback, and discussion about any matter of importance to an employee. This means, literally, that every supervisor's door is open to every direct report. While there may not be an easy answer or solution to every concern, employees have the opportunity at all times, through the open door policy, to be heard.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. **Employee Responsibilities**: Employees have the responsibility to:
   a. Address concerns with their direct supervisor first;
   b. Escalate any unresolved issues to the next level supervisor or Human Resources.

2. **Supervisor Responsibilities**: The Supervisor has the responsibility to:
   a. Provide an environment that encourages open communication for direct reports.
   b. Listen to direct reports regardless of the problem, complaint, suggestion, or observation.
   c. Attempt to resolve problems and/or complaints in compliance with College policies and procedures.
   d. Attempt to clarify or explain rationale for policies, practices, processes, and/or decisions.

PROCEDURE(S):

1. Most problems can and should be solved in discussion with the employee's immediate supervisor as a first effort to solve a problem.

2. If a problem or issue is not or cannot be resolved by the direct supervisor, the employee may seek further assistance from the next level supervisor or Human Resources.
**POLICY:** The President of the College is authorized to employ part-time credit, non-credit, and vocational skill (VSK) faculty based on the needs of the College and within the approved budget, including employing full-time staff as part-time faculty.

Consult the Policies and Procedures Manual and the Faculty Handbook for additional information relevant to part-time faculty.

**SCOPE:**

This policy applies to qualified applicants and employees of Spoon River College hired to teach courses on a part-time basis.

**DETAILS:**

1. **Minimum Qualifications for Part-Time Faculty:** The College generally hires part-time faculty with the appropriate credentials and qualifications.

2. **Teaching Load Limits for Part-Time Faculty:** The College limits the total number of credit hours a part-time faculty can teach to a maximum of nine (9) credit hours per academic semester (including interim sessions).

3. **Pay Scale for Part-Time Faculty:** Spoon River College provides compensation to part-time faculty based on level of experience or equivalent occupational experience.
   a. Upon hire, part-time faculty are automatically assigned as Level 1 on the part-time faculty salary schedule unless the part-time faculty provides documentation from a current or previous employer verifying the semesters taught, credits taught, or equivalent occupational experience prior to the first day of employment with Spoon River College.
   b. After hire, the Human Resources Office tracks semesters and credits taught at Spoon River College. The part-time faculty may provide updated documentation from another employer(s) which may be considered toward Level 2 on the part-time salary schedule. The part-time faculty member will be moved to Level 2 on the part-time faculty salary schedule the academic term following meeting the requirements of Level 2 pay.
   c. The Spoon River College Board of Trustees periodically updates the rate at which part-time faculty are paid. A current rate schedule is available in the Human Resources Office.

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<td>Level 1: 0-8 semesters or 0-36 credits of college teaching experience or equivalent occupational experience</td>
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**POLICIES AND PROCEDURES MANUAL**

Title: Employment of Part-time Faculty

Insert: 3.5.10  Date: 08/22/16

Replace: 3.5.10  Date: 11/01/15

Reviewed: 3.5.10  Date: 08/01/18

Remove: Date:
4. **Full-time Employees Employed as Part-Time Faculty:** When full-time employees are employed to teach part-time during their regular, full-time work hours, they may not receive additional pay. When employees are assigned outside or in addition to their regular full-time work hours, they may receive additional compensation at the established part-time faculty rates. Employees must receive supervisory approval prior to acceptance of any part-time faculty position.

5. **Fringe Benefits:**
   a. **State University Retirement System (SURS):** Eligible part-time faculty participate in SURS according to the eligibility requirements under SURS (refer to the College’s Retirement policy for SURS eligibility requirements).
b. **Paid Time Off:** Part-time faculty are not eligible for personal leave, sick leave, vacation leave, or any other paid time off benefit.

6. **Availability to Students:** Part-time faculty are to maintain adequate office hours on campus for assistance to students or establish a time to be available by telephone to assist students outside the regular class time.

7. **Professional Development:** Part-time faculty (excluding non-credit and VSK faculty) are invited to attend College sponsored professional development and staff training programs. Part-time faculty may apply for professional development funds.

8. **Evaluation of Part-time Credit Faculty:** Part-time faculty are evaluated by their supervising administrator according to the Part-time faculty Evaluation policy.

9. **Evaluation of Non-Credit and Vocational Skills Faculty:** Student evaluations are conducted each session of instruction and are maintained in the Community Outreach Offices.
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POLICY: Spoon River College Human Resources Office maintains a personnel file for all employees. In compliance with the Illinois Personnel Records Review Act (820 ILCS 40), employees may review their personnel records.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Employee: For purposes of this policy, an employee is a person currently employed (or subject to recall after layoff) or a former employee whose employment terminated within the preceding year.

DETAILS:

1. Employees are responsible to keep personal records, such as home address, up-to-date and on file in the Human Resources Office.

2. Employees may request to review their personnel file with five days’ notice of an appointment and completion of the Request to Review Personnel File form.

3. Employees may, upon request, receive copies (at the employee’s expense) of all personnel records available for review by law.

4. Former employees with a termination date in excess of one year do not have access to personnel file records.

5. No document of a negative nature will be placed in any employee’s file without the employee’s knowledge. The employee may receive a copy (at the employee’s expense) of all such material upon request and will have the opportunity of entering refuting documents.

6. Employees are allowed to have placed in their personnel file information relating to the employee’s academic and professional accomplishments. Employees are encouraged to place information of a positive nature indicating special achievements, research performance and contributions of an academic professional or civic nature in their personnel files.

7. All information will be considered confidential and will be available only to the Board of Trustees, the President, members of the administration approved by the President, or upon subpoena request, unless the staff member so requests otherwise in writing.
POLICY: Spoon River College generally requires the application of progressive discipline prior to the dismissal of the employment relationship with the exception of cases of serious misconduct or layoff.

SCOPE:

This policy applies to all Spoon River College employees, with the exception of employees with individual contracts of employment. In the event of a conflict between this Policy and the terms of a collective bargaining agreement, the terms of the collective bargaining agreement will control.

DEFINITIONS:

Layoff: Employment dismissal due to no fault of the employee but by reasons such as financial, reduction in workforce, educational program reduction or elimination, etc.

Progressive Discipline: Progressive discipline is a procedure for dealing with employee conduct that does not meet expected standards by implementing increasingly formal efforts so he/she has the opportunity to correct the problem. The progressive discipline procedure is generally used where the situation is not deemed serious misconduct or as a result of layoff. Progressive discipline may be initiated at any step.

Serious Misconduct: Serious misconduct may include any action taken by an employee that is detrimental to the College. In the case of serious misconduct, progressive discipline may not apply. Refer to item 6 in the Details section below. While it is not possible to list every type of conduct that is considered serious misconduct, examples include, but are not limited to:

- Any illegal activities including, but not limited to: Assault, fighting, threats of violence, or intimidation; Being under the influence of drugs or alcohol at work; Possession, sale, distribution, transfer, of alcohol, cannabis, or illegal drugs at work; Fraud; Possession of dangerous or unlawful materials such as firearms or other weapons in the workplace; and Theft.
- Conduct causing imminent and serious risk to the health, safety, reputation or viability of a person or the College;
- Excessive absenteeism or tardiness without prior notification and documented reason;
- Falsification of records;
- Negligence;
- Refusing to carry out a lawful and reasonable instruction consistent with an employment policy (insubordination);
- Violation of College policy causing serious or potentially serious consequences.

DETAILS:

1. Performance Improvement Plan: In recognition of the fact that a problem may arise between an employee and his/her supervisor, the College has adopted a positive approach to solving issues. In order to implement a positive disciplinary process, formal discipline may be postponed until
the parties involved have attempted to resolve the issue through documented discussion. A Performance Improvement Plan will be available in the Human Resources Office for this purpose.

2. Verbal warning: Verbal discussion by the supervisor to the employee that specifically identifies the inappropriate behavior (facts and observations). Supervisors keep their own informal records of this event.

3. Written Letter: A written letter from either the supervisor or the Human Resources Director to the employee when the matter has not been resolved through a Verbal Warning (copy to HR), or when the matter is considered sufficiently serious to begin the discipline process at this step. This letter will identify the date of any prior verbal warning and summarize the efforts toward resolution agreed to at that time. If additional situations arise after a verbal warning, a written letter will be issued as soon as the additional matter is identified, and will contain relevant facts and circumstances as well as improvement expectations.

4. Final Written Warning: A final written from either the supervisor or the Human Resources Director to the employee when the matter or matters have not been resolved through the verbal warning or written letter, or when the matter is considered sufficiently serious to begin the discipline process at this step. The letter will identify the problems, any prior efforts to resolve them; any new efforts designed for problem resolution, and will leave no doubt that failure to resolve the problems or any identification of additional problems may result in dismissal.

5. Dismissal: A letter of dismissal issued by the Board of Trustees or President when the matters have not been resolved through prior steps; when an additional problem has been identified since the Final Written Warning letter was issued; or in the case of layoff or serious misconduct. A history of progressive discipline may be considered when in determining whether termination is warranted. The letter will summarize any prior efforts to resolve the problems and discuss other dismissal items of interest such as final pay, benefits, return of company property, etc.

6. An immediate unpaid suspension or dismissal may result from serious misconduct offenses or actions. In addition, an employee may be suspended with or without pay pending investigation of potential discipline or termination.

7. Members of a collective bargaining unit are entitled to have association representation during the discipline process per the appropriate section of the applicable collective bargaining unit agreement and as provided by law.
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POLICY: Separation of employment may result from resignation, retirement, reduction in workforce (layoff), job abandonment, or termination. When an employee separates from Spoon River College, his or her supervisor must contact Human Resource Office immediately upon notice, but prior to the employee’s last work day to begin complete the exit process.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Job Abandonment: Employees who fail to report to work or contact their supervisor for five (5) consecutive work days shall be considered to have voluntarily abandoned their job without notice effective at the end of their normal work day on the fifth day.

Resignation: A voluntary act of employment termination initiated by an employee due to any other reason except retirement.

Retirement: A voluntary act of employment termination initiated by the employee due to retirement. Employees eligible to retire based upon age and/or years of service (10 or more years of service and a State University Retirement System (SURS) annuitant).

Termination: An involuntary act of employment termination (except layoff) initiated by the College. Non-bargaining unit employees of Spoon River College are employed on an at-will basis.

Reduction in Workforce (Layoff): An involuntary act of employment termination initiated by the College due to changes in job duties or responsibilities, organizational changes, lack of funds, or lack of work. NOTE: If a laid off employee is a member of a collective bargaining unit, the layoff will be in compliance with the collective bargaining agreement language.

Release: A temporary employee that is at the end of their temporary employment.

DETAILS:

1. Job Abandonment: If an employee has abandoned his/her employment as defined above, it is the responsibility of the supervisor to notify the Human Resource Office at the expiration of the fifth workday. Employees separated due to job abandonment are ineligible for rehire.

2. Resignations: An employee resigning his/her employment as defined above must provide a written letter of resignation. It is recommended that staff provide a minimum two week notice prior to resignation and that faculty provide enough notice to complete the academic term or until the end of the course, whichever is longer. If an employee does not provide advance
notice or fails to actually work the remaining two weeks, the employee may be ineligible for rehire.

3. **Reduction in Workforce:** The College may provide the employee a minimum of two weeks’ notice should the termination of the employment relationship be a result of layoff. The College reserves the right to pay terminated worker’s wages in lieu of notice.

4. **Retirement:** An employee retiring from his/her employment as defined above must provide a written letter of retirement. It is recommended that the employee provide a minimum of one month notice prior to retirement. The retiree should also contact the President’s Office with notice of retirement in order to receive retirement recognition.

5. **Eligibility for Rehire:** Former employees leaving Spoon River College in good standing and classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource Office, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. **Supervisors must obtain approval from the Human Resource Director or designee prior to rehiring a former employee.** Rehired employees begin benefits just as any other new employee. **Previous service will not be considered in calculating longevity, leave accruals or any other benefits.**

6. **Ineligible for Rehire:** An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation may be ineligible for rehire.

**PROCEDURES:**

The following procedure describes the “Out Processing” of an employee that **voluntarily** terminates employment (resignation or retirement).

1. Employee provides resignation and/or retirement letter to Human Resources Office within the recommended notice above and submits final electronic timecard prior to last day of employment.

2. Human Resources Office notifies the supervisor, President’s Office, and appropriate bargaining unit representative (if applicable) of resignation / retirement.

3. Supervisor schedules an exit meeting with the exiting employee to collect equipment, keys, uniforms, etc. before the last day of employment.

**NOTE:** Failure to return some items may result in deductions from final paycheck.
4. Supervisor completes Technology Checkout Form and submits completed Termination Checklist and all other items collected to the Human Resources Office as soon as items are collected.

5. Employee meets with the Human Resources Office on or near the last day of employment to participate in an exit meeting and discuss the items below:
   a. Exit survey: The Human Resources Office sends a link to an exit survey for the exiting employee to complete. This survey is used for the purpose of determining reason for unplanned turnover and to recommend improvements to the institution.
   b. Health Insurance (if applicable): Health insurance terminates at midnight on the last day of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage is provided by the College’s Third Party Administrator. Employees are required to pay the appropriate COBRA benefit premium for whatever coverage is elected.
   c. Life insurance and other benefits (if applicable): Information regarding the portability of life insurance and other optional benefits is provided.
   d. Sick Leave (if applicable): A maximum of 360 accrued sick leave days can be contributed toward an employee’s retirement account with the State University Retirement System (SURS) for service credit, per the Policies and Procedures Manual.
   e. Vacation / PTO Leave (if applicable): Accrued and unused vacation leave is paid in the final paycheck. Refer to Vacation/PTO policies for maximum payouts.

**NOTE:** Refer to the Wage Payment and Time Reporting Policy, located in the Policies and Procedures Manual for additional information on final compensation.

6. Human Resources Office finalizes out processing by collecting final exit paperwork, terminating benefits, and issuing final compensation.
POLICY: It is the policy of Spoon River College that any additional employment should not interfere, compete, or conflict with the performance of the duties and responsibilities of an employee’s full-time position.

SCOPE:

This policy applies to all full-time employees of Spoon River College.

DETAILS:

1. A full-time employee’s employment is considered their primary occupation.

2. Full-time employee with secondary employment is required to notify their supervisor of secondary employment.

3. Employees assigned as a part-time faculty during normal working hours outside the normal duties and responsibilities of the full-time position must have advanced supervisor approval and must make up the time.
POLICY: It is the policy of Spoon River College to comply with the State Universities Retirement System (SURS) Illinois Pension Code (40 ILCS 5/15-139, 139.5).

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Affected Annuitant: A person receiving a SURS retirement annuity becomes an “affected annuitant” on the first day of the academic year following the academic year in which the annuitant first meets both of the following conditions:

1. While receiving a SURS retirement annuity, the annuitant has been employed on or after August 1, 2013 by one or more SURS covered employers for a total of more than 18 paid weeks; AND
2. While receiving a SURS retirement annuity, the annuitant has been employed on or after August 1, 2013 by one or more SURS covered employers and received or became entitled to receive during an academic year compensation for that employment in excess of 40% of his or her highest Annual Earnings prior to retirement.

These requirements apply to all SURS annuitants except when the SURS’ annuitant’s compensation is paid from federal, corporate, foundation, or trust funds or grants of State funds that identify the principal investigator by name.

Note: if an employee fails to provide information about their affected annuitant status in a timely manner or falsifies information, the employee may be financially responsible to the College for any additional cost and may be subject to criminal penalties.

DETAILS:

1. Earnings Limitations for SURS Annuitants: SURS Traditional and Portable annuitants returning to work at the College must immediately notify the Human Resources Office and SURS of their return to work because their earnings are subject to the following limitations:
   a. SURS annuitants may not be employed by a SURS covered employer until 60 days after the beginning of the retirement annuity payment period.
   b. If annuity payments begin for an annuitant at age 60 or later, the earnings from a SURS-Covered Employer during any academic year after retirement may not exceed their Annual Earnings Limitation as specified on the annuitant’s SURS Certification of Retirement Form or equivalent document.
c. If annuity payments begin for an annuitant before age 60, the monthly earnings from a SURS-Covered Employer may not exceed the annuitant’s Monthly Earnings Limitation as specified on the annuitant’s SURS Certification of Retirement Form or equivalent document.

d. If the salary of the annuitant upon return to work exceeds the limitations outlined above, his or her SURS annuity payments may be reduced or suspended. There is no limitation on post-retirement earnings if the SURS annuitant returns to work with an employer who is not covered by SURS. If a SURS annuitant retired under reciprocity from another state retirement plan, he or she should contact SURS and the other retirement system to ascertain the applicable earnings limitation(s).

e. All College applicants and employees are required to disclose to the Human Resources Office the following information:

1) SURS Annuitant Status, including whether the individual qualifies as an affected annuitant (see definition above);
2) SURS’ Certification of Retirement Annuity Form and/or the annuitants Annual Earnings Limitation and Highest Annual Earnings Determination; and
3) Employment dates and salary for each SURS covered employers or whom the individual has worked post-retirement.

Any change in the above information or status must be promptly reported to the Human Resources Office.

f. Affected annuitants employed by the College will not receive or be entitled to receive compensation in excess of 40% of his or her highest Annual Earnings prior to retirement. Exceptions must be approved by the Spoon River College Board of Trustees.

2. Fiscal Responsibility: State law establishes a mandatory contribution for employers that employ "affected annuitants" (40 ILCS 5/15-139.5). The increased cost imposed on the College when employing an affected annuitant is equal to 12 x (Gross monthly retirement annuity payable at time of hire – Allowable Earnings).

For example applying this formula, if an individual’s gross annuity from SURS is equal to $5,400.00/month and the individual becomes an affected annuitant with a monthly allowable earnings equal to $3,400.00/month; the College would be obligated to contribute $24,000 to SURS each year for that annuitant (12 months X ($5,400-$3,400) = $24,000).

3. Employment Limitations: All SURS annuitants are subject to any employment limitations set forth by state or federal law or in College procedure or policy.
POLICY: Instructional improvement is the overall goal of the evaluation process at Spoon River College. The focus of the process is to identify strengths and areas needing improvement related to instruction and to plan improvement strategies for areas of concern.

SCOPE:

This policy applies to all part-time faculty.

DETAILS:

1. Organization: Part-time faculty are evaluated using the procedures listed under “Evaluation of Teaching Effectiveness.”

   Evaluation documents relative to student and administrative evaluations are signed by the instructor and the supervising administrator and placed in the instructor’s personnel file. The instructor has the opportunity to review all documents and attach a written response prior to placement in the personnel file. The written response may agree or disagree and can provide clarification, differences of opinion, or disagreement with any item or comment in the evaluation documents. Such statements are a part of the record of evaluation and are included in the personnel file with all other evaluation documents.

2. Evaluation of Teaching Effectiveness:
   a. Student Evaluation of Instruction: All courses will conduct anonymous student evaluations each semester. Student evaluations will be electronically administered using the Learning Management System. Evaluations are automatically accessible to students after 80% of the course has been completed. The evaluation will be accessible to students for a minimum of five (5) calendar days and a maximum of ten (10) calendar days, depending on the length of the course.

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   Faculty will be notified a minimum of two weeks prior to the start of a student evaluation period. Faculty will not have access to student evaluation results until final grades are submitted. The Office of Instruction will provide the approved standardized evaluation. Any changes to the evaluation tool must be approved by College Senate. Each semester, individual faculty will have the option to add up to five questions to each course evaluation in addition to the standard evaluation questions.
b. Part-time faculty will meet with the supervising administrator or his/her designee upon request by either party to discuss student evaluation results.

3. Administrative Observation:

   a. Part-Time Faculty: Administrative evaluations will be conducted by the supervising administrator or his/her designee upon request by either party.

   b. The supervising administrator or his/her designee conducts the administrative evaluation. Both the instructor and the supervising administrator have the right to invite the President or his/her designee to participate in the evaluation.

      The supervising administrator has the privilege of requesting evidence of preparation for the class session.

      The supervising administrator or his/her designee prepares a written report of the observation and provides a copy of the report to the instructor no later than ten (10) working days after the visit. The instructor schedules a conference within ten (10) working days of receiving the report to discuss the observation report.

      If the President or his/her designee participates in the classroom observation, he or she also submits a written report within ten (10) working days to the instructor. The instructor schedules a joint follow-up conference of all three (3) parties, within ten (10) working days of receiving the report.

4. Instructional Planning:

   a. Each semester, all instructors submit a detailed course syllabus to the respective supervising administrator. Each detailed course syllabus meets accreditation requirements, as well as provides a record of instruction. Each detailed course syllabus reflects current course content, texts, learning outcomes expected of students, the means by which these are presented, and the method which is used to verify attainment as required by the course syllabus form. Course syllabi for all courses currently taught are updated at a minimum of once every three years.

   b. Sample formats for organizing and presenting course content are provided by the supervising administrator, upon request.

   c. Should a department wish to prepare and use a single course syllabus for multiple sections taught, this may be substituted for individual syllabi by individual instructors.

   d. Syllabi are placed on file and are subject to public inspection as required by state law.
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POLICY: Spoon River College is committed to strengthening the effectiveness of all employees. An important aspect of this commitment is fair, consistent, and effective evaluation. Performance evaluations are a means to support this commitment and are the responsibility of both the employee and the supervisor.

This policy establishes general procedures for such evaluations. Criteria for such evaluations will vary according to the nature of the position.

NOTE: Refer to the collective bargaining unit agreement for full-time faculty evaluation and the Evaluation of Instruction Policy for part-time faculty.

SCOPE:

This policy applies to all full- and part-time staff.

DETAILS:

1. **Informal Meeting:** As part of an ongoing performance evaluation system, it is expected that both full-time and part-time staff of Spoon River College undergo one informal review meeting at the end of the fall semester and an annual formal review of their performance at the end of the performance year.

2. **Evaluation Schedule:** Annual performance evaluations are conducted using the schedule below:
   a. Step 1 (see step 3): Set goals for next fiscal year by June 30 each year (July 1 effective date);
   b. Step 2: 1st meeting. This meeting should be held by the end of the all semester to review progress of annual goals and overall performance of employee;
   c. Step 3: 2nd meeting. This meeting should be held by the end of the last week in June to review the progress of annual goals and overall performance of employee. This meeting will also include the setting of goals for the next performance year as well as turning in the completed evaluation form to the Human Resources Office.

3. **Purpose of Evaluation:** Performance evaluations should provide a mechanism by which to manage performance and target performance goals for the coming year. More specifically, Annual Performance Evaluations are conducted for the purposes of:
   - Recognizing professional growth and achievements;
   - Improving individual performance to benefit personal and institutional effectiveness;
   - Targeting individual professional development plans and goals for the coming year; and
   - Fostering responsible leadership and management of all resources.
4. **Evaluation Criteria:** Supervisors must conduct an annual performance evaluation for all direct reports. General criteria to be used in the evaluation of all staff include:
   - Functional competency;
   - Accomplishment of goals that may support the mission, vision, core values, and strategic plan of Spoon River College;
   - Service delivery to all constituents;
   - Effective methods of communication;
   - Responsible leadership and management of human, physical and financial resources.

5. **Initial Evaluation for New Hires:** At the conclusion of the probationary/orientation period an evaluation will be conducted. The evaluation directly relates to the employee’s essential duties in the assigned position and acclamation to Spoon River College culture. Further, the evaluation provides employees with directions for success in their position.

**PROCEDURE(S):**

The following procedures relate specifically to the annual performance evaluation:

1. **Notification of pending evaluation:** The Human Resources Office will provide email reminders to supervisors.

2. **Scheduling of evaluation meeting:** The employee’s supervisor will schedule meetings with the employee using the schedule above. During the meetings the employee and supervisor will complete the appropriate section of the evaluation.

3. **Annual evaluation meeting:** Employee and the employee’s supervisor will meet for a formal annual meeting. Together, the employee and supervisor will review and set performance goals for the coming year. If appropriate, areas of improvement will be addressed with a detailed improvement plan that includes action items for improvement, a reasonable timeline, and follow-up meetings to discuss progress of improvement. The employee and supervisor will sign the evaluation form after the meeting is completed.

4. **Provide evaluations to Human Resources:** The supervisor will forward all evaluation materials to the appropriate administrator for review and signature. The signed, original documents are then forwarded to the Human Resources Office. The completed evaluations are placed in the employee’s personnel file.
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SECTION 4 - GENERAL
POLICY: Spoon River College monitors the acceptance of monetary and non-monetary gifts from any outside source, student, parent, or business associate of the College in order to prevent any outside agency from assuming that gift giving could potentially lead to future business with the College.

SCOPE:

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

DETAILS:

1. **Employees:** Employees of the College may not accept monetary tips, gratuities, or gifts for performing College related duties. Further, personal non-monetary gifts, greater than $25.00 in value, from any outside source, student, parent, or business associate of the College may not be accepted.
   a. Employees who are presented with gifts over $25.00 in value must follow the procedure(s) below:
   b. Employees speaking to other organizations may accept gifts when vacation benefits are used for the time absent from College duties. Employees being paid by the College to speak to other organizations may not accept personal gifts greater than $25.00 in value.

2. **Foundation:** The Spoon River College Foundation solicits and receives donations that further the mission of education and community services.
   a. The Foundation Director accepts all gifts on behalf of the Board of Trustees.
   b. No gifts are accepted under terms which violate federal or state law or College policy.
   c. All potential non-monetary gift donations are referred to the Foundation Director.
      1) The Foundation Director discusses the donation with the recommending administrator and provides the administrator with an Acceptance of Non-Monetary Gifts form. The recommending administrator completes the form and returns the form to the Foundation Director.
      2) The Foundation Director discusses the gift donation with the Vice President and/or the President.
      3) The Foundation Director renders a final decision regarding the acceptance of the gift and notifies the donor. With the acceptance of the gift, the Foundation Director signs the approval portion of the Acceptance of Non-Monetary Gifts form.
      4) The Foundation Director makes arrangements for the acceptance of the donation.
5) The Foundation does not put a monetary value on any non-monetary gift.

PROCEDURE(S):

1. Employees notify their supervisor of the gift.

2. The supervisor obtains the gift and turns it over to the Foundation Director.

3. The Foundation Director accepts the gift on behalf of the Spoon River College Foundation.

4. The Foundation Director contacts the organization that provided the gift and explains the College’s policy regarding acceptance of gifts to employees and/or provides the donor with acknowledgment of receipt on behalf of the Spoon River College Foundation.
POLICY: Spoon River College recognizes that many employees and students have a broad range of personal responsibilities and it may be necessary to occasionally bring a child(ren) into the work and teaching environments on campus.

In order to minimize the liability of injury to a child(ren) brought into the workplace or classroom, and in order to maximize the productivity of all employees, the practice of bringing children into the workplace on a continuous, regular basis is prohibited. This is not intended to prohibit a parent from bringing a dependent child to campus occasionally for a short-term visit.

SCOPE:

This policy applies to all Spoon River College employees and students.

DEFINITIONS:

Child/children: People under the age of 16 years of age.

Parent/Guardian: The student or staff member who is responsible for the child(ren) while on College property.

DETAILS:

1. Children under the supervision of parents/guardians can be on campus in general community areas for approved College activities.

2. Spoon River College undertakes all reasonably practicable steps to eliminate or effectively control hazards to children on College property, recognizing that parents/guardians have the responsibility to supervise their child(ren) while the child(ren) is on campus.

3. There are occasions when staff and students may need to bring their child(ren) into the work or teaching areas when there is a sudden or unexpected difficulty in childcare arrangements and they have been unable to find an alternative childcare arrangement. This arrangement is not intended to substitute for regular childcare. Any persons seeking approval to bring their child(ren) to work and/or class must follow the procedures below.

4. When on campus, children must be under the supervision of an adult who is responsible for the child’s behavior and safety and will follow College requirements on restricted access.

5. Parents/guardians are not to bring a child with an infectious disease onto the campus.

6. The College retains the right to direct parents/guardians to remove their child(ren) from any area of the campus. Parents/guardians may be directed to remove a child(ren) from the
workplace, classroom or other College space by a supervising administrator or faculty of the College if:

- the child’s health or safety is at risk;
- the child is a health or safety risk to others;
- the child’s behavior is causing undue disruption to the work of staff or students; or
- the presence of a child is inappropriate to the work and study being undertaken.

Supervising administrators/faculty have the right to refuse permission for parents/guardians to bring a child(ren) into any area within the College because of concerns related to health and safety issues or the type of work or study being undertaken, including examinations and meetings.

PROCEDURE(S):

1. **Off-Campus Activities:** Parents/guardians may request for a child(ren) to accompany the parent/guardian on field trips or athletic events in advance, in writing, to the Vice President or designee. Requests must include any known health issues associated with the child, a plan to manage any health and safety risks, and must indicate that the request has the support of the field trip leader.

2. **Supervision of children by non-parents/guardians:** The person in charge of the school group is the supervisor of the children. Where a work experience program has been approved by a secondary school and the College, the supervisor is the College staff member assigned by Administration to supervise the work experience person.

3. **Employee Request to Bring Child to Workplace:** Parents/guardians must provide a written request to the supervising administrator to bring a child(ren) into the workplace when there are sudden and/or unexpected difficulties in childcare arrangements. Requests must include any known health issues associated with the child and a plan to manage any health and safety risks. Normally the request is made to the supervising administrator prior to the child attending work. It is expected that parents/guardians would ensure that there would be minimal disruption to others caused by their children, where approval is given. The supervising administrator will consider the following factors when making a decision on this request:

   - the parent/guardian’s needs;
   - co-workers or students requirements;
   - the child’s age;
   - health and safety of the child;
   - duration and frequency requested;
   - environment and health and safety issues for the child and others;
   - reason(s) for the request.
4. **Student Request to Bring Child to Classroom**: Parents/guardians must provide a written request to the faculty to bring a child(ren) into the classroom when there are sudden and/or unexpected difficulties in childcare arrangements. Requests must include any known health issues associated with the child and a plan to manage any health and safety risks. Normally the request is made to the faculty prior to the child attending class. It is expected that parents/guardians would ensure that there would be minimal disruption to others caused by their children, where approval is given. The faculty will consider the following factors when making a decision on this request:

- the parent/guardian’s needs;
- co-workers or students requirements;
- the child’s age;
- health and safety of the child;
- duration and frequency requested;
- environment and health and safety issues for the child and others;
- reason(s) for the request.
POLICY: College closings due to extreme conditions may require the cessation of all college operations. Those include major inclement conditions, major mechanical system failures presenting health and safety hazards, and other reasons under which the major activities of the College would be extremely difficult to continue. In such instances, maintenance staff may be required to report to duty in order to remedy conditions which exist.

SCOPE:

This policy applies to all eligible employees including the following:
- Full-time and regularly scheduled part-time administrators;
- Full-time and regularly scheduled part-time professional support staff;
- Full-time faculty;
- Full-time and regularly scheduled part-time classified employees.

DETAILS:

1. The Vice President or designee is responsible for the decision to cancel and/or reschedule instructional services as well as the complete closing of Spoon River College. Individual decisions are made regarding day and evening classes for each location.

2. Certain conditions may require the cancellation of instructional classes but do not require the complete closing of the College. In this situation, employees report for duty with the exception of full-time faculty.

3. Eligible employees receive regular pay for scheduled hours.

4. Any classified employee called to work by his/her supervising administrator when the College has been officially closed will be paid two (2) times his/her normal rate for the hours worked.

PROCEDURE(S):

1. On days of inclement weather, all employees can call the following numbers to obtain information regarding the status whether the College will be open or closed.

   Canton/Havana     309-649-6336  Macomb/Rushville       309-833-6082

2. Whenever possible, the decision to close the College will be made by **6:00 a.m.** The decision to close the College will still be made based on the inability to provide students and employees adequate heat, safety, or access to the parking lots and buildings. The decision will reflect requests from the State Police to stay off the highways. Poor road conditions alone or the decision of the area school districts will not necessarily result in the College closing. If the College remains open and conditions in a particular area are treacherous, individuals should
make personal decisions on what is best for them. Supervisors and faculty are encouraged to be understanding of the circumstances. If the employee chooses not to come to work when the College is open they must use vacation, personal, or PTO time.

3. Listening to your local radio or television stations will also provide information on whether the College is closed. The following radio and television stations will still be contacted: WEEK (NBC, 25); WMBD (CBS 31); WHOI (ABC 26); WBYS (107.9 FM) in Canton; WDUK (99.3FM) in Havana; WKAI (99.3FM), WIUM (91.3 FM), WJEQ (102.7 FM), WGEM (NBC, 10), and WKQA (CBS, 7) in the Macomb area; and WKXQ (92.5 FM) and WRMS (94.3 FM) in the Rushville area.
POLICY: Vehicles owned or rented by Spoon River College or on behalf of Spoon River College are intended to be used by authorized drivers for the purpose of conducting college-related business. Further, it is expected that authorized drivers will ensure that the guidelines outlined are followed. Intentional misuse or negligent use of college owned or rented vehicles is subject to the College’s disciplinary policy.

Employees not eligible for mileage reimbursement for their personal vehicle may not use a college owned vehicle for the trip.

Refer to the Use of Spoon River College Property policy for personal use of college owned vehicles.

SCOPE:

This policy applies to all authorized drivers of Spoon River College vehicles.

DEFINITIONS:

Authorized Driver: Full-time and regularly scheduled part-time employees, coaches, and other authorized individuals that have had their motor vehicle records checked and approved are considered authorized drivers of Spoon River College owned or rented vehicles. Authorized drivers will lose college owned or rented vehicle driving privileges under the conditions below:

- One (1) occurrence of any Type A Violations in the last 3 years;
- Three (3) or more accidents (regardless of fault) in the last 3 years;
- Three (3) or more Type B violations in the last 3 years;
- Any combination of accidents and Type B violations which equal Four (4) or more in the last 3 years.

Type A Violations:
1. Driving while intoxicated;
2. Driving while under the influence of drugs;
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence);
4. Operating during a period of suspension or revocation;
5. Using a motor vehicle for the commission of a felony;
6. Aggravated assault with a motor vehicle;
7. Operating a motor vehicle without the owners authority (grand theft);
8. Permitting an unlicensed person to drive;
9. Reckless driving;
10. Speed contest (racing);
11. Hit and run (bodily injury or property damage).
Type B Violations
1. All moving violations not listed as type ‘A’ violations.

College Days: College Days or any references to "days" used in this policy will mean days in which the College is open for business.

DETAILS:

1. Authorized drivers who drive college owned or rented vehicles on authorized business must possess a current and valid driver’s license.

2. Employees must obtain necessary approvals for the use of a college owned or rented vehicle and authorize the college to obtain a copy of their motor vehicle record (MVR) prior to driving a college owned or rented vehicle. The College may revoke authorized driver status if driving status changes.

3. Employees with revoked authorized driver status may drive their own personal vehicles but may not carry any other person in the vehicle. The employee accepts all liability when driving their own vehicle and holds the College harmless for any liability arising from any issue that may occur while they are driving their own vehicle, even on college business.

4. Authorized drivers must report a Type A violation to the Human Resources Office the College day following the incident.

5. A Spoon River College employee must be in the college owned or rented vehicle at all times when it is in use. The authorized driver must be the main driver of the vehicle during long trips where shared driving is required. Students age *21 and over and in the presence of an authorized driver may drive Spoon River College owned or rented vehicles so long as they possess a valid driver’s license and have had their motor vehicle record checked by the College. At no time may students utilize college owned or rented vehicles without a Spoon River College employee and authorized driver present.

*Age requirements may differ at a vehicle rental agency.

6. Authorized drivers are not permitted under any circumstances to operate a college owned or rented vehicle when any physical or mental impairment causes the driver to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication.

7. Authorized drivers must report any accident involving a college owned or rented vehicle used on authorized business to their supervisor regardless of the extent of damage or lack of injuries. The supervisor will notify the Human Resources Office for follow-up on injuries and insurance.
coverage. Such reports must be made as soon as possible but no later than forty-eight (48) hours after the accident. Drivers are expected to cooperate fully with the authorities in the event of an accident. However, drivers should make no voluntary statement other than in reply to questions of investigating officers.

8. Authorized drivers may call 888-597-2863 for 24-hour emergency response in the case of an accident, breakdown, flat tire, or other emergency situations.

9. Smoking or the use of other tobacco products in any college vehicle is strictly forbidden.

10. Spoon River College reserves the right to require driving record checks of any driver of college owned or rented vehicles. Driving privileges may be revoked if record shows significant traffic violations.

PROCEDURE(S):

1. Employee will complete “Vehicle Use Acknowledgement Form/Authorization to Check Motor Vehicle Record” form and return to the Human Resources Office prior to driving a college owned or rented vehicle.

2. Human Resources Office will obtain MVR (could take two weeks). Once MVR is received, employee may be approved to drive college owned or rented vehicles and be placed on the “Approved Drivers List”.

3. Scheduling of all college owned vehicles should be made through the Maintenance Office via a request made through Microsoft Outlook to reserve the vehicle. Maintenance Office will check to see if driver is on the approved list. If they are approved, then Maintenance Office will accept the reservation. If the requesting driver is not on the approved driver list then their request will be denied.

4. The authorized driver will ensure that all trash is removed and the interior of the vehicle is neat and orderly when it is returned. If the interior of the vehicle is returned in an unacceptable appearance, the authorized driver will be required to correct the interior appearance and/or driver’s department/office may be charged for cleaning vehicle (minimum of $25).

5. The authorized driver will immediately report all damage and/or items in need of repair to the Maintenance Office.

6. Refer to the instructions on the mileage sheet provided by the Maintenance Office.

7. Any person that is operating a college owned or rented vehicle may be held personally liable for any costs resulting from an accident, should the operator fail to receive approved driver status prior to operating the vehicle.
POLICY: It is the policy of Spoon River College to provide an environment that values the uniqueness and diversity of all individuals by effectively serving students from all backgrounds, encouraging the growth of all employees, and embracing and celebrating the diversity of our communities.

SCOPE:

This policy applies to all Spoon River College employees and students.
POLICY: It is the policy of Spoon River College to require employees to adhere to ethical standards in all conduct. All employees are expected to perform their jobs in compliance with the College’s core values of Caring, Respect, Integrity, Fairness, and Responsibility, to refrain from dishonest or unethical conduct, and to comply with all applicable laws.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. Employees should not engage in conduct or activity that may raise questions about the College’s honesty or impartiality, or otherwise create a negative impression of the College. Employees are expected to avoid any activity which might result in, or might reasonably be expected to create, an appearance of influence or favoritism.


3. Conflicts of interest: Employees are expected to avoid any situation which involves or may involve a conflict between their personal interest and the College’s interest. Employees are expected to disclose any potential situation which may involve a conflict of interest.

4. Employee responsibility: All employees have the responsibility to ask questions if they are uncertain about a particular situation, and to report suspected violations of this policy to the Human Resources Director. Retaliation against employees who report suspected violations will not be tolerated.

5. Violations of this policy may result in disciplinary action, up to and including termination.
POLICY: The protection of Confidential and Sensitive Information assets and the resources that support them are critical to the operation of Spoon River College. As information assets are handled they are placed at risk for potential threats of employee errors, malicious or criminal actions, theft, and fraud. Such events could cause Spoon River College to incur a loss of confidentiality or privacy, financial damages, fines, and penalties.

The purpose of this policy is to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior. Spoon River College recognizes that absolute security against all threats is an unrealistic expectation. Therefore, the goals of risk reduction and implementation of this policy are based on:

- An assessment of the Confidential and Sensitive Information handled by Spoon River College.
- The cost of preventative measures designed to detect and prevent errors or malicious behavior.
- The amount of risk that Spoon River College is willing to absorb.

These policy guidelines were derived through a risk assessment of Spoon River College methods of handling Confidential and Sensitive Information. Determination of appropriate security measures must be a part of all operations and shall undergo periodic evaluation.

SCOPE:

This policy applies to employees and service providers of Spoon River College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as, contractors, consultants, temporaries, and personnel of third party affiliates.

Spoon River College will implement and enforce these policies, as well as, design more specific or new guidelines as needed.

DEFINITIONS:

Confidential and Sensitive Information (CSI): Confidential and Sensitive Information includes, but is not limited to, the following identifiers whether contained in hard copy or electronic format:

1. Personal Information
   a. Social Security Number
   b. Date of Birth
   c. Driver’s License Information
   d. Professional License Information
   e. Paychecks, Pay stubs, Pay rates
   f. Passport Information

2. Financial Information
   a. Credit Card Numbers
b. Credit Card Expiration Dates  
c. Credit Card CCV Numbers  
d. Bank/Credit Union Account Numbers  
e. Credit Reports  
f. Billing Information  
g. Payment History

3. Medical Information  
a. Medical Records  
b. Doctor Names and Claims  
c. Health, Life, Disability Insurance Policy Information  
d. Prescription Information

4. Business Information  
a. Federal ID Numbers  
b. Business Systems  
c. Security Systems  
d. Employee Identifiers  
e. Access Numbers / Passwords  
f. Student Identifiers  
g. Vendor Numbers  
h. Account Numbers

Account: An account is a body of information, or a record, on an individual, group, or entity; that is kept for the purpose of transacting on an on-going basis with another individual, group, or entity. The terms “accounts” and “records” are used interchangeably because they share similar functions and characteristics. Both contain identifiable information on an individual, group, or entity. They each allow for access to products or services, and keep a history of transaction activity.

Board of Trustees: The collective body of elected officials charged with directing the operations of Spoon River College.

Covered Account: Both new and existing accounts where a continuing relationship exists between the College and the customer are considered “covered accounts.” There are two definitions.  
1. An account that the College offers or maintains, primarily for personal, family, or household purposes, that involve or is designated to permit multiple payments or transactions. Examples include a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account.
2. Any other account that the College offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the College from identity theft, including financial, operational, compliance, reputation or mitigation risks.

*Electronic or Soft Copy Format:* Electronic or Soft Copy Format refers to any CSI that exists electronically on CDs, DVDs, phones, computers, networks, portable devices, etc.

*Hard Copy Format:* Hard Copy Format refers to any CSI that exists physically on paper.

*Physical Access Zone:* A physical access zone is a clearly defined physical or implied boundary established to control and limit access to CSI areas.

*Red Flags:* Red Flags are patterns, practices, or specific activities involving covered accounts that indicate the possible risk of identity theft.

*Service Provider:* A service provider is any individual, group, or entity that directly provides a service to Spoon River College or on behalf of Spoon River College for its customers or clients.

*Spoken Word:* Spoken Word refers to the transfer of CSI verbally or audibly through electronic media.

**DETAILS:**

1. **Roles and Responsibilities:**
   a. **Board of Trustees:** The board is responsible for the design, implementation, and oversight of the Information Security Program. However, if it is not feasible for the board to be directly involved, it may appoint a member of senior administration to be charged with these responsibilities. This designated Information Security Officer generally advises the board on policy decisions. They must report to the board at least annually on the state of the Information Security Program.
   
   b. **The Identity Theft Prevention Officer** is responsible for the following:
      1) **Risk Assessment:** Conduct periodic risk assessments of CSI handling methods.
      2) **Design:** Design of more specific or new policy guidelines as needed.
      3) **Implementation:** Conduct training for employees on a periodic basis.
      4) **Monitor:** Evaluate the policy and procedures regularly.
      5) **Enforce:** Take disciplinary action with employees as needed.
6) Response Plan: Create a plan to respond to security incidents.

c. Employees: All personnel are responsible for adhering to this policy, and for reporting any security incidents to the Information Security Officer immediately.

d. Service Providers: The level of responsibility given to service providers for security reasons depends on the scope of their service offering. Each will be responsible according to their direct or indirect access to information. In either case, service providers will be held accountable for their conduct and agreements must delineate where Spoon River College liability ends and where the service provider liability begins.

1) Direct Access to Information: A service provider is considered to have direct access to information when they perform an activity with employee or customer information on behalf of Spoon River College. If information is shared, then the service provider must have an Information Security Policy that complies with or exceeds the laws of our industry.

2) Indirect Access to Information: A service provider is treated differently when they have indirect access to information. These are service providers that are working in the proximity of CSI in the business, but their function does not involve sharing information. In this type of relationship, the service provider must comply with this Information Security Policy.

2. Guidelines: The following policy guidelines cover issues related to the collection, retention, transfer, and destruction of CSI.

a. Physical Access Zones: Spoon River College will establish, maintain, and enforce physical access zones in all of its facilities to control and limit access to CSI areas. There are four types of color coded zones, each with different access requirements.

1) Green Zones. Green zones are low priority public areas where everyone has access. This would include hallways, reception area, cafeteria, and student lounge areas.

2) Yellow Zones. Yellow zones are moderate priority operational or information processing areas. Service providers, customers, and visitors must be accompanied by an employee. This would include employee offices not considered red zone, classrooms, bookstore, LRC, and general maintenance areas.

3) Red Zones. Red zones are high priority areas containing proprietary information, record storage, or data bases. Access is limited to authorized employees only. All others must be identified, verified, and have an escort at all
times. This would include human resources, student records areas, maintenance storage area, data center, financial aid, and business offices.

4) Grey Zones. Grey zones are transition zones where risk fluctuates as CSI enters and leaves. The transition zone takes on the characteristics of other zone requirements when CSI is introduced. This would include conference centers and vehicles.

b. Information Storage: Storing CSI is a normal function of conducting business at Spoon River College. College representatives shall only store CSI for legitimate business needs and that is related to their individual job responsibilities.

1) Hard Copy Storage:
   A) On-site Storage: On-site storage refers directly to CSI stored within any Spoon River College facility.
      - Employees Personal Belongings: Spoon River College generally provides personnel with a secure place to store personal belongings. Employees are responsible for keeping personal items secure during work hours.
      - CSI Stored in a Workspace: Confidential and Sensitive Information stored in an office, cubicle, reception area, cash register, or other workspace must be kept in locked desks, cabinets, closets, or safes when not in use.
      - File Rooms and Storage Rooms: File and storage room doors must be closed and locked when unattended by authorized personnel.
      - Records Storage: College, student, transaction, and service provider records will only be stored when there is a legitimate business need. Any records in storage beyond the legal statute of limitations will be appropriately disposed of by designated employees.

2) Soft Copy Storage: College representatives shall only store CSI on Spoon River College authorized computers, telecommunications, or other electronic devices. A list of approved equipment will be maintained by the College’s Information Security Officer.
   A) Encryption: The College does not have access to encryption software. Therefore, employees are prohibited from downloading, transmitting, selling, or providing information determined to be confidential or proprietary to Spoon River College.
B) Portable Electronic Devices: Storage of CSI on portable electronic devices is prohibited.

c. Destruction:

1) Hard Copy Destruction: All hard copy CSI will be shred in compliance with the College’s record retention and disposal policy.

A) In-house Destruction: Cross cut or confetti style shredders will be made conveniently available to employees that handle Spoon River College’s CSI at the Havana Center, Rushville Center, Macomb Outreach Center and the Canton Outreach Center.
   • Shredding is the responsibility of every employee and should occur every day.

B) Destruction Service Providers: All destruction service providers must comply with the service provider oversight policies in this Information Security Policy.
   • Spoon River College has outsourced its shredding of confidential material generated on the Canton and Macomb Campuses to an onsite shredding company
   • Locked shredding containers have been conveniently located in Canton in the Business Office, Human Resources Office, Financial Aid Office, Mailroom, and Student Accounts Office. In Macomb, two containers have been placed in the Support Office and in Student Services Office.
   • Hard copy material waiting to be shred will be maintained in locked and secured boxes labeled “Confidential Shred Material.”
   • All destruction service providers must be National Association of Information Destruction, Inc. (NAID, Inc) Certified.
   • Shredding will be onsite and occur every 8 weeks.
   • Spoon River College must be provided a certificate of destruction every time material is released to be destroyed.

2) Soft Copy Destruction: All computers, telecommunications, or electronic devices must be “sanitized” or “wiped clean” before being sold, donated, or discarded. An Information Technology professional is designated for this function.

d. Transferability

1) Spoken Word:
   A) College representatives must identify and verify callers as authorized before releasing any CSI over the phone.
2) Hard Copy Transferability
   A) Clean Desk Policy: College representatives shall keep desks and workspaces clear of CSI when not in use.
   
   B) Dry Erase and Bulletin Boards: Employees must not print, post, or make known any CSI on any dry erase boards or bulletin boards in public or operations areas. Dry erase boards must be wiped clean after every use.
   
   C) Transporting Information: The physical transfer of CSI from one site to another is prohibited. All CSI must be scanned from one of the college’s convenience scanners and emailed to its intended destination via the College’s secure email.
   
   D) Facsimiles (FAX): FAX machines must not be physically located in a public area.
      • Every outgoing fax must contain a coversheet containing the senders and receivers names. Each coversheet will contain Spoon River College’s Confidential and Sensitive Information Disclaimer.
      • It is recommended that employees sending a FAX containing CSI notify the recipient that the FAX is being sent.
      • Any unnecessary CSI must be masked or deleted before faxing.

3) Soft Copy Transferability
   A) Personal Electronic Devices: College representatives and service providers are permitted to bring personal electronic devices into Spoon River College facilities in compliance with the College’s Technology and Network Services Policy.
B) E-mail Transferability: Employees shall not send CSI materials via e-mail to any external sources.

C) Portable Electronic Device Transferability: Storage of CSI on portable electronic devices is prohibited.

e. Information Accessibility
   1) Hard Copy Accessibility
      A) Entrances and Exits: All facility entrances and exits that are determined not for public use will remain locked at all times, unless it violates fire code.
      B) Surveillance Equipment: Spoon River College reserves the right to use cameras and other surveillance equipment to monitor public, operations, and restricted areas.
      C) Employee Authorization:
         • Every new employee will go through a background check and a screening process before being authorized to handle CSI.
         • Employees shall only handle CSI for a legitimate business purpose or as a function of their job responsibilities.
         • A written procedure and checklist will be used by the College to terminate access when an employee is terminated from service.
      D) Service Provider Accessibility: Service providers shall only handle CSI for a legitimate business purpose or as a function of their job responsibilities as stated in their service provider agreements.

   2) Soft Copy Accessibility
      A) Technology System Audits: Spoon River College will conduct periodic technology system audits to test the integrity of technology information systems no less than annually.

      B) Logging on and off Computers:
         • Only authorized personnel may log onto Spoon River College networks and equipment.
         • All personnel are required to lock or shut down computers when not in use.

      C) Passwords: Employees shall use strong passwords containing a combination of numbers, letters, and characters. Passwords should be changed no less than once every year.
D) Personal Use of Technology Equipment: College technology and network services are intended for college business activities in compliance with the College’s Technology and Network Services Policy.

f. Plan for a Loss or Breach

1) Information Security Audits: The Information Security Team is authorized to conduct security audits of any area containing CSI at anytime to ensure the safety and security of that information.

2) Discovery of a Breach in the Workplace
A) Employee Protocol
   • Do not disturb the area;
   • Secure the area;
   • Notify supervisor;
   • Document the event;
   • Use a Suspicious Activity Report (SAR);
   • Submit to Supervisor.

B) Supervisor Protocol
   • Ensure affected area is secure. Do not let anyone use the phone or computer in that area;
   • Gather relevant information concerning the incident;
   • Interview witness(es);
   • Contact Identity Theft Prevention Officer;
   • Submit SAR to Identity Theft Prevention Officer.

C) Identity Theft Prevention Officer Protocol
   • Determine that there is a breach;
   • Review SAR;
   • Interview witness(es);
   • Notify Vice President of Administrative Services;
   • Contact college attorney;
   • Make a police report;
   • Notify potential victims according to legal statutes;
   • Notify the College Information Office.

3) Discovery of a Breach through Accusation
A) Employee Protocol
   • Be sympathetic to the potential victim;
   • Do not confirm or deny their allegations;
B) Identity Theft Prevention Officer Protocol

- Interview Employee Witness(es);
- Review SAR;
- Contact potential victim;
- Ask them to reiterate their story;
- Assure them that you will look into it;
- Notify Vice President of Administrative Services;
- Contact college attorney;
- Determine that there is a breach;
- Assess the extent of damage;
- Make a police report;
- Notify potential victims according to legal statutes;
- Notify College Information Office.

h. Transaction Identification and Verification: Spoon River College requires college representatives to verify adequate means of identification from a person before they can transact business with a check, credit card, or debit card on behalf of themselves, a group, or an entity.

1) Personal or College Check Transactions: College representatives must not accept a check for payments without adequately verifying any of the following current and non-expired forms of identification.

A) US State Driver’s License
B) US State Picture ID
C) US Passport
D) US Military ID
E) US Federal ID
F) Alien Registration Card
G) Physical Address
H) Phone Number
I) Valid Signature
J) Other

2) Credit or Debit Card Transactions: College representatives must not accept credit card or debit card payments without adequately verifying any of the following current and non-expired forms of identification.
A) US State Driver’s License
B) US State Picture ID
C) US Passport
D) US Military ID
E) US Federal ID
F) Alien Registration Card
G) Physical Address
H) Credit / Debit Card Number
I) Expiration Date
J) CVC2 / CVV2 / CID
K) Valid Signature
L) Other

i. New and Existing Account Identification and Verification: College representatives shall make a reasonable effort to identify and verify each customer’s identity when opening new accounts or accessing existing accounts.
1) New Accounts: Opening new accounts requires the following identification, document and non-document verification.
A) Identifying Information
   • Legal Name
   • Date of Birth
   • Physical Address
   • Social Security Number
   • EIN
   • Passport and Country of Issuance
   • Alien Identification Card Number
   • Power of Attorney
   • Other
B) Verification with Documents: When opening new accounts college representatives may request two sources of identification, one primary and one secondary.

- **Primary Identification**
  - US State Picture Driver’s License
  - US State Picture Issued ID Card
  - US Passport
  - US Military Picture ID
  - Federal Picture ID
  - Alien Registration Card
  - Other

- **Secondary Identification**
  - Social Security card
  - Individual taxpayer identification card
  - EIN
  - Voter registration, state of residence
  - Birth Certificate
  - Credit card
  - Bank cards
  - Insurance Cards
  - College identification
  - Police identification
  - Temporary driver license
  - US Federal Government issued Permanent Resident Card
  - Utility Bill: telephone, electricity, gas, water
  - Court documents indicating custodian or fiduciary appointment
  - Other

- **Non-Document Verification:** College representatives must follow-up document verification with non-document verification. Acceptable forms of non-document verification are:
  - Letter of Welcome
  - Professional papers
  - Assumed name certificate
  - Business license
2) Existing Accounts: Customer access of existing accounts requires the following identification, document and non-document verification depending upon the mode of operation.
   A) Account Access in Person

   B) Verification with Documents: When a customer wishes to access existing accounts, college representatives may request two sources of identification, one primary and one secondary.

   • Primary Identification
     o US State Picture Driver’s License
     o US State Picture Issued ID Card
     o US Passport
     o US Military Picture ID
     o Federal Picture ID
     o Alien Registration Card
     o Other

   • Secondary Identification
     o Social Security card
     o Individual taxpayer identification card
     o EIN
     o Voter registration, state of residence
     o Birth Certificate
     o Credit card
     o Bank cards
     o Insurance Cards
     o State government
     o Local government
     o College identification
     o Police identification
     o Temporary driver license
     o US Federal Government issued Permanent Resident Card
     o US Federal Government issued Employment Authorization
     o Other

   C) Account Access On-Line
• Customer Identifying Information
  o User ID
  o Password

D) Account Access By Phone
• Customer Identifying Information
  o Legal Name
  o Date of Birth
  o Student/employee ID Number
  o Social Security Number

E) Account Access By Mail
• Customer Identifying Information
  o Legal Name
  o Date of Birth
  o Physical Address
  o Student/employee ID Number
  o Social Security Number
  o Signature Guarantee
  o Other

j. Red Flags
  1) Alerts, Notifications or Warnings from a Consumer Reporting Agency.
     A) A consumer reporting agency provides a notice of address discrepancy.

  2) Suspicious Documents
     A) Documents provided for identification appear to have been altered or forged.

     B) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

     C) Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the information.

     D) Other information on the identification is not consistent with readily accessible information that is on file with the College.
E) An application appears to be altered or forged, or gives the appearance of being reassembled.

F) Other.

3) Suspicious Identifying Personal Information

A) Personal identifying information provided is inconsistent when compared to external information sources used by the College. For example: a) The address does not match any address on the consumer; or b) The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration’s Death Master File.

B) Personal identifying information provided by the consumer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and the date of birth.

C) Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the College. For example: a) the address on an application is the same as the address provided on a fraudulent application; or b) the phone number on an application is the same as the number provided on a fraudulent application.

D) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the College. For example: a) The address on an application is fictitious, a mail drop, or prison; or b) The phone number is invalid, or is associated with a pager or answering service.

E) The SSN provided is the same as that submitted by other persons.

F) The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.

G) The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
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H) Personal identifying information provided is not consistent with personal identifying information that is on file with the College.

I) Other

4) Unusual Use of, Suspicious Activity Related to, the Covered Account
   A) A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage, and other relevant factors).
   B) Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer’s covered account.
   C) The College is notified that the customer is not receiving paper account statements.
   D) The College is notified of unauthorized charges or transactions in connection with a customer’s covered account.

5) Notice From Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection with Covered Accounts
   A) The College is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

k. Red Flags Response
   1) Response to Alerts, Notifications or Warnings from a Consumer Reporting Agency: When a college representative is presented with an alert, notification or warning from a consumer reporting agency, they must act quickly in an effort to prevent or mitigate loss for the customer and Spoon River College. Appropriate responses are as follows:
      A) Take additional steps to verify identity.
      B) Validate address.
      C) Document with a Suspicious Activity Report (SAR).
2) Response to Suspicious Documents: In the course of business, a college representative may be presented with suspicious documents. Appropriate responses are as follows:
   A) Verify using third party resources.
   B) Verify using existing account records.
   C) Decline or put a hold on an application.
   D) Decline or put a hold on account access.
   E) File a Suspicious Activity Report.

3) Response to Suspicious Identifying Personal Information: When a person provides suspicious or inconsistent identifying information to a college representative, the response is as follows:
   A) Escalate verification to Supervisor.
   B) Decline or put account on hold.
   C) Decline or put a hold on account access.
   D) File a Suspicious Activity Report (SAR).

4) Response to Unusual Use of, Suspicious Activity Related to, the Covered Account: College representatives shall be vigilant in protecting customer accounts when transacting, servicing, or processing business. When suspicious activity or unusual patterns emerge in covered accounts, the appropriate responses are as follows:
   A) Validate address.
   B) Decline or put a hold on account access.
   C) File a Suspicious Activity Report (SAR).

5) Response to Notice From Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection with Covered Accounts: College representatives that are notified of a security incident from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered
accounts must immediately inform Identity Theft Prevention Officer and the Information Security Officer. Appropriate responses are as follows:

A) Decline or put hold on account access.

B) File a Suspicious Activity Report (SAR).

C) Notify existing customer on record.

D) Open new account.

E) Do not attempt to collect on the fraudulent account from the true identity.

F) Cooperate with law enforcement.

G) Other.

l. Staff Training

1) Staff training in relation to the Identity Theft Prevention program and its policies shall be conducted for all employees, temps, independent representatives, and contractors, both part-time and full-time, on a periodic basis.

2) Staff members will receive additional training triggered by changes in policy, changes in their mode of operations, security incidents, and new information.

m. Service Provider Oversight

1) Spoon River College will periodically review all service provider agreements and activities.

2) A service provider with direct access to CSI must provide proof of, and maintain, their own Identity Theft Prevention Program that is consistent with, or exceeds, industry regulations.

3) A service provider that has indirect access to CSI shall comply with this Identity Theft Prevention policy.

3. **Enforcement:** The Identity Theft Prevention Officer has the authority to enforce this policy. Any employee, temporary, contractor, or consultant found in violation may be subject to disciplinary action, up to and including termination of employment.
POLICY: It is the policy of Spoon River College (SRC) to be in full compliance with The Gramm-Leach-Bliley Act (GLBA) as it relates to the impact of financial institutions; the Privacy Rule and the Safeguards Rule. Colleges and universities are considered to be financial institutions under GLBA. Colleges and universities are considered to be compliant with the Privacy Rule if they are compliant with FERPA (see Policy 9.1.4).

SCOPE:

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors and all other non-employees are expected to recognize and comply with this Policy.

DEFINITIONS:

Confidential and Sensitive Information (CSI): Confidential and Sensitive Information includes, but is not limited to, the following identifiers whether contained in hard copy or electronic format:

1. Personal Information
   a. Social Security Number
   b. Date of Birth
   c. Driver’s License Information
   d. Professional License Information
   e. Paychecks, Pay stubs, Pay rates
   f. Passport Information

2. Financial Information
   a. Credit Card Numbers
   b. Credit Card Expiration Dates
   c. Credit Card CCV Numbers
   d. Bank/Credit Union Account Numbers
   e. Credit Reports
   f. Billing Information
   g. Payment History

3. Medical Information
   a. Medical Records
   b. Doctor Names and Claims
   c. Health, Life, Disability Insurance Policy Information
   d. Prescription Information

4. Business Information
   a. Federal ID Numbers
   b. Business Systems
c. Security Systems  
d. Employee Identifiers  
e. Access Numbers / Passwords  
f. Student Identifiers  
g. Vendor Numbers  
h. Account Numbers

DETAILS:

1. **Compliance requirements:** In order to be considered compliant with the Safeguards Rule, financial institutions must:
   a. Conduct ongoing risk assessments of all areas of operation where CSI is used.  
   b. Design and implement a safeguards program to protect all CSI owned or entrusted to the College. This includes regular monitoring of these safeguards.  
   c. Select appropriate service providers when those service providers work with the College’s CSI.  
   d. Regularly evaluate and adjust the Information Security Program in light of changes in the College environment.  
   e. Provide ongoing training to employees on the proper handling of CSI.  
   f. Employees are required to change their password every 365 days using Microsoft’s complex password requirements.  
   g. Off-campus access to Spoon River College network resources is limited to by request via Virtual Private Network (VPN) software, SharePoint, and/or the MySRC portal.

2. **Mitigation of Risks:** Spoon River College (SRC) continuously assesses the potential risks (internal and external) to its Confidential and Sensitive Information (CSI). The College has taken the following steps to mitigate these risks:
   a. A network firewall with Intrusion detection and prevention (IDP) has been implemented and is continuously monitored and adjusted.  
   b. Anti-virus software with Intercept X (advance detection) is running on all workstations and servers and is regularly updated. The updates are controlled at the network domain level.
c. Microsoft updates are performed regularly on all server and workstation operating systems as well as Microsoft Office applications.

d. An enterprise spam filtering software solution is in place to drastically reduce the amount of spam e-mail that enters the College’s e-mail system.

e. Administrative access is restricted on workstations located in public/shared areas.

f. File level access rights are controlled on all network shared drives. File shares are available as follows:
   1) H: drive: User’s home directory. Only the user has access to this share.
   2) I: drive: Department share. Access is granted based on the employee’s department of employment.
   3) I: drive: Cross functional teams. Access is granted based on team lead approval to individuals participating in various cross-functional teams.
   4) R: drive: Cross function teams for shared reporting. Access is granted based on team lead approval to individuals participating in various cross-functional teams.
   5) S: drive: Public area (read only). Hosts organizational documents such as policies, phone lists, etc. that employees can view, but not edit.

   Note: System Administrators have access to all file shares on all servers.

3. **Diligence Concerning Credit Card Information:** Spoon River College accepts credit card and debit card payments for tuition, donations, and other financial transactions. Any merchant that accepts credit card payments is subject to the security requirements outlined in the Payment Card Industry Data Security Standards (PCI-DSS). All SRC employees that work with credit card transactions must adhere to the following security requirements.

4. **Electronic Storage:** SRC does not store any cardholder data electronically. Cardholder data includes:
   a. The Primary Account Number (PAN) – 16 digit credit card number on the front of the card.
   b. The expiration date of the credit card.
   c. The service code, Card Validation Code, or value (CVC, CVC2, CVV2, etc.) – the 3 digit number found on the back of the card used for on-line transactions.
   d. Personal Identification Number (PIN) – the number used for ATM transactions.
e. Any magnetic stripe information – which includes all of the above information.

f. Employees must never enter cardholder data into any electronic software system such as the college’s administrative system (CX) or any other type of database, spreadsheet or other electronic file. Credit Card data may not be stored on any laptop computer, any Personal Digital Assistant (PDA) device, any removable storage media such as a thumb drive, any office or public workstation, or any network drive.

5. **Electronic Transmission:** Spoon River College does not electronically transmit credit card information over its data network.
   a. All on-line credit card transactions are handled by a third party service provider. These providers are responsible for providing a secure web site to handle the transactions as well as storing the credit card data securely.
   
   b. All “card present” transactions are handled using stand-alone terminals connected to analog phone lines.
   
   c. SRC employees are prohibited from sending credit card information using electronic communication methods such as e-mail, chat, or instant messaging.

6. **Security and Compliance Committee:** The Security and Compliance Committee is responsible for implementing and maintaining the Information Security Program.
   a. Committee is comprised of the Chief Information Technology Officer, Director of Technology Services, Director of Financial Aid, Director of Business Services, and Director of Human Resources. In implementing this program, the committee works closely with relevant academic and administrative organizational units across campus.
   
   b. The responsibilities of the Committee include, but are not limited to:
      1) Consulting with responsible offices to identify organizational units with access to covered data, ensure all such units are included within the scope of this Program, and maintain a current listing of these units.
      2) Working with all relevant organizational units to identify potential and actual risks to the security and privacy of covered data; evaluate the effectiveness of current safeguards for controlling these risks; design and implement additional required safeguards; and regularly monitor and test the Program;
      3) Working with appropriate organizational units to ensure adequate training and education programs are developed and provided to all employees with access to covered data; ensure existing policies and procedures that provide for the security of covered data are reviewed and adequate; and make recommendations for revisions to policy, or the development of new policy, as appropriate.
<table>
<thead>
<tr>
<th>Title: Information Security and Identity Theft Prevention Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert: 4.7.1 Date: 02/14/18</td>
</tr>
<tr>
<td>Replace: Date:</td>
</tr>
<tr>
<td>Reviewed: 4.7.1 Date: 02/14/18</td>
</tr>
<tr>
<td>Remove: Date:</td>
</tr>
</tbody>
</table>

4) Consulting with responsible organizational units to identify service providers with access to covered data; ensure all such service providers are included within the scope of this Program and maintain a current listing of these service providers.

5) Reviewing the Information Security Program, including this and related documents, annually, and making adjustments as needed.

6) Maintaining a current, written Program, that is available to the College community.

7) Risk identification and assessment related to Information systems, including network and software design as well as information processing, storage, transmission and disposal for both paper and electronic records. Risk assessments include system-wide risks, as well as risks unique to each area with covered data.
**POLICY:** Spoon River College provides bulletin boards, cork strips, and other posting areas to allow internal and external posting of college-related materials and advertisements under the guidelines outlined below.

**SCOPE:**

This policy applies to all individuals wishing to post posters, flyers, notices, advertisements, or any other types of materials on Spoon River College property.

**DEFINITIONS:**

*Communication centers:* Communication centers are identified as bulletin boards enclosed in glass cases. One communication center is located on each floor of each building at the Canton Campus. Communication centers are also located at the front entrance at the Havana and Rushville Centers.

*Open bulletin boards:* Open bulletin boards are located in the Student Center and outside the Learning Resource Center (LRC) at the Canton Campus and in the Student Commons as well as various additional locations at the Macomb Campus.

*Cork posting strips:* Cork posting strips are located on each floor of Centers, Taylor and Engle buildings at the Canton Campus.

*Student Center:* Student common area located on the ground floor at the Canton campus.

**DETAILS:**

1. **Supervision / Approval of postings:**
   a. The Dean of Student Services supervises the use of the communication centers, the cork strips, postings in the Student Center and all other non-student posting areas on the Canton Campus.
   
   b. The Vice President of Instruction and Student Services or designee on the Macomb Campus supervises the use of the all postings except specific offices such as Student Services, Financial Aid, and Business Services, which have specific boards assigned to their offices. Each office is responsible for approving, posting, and removing materials on office boards.
   
   c. The Center Directors supervise the use of the communication centers at the Rushville and Havana sites. Staff at the Community Outreach Centers will supervise the use of their communication center and bulletin boards.
2. **Permitted postings:**
   a. Approved college-related postings are permitted in classrooms, communication centers, along cork strips throughout the College, and on bulletin boards in the Student Center. Only student-related materials may be posted in the Student Center.

   b. Sidewalk chalk may be used on sidewalks only and its use must be approved by the Dean of Student Services at the Canton Campus or the Vice President of Instruction and Student Services or designee on the Macomb Campus.

   c. Other bulletin boards are managed by various College committees, offices, and organizations. These bulletin boards are managed by the following positions:

<table>
<thead>
<tr>
<th>BULLETIN BOARD</th>
<th>MANAGED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art displays</td>
<td>Art faculty</td>
</tr>
<tr>
<td>College Senate bulletin board</td>
<td>Faculty Senate Chair</td>
</tr>
<tr>
<td>Financial Aid bulletin board</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Fine and performing arts bulletin board</td>
<td>Drama faculty</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>Organization Sponsor</td>
</tr>
<tr>
<td>Honors bulletin board</td>
<td>Honors program faculty</td>
</tr>
<tr>
<td>IEA/NEA bulletin board</td>
<td>Association Chairpersons</td>
</tr>
<tr>
<td>Job opportunity board</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Phi Theta Kappa bulletin board</td>
<td>Phi Theta Kappa President</td>
</tr>
<tr>
<td>Student job postings</td>
<td>Student Services</td>
</tr>
<tr>
<td>Student Government Assoc bulletin board</td>
<td>Student Government Assoc Chair</td>
</tr>
<tr>
<td>Student services bulletin board</td>
<td>Student Services</td>
</tr>
</tbody>
</table>

   d. External organizations are limited to posting information on an open bulletin board located in the Student Center on the lower level of the Centers building at the Canton Campus. All external organizations must receive approval from the Dean of Student Services or the Vice President of Instruction and Student Services or designee on the Macomb Campus prior to posting any materials.

3. **Prohibited postings:**
   a. Posting on glass surfaces, doors (excluding staff and faculty office doors), painted surfaces, window and doorframes, floors, building signs and exterior surfaces of the buildings is prohibited with the exception of student-related postings in the Student Center.

   b. Posting on external surfaces of College buildings, light poles, automobiles, and sidewalks is prohibited.

   c. Posting business solicitations is prohibited.
**SPOON RIVER COLLEGE**

**Policies and Procedures Manual**

**Title:** Notice and Flyer Posting

<table>
<thead>
<tr>
<th>Insert:</th>
<th>4.8</th>
<th>Date:</th>
<th>10/01/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace:</td>
<td>4.7</td>
<td>Date:</td>
<td>06/01/10</td>
</tr>
<tr>
<td>Reviewed:</td>
<td>4.8</td>
<td>Date:</td>
<td>07/08/15</td>
</tr>
<tr>
<td>Remove:</td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

---

d. Posted materials in violation of this policy will be removed.

**PROCEDURE(S):**

1. **Communication Centers:**
   a. Individuals interested in posting at a communication center must receive advanced approval from the Dean of Student Services at the Canton Campus, the Directors at the Havana, Macomb, or Rushville sites, or staff at the Community Outreach Centers.

   b. The request is approved, not approved, or modified by the approver.

   c. The approver is responsible for displaying and removing postings and flyers in the communication centers and all other non-student posting areas.

2. **Student Center:**
   a. Individuals interested in posting at the student center must receive advanced approval from the Dean of Student Services.

   b. The request is approved, not approved, or modified by the approver.

   c. The approver is responsible for displaying and removing postings and flyers in the Student Center as well as ensuring the suitability of materials on the cork strips.

3. **Removal of postings:** Postings will be removed the day after the event. If the posting does not regard a specific event, it will be allowed to stay for two weeks.
SPOON RIVER COLLEGE
Policies and Procedures Manual

Title: Ownership of Documents

<table>
<thead>
<tr>
<th>Insert:</th>
<th>Date:</th>
<th>09/01/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace:</td>
<td>Date:</td>
<td>08/01/08</td>
</tr>
<tr>
<td>Reviewed:</td>
<td>Date:</td>
<td>07/08/15</td>
</tr>
<tr>
<td>Remove:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

POLICY: Spoon River College considers documents created that utilize information obtained by the employee as a result of their employment by the College, which are related to College operations or delivery of services are the property of Spoon River College.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Document: For the purpose of this policy, a document is a report, form, letter, and/or other college-related items, constructions, or projects which may be in print form, computer disk or tape form, on film, or in any other format used in maintaining such information.

DETAILS:

1. Documents which are created by full time faculty are proprietary based on the language in the faculty collective bargaining agreement.

2. The College President or designee may authorize transfer of ownership to the individual creating the item.

3. Upon terminating employment with the College such files shall not be destroyed or removed from the College premises; however, selected items may be duplicated and taken upon departure with the approval of the President or designee.
POLICY: Spoon River College ensures a standard process for the retention and disposal of physical and electronic files.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. The Supervising Administrator of each of the offices in the table below is responsible for retaining the physical and/or electronic documents/images listed below for the respective retention period. At the end of the retention period, the documents/images will be destroyed.

<table>
<thead>
<tr>
<th>ADMINISTRATIVE SERVICES</th>
<th>DOCUMENT</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional &amp; legal records</td>
<td>Articles of incorporation</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>By-laws</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Licenses</td>
<td>Active</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Expired licenses</td>
<td>6 years</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Deeds &amp; titles</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Attorney opinion letters</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Leases</td>
<td>Active + 6 years</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Policy statements</td>
<td>10 years</td>
</tr>
<tr>
<td>Institutional &amp; legal records</td>
<td>Contracts</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Claims</td>
<td>Active</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Court documents &amp; records</td>
<td>Active</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Deposition transcripts</td>
<td>Active</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Discovery materials</td>
<td>Active</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Litigation files</td>
<td>Active + 2 years</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Licenses</td>
<td>Active</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Expired licenses</td>
<td>6 years</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Deeds &amp; titles</td>
<td>Permanent</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Attorney opinion letters</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Leases</td>
<td>Active + 6 years</td>
</tr>
<tr>
<td>Litigation records</td>
<td>Policy statements</td>
<td>10 years</td>
</tr>
<tr>
<td>Institutional records</td>
<td>Incident Reports</td>
<td>5 years</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>BUSINESS OFFICE</th>
<th>DOCUMENT</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Purchase requisition</td>
<td>4 years</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Invoices</td>
<td>4 years</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Accounts payable ledgers</td>
<td>4 years</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Payment / disbursement records</td>
<td>4 years</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Expense reports</td>
<td>4 years</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Accounts receivable</td>
<td>4 years</td>
</tr>
</tbody>
</table>
## SPOON RIVER COLLEGE

### Policies and Procedures Manual

<table>
<thead>
<tr>
<th>Title</th>
<th>Record Retention and Disposal Policy</th>
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</thead>
<tbody>
<tr>
<td>Insert:</td>
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</tr>
<tr>
<td>Replace:</td>
<td>4.10</td>
</tr>
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<td>Reviewed:</td>
<td>4.10</td>
</tr>
<tr>
<td>Remove:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### Accounts Receivable
- Accounts receivable ledgers: 4 years
- Receipts: 4 years
- Uncollected accounts: Permanent
- Collection Records: Active
- Tuition and fee charges: 5 years after date of last attendance

### Financial Aid
- Accounting closeouts: Active + 4 years
- Account ledgers: Active + 4 years
- Balance sheets: Active + 4 years
- General ledgers: Active + 4 years
- Auditors reports: Active + 4 years
- Bid files: 10 years

### Financial Aid - DL and federal grant reporting
- End of award year report submitted + 3 years

### Financial Aid - FISAP records
- End of award year report submitted + 3 years

### Financial Aid - ISAC gift assistance programs
- End of award year last attended + 3 years

### Student Files
- Grant recipients: End of award year + 3 years
- ISAC gift assistance programs: End of award year last attended + 3 years
- Loan recipients: End of last award year attended + 3 years

### HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Document</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Records (not hired)</td>
<td>Application</td>
<td>1 year</td>
</tr>
<tr>
<td>Applicant Records (not hired)</td>
<td>Background investigation</td>
<td>1 year</td>
</tr>
<tr>
<td>Applicant Records (not hired)</td>
<td>References and letters of recommendation</td>
<td>1 year</td>
</tr>
<tr>
<td>Applicant Records (not hired)</td>
<td>Resume / Cover letter</td>
<td>1 year</td>
</tr>
<tr>
<td>Applicant Records (not hired)</td>
<td>Transcripts</td>
<td>1 year</td>
</tr>
<tr>
<td>Benefits</td>
<td>Incentive plans</td>
<td>Permanent</td>
</tr>
<tr>
<td>Benefits</td>
<td>Retirement benefits accrued</td>
<td>Permanent</td>
</tr>
<tr>
<td>Benefits</td>
<td>Retirement plans</td>
<td>Permanent</td>
</tr>
<tr>
<td>Benefits</td>
<td>Sick leave benefits</td>
<td>Permanent</td>
</tr>
<tr>
<td>Benefits</td>
<td>Summary plan descriptions</td>
<td>Permanent</td>
</tr>
<tr>
<td>Benefits</td>
<td>Vendor correspondence</td>
<td>4 years</td>
</tr>
<tr>
<td>Benefits</td>
<td>Vesting</td>
<td>Permanent</td>
</tr>
<tr>
<td>Blood borne pathogen records</td>
<td>Employee exposure records</td>
<td>Active + 30 years</td>
</tr>
<tr>
<td>Blood borne pathogen records</td>
<td>Exposed employee medical records</td>
<td>Active + 30 years</td>
</tr>
<tr>
<td>Blood borne pathogen records</td>
<td>Training records</td>
<td>Active + 30 years</td>
</tr>
<tr>
<td>Blood borne pathogen records</td>
<td>Vaccination records</td>
<td>Active + 30 years</td>
</tr>
<tr>
<td>Compensation</td>
<td>Salary lists</td>
<td>Permanent</td>
</tr>
<tr>
<td>Compensation</td>
<td>Surveys</td>
<td>4 years</td>
</tr>
<tr>
<td>Compliance</td>
<td>Regulatory agencies</td>
<td>4 years</td>
</tr>
<tr>
<td>Employee Relations</td>
<td>Events</td>
<td>4 years</td>
</tr>
<tr>
<td>Employee Relations</td>
<td>Exit interviews</td>
<td>4 years</td>
</tr>
<tr>
<td>Employment listings</td>
<td>Position advertisement</td>
<td>4 years</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Employment listings</td>
<td>Position vacancy notice</td>
<td>4 years</td>
</tr>
<tr>
<td>Immigration</td>
<td>Visa sponsorship, legal, etc.</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>Superseded job descriptions</td>
<td>4 years</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Collective bargaining agreements</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Correspondence with executive committee</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Grievances</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Layoffs</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Legal counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Memorandum of agreement</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Negotiation records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Seniority lists</td>
<td>Permanent</td>
</tr>
<tr>
<td>Legal</td>
<td>Investigations (non-civil rights discrimination/Title IX)</td>
<td>4 years OR (Where a charge or lawsuit is filed, all relevant records must be kept until “final disposition.”)</td>
</tr>
<tr>
<td>Legal</td>
<td>Investigations (civil rights discrimination/Title IX)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Legal</td>
<td>Litigation</td>
<td>4 years OR (Where a charge or lawsuit is filed, all relevant records must be kept until “final disposition.”)</td>
</tr>
<tr>
<td>Misc Employee Records</td>
<td>Employee directories</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (applicant)</td>
<td>Employment applications</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (applicant)</td>
<td>Employment authorization</td>
<td>Active + until retirement or death</td>
</tr>
<tr>
<td>Personnel files (applicant)</td>
<td>Letters of recommendation</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (applicant)</td>
<td>Promotion authorization</td>
<td>Active + until retirement or death</td>
</tr>
<tr>
<td>Personnel files (applicant)</td>
<td>Resumes</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (applicant)</td>
<td>Transcripts</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>Attendance Records</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>Contracts</td>
<td>Active + until retirement or death</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>Garnishments</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>Payroll deductions</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>Time sheets</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>W-2 form</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>W-4 form</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (compensation)</td>
<td>Wage or salary history</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>Background investigation results</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>Beneficiary designation</td>
<td>Active + 6 years</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>Disability records</td>
<td>Active + 6 years OR (Where a charge or lawsuit is filed, all relevant records must be kept until “final disposition.”)</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>Employment physical examinations</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>FMLA records</td>
<td>Active + 6 years</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>I-9 form and documents</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (confidential)</td>
<td>Medical records</td>
<td>Active + 6 years</td>
</tr>
<tr>
<td>Personnel files (education/training)</td>
<td>Education assistance</td>
<td>Active + 6 years</td>
</tr>
<tr>
<td>Personnel files (education/training)</td>
<td>Horizontal advancement documents (faculty only)</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (education/training)</td>
<td>Training certificates of completion</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (misc)</td>
<td>Acknowledgement forms</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (misc)</td>
<td>Correspondence</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (misc)</td>
<td>Emergency contacts</td>
<td>Active + 4 years</td>
</tr>
<tr>
<td>Personnel files (misc)</td>
<td>Employment history</td>
<td>Active + until retirement or death</td>
</tr>
</tbody>
</table>
### SPOON RIVER COLLEGE

**Policies and Procedures Manual**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Record Retention and Disposal Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert:</td>
<td>4.10</td>
</tr>
<tr>
<td>Replace:</td>
<td>4.10</td>
</tr>
<tr>
<td>Reviewed:</td>
<td>4.10</td>
</tr>
<tr>
<td>Remove:</td>
<td></td>
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</table>

- Personnel files (misc) Layoff / termination notice Active + until retirement or death
- Personnel files (performance) Course evaluation forms Active + 4 years
- Personnel files (performance) Disciplinary warnings / actions Active + 4 years
- Personnel files (performance) Employee evaluations Active + 4 years
- Personnel files (performance) Faculty committee evaluation reports Active + 4 years
- Personnel files (performance) Peer review documents Active + 4 years
- Personnel files (performance) Scholastic evaluation Active + 4 years
- Personnel files (performance) Tenure records Active + 4 years
- Policies and Procedures Manuals Permanent
- Policies and Procedures Manuals (File of revisions - dated) Permanent
- Safety Accident reports Active + 30 years
- Safety Employee injury records Active + 30 years
- Safety Workman’s compensation Active + 30 years
- Training Training programs 4 years
- Unemployment Unemployment claims 4 years

### INSTITUTIONAL ADVANCEMENT

<table>
<thead>
<tr>
<th>RECORD TYPE</th>
<th>DOCUMENT</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation / Institutional publications</td>
<td>Alumni newsletters</td>
<td>3 years</td>
</tr>
<tr>
<td>Foundation / Institutional publications</td>
<td>Alumni directories</td>
<td>3 years</td>
</tr>
<tr>
<td>Foundation / Institutional publications</td>
<td>Foundation board minutes</td>
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</tr>
<tr>
<td>Grants</td>
<td>Applications</td>
<td>5-7 years determined by grant</td>
</tr>
<tr>
<td>Grants</td>
<td>Awards</td>
<td>5-7 years determined by grant</td>
</tr>
<tr>
<td>Grants</td>
<td>Amendments to grants</td>
<td>5-7 years determined by grant</td>
</tr>
<tr>
<td>Grants</td>
<td>Quarterly reports</td>
<td>5-7 years determined by grant</td>
</tr>
<tr>
<td>Grants</td>
<td>Annual reports</td>
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### LEARNING RESOURCE CENTER (LRC)

<table>
<thead>
<tr>
<th>RECORD TYPE</th>
<th>DOCUMENT</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional records</td>
<td>Board of Trustees meeting agendas / minutes</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional records</td>
<td>College Senate CSB’s</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional records</td>
<td>Institutional historical documents (college catalogs, photographs, negatives, yearbooks, media items)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional records</td>
<td>Institutional newspapers / newsletters</td>
<td>1 year for hard copy (central place for historical copies). Archived copies located in Marketing office.</td>
</tr>
<tr>
<td>Institutional records</td>
<td>North Central Report of Spoon River College</td>
<td>Permanent</td>
</tr>
<tr>
<td>Institutional records</td>
<td>Spoon River College self-study reports</td>
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</tr>
</tbody>
</table>
## SPOON RIVER COLLEGE

Policies and Procedures Manual

<table>
<thead>
<tr>
<th>Title</th>
<th>Record Retention and Disposal Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert:</td>
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</tr>
<tr>
<td>Date:</td>
<td>07/01/18</td>
</tr>
<tr>
<td>Replace:</td>
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<td>Date:</td>
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<tr>
<td>Remove:</td>
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<tr>
<td>Date:</td>
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### PLANNING & INFORMATION SERVICES OFFICE

<table>
<thead>
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<th>RECORD TYPE</th>
<th>DOCUMENT</th>
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<tbody>
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<td>Institutional</td>
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<tr>
<td>Institutional</td>
<td>iDES reports</td>
<td>1 quarter</td>
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<tr>
<td>records</td>
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<td></td>
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<tr>
<td>Institutional</td>
<td>Payroll reports</td>
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<td>records</td>
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<td></td>
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<td>Institutional</td>
<td>Unit cost</td>
<td>1 year</td>
</tr>
<tr>
<td>records</td>
<td></td>
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<tr>
<td>Institutional</td>
<td>W2’s</td>
<td>5 years</td>
</tr>
<tr>
<td>records</td>
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<td></td>
</tr>
<tr>
<td>Institutional</td>
<td>A1’s</td>
<td>2 years on mainframe</td>
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<tr>
<td>records</td>
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<td></td>
</tr>
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<td>Institutional</td>
<td>E1’s</td>
<td>3 years on mainframe</td>
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<tr>
<td>records</td>
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<tr>
<td>Institutional</td>
<td>RAMP</td>
<td>2 years on PC hard drive</td>
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<tr>
<td>records</td>
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<tr>
<td>Institutional</td>
<td>S2, S6, S7</td>
<td>3 years on mainframe</td>
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<tr>
<td>records</td>
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<tr>
<td>Institutional</td>
<td>Mid-term rosters</td>
<td>6 years (including current fiscal year) in hard copy format</td>
</tr>
<tr>
<td>records</td>
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### PRESIDENT’S OFFICE

<table>
<thead>
<tr>
<th>RECORD TYPE</th>
<th>DOCUMENT</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional</td>
<td>Minutes of Board of Trustee meetings</td>
<td>Permanent</td>
</tr>
<tr>
<td>records</td>
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### STUDENT SERVICES OFFICE

<table>
<thead>
<tr>
<th>RECORD TYPE</th>
<th>DOCUMENT</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application materials for students</td>
<td>Applications</td>
<td>Permanent</td>
</tr>
<tr>
<td>who enter</td>
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<tr>
<td>Application materials for students</td>
<td>Entrance exams &amp; placement scores</td>
<td>Permanent</td>
</tr>
<tr>
<td>who enter</td>
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<td>Application materials for students</td>
<td>Course catalogs</td>
<td>Permanent</td>
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<tr>
<td>who enter</td>
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<td></td>
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<td>Application materials for students</td>
<td>High School transcripts</td>
<td>Permanent</td>
</tr>
<tr>
<td>who enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application materials for students</td>
<td>College transcripts &amp; evaluation</td>
<td>Permanent</td>
</tr>
<tr>
<td>who enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications for students who are</td>
<td>Applications</td>
<td>1 year after application term</td>
</tr>
<tr>
<td>accepted but do not enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications for students who are</td>
<td>Transcripts</td>
<td>1 year after application term</td>
</tr>
<tr>
<td>accepted but do not enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Applications</td>
<td>3 years from last day of award year for which the aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>was awarded</td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Financial aid awards and reports</td>
<td>3 years from last day of award year for which the aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>was awarded</td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Loan Records</td>
<td>3 years from last day of award year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student records</td>
<td>Course add / drop slips</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student records</td>
<td>Registration forms</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student records</td>
<td>Transcript requests</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student records</td>
<td>FERPA requests</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student records</td>
<td>Academic records</td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student records</td>
<td>Advanced placement</td>
<td>5 years after date of last attendance</td>
</tr>
</tbody>
</table>
## Record Retention and Disposal Policy

<table>
<thead>
<tr>
<th>Individual student records</th>
<th>Application for graduation</th>
<th>1 year after date of last attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual student records</td>
<td>Foreign student (I-20) forms</td>
<td>5 years after date of last attendance</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Date of graduation / degree award</td>
<td>Permanent</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Degree audit records</td>
<td>5 years after date of last attendance</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Transfer credit evaluations</td>
<td>Permanent</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Personal data forms</td>
<td>1 year after date of last attendance</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Name change authorizations</td>
<td>5 years after date of last attendance</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Student athlete records / letters of interest</td>
<td>2 years after last day of attendance</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Student conduct records / adjudication documents</td>
<td>2 years after last day of attendance</td>
</tr>
<tr>
<td>Individual student records</td>
<td>Student disability records / Intake and accommodation documents</td>
<td>5 years after date of last attendance</td>
</tr>
<tr>
<td>Misc. Student Records</td>
<td>Student written complaints</td>
<td>1 year</td>
</tr>
</tbody>
</table>

2. All admissions and financial aid documents are stored electronically.

3. Retention of electronic mail (Email): To comply with federal and state laws, Spoon River College retains all incoming and outgoing email received on the College’s email system for a period of three years. The emails older than three years will be automatically purged (deleted) from the system with no exceptions. This includes inbox and all the folders in the user account.

Each office / department is expected to save any emails into a different format or removable media that must be retained beyond three years in order to comply with the federal, state or local laws, directives or for any other reasons.
POLICY: Employees may be asked to represent the College on appropriate occasions, but no such delegate may commit the College to any doctrine, policy, or action without first obtaining the approval of the President.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. Employees are encouraged to maintain membership in professional organizations and act as representatives of the College.

2. Employees shall not expect to receive reimbursement for expenses incurred for membership or other activities without prior approval from the supervisor.
POLICY: It is the policy of Spoon River College to appropriately respond to requests from law enforcement agencies for information or documents about employees or students to the extent required or permitted by applicable data privacy laws.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. **Subpoenas and Court Order:** All subpoenas and court orders delivered to the College must be reviewed by the Vice President.

   NOTE: Unless special circumstances apply, students must be given reasonable notice of the College’s intent to comply with a subpoena or court order regarding information about them (Family Rights and Privacy Act 34 CFR § 99.31 paragraph (a)(9)(1).

2. **Signed Authorization for Release of Information:** College officials may release private education or personnel records if presented with a release that is signed and dated by the individual subject whose records are at issue. The release should specify the records that are authorized to be released and to whom the release is authorized. A copy (including fax copy) of a release may be honored; an e-mail alone is not legal authorization. Where feasible, the identity of the requesting party and authenticity of the subject’s signature should be verified in an appropriate manner before complying.

3. **Request to Interview a Student or Employee:** The College may permit law enforcement officials to utilize its facilities to interview a college student or employee. In the case of a student interview, the Dean of Student Services or designee should meet the student at their classroom and inform them of the law enforcement request and the location of the interview room. In the case of an employee, a designated representative of the Human Resources Office should contact the employee to inform them of the interview request and location.

   The student or employee should be advised that participation in the interview is not a college or employment requirement and that the room is being provided only as a convenience for all parties. College officials should not attend or participate in a law enforcement interview.

4. **Letter or Verbal Requests:** A state or federal law enforcement agency that requests non-public information verbally or by letter (with no subpoena or court order) should be advised that prior legal authority to release such information must be established. Legal authority may be established by citation of a federal or state law that requires disclosure of the information to the requesting agency, the presentation of identification, or by presenting a valid subpoena or court order, as described in item one above. Requests for student Directory Information can be
released at anytime and no matter what form the request is made as long as the student has not placed a data release hold on their records.

5. **Search Warrants**: If a law enforcement officer presents a search warrant, the College must immediately comply by providing access as described. When complying to a search warrant, use the following guidelines:
   - Do not provide non-public information that is not covered by the search warrant.
   - Request identification of the law enforcement official(s) executing the warrant.
   - Request to make copies of any documents seized.
   - Retain a copy of the search warrant.
POLICY: Spoon River College prohibits the solicitation of services or merchandise from employees or outside agencies on all College properties without the expressed written authorization of the Vice President. Solicitation includes, but is not limited to, posters, flyers, letters, e-mail, goods and services.

SCOPE:

This policy applies to all Spoon River College employees and outside agencies.

DETAILS:

1. **Employees:** No employee shall sell goods or services to students or other employees on College premises for personal profit. Solicitation by employees is prohibited during an employee’s working time.

2. **Outside agencies:**
   a. Only the Vice President or designee may authorize use of the College name for promotion, fundraising, and/or solicitation. Distribution of non-college related materials in working areas is prohibited.

   Outside agencies must provide a written request to use the College name for any purpose to the Vice President or designee. The Vice President makes a determination regarding the solicitation inquiry and provides a response to the inquirer.

   b. Only the Vice President or designee may authorize an outside agency to sell or advertise goods and/or services on college property.

3. **Electronic solicitation:** Please refer to the College’s Technology and Network Services Policy with regard to solicitation via email, telephone, or other electronic device.
POLICY: Spoon River College provides Technology, Wired Network, and Wireless Services to employees, students, and guests in order to further the mission of the College in compliance with all laws related to computing and networking services.

Use of Technology and Network services are conditionally granted to users. Failure to comply with the terms of this policy may lead to disciplinary action. However, Spoon River College reserves the right to suspend privileges to all services. Use of communication devices, network services, e-mail, and college provided internet access is to be used exclusively for college business.

DEFINITIONS:

Technology, wired network and wireless services: College owned email, internet, intranet, network, computers, pagers, telephones, cellular phones, voice mail, websites, any hardware and software.

SCOPE:

This policy applies to all individuals using college technology, wired network, and wireless network services.

DETAILS:

1. **Primary Means of Communication:** In order to make business communications at Spoon River College easier and more efficient, e-mail is considered the primary means of communication. For this reason, all employees receive a Spoon River College email account and are expected to check email messages daily. It is the supervisor’s responsibility to submit a Request for Technology for an employee network/email account.

2. **Use of Personal Devices:** Spoon River College provides access to internet, network computers, and telephones on all campuses. All employees are able to use these services and devices to perform their job. As such, use of any personal devices, personal internet, and/or personal data is strictly voluntary and not eligible for compensation or reimbursement.

3. **Support of Personal Devices:** Information Technology Services is unable to support any personal computing and mobile devices due to wide variety of hardware and software available. It is a challenge and a liability due to unknown issues like manufacturing flaws, equipment age, damage caused by misuse, operating system corruptions, hardware incompatibility, etc.

4. **Purposes for Use of Technology, Wired Network, and Wireless Network Services:** Spoon River College grants user access to its technology and network services for educational and college-business purposes. If you are unsure whether an activity constitutes appropriate use, consult the Human Resources Office. Other approved uses of technology and network services are:
a. Toll-free Numbers: Spoon River College’s toll-free numbers are for business use only. The College pays a per-minute charge for each “800” call made to the College. Employees, students, and guests are not to give the toll-free number to individuals not using the number for college related business.

b. Costs Incurred: Users may be asked to reimburse the College for any costs incurred for personal calls, including personal calls that come into the College on the toll-free numbers or long distance calls. Users are prohibited from unauthorized use of the Spoon River College phone system for profit-making purposes.

5. Prohibited Acts: The use of Spoon River College technology, wired network, and wireless services for illegal or unethical acts or in violation of Spoon River College policy is strictly prohibited and subject to the discipline up to and including termination of employment. The examples listed are not exhaustive and may change from time to time as technology and applications change. If you are unsure whether any use or action is permitted, please contact the Chief Information Officer for assistance. Examples of prohibited acts include:

a. Seeking, accessing, viewing, submitting, transmitting, receiving, publishing, displaying, or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented or explicit, threatening, racially offensive, harassing, or illegal material.

b. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account (“cracking”). This includes accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, or probing the security of systems or networks.

c. Use of technology resources for personal or non-College business related purposes, including but not limited to playing online games, soliciting or lobbying for commercial ventures, personal, religious or political causes, outside organizations, or other non-job-related solicitations, downloading non-work-related files, or accessing information or communicating for personal use.

d. Unauthorized communication of personal information, such as home addresses, telephone numbers, Social Security numbers, or information protected by federal or state law of employees or students including but not limited to accessing, transmitting, receiving, or seeking unauthorized, confidential information or information protected by federal or state law about students or colleagues.

e. Sending messages or materials (pictures, internet links, etc.) that violate the Spoon River College anti-harassment policy.

f. Engaging in illegal activities or encouraging others to do so.
g. Downloading, transmitting, selling, or providing information determined to be confidential or proprietary to Spoon River College.

h. Unauthorized access of others’ folders, files, work, or computers. Intercepting communications intended for others.

i. Causing harm or damaging others’ property such as:
   - Downloading or transmitting copyrighted materials without permission; (Note: Even when materials on the network or the internet are not marked with the copyright symbol,© users should assume all materials are protected under copyright laws—unless explicit permission to use the materials is granted.)
   - Using another employee’s password;
   - Intentionally uploading and/or disseminating a computer virus, harmful component, or corrupting data; using software that is not licensed or approved by the Spoon River College IT Office.

j. Jeopardizing the security of the network or by disclosing or sharing passwords.

k. Accessing or attempting to access materials that contain illegal information or are in violation of Spoon River College anti-harassment policy.

l. Engaging in non-Spoon River College work-related activity during working hours.

m. Installation of software on any Spoon River College computer or network without prior approval from the Chief Information Officer or Director of Technology Services.

6. **Abuse of Privileges/Policy Violation/Discipline:** Abuse of privileges and any policy violation or violation of regulations affecting this policy may result in revocation system access and/or disciplinary action per the College’s discipline policy. Users may also be held personally liable for any violations of this policy.

7. **Personal Responsibility:** By accepting account passwords and using Spoon River College’s communication equipment, network, e-mail system and internet access, user agrees to adhere to this policy. Additionally, user agrees to report any observed or misuse of same to the Human Resources Office.

8. **Privacy and College Rights:** The College’s technology, wired network, and wireless services are Spoon River College property. Additionally, all communications sent or received on these devices are and remain the property of Spoon River College. Network and e-mail services, along with college provided internet access are provided as tools to use in conducting the College’s
business. *Spoon River College reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the network, e-mail and history of internet access.* This includes any and all materials, files, information, software, links, communications, and other content transmitted, received, or stored in connection with this usage. All such information, content, and files are the property of Spoon River College and users should have no expectation of privacy regarding them. The IT or Human Resources Offices may review files and intercept communications for any reason, including but not limited to, maintaining system integrity and ensuring employees are using the system in a manner consistent with this policy.

9. **Wireless Service Expectations:** The College wireless network is intended as a supplement to the wired network and for use with portable electronic devices; it is not intended to be a user’s sole connection to network or online resources. The wireless network should not be expected to provide the same quality of service as the College’s wired network infrastructure. When reliability and performance are critical, college wired network infrastructure should be used. For critical online tasks it is recommended to use reliable wired desktop computing devices.

10. **Responsibility of Enforcement:** All supervisors are responsible to enforce this policy. Also, employees who discover a violation of this policy shall notify their supervisor, the Human Resources Office or the Chief Information Officer (CIO).

11. **Confidentiality:** Employees who have access to confidential information about Spoon River College, its employees, students, or donors may communicate confidential information to employees on a need to know basis with advanced approval of the Dean of Student Services (students), the Human Resources Director (employees) or the Foundation Director (donors). Such e-mail correspondence should be marked “Confidential.”

12. **Temporary Removal of Confidential Information from Campus:** Removal of confidential and sensitive information from college premises is prohibited.

13. **Transmitting e-mail to “everyone:**” Employees are expected to limit the use of broadcast e-mail and “reply to all” and effectively use e-mail lists in order to help reduce the amount of internal Spam.

14. **Retention of electronic files:** Please refer to the College’s Record Retention and Disposal policy regarding retention of electronic files (including email and archived files).

**PROCEDURE(S):**

1. **Request for Electronic Device and Service Access:** It is the supervisor’s responsibility to complete the *Technology Request Form* (located on S:\Forms Printable) for every new employee
or any current employee where a change in access is required. The IT Office will make every effort to ensure set up within two working days of the request.

2. **Request to Remove Electronic Device and Service Access:** Within five (5) days of a planned termination, the employee’s supervisor must complete the Technology Exit Form (located on S:\Forms Printable). The IT Office will disable network and email access at the end of the last working day as indicated on the completed form. **Within 30 days of termination, the employee’s email account will be removed from the system.** All files associated with the accounts will be saved to CD and given to the supervisor.

3. **Training:** Supervisors or module managers are responsible to train employees or to request employee training of technology and location of network drive(s). Upon request of the supervisor, the IT Office provides the new employee username and password. The new employee is required to change their password immediately after the first network access.

4. **Report of Missing / Stolen Data:** Missing and/or stolen data must be reported immediately following the same procedures of missing/stolen college property / equipment. Timeliness of reporting missing and/or stolen data is vital as to ensure the protection of both the College and individual employee’s personal data.
POLICY: All employees are expected to immediately follow appropriate procedures to report any suspected vandalism or theft incidents at any College site. Further, it is expected that all employees having knowledge of an incident shall cooperate with any external investigation conducted by law enforcement or any internal investigation that is conducted.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. The Vice President contacts local authorities to report theft or vandalism. The College generally seeks prosecution of any individual suspected of theft or vandalism.

2. Please refer to the Records Retention Policy regarding the retention of related Incident Report Forms.

PROCEDURE(S):

1. Any individual that notices or suspects that something has been stolen or vandalized should immediately contact the President, the Vice President, or the Directors of the Havana, Rushville, or Outreach sites.

2. The employee reporting the incident must complete a written Incident Report, located at S:\SRCInfo\Forms-Printable before the end of the workday.

3. The individual receiving the report or designee may request an interview with any witnesses and may have pictures taken of vandalized.

4. If appropriate, an area in which an incident has occurred may be secured for further investigation.
**POLICY:** It is the policy of Spoon River College to seek volunteers periodically for college sponsored events or for assistance with other college related functions or activities. Spoon River College recognizes that volunteers participate in these events of their own volition, without promise, expectation or receipt of compensation for services rendered, and we sincerely appreciate the generosity of individuals who donate their time in support of the College.

**SCOPE:**

This policy applies to all Spoon River College volunteers.

**DEFINITIONS:**

*Volunteer:* For the purpose of this policy, a volunteer is any individual providing assistance for a college related function or activity of their own volition and without employment or compensation.

**DETAILS:**

1. Spoon River College does not carry or maintain, and expressly disclaims responsibility for providing any health, medical, disability or workers compensation coverage for volunteers.

2. Spoon River College will not be responsible for any injury, illness, or damages to personal property except as provided by law.

3. Volunteers are required to sign a Volunteer Liability Release Form prior to volunteering.

4. Volunteers may be subject to a criminal background check.

5. College employees may not volunteer to perform the same type of services for which they are employed without the approval of their immediate supervisor.
POLICY: It is the policy of Spoon River College to comply with the Higher Education Opportunity Act of 2008 and amended provisions and the Higher Education Act of 1965 which (as a condition of participation in any Title IV and other HEA programs) requires a written plan in place to effectively combat the unauthorized distribution of copyrighted material by users of the College’s network without unduly interfering with the educational and research use of the network.

SCOPE:

This policy applies to all Spoon River College employees, students, and visitors.

DETAILS:

1. **Use of one or more technology-based deterrents:** Spoon River College uses the following technology to guard against unauthorized downloading and distribution of copyrighted materials:
   a. Network Access Control;
   b. Firewall (SonicWALL);
   c. Intrusion Detection and Prevention (SonicWALL).

2. **Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material:** Spoon River College uses the communication mechanisms below to educate and inform students about appropriate and inappropriate use of copyrighted materials.
   a. Student Handbook;
   b. Student Code of Conduct;
   c. Computer Usage Policy; and
   d. Student E-mail and Posted Disclosures.
   e. Library Webpage and Library Guide

3. **Procedures for handling unauthorized distribution of copyrighted material:** Spoon River College considers the unauthorized distribution of copyrighted materials through the College computer network and hardware as a violation of the College’s Student Code of Conduct and Technology and Network Services (Use of) Policy. Appropriate formal adjudication procedures are generally applied to each accusation of misconduct and sanctions are imposed when it has been determined that College policy was violated.

4. **Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network:** Annual reviews to assess the effectiveness of the plan are conducted by the Chief Information Officer and the Dean of Student Services. Data collected from the current academic year is used for the assessment.
POLICY: It is the policy of Spoon River College to protect its image, enhance its brand, guard proprietary information, require appropriate use of College technology and network resources, and restrict employee activities that may violate law or college policy.

Since this arena on the web is constantly growing and evolving, the resources provided here will expand based on institutional needs. For more assistance with social media, please contact the Marketing Office at (309) 649-6255 or by e-mail at marketing@src.edu.

SCOPE:

This policy applies to all Spoon River College employees, students, and visitors.

DEFINITIONS:

Social media: Social media includes, but is not limited to, blogs, wikis, social networks collaborative professional space, and e-mail.

DETAILS:

1. **Violation of this Policy**: Abuse of privileges and any policy violation or violation of regulations affecting this policy may result in revocation of system access and/or disciplinary action per the College’s discipline policy. Users may also be held personally liable for any violations of this policy.

2. **Compliance with the Law and Spoon River College Policies**: Employees and volunteers are expected to comply with the College’s Core Values and the College’s Technology and Network Services, Identify Theft Prevention, Diversity, and Ethics policies as well as all federal laws, including, but not limited to Anti-Harassment, Equal Employment and Non-Discrimination, FERPA, HIPPPAA and Title IX. In addition, employees are expected to comply with general use guidelines when using social media for specific job-related tasks during the course of employment with Spoon River College. Employees are responsible (liable) for anything they post to social media sites.

3. **General Rules for all Social Media Sites, Including Personal Sites**:
   a. **Use at your own risk**: Employees and volunteers recognize that they use social media at their own risk. The College assumes no responsibility or liability for social media activity by employees or volunteers that is not approved and/or coordinated through the Marketing Office.
   b. **Protect confidential and proprietary information**: Do not post confidential or proprietary information about Spoon River College, students, employees, or alumni. Employees who share confidential information do so at the risk of disciplinary action or
4. **Representing Spoon River College on Social Media Sites:**
   a. **Contact the Marketing Office:** All departments, offices, clubs, organizations, etc. representing Spoon River College that have a social media page or would like to start one must contact the Marketing Office at (309) 649-6255 or by e-mail at marketing@src.edu for social media best practices to ensure all institutional social media sites coordinate with other Spoon River College sites and their content.
   b. **Content manager:** All institutional pages must have a full-time appointed employee who is identified as being responsible for content. Ideally, this should be the unit head of the department.
   c. **Classroom activities:** Classroom activities that involve the use of the social media should follow the guidelines established only when such material is visible beyond the confines of the virtual classroom.
   d. **Accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the College in any capacity.
   e. **Maintain transparency:** Disclose your identity or that of the institutional unit. Use real names of people and official names of institutional units. For the latter, indicate that the social media site or presence is maintained by the department as the sole official account in the community.

c. **Copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the College.

d. **Identify your views as your own:** If you identify yourself as a Spoon River College faculty or staff member on a personal site, it should be clear that the views expressed are not necessarily those of the institution.

e. **Don’t use Spoon River College logos for endorsements:** Do not use the SRC logo or any other college images or iconography on personal social media sites. Do not use SRC’s name to promote a product, cause, or political party or candidate.

f. **Respect college time and property:** College computers and time on the job are reserved for college-related business as approved by supervisors and in compliance with the College’s *Technology and Network Service (Use of) Policy*. 
f. **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the College and its institutional voice.

g. **Acknowledge who you are:** If you are representing Spoon River College when posting on a social media platform, acknowledge this. It should be clear that the views expressed are not necessarily those of the institution.

h. **Protect the institutional voice:** Posts on social media sites should protect the College’s institutional voice by remaining professional in tone and in good taste. No individual SRC department should construe its social media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

i. **Avoid commentary about other schools:** Avoid sharing your opinion about another institution on the SRC-affiliated social media site.

j. **Avoid controversial topics:** In social media, users are apt to post comments and start dialogue that has little to do with the post in question. If the matter in question involves a topic that can easily ignite debate (for example: politics or religion), avoid it. College administrators of social media sites on Facebook and Twitter have been known to ask questions or post remarks about heated political items, and this can be misinterpreted as their taking a stance on the issue on behalf of the institutions they represent.

k. **Avoid jokes or comments that could be misinterpreted:** Page administrators should avoid posting any kind of message that could be misinterpreted as factual.
POLICY: It is the policy of Spoon River College that the Institutional Effectiveness Committee (IEC) provides a forum for college representatives to participate in the coordination and evaluation of data to determine institutional effectiveness based upon the criteria and critical success factors listed below.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. Criteria for Evaluating Institutional Effectiveness:
   a. Mission and Integrity
   b. Preparing for the Future
   c. Student Learning and Effective Teaching
   d. Acquisition, Discovery, & Application of Knowledge
   e. Engagement and Service
   f. Distance Education

2. Critical Success Factors:
   a. Accessible, Comprehensive Programs of High Quality
   b. Student Satisfaction and Retention
   c. Post Education Satisfaction and Success
   d. Economic Development and Community Involvement
   e. Sound, Effective Resources Management
   f. Dynamic Organizational Development

3. Composition of the Committee:
   a. The IEC is chaired by presidential appointment.
   b. The IEC consists of the following components:
      1) The following voted positions serving a two academic year term:
         • One faculty representative;
One classified representative;
Professional Support member(s) are represented by the Standing Committee Members;
Student representative(s) assigned on an ad-hoc basis;

2) The following standing members (or designee):
   - Vice President of Instruction and Student Services
   - Dean of Student Services
   - Dean of Career and Workforce Education
   - Dean of Transfer Education
   - Director of Business Services
   - Director of Human Resources
   - Chief Information Officer
   - Director, Adult and Outreach Education
   - Director, Canton Outreach Center

3) Resource experts (ad hoc): Representatives will consist of, but not be limited to, individuals from Enrollment Services, Financial Aid, Information Technology, Facilities, and Assessment Coordinator as deemed necessary by the committee chair.

4. Responsibilities of the Committee: The specific responsibilities of the IEC are as follows:
   a. Meet on a quarterly basis (or more often as deemed by the IEC chair).
   b. Use existing institutional data and additional evidence to inform its work.
   c. Make recommendations, based upon evaluation of data, for the development and/or revision of college policies and procedures, programs, or other initiatives that support the College’s mission and vision and the critical success factors indicated above.
   d. Forward IEC educational program and curriculum recommendations to appropriate governance committee.
   e. IEC lead and coordinate accreditation activities and reporting to the Higher Learning Commission (HLC).
   f. Forward IEC strategic plan recommendations to the College’s strategic planning team.
   g. Provide college-wide forums for the discussion of college outcomes and achievements.
   h. Subcommittees and/or ad hoc committees may be created and charged with specific duties and responsibilities as determined and defined by the IEC.
POLICY: It is the policy of Spoon River College to require that all employees, students and volunteers report suspected or actual occurrence(s) of illegal activities without retribution.

SCOPE:

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors and all other non-employees are expected to recognize and comply with this policy.

DEFINITIONS:

College Days: College Days or any references to "days" used in this policy will mean days in which the College is open for business.

Complainant: A person that reports an incident in good faith.

Respondent: A person accused of suspected or actual occurrence(s) of illegal or unethical events.

DETAILS:

1. Supervisors or other individuals in a position of authority who receive a report of suspected or actual occurrence(s) of illegal activities must immediately report the incident using the procedures below.

2. An individual may report a suspected violation on a requested confidential basis, keeping in mind that in the course of the investigation it may become necessary that the source of the complaint be identified.

3. An individual reporting an incident in good faith that was not done primarily with malice or to damage another or the organization shall receive no retaliation or retribution.

4. Anyone who retaliates against a complainant shall be subject to disciplinary action, including termination of employment or expulsion.

5. An individual who reasonably believes they have been retaliated against in violation of this policy shall follow the same procedures as they did when they filed the original complaint.

6. An individual is not required to prove the truth of an allegation, but is required to act in good faith. Any individual who does not act in good faith in reporting a suspected violation may be subject to disciplinary action, including termination of employment of expulsion or other legal means to protect the reputation of the institution.
PROCEDURE(S):

1. Individuals are required to promptly report suspected or actual occurrence(s) of illegal activities, in writing, to their supervisor, the Dean of Student Services (students), the Human Resources Director (employees), or the College President.

2. Upon receipt of a complaint, the Dean of Student Services and/or Human Resources Director shall review the complaint. Depending upon the nature of the complaint and any relevant facts and circumstances, the Dean and/or Human Resource Director may either: (1) initiate an investigation; and/or (2) provide the complaint to the appropriate law enforcement authorities. In the event the College conducts an investigation, it may provide a written report of the findings of the investigation and resolution of the issue. A copy of any such report will be provided to the Complainant, the President of the College, and the Board of Trustees Chair. Additional copies may be distributed to legal counsel, respondents, or law enforcement. In certain situations, the College may determine to provide the complaint to the appropriate law enforcement authorities and not conduct its own investigation.

3. Individuals witnessing a crime against person or property, such as assault, rape, burglary, etc. should immediately be reported to local law enforcement personnel. An Incident Report Form must be completed after incidents are reported to law enforcement personnel for completion of the federal Campus Security Report.
POLICY: It is the policy of Spoon River College (SRC) to require photo identification (ID) cards for all employees and students of the College in order to facilitate safety and security.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. The SRC ID Card is the property of Spoon River College. The Canton Learning Resources Center (LRC or Library), is responsible for the overall production and distribution of the official ID card for Spoon River College. The LRC staff adheres to this policy to govern the production and distribution of the SRC ID Card.

2. ID cards may not be transferred or altered.

3. All college employees are required to obtain and wear their ID card at all times while on campus. Failure to do so may result in disciplinary action. NOTE: The photograph on the identification card may be used for the College’s online employee directory; however, this photo will not be used for that purpose without the employee’s consent.

4. Students are required to carry their ID cards at all times while on campus.

5. Students must show their ID card upon request by Spoon River College officials performing their duties that identify themselves and state the reason for their request. Failure or resistance on the part of the student to produce a valid student ID may result in disciplinary action.

6. Unauthorized use warrants confiscation and/or disciplinary action.

7. Deactivating ID Cards:

   a. Accounts will be closed automatically when:
      1) A student is no longer a registered student; or
      2) After an employee’s last date of employment with the College;

8. Lost/Stolen ID Cards: Employees or students should contact the Canton LRC immediately at (309) 649-6208 if their card is lost or stolen. Although the initial card is free, the replacement fee for lost or stolen cards is $15.

9. ID Card Uses/Benefits: SRC ID Card provides the combined functionality of identification, and a library card all in one card.
a. Identification: The Official College Identification Card is required for all students and employees and may be used for identification in any of the following:
   1) As a common means by which departments can identify individuals. It is also used instead of a social security number (for example, student billing);
   2) To attend college events (for example, sporting events);
   3) To access to other college related functions.

b. Library Card: The barcode on the back of an ID card allows the card to also serve as an SRC library card.

10. SRC ID Disclosures:
   a. Card Holder Agreement (General Terms and Conditions): The following terms and conditions will govern the use of the SRC ID Card account:
      1) The SRC ID Card is an identification (ID) card used by SRC students and employees.
      2) Spoon River College reserves the right to change the account terms and conditions at any time. If a change reduces limits or restricts the account holder’s rights under the terms and conditions, the College will give at least twenty (20) calendar days’ notice by mail. However, if an immediate change is necessary for security reasons, the College may first make the change and then notify the account holder.
      3) Spoon River College reserves the right to utilize any and all data and images for official college business.
      4) To receive an ID card, individuals must be an active SRC student or employee.
      5) Use of the ID card constitutes acceptance of the policies contained within the cardholder agreement.

b. All individuals requesting a SRC ID Card must complete and sign a SRC ID Card Agreement Form. Completion of this form constitutes an acknowledgement of the card holder’s rights and responsibilities with respect to their official college identification card.

PROCEDURE(S):

1. Acquiring an SRC ID Card:
   a. Employees: Employees may acquire an SRC ID Card at the Canton or Macomb Campuses or at the Havana or Rushville Centers. New employees are required to acquire an ID card upon hire.
b. Students: At the beginning of each semester, the College will host events at each site where students will be able to get their first ID card. Throughout the semester, students can still obtain their SRC ID card at the following sites:

- Canton: LRC – 2nd Floor Centers Building
- Macomb: LRC-2nd Floor
- Macomb: Student Services Office
- Havana: Front Desk
- Rushville: Front Desk

Students must be admitted for the current semester in which they are requesting an ID.

c. All card applicants must provide one of the following acceptable forms of valid identification:

- State Issued Driver’s License
- State Issued ID card
- US Passport
POLICY: The employees of Spoon River College assist the College in meeting its mission of providing a quality higher education in a safe environment for its students. Students are assured that the relationships they develop with employees will always be built upon the highest ethical precepts of the educational profession. To that end, a fraternization policy has been established in order to promote efficient and fair operation of the College, to avoid conflicts of interest, misunderstandings, and complaints of favoritism, supervision problems, morale problems, questions regarding academic achievement, and sexual harassment.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Fraternization/Fraternizing: For the purposes of this policy, fraternization is defined as the act of engaging in a consensual romantic or sexual relationship, or having a spousal or familial relationship between individuals who occupy different levels of authority within the institution. Such a relationship can be said to occur when a party of higher status and/or power with explicit or implicit authority over or the power to reward or discipline misuses that power with respect to a party of lower organizational status and/or power.

Relative: A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Retaliation: Any adverse action taken against a person participating in a protected activity because of their participation in that protected activity.

DETAILS:

1. To ensure the activities of advising, mentoring, evaluation, and supervision of students or subordinates are conducted fairly, employees are prohibited from the following:
   a. Fraternizing with an employee with whom the employee has a current supervisory/subordinate relationship.
   b. Fraternizing with a student who is currently enrolled in the employee’s class(es).
   c. Fraternizing with a student who is currently a member of an athletic team or club/organization that is coached/advised by the employee.

2. Preexisting personal relationships, including those between relatives, may be eligible for exemption from this policy (See: Exemptions).
3. Some professionals employed by the College (e.g., counselors, nurses, childcare workers, etc.) may have more stringent professional standards that must be met for continued licensure and/or certification. This policy does not preclude or replace any guidelines published by a particular professional organization. Spoon River College expects its employees to abide by the guidelines of any professional organization in which they are members in addition to the standards set forth in this policy.

4. Platonic relationships that develop between employees and students must not breach our ethical standards or jeopardize the effective functioning of the College by giving the appearance of special treatment in the exercise of professional judgment. While fostering these relationships, faculty and staff members are expected to avoid conflicts of interest between their professional responsibilities and their relationships with those whom they supervise, evaluate, or exercise other relationships of power or authority.

EXEMPTIONS:

1. Upon request, Human Resources may grant exemptions to this policy if it determines that an otherwise prohibited relationship existed prior to the professional or academic relationship between the parties at the College and does not present a likelihood of abuse of power by or exploitation of either party. Potential exemptions could apply for, among others, spousal and parent-child relationships.

PROCEDURE(S) FOR REPORTING:

1. It is the responsibility of all Spoon River College employees to report suspected or known cases of fraternization.

2. In the event that fraternization arises or exists, the individual with the power or status advantage shall promptly notify his or her immediate supervisor. Failure to report such fraternization will result in disciplinary action.

3. An employee or student, who may become aware that fraternization exists between other employees or employees and students at the College, is encouraged to promptly report the situation to Human Resources and/or the College’s Title IX Coordinators.

4. Once fraternization is reported, an investigation will commence. If the investigation finds that the relationship is in breach of this policy, one or more of the following will occur:
   a. Applicants whose employment would give rise to fraternization with an employee of the College will not be hired for any position that creates such fraternization; or
   b. In cases where both individuals are employees of the College, one of the following will occur:
Employees will not be assigned or transferred to a department where such assignment or transfer creates fraternization; or

- The individual with the power or status advantage will be transferred or reassigned, if such a transfer or reassignment is in the interest of the College; or

- If transfer or reassignment of the individual with the power or status advantage is not in the interest of the College, then, if practicable, all supervisory, evaluative or other duties, the exercise of which can alter the terms and conditions of the other’s employment or educational opportunities, shall be transferred to another supervisory employee of equal or greater power or status; or

- If the transfer or reassignment of the individual with the power or status advantage is not in the interest of the College and the transfer of the referenced duties is not practicable, the individual with the power or status advantage shall be asked to resign effective on a date determined by the College and if such resignation is not given, the individual shall be terminated.

c. In cases between an employee of the College and a student who is currently in a subordinate relationship to the employee, through supervisory, advisory, and/or instructional arrangements, the employee of the College will face disciplinary action as outlined in the College’s existing Progressive Discipline policy (See: Policy 3.5.13).

5. The College prohibits retaliation against individuals because they have reported conduct that they reasonably and in good faith believe to give rise to a violation of this policy or because they have made a complaint regarding such fraternization. Retaliation against an individual for alleging fraternization is a serious violation of College policy and will be treated as a possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinators and will be promptly investigated. Spoon River College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

6. Any person making a knowingly false accusation regarding a violation of this fraternization policy and procedure may be subject to disciplinary action.
POLICY: It is the policy of Spoon River College (the “College”) to comply with the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973, and Illinois law in regard to the use of service animals for both short-term and long-term students and visitors.

SCOPE: This policy applies to the College’s students and visitors.

DEFINITIONS:

Service Animals: The Americans with Disabilities Act (ADA) defines service animals as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Service animals are animals trained to assist people with disabilities in the activities of normal living.

a. The service animal is required because of a disability and the service animal has been trained to do specific work or tasks related to the disability.

b. As of March 15, 2011, only dogs and miniature horses are recognized as service animals under Titles II and III of the ADA.

Non-Service Animals: The Department of Justice (DOJ) indicates that the following animals are not considered service animals under the ADA and ADAAA:

a. Animals that serve solely to provide a crime deterrent effect
b. Emotional support, comfort or companionhip animals.

Comfort animals: Comfort animals are not covered by the ADA. They fall under the Fair Housing Act (FHA) and the U.S. Department of Housing and Urban Development regulations.

Pets: Pets are not allowed in any campus buildings under the College’s policy.

DETAILS:

1. Service Animals on Campus:

a. Students using a service animal on campus are encouraged to voluntarily contact the Disability Support Services Office to register their dog and discuss any accommodations appropriate to the functional limitations of their disability. This voluntary process may be helpful in the event that a problem arises that the handler needs assistance with or in an
emergency situation including, but not limited to emergency evacuations. The student is under no obligation to register their dog with the Disability Support Services Office.

b. Faculty or staff using a service animal on campus should first contact the Office of Human Resources to request a reasonable accommodation. The process for requesting a service animal as a reasonable accommodation will be similar to any other request for an accommodation. See Discrimination and Harassment policy on page 3.

c. Although, the College may modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability in any area available to the general public, modifications need not be made if: (1) the modifications would fundamentally alter the services, facilities, etc. provided by the College; (2) the modification results in a direct threat to the health or safety of others; or (3) modifications would cause undue financial or administrative burden to the College.

2. Responsibilities of the Handler/Partner:

a. The service animal must be under the control of its handler. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s effective performance of work or tasks or the individual’s disability prevents using these devices. In that case, the handler must maintain control of the service animal through voice, signal, or other effective controls.

b. While it is not required, it is suggested that service animals wear a vest to be easily identified so that staff, students and visitors understand the animal is working and is not to be disturbed.

c. The handler is financially responsible for the actions of the service animal. These actions include bodily injury and/or property damage and handlers must take appropriate precautions to prevent injury and/or property damage. Any damage to College property caused by the service animal, above and beyond normal maintenance cleaning, will be charged to the handler’s student account.

d. At all times, the cost of care and maintenance of health and well-being of the service animal are the sole responsibility of the handler.

e. Service animals must meet all local, county, and state requirements regarding vaccinations and proper licensure.
f. The handler should ensure that the service animal does not disturb or disrupt normal academic or administrative functions.

g. Out of courtesy to others, as much as possible, the handler should ensure that the service animal does not approach and sniff other individuals, dining tables, or the personal belongings of others. It is the handler’s responsibility to assure that the service animal does not display behaviors or noises that are deemed disruptive to others, unless said noise/behaviors are part of the needed disability service to the handler.

h. The handler must assure that the service animal does not block identified fire/emergency exits.

i. Waste cleanup is the sole responsibility of the handler. If the handler is not physically capable of cleaning up after the service animal, the handler must provide or hire someone who is physically capable and incur the cost of such hire if necessary. Service animal waste cleanup should include appropriate waste clean-up equipment and proper disposal of waste in an appropriate container such as an outside receptacle (i.e. dumpsters, trash receptacles).

3. **Responsibilities of the Office of Disability Services:**

   a. The Office of Disability Services may only ask: (1) if the service animal is required due to a disability and (2) what task or work the animal has been trained to perform, if it is not readily apparent that the animal is trained to do work or perform tasks for an individual with a disability. Thus, if it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability, the Office of Disability Services or any other representative of the College cannot ask either of those two questions.

   b. Collect and keep on file evidence of State, county, or local dog licensing and current health certificates/vaccinations.

   c. Notify appropriate personnel/campus offices of the animal and handler/partner.

   d. Provide guidelines to the campus for appropriate interaction with the animal.

4. **Responsibilities for Others in the Spoon River College Community - Faculty, Staff, Students, and Visitors:**

   a. Allow a service animal to accompany the handler/partner at all times and everywhere on campus.
b. Do not pet a service animal; petting a service animal when the animal is working distracts the animal from required tasks.

c. Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

d. Do not deliberately startle a service animal.

e. Do not separate or attempt to separate a partner/handler from his or her service animal.

f. College personnel may not ask about the reason for the service animal; the nature of the owner’s disability and/or medical/mental health condition; request medical documentation of disability and/or medical/mental health condition; or ask that the service animal demonstrate its ability to perform the work or task. The only inquiries that can be made with respect to the service animal are limited to those inquiries provided for in Section 3(a) above.

5. **Circumstances which may require the removal of a service animal from Spoon River College property:**

a. The service animal is out of control and the handler does not take effective action to control it. If improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any college facility until the handler can demonstrate that she or he has taken significant steps to mitigate the behavior. The handler will first be given an opportunity to get the animal under control. If the disruption or disturbance continues, then the owner may be asked to remove the animal.

b. The service animal is not housebroken. It is the handler’s sole responsibility to ensure that the animal is taken outside to relieve itself and to dispose of waste material appropriately.

c. The service animal is a direct threat. A handler may be directed to remove an animal the College determines to be a substantial and direct threat to the health and safety of individuals, that cannot be decreased or terminated by altering policies or procedures, or by providing supplementary aid or resources. This decision to remove the service animal based on a direct threat will be made on an individualized evaluation of the situation.

d. If the service animal would fundamentally alter the nature of the College’s goods, services, programs, or activities provided to the public.
e. However, if a service animal is properly removed for reasons provided for in 5(a) – 5(b), then the individual needing the service animal must be permitted to obtain goods, services or accommodations without the service animal.
POLICY:

Spoon River College is committed to providing equitable access to digital materials, information technology, services, and the environments in which information technology is used.

SCOPE:

The policy applies to everyone who deals with any creative systems. These areas include websites, instructional materials, documents, electronic media, video and audio content, or software and hardware systems.

Individual Web pages published by students, employees, or non-institution organizations hosted by the College, but that do not conduct College-related business are outside the scope of this policy.

DETAILS:

1. **Responsibilities:** All College administrators, faculty, and staff are responsible for ensuring equal and effective access to electronic and information technology to the greatest extent possible in accordance with the following practices:
   a. Implement and adhere to World-Wide Web Consortium (W3C) [Web Content Accessibility Guidelines (WCAG) 2.0](https://www.w3.org/WAI/WCAG20/) level A and AA.
   b. Follow the WCAG 2.0 level A and AA guidelines on all newly developed digital materials.
   c. Use hardware and software products that support universal design and access.
   d. Provide accessible technology-related work environments that accommodate all users.
   e. Use accessible tools and techniques in the creation of digital materials and communications.
   f. Provide captions and a transcript for any developed video files.
   g. Follow the Accessibility Timeline in order to revise course sections that adhere to the WCAG guidelines and Quick guide.
   h. Participate in ongoing training efforts to learn how to create accessible web content, convert documents and presentations to accessible formats, and promote accessible instruction.
   i. Contact the Coordinator of Online Services or the Director of Academic Support for assistance.
   j. In cases where Web content, Web applications, digital materials or services are not accessible, an individual with a disability may request that the Web content, Web application, digital material or service be made available in an accessible alternative format or that an equally effective accommodation be provided by the unit responsible for its provision and maintenance. The responsible unit must, upon receipt of the request, make accessible versions available to all users within a reasonable time period.
2. **Exceptions**: The Chief Information Officer (along with the ADA Compliance Committee) is responsible for interpreting the Digital Accessibility Policy and providing executive authority, with consultation as necessary, over all digital accessibility within the scope of this policy.

The following circumstances may qualify as exemptions from this policy:

a. Where compliance is not technically possible or may require extraordinary measures due to the nature or intent of the information resource, application or service, a request for exemption must be made.

b. Where compliance would result in a fundamental alteration of the information resource, application, or service, and not satisfy the original intent.

c. Where the product is not currently in compliance, but efforts are underway to fix the defects by a defined date.

3. **Contacts**: If you are unable to access digital materials:

a. Students who are receiving accommodations through the Office of disAbility Services should notify the faculty member and if not resolved, contact the Office of disAbility Services.

b. Students who are not receiving accommodations through the Office of disAbility Services should notify the faculty member and if not resolved, contact the academic Dean.

c. Faculty who need assistance with making digital materials accessible should contact the Director of Academic Support.

d. Staff and administrators who need assistance with making digital materials accessible should contact the Coordinator of Online Services.

e. Employees should notify their supervisor and if not resolved, contact Human Resources.

4. **Resources**:

a. [Disability Services](#)

b. [Accessibility laws](#)

c. [WCAG website](#)

d. SRC Quick Guide for Accessibility
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SECTION 5 - FACILITIES
SECTION 5 - FACILITIES
POLICY: Use of Spoon River College facilities for education purposes is priority. The use of college equipment or resources for personal business is forbidden without the express written consent of the President.

SCOPE:

This policy applies to outside constituents and not to College units or College sponsored programs.

DETAILS:

1. **College Technology and Network Services:** Please refer to the Technology and Network Services Policy in the *Policies and Procedures Manual*.

2. **Buildings and Grounds:** Any group or individual desiring to use the facilities or equipment such as classrooms, auditoriums, student common areas, the Community Outreach Centers, or the Spoon River College Conference Center must comply with the established guidelines for eligibility to use the College facilities outlined below.
   a. For profit, not for profit, and private parties within the Spoon River College district may rent Spoon River College facilities.
   b. Not for profit organizations provide proof of formal organization as a 501 (C) (3) group.
   c. Renters and visitors are required to provide proof of insurance and comply with the *Facility Use Guidelines*.
   d. Caterers are required to supply in advance, copies of the State of Illinois Department of Public Health certification of food service/sanitation and liability insurance coverage.
   e. The College reserves the right to reconsider the use of facilities by any group or individual.
   f. Full payment is due five (5) business days prior to the scheduled facility.
   g. Late or incomplete payments may result in the cancellation of the scheduled facility.

3. **Library / Learning Resource Center (LRC):** The LRC is open to all students, staff, and persons residing within the boundaries of the Spoon River College District. Non-residents of the district are also welcomed and encouraged to utilize the services of the Library (LRC).

   Any person desiring to use the LRC to check out materials must first secure a Library card from the circulation desk. Users are expected to assume full responsibility for all materials checked.
out in their name and must be willing to reimburse the Library for any loss or damage. All users are expected to abide by the regulations of the Library.

Since the primary responsibility of LRC is to serve the students and faculty of Spoon River College, all materials checked out by patrons are subject to recall if a student or instructor requests the material. The LRC reserves the right to restrict the use of certain materials patrons if there is a high instructional demand for such items.

4. The College reserves the right to remove any group or individual from its properties, if necessary.
SECTION 6 – BUSINESS & FINANCE
POLICY: Spoon River College requires that all persons in receipt of any type of cash for the College are responsible for the safe handling and security of those funds.

SCOPE:

This policy applies to all Spoon River College employees or students who handle cash receipts.

DEFINITIONS:

Cash: Currency, coin, and checks.

DETAILS:

1. Discrepancies / loss of funds: Discrepancies or loss of funds must be immediately reported to the Director of Business Services. Employees are not expected to make up shortages from their personal funds, nor are they to retain excess funds collected; however, loss of funds due to negligence of the employee may result in disciplinary action.

2. Securing cash: Cash receipts must be secured or attended to at all times. Daily receipts are maintained under lock when the custodian of those funds is away from the workstation. Funds are placed in a locked safe for overnight keeping.

3. Recording cash receipts: All cash should be turned in with a Spoon River College (SRC) Cash Receipts form, which should always indicate if the deposit is over or short by any amount for each day’s cash receipts. Receipts for deposit are turned into the Spoon River College Business Office Specialist on the Canton campus between the hours of 8:00 a.m. to 12:00 p.m. every day the College is open for business. Receipts are accepted at times other than the aforementioned by presenting the funds with deposit information to the Accountant, the Accounts Payable Specialist, or the Director of Business Services.

PROCEDURE(S):

1. Student Tuition and Fees Cash Receipts (Canton Campus):
   a. At the end of every business day, every Spoon River College employee with an open computer cash drawer reconciles the cash drawer and prints the computer screen listing the daily cash totals.
   
   b. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.
   
   c. The computer listing and the daily receipts are placed in an envelope and put in the Admissions/Student Accounts safe for overnight keeping.
d. Once balanced, the receipts, computer listing, and SRC Cash Receipt form are given to the Business Office Specialist for verification. Verification takes place prior to 10:00 a.m.

e. The Business Office Specialist verifies the cash total, signs the SRC Cash Receipt form, and gives a copy of the form to the respective employee for record keeping purposes.

f. The Business Office Specialist prepares the weekly receipts from the Canton Campus for bank deposit.

g. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

2. **Student Tuition and Fees Cash Receipts (Macomb Campus):**
   a. At the end of every business day, every Spoon River College employee with an open computer cash drawer reconciles the cash drawer and prints the computer screen listing the daily cash totals.

b. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.

c. The computer listing and the daily receipts are placed in an envelope and put in the Spoon River College Macomb Campus safe for overnight keeping.

d. Once balanced, the receipts, computer listing, and SRC Cash Receipt form are placed in a locked bag and sent via intercampus mail to the Canton Campus Business Office.

e. The Business Office Specialist verifies the cash total, signs the SRC Cash Receipt form, and gives a copy of the form to the respective employee for record purposes.

f. The Business Office Specialist prepares the weekly receipts from the Macomb Campus for bank deposit.

g. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

3. **Student Tuition and Fees Cash Receipts (Community Outreach Centers):**
   a. Employees at the Community Outreach Centers may collect cash payments for tuition and fees from students.

b. A paid receipt is given to the student upon receipt of the payment.
c. The cash payments are entered into the computer system by the Senior Office Assistant.

d. At the end of every business day, Senior Office Assistant reconciles the cash drawer and prints the computer screen listing the daily cash totals.

e. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.

f. The computer listing and the daily receipts are placed in an envelope and put in the Community Outreach Centers safe for overnight keeping.

h. Once balanced, the receipts, computer listing, and SRC Cash Receipt form are delivered to the Business Office Specialist for verification, either personally or in a locked bag by intercampus mail.

i. The Business Office Specialist prepares the weekly receipts from Community Outreach for bank deposit.

j. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

4. **Student Tuition and Fees Cash Receipts (Rushville Center):**

a. At the end of every business day, every Spoon River College employee with an open computer cash drawer reconciles the cash drawer and prints the computer screen listing the daily cash totals.

b. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.

c. The computer listing and daily receipts are placed in an envelope and put in the Spoon River College Rushville Center safe for overnight keeping.

d. Once balanced, the receipts, computer listing, and SRC Cash Receipt form are placed in a locked bag and sent via intercampus mail to the Canton Campus Business Office.

e. The Business Office Specialist prepares the weekly receipts from Rushville for bank deposit.

f. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.
5. **Student Tuition and Fees Cash Receipts (Havana Center):**
   a. At the end of every business day, every Spoon River College employee with an open computer cash drawer reconciles the cash drawer and prints the computer screen listing the daily cash totals.
   
   b. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.
   
   c. The computer listing and the daily receipts are placed in an envelope and put in the Spoon River College Havana Center safe for overnight keeping.
   
   d. Once balanced, the receipts, computer listing, and SRC Cash Receipt form are given to the Havana Center Director for verification. Verification takes place prior to 10:00 a.m.
   
   e. The Havana Center Director verifies the cash total, signs the SRC Cash Receipt form, and gives a copy of the form to the respective employee for record purposes.
   
   f. The Havana Center Director prepares the total prior week’s receipts for bank deposit.
   
   g. The Havana Center Director delivers the bank deposit to the appropriate Havana bank.
   
   h. The computer screen listings, and daily cash receipt forms are forwarded to the Business Office Specialist, at the Canton Campus, via inter-campus mail.
   
   i. Once a month, the total deposits for the Education and Auxiliary Funds are totaled and a check for each total is remitted from the Havana account to Spoon River College.
   
   j. The Business Office Specialist prepares the monthly receipts from Havana for bank deposit.
   
   k. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

6. **SRC Bookstore Sales (Canton Campus):** The Spoon River College Bookstore is authorized to retain $500 to be used as change in the cash register drawer. This amount may need to be increased during each semester cash refund period. Funds retained during the week are placed in the Bookstore safe outside of the Spoon River College Bookstore operating hours.
   
   a. At the end of each business day, bookstore employees reconcile the cash register.
   
   b. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.
c. The computer listing and the daily receipts are placed in bank bag is put in the Spoon River College Bookstore safe for overnight keeping.

d. By 10:00 a.m. the following business day, the bank bag is delivered to the Business Office Specialist.

e. The Business Office Specialist verifies the cash total, signs the SRC Cash Receipt form, and gives a validated copy of the form to the bookstore employee.

f. The bookstore employee attaches the validated SRC Cash Receipt form to the cash register tape and files for audit records.

7. **SRC Bookstore Change Fund (Canton Campus)**: The Spoon River College Bookstore is issued a $1,000 change fund for the purpose of making change for the cafeteria and bookstore. Personal checks may not be written for cash. An ATM is located on campus in the student lounge area in the lower level of Centers for employees who need cash.

8. **SRC Bookstore Sales (Macomb Campus)**: The Macomb Bookstore is authorized to retain $500 to be used for change in the cash register drawer. Funds retained during the week are placed in the Macomb Business Office safe outside of the Macomb Bookstore hours of operation.

a. The SRC Bookstore on the Macomb Campus closes-out the cash register at minimum of once a week, counts monies received, and completes the SRC Cash Receipt form.

b. The Macomb Campus Assistant gives the receipts and the completed SRC Cash Receipt form to the Macomb Campus Senior Office Assistant.

c. The Macomb Campus Senior Office Assistant verifies the cash total, signs the SRC Cash Receipt form, and gives a copy of the form to the Campus Assistant for record keeping purposes.

d. The cash register tape and a completed SRC Cash Receipt form are forwarded to the Business Office Specialist at the Canton Campus via inter-campus mail.

e. The Business Office Specialist prepares the weekly receipts from the Macomb bookstore for bank deposit.

f. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.
9. **Cafeteria Daily Cash Receipts Policy (Canton Campus):** The Spoon River College Café is authorized to keep $100 from daily receipts to use for change in the cash register drawer. Employees transporting receipts to the Business Office Specialist must obtain receipt validation prior to leaving the Business Office.
   a. At the end of each business day, cafeteria employees reconcile the cash register.
   b. The SRC Cash Receipt form is completed and placed with the daily receipts in a bank bag.
   c. The bank bag is placed in the Spoon River College Bookstore safe for overnight keeping.
   d. By 10:00 a.m. the following business day, the bank bag is brought to the Business Office Specialist.
   e. The Business Office Specialist verifies the cash total, signs the SRC Cash Receipt form, and gives a validated copy of the form to the cafeteria employee for audit records.
   f. The cafeteria employee attaches the validated SRC Cash Receipt form to the cash register tape and files for audit records.
   g. The Business Office prepares the weekly receipts from the cafeteria for bank deposit.
   h. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

10. **SRC Diesel Technology Repair Receipts:** Payments for diesel tractor repairs are made upon completion of the repairs and prior to releasing the equipment to the owner.
   a. When a faculty member receives a payment, they date and sign the repair work order to show receipt of the payment.
   b. A copy of the work order is given to the customer for record keeping purposes.
   c. The payment is attached to the two copies of the work order and is delivered to the Business Office Specialist.
   d. The Business Office Specialist verifies the payment amount, dates and signs the work order copies, and gives a copy of the work order to the faculty for record keeping purposes. When the customer makes a payment directly to the Business Office, the Business Office Specialist dates and signs the work order and gives the customer two validated copies. The customer retains one copy of the work order for record keeping purposes and presents the other copy to the repair area for release of equipment.
e. The Business Office Specialist prepares the weekly bank deposit for the auxiliary fund.

f. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

11. **SRC Student Organizations and Fund Raising Cash Receipts**: All funds received by SRC student organizations and SRC fundraising events are deposited with the Business Office Specialist.
   
a. Receipts for fundraising are submitted to the Business Office Specialist at the end of the fundraising event.

b. Each deposit is accompanied by a completed SRC Cash Receipt form.

c. The Business Office Specialist verifies the cash total, signs the SRC Cash Receipt form, and gives a copy of the form to the patron for record keeping purposes.

d. The Business Specialist prepares the weekly bank deposit for the auxiliary fund.

e. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

12. **Vending Machine Cash Receipts Policy**: 
   
a. All vending commission checks are sent to the attention of the Business Office.

b. The Business Office Specialist prepares the weekly bank deposit crediting the appropriate revenue account.

c. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

13. **SRC Foundation Receipts**: 
   
a. The SRC Foundation funds for deposit are brought to the Institutional Advancement Senior Office Assistant, who fills out the donation form for the gift, including the donor information, campaign, appeal and designation and forwards them to the Canton Business Office on a weekly basis.

b. The cash payments are entered into the computer system by the Business Office Specialist.

c. As gifts are cashiered every week, the Business Office Specialist reconciles the cash drawer and prints the computer screen listing the weekly cash totals.
d. The employee in receipt of the funds completes the SRC Cash Receipt form, which includes the employee’s signature.

e. The computer listing and the weekly receipts are placed in an envelope and put in the Canton Business Office Safe for safe keeping.

f. Once balanced, the receipts, computer listing, and SRC Cash Receipt form are given to the Business Office Accountant for verification. A completed foundation deposit form accompanies the funds.

g. All cash receipts must be kept in a secure location (i.e., the safe at the receiving location) until they have been deposited at the bank.

h. The Business Office Specialist verifies the deposit total, signs the deposit form, and returns a copy of the form to the patron for record keeping purposes.

i. The Business Office Specialist prepares the weekly bank deposit for the Foundation.

j. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.

14. **Miscellaneous SRC Cash Receipts:**

a. Miscellaneous cash receipts not previously noted above, such as Library / LRC fees, nursing tests, travel, or supply reimbursements are brought to the Business Office Specialist.

b. A completed SRC Cash Receipt form accompanies receipts.

c. The Business Office Specialist verifies the total cash, signs the SRC Cash Receipt form, and gives a copy of the form to the patron for record keeping purposes.

d. The Business Office Specialist prepares the weekly bank deposit.

e. The Director of Business Services or Accountant delivers the bank deposit to the appropriate bank.
15. **Petty Cash Funds**: The petty cash funds are used for the purchase of miscellaneous and incidental items of low value. All receipts for petty cash purchases are kept with the petty cash fund until the receipts are submitted for reimbursement. At any time, the Business Office may audit the petty cash fund, in order to verify that the total of the purchase receipts and cash balance equal the approved petty cash fund total. The establishments of all petty cash funds are first approved by the Vice President of Administrative Services.

a. To receive reimbursement for the petty cash disbursements, the purchase receipts are totaled and attached to a completed Spoon River College requisition form.

b. The completed requisition form is submitted to the Business Office for the processing of the reimbursement.
POLICY: Spoon River College has specific objectives for the collection process of college receivables. The Canton Business Office is accountable to follow the procedures listed in this policy.

SCOPE:

This policy applies to all Spoon River College Canton Business Office employees.

DETAILS:

1. The objectives of the College’s collection policy are:
   - To minimize the write-off of receivables;
   - To present students with proper and timely notification of their responsibilities and obligations;
   - To establish a set of progressive procedures designed to encourage students to pay their accounts.

PROCEDURE(S):

1. Students owing the College will not be allowed to register for any courses, nor obtain official transcripts until the account has been cleared. "Holds" are placed on all unpaid accounts prior to registration.

   Students with a hold may enroll in Community Education (CE) and Vocational Skills (VSK) courses if the student’s employer enrolls and pays for the CE or VSK course in advance.

2. Course and Fee Statements will be mailed to students with a remaining balance after all financial aid is posted.

3. If an account is not paid in full at the end of a semester, it will become past due and the following procedures will be followed:
   a. A second and final notice will be sent requesting payment in full by the end of the semester.

   b. Delinquent accounts will be submitted to the State of Illinois Local Debt Recovery Program for offset of state payments.
POLICY: The Spoon River College Diesel Technology Department provides tractor or other equipment repair using established procedures.

SCOPE:

This policy applies to all customers of the Spoon River College Diesel Technology Department.

DETAILS:

1. A service order is completed for all equipment brought to the Diesel Technology Department, listing the work to be done.

PROCEDURE(S):

1. Diesel Technology Department completes a service order form for each piece of equipment a customer brings in for repair. The service order form lists the customer name, address, phone, and email as well as the type of machine, year, make, model and serial number.

2. Diesel Technology Department assigns an identification tag to the repair unit.

3. The customer signs the repair agreement form before any work is completed, acknowledging that the labor is being performed at no charge by students under faculty supervision and releasing SRC from liability.

4. The Diesel Technology Department completes the service order form as work is completed.
   • Quantity, part number, vendor, and cost of parts used in the repair.
   • Cost of any outside work conducted at other facilities.
   • Cost of other materials used in the repair.
   • Any mileage incurred for parts retrieval or outside work.
   • A 10% shop fee is charged on the total of parts, outside work, materials, and mileage.

5. Diesel Technology Department verifies that the service order is complete.

6. Diesel Technology Department contacts the customer to inform them of the completed job and reviews the service order with the customer.

7. Diesel Technology Department provides customers with a service order invoice to pay. If no payment is due, the faculty should note this on the work order.

8. Customer remits payment to the diesel faculty before receiving property.
   a. The customer signs one copy of the service order and the repaired property.
b. The faculty files the faculty's copy of the service order. All service orders completed whether or not there are any costs, must be placed in the SRC file.

9. Diesel faculty submits the payments and copies of service orders to the Business Office. The Business Office Specialist will note "paid" on the service order, keep copy for file, and deposit funds into the appropriate revenue account. Funds will be deposited by the Director of Business Services or the Accountant at the appropriate bank.

10. If attempts to collect payment by faculty are unsuccessful, the Business Office will send past due letters to attempt to collect the debt. If the Business Office is unsuccessful, the Business Office will send the matter to the College attorney.
POLICY: The College disposes of unneeded assets in accordance with the Illinois Public Community College Act. The Act states in Section 103-41 that the Board has the power, “To sell at private or public sale any personal or real property belonging to the district and not needed for community college purposes.”

SCOPE:

This policy applies to all Spoon River College employees and any individual interested in obtaining unneeded assets of the College.

DETAILS:

1. Unneeded College assets are disposed of in one of the following manners:
   a. Private Sale: A private sale is based on administrative research. Private sale may be a sealed bid or direct sale when deemed in the best interest of the institution.
   b. Direct Sale: A direct sale is for items having limited resale market and of interest to only a single vendor.
   c. Public Sale: A public sale includes an auction or pre-priced sale. Employees of Spoon River College may participate in the public sale.
   d. Donation: A donation includes donating materials to another non-profit organization.
   e. Salvage: Salvage is items taken to a “junk yard” for salvage value.

2. Periodically, the Director of Facilities will solicit the collection of unneeded assets. At that time and throughout the year, the Vice President may identify items for surplus by sending an e-mail to the Director of Facilities indicating the following:
   a. Description, quantity, location, and condition.
   b. The donor clearly marks the items as "surplus" with durable tape. The maintenance staff removes the items from the donor's site.

3. Periodically, the Director of Facilities circulates a list of usable items to the Vice President for possible reassignment. Items not reassigned are disposed of per the above guidelines. Notice of a public sale is published internally and throughout the College district.

4. Buyers are required to remove items from the sale location promptly.
POLICY: All expenditures of College funds must be pre-authorized. Goods and services supplied to the College by outside vendors must be procured by a college purchase order. Unauthorized expenditures are not reimbursed and are strictly the responsibility of the individual. Spoon River College uses the purchasing module in the College’s administrative system for acquiring goods and services.

SCOPE:

This policy applies to all Spoon River College employees.

DETAILS:

1. **Expenditure Authorization:** Employees must contact their supervisor or the Business Office for the appropriate procedure for obtaining expenditure authorization.

2. **Tax Exempt Status:** Spoon River College is a tax-exempt institution; therefore the College generally does not pay taxes on any purchase. If a vendor requires a copy of the College’s tax-exempt certificate, please contact the Business Office.

3. **Employee Responsibilities:** All expenditures of funds for goods and services must be documented by a purchase order processed prior to securing the goods and services. Goods and services received but not approved through the purchase order process are the liability of the person(s) making the original commitment and not the responsibility of the College.

   An employee assumes personal liability for making a purchase without following the proper procedures.

4. **Recycled Products:** In accordance with 2 C.F.R §200.322, Spoon River College does not discriminate against the procurement of products with post-consumer recycled-content. Products with the highest amount of post-consumer recycled-content are procured whenever cost, specifications, standards, and availability are comparable to products without post-consumer recycled-content.

5. **Small and Minority Businesses:** Spoon River College takes all steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

6. **Purchase Orders:** The purchase order makes possible the proper encumbering and charging of goods and services against the correct budget accounts. Additionally, there is better control over solicitation, acquisition, returns and vendor reimbursement by strict use of this system.

   A purchase order is issued to the vendor by the SRC Business Office only after receipt of a properly authorized purchase requisition. All purchase requisitions must be approved by the appropriate administrator and the Vice President. Instructions for completing a purchase order...
requisition are available from the Business Office. College employees must use prudence in acquiring goods and services and in recommending vendors. A primary goal of the College is to obtain maximum value for goods and services for each dollar expended.

The recommended purchase of technology will be reviewed by the Chief Information Officer and office furniture requests will be reviewed by the Vice President to insure compliance with established college standards. The purchase of printed matter and printing services must be approved by the Director of Marketing to insure compliance with college and regulatory agency guidelines.

7. **Standing Purchase Orders:** Standing purchase orders may be issued for the purchase of similar items from the same vendor. The purpose of the standing purchase order is to eliminate the necessity for the issuance of separate purchase orders for frequent or recurring purchases from a vendor.

Generally, standing purchase orders should be issued each July 1 to be used for the entire fiscal year. The standing purchase order will list a general description of the item to be purchased and the total maximum dollar amount that can be used throughout the fiscal year.

As purchases are made against the standing purchase order, the requester will forward the purchasing invoice to the Business Office with the standing purchase order number listed on the invoice. The invoice should be signed and dated to verify to the Business Office the receipt of the goods purchased and that payment can now be made on the invoice.

The requester must maintain a record of the purchases made against the standing purchase order to ensure they do not exceed the amount approved for purchases. If at any time during the fiscal year the encumbrance for the standing purchase order has been used in full, then a new standing purchase order must be processed for the remainder of the fiscal year if additional purchases must be made from the vendor.

All standing purchase orders are closed as of May 31 thus releasing any remaining encumbrances.

8. **Purchases Using Federal Funds:**
   a. **Less Than $3,000:** In accordance with 2 C.F.R §200.320, micro-purchases under $3,000 will require the requester to recommend a vendor or provider of services. Care should be exercised to avoid perceived conflicts of interest and in all situations the determination of vendor or supplier should be based on the benefit to the College.
   
   b. **Exceed $3,000 and Are Less Than $150,000:** In accordance with 2 C.F.R §200.320, small purchases between $3,000 and $150,000 require the requester to secure comparative quotes, preferably from a minimum of three vendors. The request for quotes is used to
obtain supplier commitments for specific items. This process is most often used when specific desired items are known. The purchaser selects the items and a reasonable number of suppliers and requests a quote for not only price, but also such requirements as quantity, quality, delivery, and service. All such quotes should be requested in writing.

c. **Equaling or Exceeding $150,000:** In accordance with 2 C.F.R §200.323, Spoon River College will perform a cost or price analysis in connection with all purchases over $150,000. Independent estimates will be made before receiving bids or proposals.

In accordance with 2 C.F.R §200.320, purchases equaling or exceeding $150,000 should be obtained using either of the following two methods.

1) Sealed bids that are publicly solicited. A firm fixed price contract is then awarded to the bidder who bid, conforming with all material terms and conditions of the invitation to bid, lowest in price.

2) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when the conditions are not appropriate for sealed bids.

9. **All Other Purchases:**

a. **Less Than $25,000:** For purchases under $25,000, the requester will be recommending a vendor or provider of services. Care should be exercised to avoid perceived conflicts of interest and in all situations the determination of vendor or supplier should be based on the benefit to the College.

b. **Equaling or Exceeding $25,000:** Purchases over $25,000 require the requester to secure comparative quotes, preferably from a minimum of three vendors. The request for quotes is used to obtain supplier commitments for specific items. This process is most often used when specific desired items are known. The purchaser selects the items and a reasonable number of suppliers and requests a quote for not only price, but also such requirements as quantity, quality, delivery, and service. All such quotes should be requested in writing.

10. **Board Approval for Purchases:** All purchases for goods of services equal to or exceeding $25,000 require Board of Trustees approval prior to issuing a purchase order. Requesters should anticipate the time requirement to secure Board approval. If an expenditure exceeding $25,000 must be made because of an emergency as defined in the Illinois Community College Act, the President will endeavor to communicate with the trustees as soon as possible. Such emergency expenditures require ratification by the Board.
Exceptions to the bidding law are contracts or services of individuals requiring a high degree of professional skill such as auditors, insurance consultants, architects, and telecommunication and computer equipment.

Requesters anticipating purchases of $25,000 or more should contact the Business Office well in advance of the purchase to identify any exceptions to the bid requirement and to schedule a bid process.

PROCEDURE(S)

1. Requests for purchases must be submitted electronically in the College’s administrative system.
2. Requisitions will be approved electronically.
POLICY: Spoon River College reimburses representatives for approved travel expenses such as transportation, meals, and lodging when traveling on behalf of the College.

SCOPE:

This policy applies to all individuals eligible to seek reimbursement for travel from Spoon River College.

DEFINITIONS:

*Work location:* The location where the employee is scheduled to perform job-related duties on a given work day.

DETAILS:

1. **Commuting Expenses:** As a condition of employment, employees incur commuting expenses between their residence and work location (refer to definition of work location above). Employees will not be reimbursed for commuting expenses between residence and work location. When it is necessary for an employee to travel from one work location to another work location in a single workday, mileage between work locations will be reimbursed.

   For local business travel, mileage expenses, tolls, parking fees, or expenses associated with college business are reimbursable from work location and/or residence. However, if college-provided transportation is available (for example, a rental car) and offered to the employee and the employee chooses to drive their personal vehicle, then no reimbursement for mileage will be given to the employee.

   Scenario 1: Employee A is full time and regularly scheduled to work in Macomb on Tuesday. She begins her day at the Macomb Campus, then travels to the Canton Campus in the afternoon (single workday). Employee A would receive mileage reimbursement from one work location (Macomb Campus) to another work location (Canton Campus).

   Scenario 2: Employee A is full time and regularly scheduled to work in Macomb all day on Tuesday. She begins and ends her day at the Macomb Campus. Employee A would not receive mileage reimbursement.

   Scenario 3: Employee A is full time and regularly scheduled to work in Canton. A special event occurs in Havana. She begins her day at the Havana Center, then returns to the Canton Campus in the afternoon (single workday). Employee A would receive mileage reimbursement for the round trip.

2. **Advanced Approval Required:** Travel and anticipated expenses should be approved in advance and are subject to limitations within the respective budget. Employees should use the most...
direct route and the most economical transportation, taking into consideration travel time, expense, absence from campus, and convenience.

3. **Audit of Reimbursements**: The Vice President audits reimbursements that have been approved by the appropriate supervisor and has the authority to disapprove expenses that do not comply with college policy. The College reserves the right not to reimburse expenses for (1) employees who travel without following college policy and procedures, and (2) expenses that exceed the amount approved.

4. **Proper Documentation**: Travel expenses must be properly documented and approved on an Expense Report form. It is each employee’s responsibility to adhere to this policy when incurring expenses on behalf of the College. Further, it is the responsibility of the approving supervisor to review expenses for compliance with recognized policy.

5. **Responsibilities of the Traveler**: Travelers are expected to:
   a. Exercise good judgment with respect to travel expenses.
   b. Determine the most economical means of obtaining lodging, meals, and transportation within the established guidelines.
   c. Accurately submit all expenses with the required documentation within the lesser of:
      1) 30 days after travel,
      2) One week after the end of the College’s fiscal year, or
      3) One week after the end of the grant year if the travel is paid for by a grant.
   d. Coordinate travel, when possible, with other college employees to minimize the cost of travel.

6. **Responsibilities of the Approving Supervisor**: Approving supervisors are expected to:
   a. Closely review all expenses.
   b. Verify all expenses are reasonable and in compliance with college policy.
   c. Approve expense reports promptly to ensure timely reimbursement and recording within the fiscal year (and grant year if applicable) of occurrence.

**PROCEDURE(S):**

1. **Travel Status**: Employees are on travel status while away from campus on authorized college business. Travel status begins when the employee leaves the College, their residence, or other authorized location and goes directly to their destination. Travel status ends when the employee returns directly to the College, their residence, or other authorized location after
completing college business. An employee’s normal commute is not considered as part of travel status.

2. **Travel Authorization:** Employees must complete the “Out of State, Overnight and/or Conference Request” form and obtain proper approvals **before** making any reservations.

3. **Claim for Reimbursement:** The traveler submits their request for reimbursement of travel expenses on an Expense Report Form. The Expense Report Form is submitted to the Vice President upon approval from the employee’s supervisor.

4. **Reimbursable Expenses:** In all cases, reimbursement is limited to only actual and necessary expenses incurred while on travel status within the limitations set forth in these policies. Actual and reasonable expenses that are allowable include:
   - Transportation
   - Meals
   - Lodging
   - Incidental business expenses

5. **Transportation:**
   a. **Air Travel:** When booking a flight, the traveler should choose the least expensive logical airfare via the most direct route, or reasonable alternative route if it results in a lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plan, such as frequent flyer programs, if it results in a higher airfare. Employees should work with the President’s Office to arrange travel via a travel agency. The expense will be charged to the College credit card and a requisition will be created by the purchasing department. Any frequent flyer miles will be considered property of the employee.

   b. **Rented Vehicles:** When using rented vehicles, employees must obtain the most economical vehicle available that is suitable for college business. Vehicle rental must be approved prior to travel to be reimbursed for the expense.

   Spoon River College does carry a policy that covers employees in case of accidents. The Collision Damage Waiver and Personal Accident Insurance provided by the rental agencies should be declined. If the insurance option(s) are accepted the employee will not be reimbursed for them.

   Traveler’s should also decline the fuel option offered by car rental agencies and fill the rental vehicle themselves before they return it. The fuel option expense, if chosen, will not be reimbursed.
c. Personal Vehicles: Reasonable and necessary local miles will be reimbursed at the IRS Federal rate, which will take effect on January 1 of each year. Mileage is limited to actual distance needed for the purpose of authorized travel. The mileage reimbursement claim should not exceed the cost of a coach airline ticket to the destination. Mileage will be payable to only one of the two or more people traveling in the same vehicle.

When using a personal vehicle on college business, the employee must be licensed and carry the minimum insurance required by the Illinois Vehicle Code, 625 ILCS 5/7-203 (1998). The College’s liability plan does not provide coverage for physical damage to an employee’s privately owned vehicle.

6. Claims for Accidents: If applicable, claims arising from injuries to college employees traveling on college business are considered under the Illinois Workers’ Compensation Acts. Report accidents causing damage or injury as soon as possible to the Vice President.

7. Meals: The College will reimburse employees traveling on college business for meals. The employee will need to submit an Expense Report form with receipts for all meals. A maximum of $30 (including tip) per day will be allowed for meals. When traveling to large metropolitan cities (i.e. Chicago, St. Louis, etc.) the maximum meal allowance is $50 (including tip). When an employee purchases the meal for others besides themselves, they are required to write the names all included in the meal on the back of the receipt. The College does not reimburse for alcoholic beverages or cannabis infused foods or beverages. When attending a conference where meals are provided, the employee is not reimbursed for meals included in the conference.

8. Lodging: Lodging will be reimbursed for actual cost of room and taxes. The actual costs of accommodations will not be in excess of the rates provided at the hotels in the information provided for the conference, convention, meeting, etc. Any frequent hotel points will be considered property of the employee.

9. Incidental Business Expenses: The following are examples of incidental travel expenses that are reimbursable by the College: (1) taxi/airport shuttle, (2) parking, (3) business telephone charges, and (4) reasonable flat-fee internet access charges (in order to check work email in hotel).

10. Conferences/Seminars/Workshops: The College provides registration fees and other associated costs for conferences, seminars, and workshops. Lower pre-registration fees should be obtained whenever possible.

11. Other: Any other expenses not covered in this policy must be explained on the Expense Report form and be approved in advance of travel.
12. **Non-reimbursable Expenses**: The College does not reimburse alcohol, cannabis, entertainment, or personal incidental expenses.

13. **Receipt Requirement**: Original receipts are required for all amounts expended. If an original receipt is not available a signed statement with an itemized list of expenses may be accepted when attached to the expense reimbursement request. Grant expenditures may require original receipts.
POLICY: It is the policy of Spoon River College to accept personal checks for payment of accounts receivable with specific guidelines for acceptance for personal checks. Additionally, personal checks returned for insufficient funds will be charged additional fees associated with the returned check.

Checks that have been issued by Spoon River College and have been lost or were never received can be re-issued after a 10-day waiting period.

SCOPE:

This policy applies to all individuals making payment via personal check or receiving a check from Spoon River College.

DETAILS:

1. Accepting Personal Checks:
   a. Check Acceptance: Spoon River College will accept personal checks for payments of accounts receivable following the process below:
      1) All checks must have preprinted name, address, and home or work telephone number. Blank “starter” or “counter” checks are not accepted.
      2) The Spoon River College cashier will confirm that all printed information on the check is correct. The cashier will scrutinize the check to make sure that it is complete, correct, and legible and will initial each check accepted.
      3) The student’s name and ID number must be written on the check. The check presenter’s driver’s license number (if not preprinted) must be written on the check.
      4) Photo identification must be shown and the signature verified by the Spoon River College cashier. (Step 4 is not applicable for mailed in or dropped off checks.)
      5) No post-dated checks will be accepted.
   b. Returned Checks:
      1) Any payments by check, which are returned unpaid from the bank, will be given 10 days to reissue full payment in cash or money order for the amount of the returned check, associated bank fees, and $25 returned check fee.
      2) Check writers are immediately notified by mail upon the receipt of the returned check and total amount due to Spoon River College.
      3) Check payments for tuition or bookstore charges returned unpaid will result in the student’s records being placed on “Hold.” The student will not receive grades or transcripts, nor be allowed to enroll in any other classes at the college until the amount of the check, associated bank fees, and $25 returned check fees have been paid in full.
2. Outstanding Checks Issued by the College:
   a. **Recipient received the check, but lost it**: There is a 10-day waiting period from the date of issuance before a check is deemed “lost.” Upon completion of the “Check Reissue Form” and verification that the check was not cashed, the Business Office will place a stop payment on the check at our bank and reissue a new check.

   b. **Recipient never received the check in the mail**: There is a 10-day waiting period from the date of issuance before a check is deemed “lost.” Upon completion of the “Check Reissue Form” and verification that a check was mailed, and was not cashed, the Business Office will place a stop payment on the check at our bank and reissue a new check. The Business Office will determine the address to which the original check was mailed. If the individual requests that the check be mailed to a different address, the individual must change their address with the College, either with Registration if they are a student, with the Business Office if they are a vendor or with Human Resources if they are an employee.
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POLICY: It is the policy of Spoon River College to assure control and accountability over the College’s assets and to satisfy the mandates of the Governmental Accounting Standards Board (GASB) Statement No. 34 to ensure compliance with Generally Accepted Accounting Principles (GAAP). This policy is designed to provide a guideline for the financial management of Spoon River College’s capital assets.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Asset Value: the acquisition cost of an asset calculated 1) without regard for trade in allowance 2) including taxes, installation and/or calibration charges, 3) including freight and 4) including educational and other discounts.

Capital Asset: an item or equipment with: 1) asset value over five thousand dollars ($5,000) for equipment and one hundred thousand ($100,000) or more for building remodeling, 2) with a useful life greater than two years, and 3) legally considered either real or personal property. Such items must be purchased, transferred, coded, recorded, tagged and inventoried within the fixed assets system as described in these procedures. Capital assets are purchased using capital outlay accounts 58XXXXX.

Small and attractive assets: items or equipment with: 1) asset value cost between three hundred dollars ($300) and five thousand dollars ($5,000), 2) a useful life of one or more years and 3) considered sensitive and requiring property control. Such items must be purchased, transferred, coded, recorded, tagged and inventoried within the fixed assets system as described in these procedures. Small and attractive assets include:

- Items or equipment with a unit cost of $300 or greater;
- Computing devices (hand held devices, virtual desktop machines, etc.);
- Video projectors & equipment;
- Digital cameras.

Non-inventoried assets: item or equipment with: 1) asset value between three hundred ($300) and five thousand ($5,000) dollars, 2) a useful life of more than one year 3) does not meet the definition of a capital or small and attractive asset. Such items must be purchased, transferred, coded, recorded, tagged and inventoried according to the internal procedures of each unit. A “Property of Spoon River College” tag will be affixed.

Fixed assets system: Jenzabar CX - Fixed Assets Module will be used to record and account for all capital and small and attractive assets.

Accessories or attachments to assets: Units or equipment with: 1) asset value over five thousand dollars ($5,000), 2) adds useful life to an existing capital asset and 3) does not replace the original asset. Such
items must be purchased, transferred, coded, recorded, tagged and inventoried within the fixed assets system as described in these procedures.

**Fabricated asset:** An item or equipment constructed by a college shop or lab. Such items should be coded as equipment when the fabrication charges are made and treated as a capital, small and attractive or non-inventoried asset as described above. All labor, supplies, and materials used in the construction should be considered the asset value. The fabricator must notify Business Office to transfer, code, record, tag and inventory the item as soon as it is completed.

**Transferred asset:** Item or equipment received from another government (federal, state or local) agency (often with freight the only cash expenditure), treated as a capital, small and attractive or non-inventoried asset as described above. The original cost shown on the transfer document shall be considered the asset value.

**Gift:** A capital, small and attractive or non-inventoried asset received without any college expense incurred. The Spoon River College Foundation must officially accept all donations on behalf of the College, including gifts designated for a particular area or purpose. They shall notify Business Office in writing of the donation to include a description of the item, the receiving unit, location, value of gift, donor’s name, and date received. The asset shall be treated as a capital, small and attractive or non-inventoried asset as described above. The value of the gift shall be considered the estimated fair market value.

**Property:** Any asset, material, equipment or supplies belonging to the College.

**Property custodian:** Person assigned by a department manager to maintain the department’s property list and conduct the biannual physical inventory.

**Surplus property:** Any unserviceable, obsolete or excess college assets, materials, equipment or supplies, tagged and untagged regardless of whether or not the item is part of the College’s fixed assets system.

**DETAILS:**

1. **Responsibilities.**
   a. **Director of Business Services:**
      1) Develops and administers property management processes and ensures the data integrity of the fixed assets system.
      2) Annually reviews and updates these policies and procedures to determine if changes in technology or theft experience warrant inclusion of any additional items in the asset inventory.
b. Business Office:
   1) Maintains inventory records;
   2) Tags assets;
   3) Prepares asset inventory reports;
   4) Coordinates the bi-annual physical inventory;
   5) Reconciles property inventory and fiscal records.

c. Property Custodians (Department Managers, Budget Managers, etc.):
   1) Maintain physical control and maintenance over all assets (inventoried and non-
      inventoried) purchased and assigned to their area.
   2) Develop internal procedures to control the use and distribution of all assets
      assigned to the unit.

2. Receiving, Tagging and Delivery of Property.
   a. The College becomes responsible for all property upon delivery.
   b. The campus receiving/mailing operation delivers non-computer property to the ordering
      department or delegate delivery to someone else.
   c. Information Technology (IT) delivers all computer property.
   d. Business Office tags all capital and small and attractive assets upon notification that
      they are delivered. Business Office assigns and permanently affixes college inventory
      tags and other identification markings on these assets as appropriate.
   e. Information Technology (IT) affixes college inventory tags to technology-related
      property as directed by Business Office.

3. Disposal, Transfers, Trades and Trade-Ins of Surplus Property.
   a. All personnel must notify the Vice President in writing prior to the disposal of surplus
      property.
      1) Notification should include description, fixed asset tag number (if tagged), serial
         number and condition, and any other pertinent information.
      2) If the surplus property was a capital or small and attractive asset, Business
         Office records disposition of the asset in the fixed assets system.
      3) If the decision is made to directly sell college property, the Purchasing Office
         follows a formal request for proposal (RFP) process consistent with state and
         college purchasing regulations to obtain competitive proposals.
      4) Business Office deposits revenue received from the sale of surplus property into
         the fund and division that originally purchased the surplus property unless
         otherwise directed.
5) Departments requesting to transfer surplus property or assets to another department must send a written notification to Business Office. The receiving department must submit a written acknowledgement of receipt of the surplus property or asset. Business Office updates the fixed assets system to reflect the transfer.

6) For all assets transferred between auxiliary enterprise and general funds, the receiving department must reimburse the department from which surplus property or assets originated. The original and receiving departments and Business Office determine the amount of reimbursement based upon the agreed fair market value.

7) The College encourages the use of trade-in opportunities where the trade-in produces the best value for the College. Trade-in must be on an equal or higher valued purchase and must be documented.

Documentation must be attached to the purchase order issued for the new item and a copy placed in the asset file. The Chief Information Officer must approve technology-related trade-ins prior to generating a purchase requisition. The purchase requisition should include the tag number of the property traded in.

b. All personnel must notify the Technology Services Director in writing prior to the disposal of surplus computers and printers.

1) Computer and printer surplus property may be cannibalized for parts, recycled, or sold as surplus upon approval of the Vice President and Chief Information Officer.

4. Loan of College Assets.

a. No one shall remove any item of college property (regardless of original funding source) from its assigned location without proper written authority.

b. EXCEPTIONS: This does not include portable equipment used by students, staff and faculty in the normal course of College business such as equipment check out by Technology Services. It also does not include equipment like laptop computers or digital cameras when used for College business.

1) The borrower must seek approval from either department manager or the divisional administrator prior to the loan or temporary removal of any asset.

2) The borrower must notify the department manager or supervising administrator in writing of the asset loan, detailing where the asset is going to be. The responsible department will retain a copy of the written notification in its permanent files.

3) The borrower must notify the department manager or supervising administrator when the asset is returned.
4) College assets may only be used for official college activities. Assets may not be loaned to other organizations nor be used by college staff for personal use.

5. Lost or Stolen Property.
   a. If property is missing, the department manager must file an incident report with Vice President identifying the item missing and the circumstances under which the item was lost or stolen.

   b. If evidence clearly indicates the item has been stolen, the Vice President shall prepare a report, including all back-up material and shall provide copies to the Business Office so that the fixed asset system can be updated.

   c. If it appears that the item may still be on campus but has just been misplaced, it will remain on inventory until the next full physical inventory. If it is not found in the next inventory, the Property Custodian will initiate the process described above for stolen property.

6. Physical Inventory (Odd Years).
   a. Each department is required to complete a physical inventory of all capital assets every two years. Small and attractive assets are subject to physical inventory on an annual basis, if deemed necessary.

   b. The Business Office sends the appropriate supervising administrator a physical inventory request (in writing), instructions on how to conduct the inventory, and an asset list for the area.

      1) Each supervising administrator assigns someone to be the property custodian for the department.

      2) The Business Office assists the property custodians in locating assets and provides general support of the physical inventory as necessary.

      3) Property custodians are expected to note exceptions on the property list such as:

         - Asset on inventory list but not found;
         - Asset found but not on inventory list;
         - Incorrect description or other information.

      4) Property custodians must sign each page of the asset listing to indicate completion.

      5) The supervising administrator is responsible for returning the completed and signed asset listing within 45 days from the date of the physical inventory request.

      6) A report of the results of the campus-wide physical inventory will be filed with the Director of Business Services at the end of each biannual physical inventory.
POLICY: As a self-supporting campus department, Bookstore profits remain at Spoon River College to support programs and facilities that benefit our students, faculty, and staff. Donations are occasionally provided to College groups or community programs that are in line with the College’s mission to serve the needs those in our district. Because a large number of donation requests are received, our giving is very focused.

SCOPE:

This policy applies to all Spoon River College employees and individuals seeking donations from the Bookstore.

DETAILS:

1. The Spoon River College Bookstore will consider requests from those listed below.
   a. College-affiliated groups or organizations;
   b. Events conducted by the College or SRC Foundation;
   c. Community programs and not for profit organizations that support the mission, vision, and values of Spoon River College.

   NOTE: Although an organization may fit one or more of the examples above, it's not a guarantee that all requests will be honored. In addition, past approvals do not equate to future donations. While we wish we could support all worthy organizations, we simply cannot.

2. Regrettably, we cannot support:
   a. Requests that benefit specific individuals;
   b. Requests for cash donations;
   c. Religious and political groups/campaigns.

3. Bookstore donations are in the form of merchandise or gift cards. Donated merchandise is not eligible to be returned or exchanged.

4. All requests must be submitted on the Donation Request Form. The donation request form must include all required information, including information about your organization, event, or initiative.

5. Please allow 7-10 business days for a response.
SECTION 7 - FOUNDATION
### SECTION 7 - FOUNDATION
POLICY: Spoon River College requires all fundraising activities on behalf of any college program or activity be approved through the Spoon River College Foundation.

SCOPE:

This policy applies to any individual seeking to raise funds on behalf of Spoon River College.

DEFINITIONS:

Memorandum of Understanding: The document of record that offers greater detail on the cooperative nature between the College and the Foundation.

DETAILS:

1. The Spoon River College Foundation (Foundation) provides additional resources to meet college goals and to provide scholarships for students of Spoon River College. The Foundation operates under the administration of the Foundation Board and the Foundation Director as a separate 501 (c) (3) organization and is the primary receiving point for gifts made to the College.

2. Spoon River College authorizes athletic coaches and student organization sponsors to engage in fundraising activities to raise appropriate approved funds for their respective sport or student organization using the procedures below. All other types of fundraising activities on behalf of Spoon River College must be pre-approved by the Foundation Director. Generally, fundraising requests must be made a minimum of five days in advance of the proposed fundraising activities; however, some exceptions may be approved.

3. Accessing funds from the Spoon River College Foundation on behalf of athletic teams or student organizations requires a requisition signed by the Director of Athletics and Intramurals, or the Dean of Student Services (or designee), and the Foundation Director.

PROCEDURE(S):

1. Athletic coaches or student organization advisors submit a fundraising proposal to the Director of Athletics and Intramurals (coach) or Dean of Student Services (student organization sponsor). The proposal states the reason the funds are needed, the benefit to the program, and a realistic amount, which the fundraising event would provide. Coach or advisor must also identify a “target audience” – potential supporters/donors to the fundraising effort, to ensure that no one donor is being inundated with requests for financial support for Spoon River College, and to ensure that all organizations on campus have equal chances to raise funds. Fundraising efforts are not to begin prior to completion of the approval process.
Director of Athletics and Intramurals or Dean of Student Services approves or does not approve the proposal.

Director of Athletics and Intramurals submits approved athletic proposals to the Dean of Student Services (or designee) for approval or denial.

Dean of Student Services (or designee) forwards approved requests to the Foundation Director for final approval using the Spoon River College Foundation Fundraising Form. Requestors will be contacted if a proposal requires further discussion.

Once approved, the athletic coach or student organization advisor coordinates the fundraising efforts and is responsible for all marketing and correspondence.

The athletic coach or student organization advisor maintains and submits receipts for all funds raised to the Director of Athletics and Intramurals (coach) or Dean of Student Services (student organization sponsor). All monies are accounted for with receipts. A final fundraising report outlining all revenue and expenses must be submitted to the Foundation thirty (30) days after the conclusion of the fundraising project.

The funds raised are submitted to the Business Office for deposit in the designated account(s).

At the time of deposit, the Spoon River College Foundation Deposit form is completed and filed in the Director of Athletics and Intramurals’ or Dean of Student Services’ office.

The Business Office maintains an accurate account balance for each athletic sport and student organization.
<table>
<thead>
<tr>
<th>Title:</th>
<th>Section 8 Title Page</th>
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SECTION 8 - ACADEMIC
POLICY: Spoon River College recognizes students for academic achievement through the President’s Honor Roll, Dean’s Honor Roll, membership in Phi Theta Kappa International Honor Society, and/or participation in the Honors Program.

SCOPE:

This policy applies to all eligible Spoon River College students.

DETAILS:

1. Full-time students with a session grade point average of 3.6 or better are placed on the President’s Academic Honors list.

2. Full-time students with a session grade point average of 3.0 – 3.5 are placed on the Dean’s list.

3. Part-time students who have completed at least 12 credit hours at SRC and are enrolled in six to 11 credit hours with a session grade point average of 3.6 or better are placed on the Part-Time President’s Academic Honors list.

4. Part-time students who have completed at least 12 credit hours at SRC and are enrolled in six to 11 credit hours with a session grade point average of 3.0-3.5 are placed on the Part-Time Dean’s list.

5. Full-time students with a cumulative grade point average of 3.25 or better are permitted to apply for membership in Phi Theta Kappa. A 3.0 average must be maintained for a student to remain a member in good standing.

6. Part-time students with a cumulative grade point average of 3.25 following the completion of fifteen hours of transfer credit are eligible for membership in Phi Theta Kappa.

7. Full-time students with a cumulative grade point average of 3.25 or better are permitted to apply for participation in the Honors Program.
POLICY: Spoon River College (SRC) has developed procedures for the general operations of the College as it relates to instruction.

SCOPE:

This policy applies to all Spoon River College faculty, staff, and students.

DEFINITIONS:

Hybrid: Courses that are a blend of traditional and online. About one half of the coursework is completed though the College’s learning management system (LMS). As a result, the amount of face-to-face classroom time is reduced. For example, a 3-hour course that typically meets twice a week face-to-face would only meet once a week in the classroom and then complete activities, such as assignments and discussions online.

Independent Study: Courses completed by individual students with the guidance of a qualified instructor. Methods of delivery may vary from traditional lecture to full independent learning while meeting all master course objectives. Independent study courses are generally taken as a last resort to meet the student’s needs and graduation requirements. All independent study courses must receive prior approval from the appropriate instructional dean and mutual consent of the instructor.

Online (aka Web Based or Internet): Courses conducted on the internet. They are not independent study courses. Students will interact with the instructor and each other through email, group work, and discussion forums.

Traditional Classroom Instruction: Face-to-face courses that meet 1-4 times a week at one of the College’s four locations: Canton, Macomb, Havana, or Rushville. Many traditional courses are also web-assisted. This means that students can access a course site on the College’s learning management system (LMS) with a syllabus, some content and/or assignments, and grades.

DETAILS:

1. Institutional Calendar: The Institutional Calendar is developed in accordance with Illinois Community College Board (ICCB) guidelines and contractual agreements. The purpose of the Institutional Calendar is to meet the needs of students.

2. Course Schedules: An instructional administrator develops a schedule of courses for each term to meet the needs of students and the College and in accordance with the Academic Calendar and ICCB regulations.

3. Textbook Selection: Textbook selection choices are submitted for approval by the faculty to the appropriate Instructional Dean.
4. **Class Records and Permanent Records:** Each faculty is required to keep a performance record for each student in his/her classes. At the conclusion of a course, the faculty completes a final grade roster, and these grades are transferred to the student’s permanent record. Faculty will maintain grade records for one year following course completion.

5. **Assessment of Student Learning:** The College has a plan for assessment of learning at the classroom level, program level, and for achievement of college general education competencies.

6. **Program Reviews:** Program reviews are conducted by the office of the Vice President of Instruction and Student Services on a five-year cycle. Review reports are presented to the SRC Curriculum Committee as an information item only and presented to ICCB annually.

7. **Instructional Data:** Instructional data is reported to ICCB as required.

8. **Student Progress:** Student progress is monitored. Follow-up studies are conducted for students completing programs, certificates and degrees.

9. **Academic Committees:** The instructional program is assisted by the work of a number of academic committees including:
   a. College Senate Committees: Curriculum, Student and Academic Affairs, and Instructional Resources.
   b. Advisory Committees: Advisory Committee members are appointed by the President or designee and will serve for three year terms so arranged that one-third of the terms expire each year. Members may be asked to serve additional three-year terms when they possess a particular type of expertise not found in other available candidates. Career and technical education programs will have an advisory committee, and conduct a minimum of two (2) meetings per year. Other certificate/degree programs are encouraged to develop and implement advisory committees.

10. **Standard Requirements for Teaching a Course:** SRC Faculty (both full time and part time) are required to ensure that the following items
    a. Faculty assigned to the course must meet the qualifications described in the job description. In addition, faculty assigned to an online course must complete an internet-based training before developing and offering such a course as pre-approved by the Vice President.
    b. Faculty must provide a working syllabus to the Office of Instruction and save on the current college LMS for access to students.
c. Faculty contact information must be provided on the current college LMS for access to students.

d. An electronic copy of the faculty member’s grade book must be made available to the Office of Instruction (this may include the grade book available in the current college LMS).

e. Financial Aid and Midterm Rosters must be completed by the due date provided.

f. Final course grade must be submitted by the due date provided.

g. Faculty are required to respond to college provided email and LMS messaging system, in a timely manner.

NOTE: All other responsibilities/requirements are provided in the appropriate job description.

11. Class Enrollment:

a. Traditional Courses: Class enrollment in traditional courses is determined by the appropriate Instructional Dean. Academic quality, safety issues and regulatory issues will be taken into consideration when class enrollment is determined.

b. Hybrid Courses: Class enrollment in hybrid courses is determined by the appropriate Instructional Dean. Academic quality, safety issues and regulatory issues will be taken into consideration when class enrollment is determined.

c. Online Courses:

1) Enrollment in an online (web-based) course will be limited to 25 (except for English courses which will be capped at 22).

2) If an online course reaches enrollment beyond normal limits for that class, additional students may be added with the mutual consent of the instructor and administrator. The instructor may make consent contingent upon assignment of additional staff or resources. If a class section exceeds eight (8) students above the current maximum size limits, the instructor will receive compensation equal to one semester hour.

12. Training for Faculty: Training for Online and Hybrid Courses: For any approved alternative delivery system, the College will provide a training program, which will include an evaluation component, to prepare selected faculty to become competent in offering instruction via that system. Successful completion of this training program shall qualify a faculty member to teach an alternative delivery course.
13. **Technical Support for Instruction**: Instructional and technical support for faculty shall be provided by the College. Courses not approved by the College will not be supported by College resources.
**POLICY:** Spoon River College actively protects the welfare and rights of subjects in research conducted under the auspices of the College. Further, the College supports the ethical guidelines for conduct of research of the federal government and of respective disciplines represented in the College through the implementation of a collegial review procedure for all research associated with the College. The review is conducted by volunteer faculty members of the Ethical Review of Research with Humans Board (ERRHB) appointed by the Vice President.

**SCOPE:**

This policy applies to all employees of Spoon River College and all individuals participating in research.

**DETAILS:**

1. **Functions of the ERRHB:**
   a. Certifying that ethical principles are adhered to.
   b. Recommending that modifications be made to uncertified research.
   c. Ensuring confidentiality. All review proceedings between researchers and members of the Board are confidential. The Board’s review is based on the American Psychological Association (APA) Ethical Guidelines for Research with Human Subjects.

2. Research is conducted at the expense of the employee or student unless otherwise authorized by the College President. Employees and students may use printing services and bulk rate postage; however, the employee or student is responsible for reimbursing the College for expenses.

3. It is the employee’s or student’s responsibility to comply with the Copyright Act and all other legislation governing the reproduction of copyrighted materials. Should an employee wish to use copyright materials, a copy of the authorization from the author or owner of the materials must accompany the Request for Review of Proposed Research form.

**PROCEDURE(S):**


2. Return the completed Request for Review of Proposed Research form to the Vice President no less than one semester prior to the proposed beginning date of the research.

3. The Vice President reviews the form. The Vice President either advances the request to the ERRHB or does not approve the request. If the request is not approved, the research cannot be conducted at Spoon River College. There is no opportunity for appeal at this level.
4. The application is reviewed by the Board for Ethical Review of Research with Humans. A majority vote of the Board is required for approval. (A Board member may solicit input from a faculty member in the specific field of research, if that appears justified.) The members’ reviews and comments will be returned directly to the Vice Presidents’ office. This office sends a letter to the applicant notifying him/her of the Board’s approval or disapproval. Review is expected to be completed within five working days.

5. If the Board does not approve the research, the decision may be appealed to the Vice President.
**POLICY:** Spoon River College values and supports freedom of speech and freedom of inquiry. Further, Spoon River College acknowledges that faculty members are entitled to full freedom in research and in the publication of the results subject to the adequate performance of his/her academic duties.

**SCOPE:**

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors and all other non-employees are expected to recognize and comply with this policy.

**DETAILS:**

1. **Freedom of Inquiry:**
   
   Free speech is a central tenet of a free and democratic society. The College encourages and supports open, vigorous, and challenging debate. Further, as a public institution, the College will sustain a higher and more open standard for freedom of inquiry and free speech than may be expected or preferred in private settings.

   Free inquiry and free speech are the cornerstones of an academic institution committed to the creation and transfer of knowledge. Expression of diverse points of view is of the highest importance, not solely for those who present and defend some view but for those who would hear, disagree, and pass judgment on those views. The belief that an opinion is harmful, false, and in any other way despicable, detestable, offensive or "just plain wrong" cannot be grounds for its suppression.

   The College supports free speech with vigor, including the right of presenters to offer opinion, the right of the audience to hear what is presented, and the right of protesters to engage with speakers in order to challenge ideas, so long as the protest does not disrupt or stifle the free exchange of ideas. It is the responsibility of both speakers and listeners to respect others and to promote a culture of mutual inquiry throughout the College community.

2. **Academic Freedom:**

   The college environment is an open intellectual forum where various opinions may be freely expressed and openly discussed. Faculty are entitled to freedom in the classroom to use materials and to discuss topics, which are relevant to the subject, appropriate to his/her teaching methods and conducive to the attainment of course objectives.

   The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should make every effort to indicate that he/she is not an institutional spokesperson. His/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public might judge his/her profession and institution by
his/her utterances. Hence he/she should at all times be accurate and show respect for the opinions of others.

The College will not refuse to provide books and other materials merely because of the race or nationality, or because of the doctrinal disapproval of the contents. With respect to faculty rights and academic freedom, the Trustees adopt the position that in a world of rapid change and recurrent crises a college best serves its community, not as a stronghold of a rigid tradition, but as an open intellectual forum where varying shades of opinion may be freely expressed and fairly debated. Position values evolve from free exchange of ideas among broadly informed citizens and the progressive evolution of American institutions may depend upon the quality of flexibility in meeting changing social and economic needs. The American democratic way of life is strong enough to stand on its own merits and substantial enough to survive comparison with that of any other system.
POLICY: Spoon River College uses the following schedule of letter grades, definitions and grade point equivalents as its official marking system.

SCOPE:
This policy applies to all Spoon River College students.

DETAILS:

1. System of grading: The schedule below is used as the system of grading.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Point per Credit Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>FA</td>
<td>Failure due to Absence</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit No Credit</td>
<td></td>
</tr>
</tbody>
</table>

2. An incomplete is given by the instructor to permit a student the opportunity to make up work required for satisfactory completion of a course. Students may not withdraw from a class once an incomplete grade is issued.

3. Work required for a course must be completed within nine (9) weeks of the end of the semester attended. If the work is not completed and the proper grade recorded by the instructor within nine (9) weeks, the Registrar shall automatically record the grade that was earned.

4. Although the grade of “D” is viewed academically as “passing” for some programs/courses as posted in the program guidelines, handbook, or syllabus a grade of “D” may not be satisfactory to allow the student access to other curriculum within that program/discipline.

5. The grade “FA” is given to a student who does not withdraw from a class and fails the course due to absence. Standards for this grade are determined by the instructor.
POLICY: A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement.

SCOPE:

This policy applies to eligible Spoon River College students.

DETAILS:

1. The Spoon River College definition of a credit hour complies with federal, state, and accreditation expectation and applies to credit-bearing courses within degree and certificate programs and to all credit-bearing courses taught by full-time and part-time instructors including dual credit courses taught by high school faculty.

2. Spoon River College uses the Carnegie Unit as the basis to define a credit hour. One semester credit equals 750 minutes per semester along with a minimum of 1500 minutes of out of class student work.

3. Courses offered on a shortened schedule or in alternative formats, such as online, hybrid, distant learning, independent study, internships, practicums, and laboratory classes and those with clinical experiences must meet the identified course objectives and provide an equivalent amount of in-class and out-of-class time as the traditional lecture course in a 16-week format.

4. Out-of-class student work may include, but is not limited to, activities such as readings, review of materials in preparation for assessments, group projects, research, written assignments, preparations for presentations, rehearsals, creation of studio art, and fieldtrips.
POLICY: Spoon River College makes every effort to ensure a smooth transfer for students by submitting general education courses to the Illinois Articulation Initiative (IAI) for review and approval.

SCOPE:

This policy applies to all Spoon River College students.

DETAILS:

1. Courses that meet the Illinois Articulation Initiative (IAI) general education and IAI program guidelines are submitted to IAI panels for review and approval. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor’s degree have been satisfied. In order to assure a smooth transfer for students, transcripts of students completing an Associate in Arts (AA) or an Associate in Science (AS) degree are certified for compliance with IAI model general education requirements. IAI approved courses are noted in the College catalog.

2. Baccalaureate courses, not articulated through the IAI, are articulated with at least three primary four year transfer institutions. Courses will be articulated by four year transfer institutions every five years.

3. Spoon River College accepts up to nine hours of career/technical courses as elective credit in the AA or AS degree programs.
POLICY: The College Catalog is the single source for descriptions of courses, programs, certificates, degrees, program completion requirements, student and academic services and a variety of policies and procedures. Occasionally, program changes are not made by the publication deadline and will be included in an addendum to the catalog. Every effort is made to create a complete and accurate document since student degree requirements may be governed by the policies outlined in the catalog and addendum.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. The Vice President, within the office of the Registrar, maintains records on active and inactive programs, degrees offered and courses, appropriate approvals, a master course file and program review reports.

2. All credit courses offered at Spoon River College must have a course syllabus on file in the office of Instruction.

3. Course outlines are updated on a regular cycle.

4. The Vice President ensures that the curriculum and course schedule meets college, state and accreditation requirements.
POLICY: Spoon River College curricula are developed revised and deleted based upon a procedure and approval process.

SCOPE:

This policy applies to all Spoon River College employees and students.

PROCEDURE(S):

1. Faculty, Students, Advisory Committee Members, Community Members/Leaders, Instructional Administrators
   Suggest curricula development, revision, and deletion including courses, certificates, and degrees to the office of Instruction.

2. Academic Deans or designee
   Determines feasibility of proposal based on several factors, e.g. staffing, facilities, costs, college policies, curricular issues, employment outlook, enrollments, and informs the College President.

3. Curriculum Committee
   Reviews proposals brought forward by the Academic Deans and makes recommendations as outlined in College Senate Bylaws.

4. College Senate
   Takes action on recommendation of Curriculum Committee.

5. President and/or Vice President
   Reviews recommendation, feasibility, and implications, then acts according to College Senate Bylaws.

6. Board of Trustees
   Review addition or deletion of degree programs and all curriculum items mandated by state statute or external agencies that cannot be delegated elsewhere.

7. Illinois Community College Board (ICCB)
   Reviews and acts on proposals to add, change, or delete courses or programs. ICCB refers appropriate items to IBHE.
POLICY: Per Illinois Public Act 100-0195, students who are veterans or service members are eligible to receive academic credit for military training/education programs. Credit is awarded based on American Council on Education (ACE) recommendations and appropriate application to the student's program of study.

SCOPE:

This policy applies to all Spoon River College students who are eligible veterans or service members.

DETAILS:

1. **Required Source Document:** The following source documents are recognized for the evaluation of credit:
   a. Joint Services Transcript (JST)
   b. Community College of the Air Force transcript
   c. DD-214

2. **Standard Examination Programs:** Credit may also be awarded for the following standardized examination programs:
   a. DSST Exams (DANTES Subject Standardized Tests)
   b. CLEP (College-Level Examination Program)

3. **Minimum Exam Scores:** A minimum score of 50 is required on all CLEP exams except for certain foreign language exams. A minimum score of B-Grade equivalent is required for all DANTES exams. The CLEP and DANTES transcripts must be sent directly to the Office of the Registrar.

4. **Credit for Physical Education:** Students who have completed a minimum of six months of active duty and have been honorably discharged will receive four (4) hours of credit for physical education.

5. **Reduction of Credit:** Credit granted under this policy may be reduced if it duplicates previously earned college credits which SRC has accepted for transfer. Applications for credit for military service may be made through the Office of the Registrar.
## POLICY:
Spoon River College recognizes learning may occur during various life and work experiences. Spoon River College may grant credit for knowledge learned outside of the classroom.

## SCOPE:
This policy applies to all Spoon River College students with prior learning knowledge/experience.

## DETAILS:

1. Spoon River College may grant credit through the following programs:
   A. Advanced Placement (AP)
   B. College Level Examination Program (CLEP)
   C. Proficiency Examination
   D. Armed Forces Health and Physical Education
   E. Credit for Military Services and Training (Policy 8.2.4)
   F. International Baccalaureate (IB)
   G. Prior Learning Portfolio

   i. Credit for a prior learning portfolio may be awarded only after assessment of prior learning experiences and only for documented learning that demonstrates achievement of all objectives for a specific course or courses.

   ii. The student must enroll at Spoon River College and meet all admission requirements for the program in which credit for a prior learning portfolio is being sought.

   iii. Fifteen credit hours toward a degree must be completed at the college prior to awarding credit for a prior learning portfolio to degree seeking students.

   iv. Twenty five percent of the required credits for a certificate must be completed at the college prior to awarding credit for a prior learning portfolio to certificate seeking students.

   v. If pursuing a degree or certificate, credit for a prior learning portfolio will only be granted for the purpose of satisfying graduation requirements. These credits may not transfer to other colleges.

   vi. All work assessed for a prior learning portfolio must meet or exceed a grade level of “C.” Minimum cut-off scores on standardized tests are set at a “C” grade level.
vii. Students will be charged for the cost of a prior learning portfolio assessment services and not for the amount of credit awarded.

2. Additional information located at [www.src.edu/admissions/Pages/Credit-for-Prior-Learning.aspx](http://www.src.edu/admissions/Pages/Credit-for-Prior-Learning.aspx).
## SECTION 9 – STUDENT ENROLLMENT & CONDUCT
POLICY: Spoon River College requires students to notify their faculty in advance of any absences and to request make up work resulting from participation in approved College sponsored event or activity.

SCOPE:

This policy applies to Spoon River College students.

DETAILS:

1. Approved College activities could include athletics, clubs, and organizations.

2. Faculty can recommend a student not participate due to unsatisfactory academic progress or if missing an academic session will jeopardize student success.

3. Faculty will be officially notified of students involved in organizations, activities, and sponsored events prior to the event by the Director of Athletics and Intramurals or the Organization or Club Advisor.
POLICY: The Spoon River College follows the National Junior College Athletic Association (NJCAA) regulations for Region 24 for intercollegiate athletic program and Midwest Athletic Conference (MWAC).

SCOPE:

This policy applies to all eligible students including the following:

- Student-athletes meeting and maintaining the NJCAA academic standards as follows:
  - On or before the 15th calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher.
  - On or before the 15th calendar day of the term the student-athlete wishes to participate in (after second full-time term), a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete’s terms of full-time enrollment multiplied by twelve.

DETAILS:

1. At any time that student-athletes fall below a 2.0 grade point, they must see an Academic Advisor or Student Success Coach for remediation. The follow-up on a student's academic progress and class attendance will be conducted during the off-season, as well as in the in-season basis of each sport.

2. Student-athletes are expected to follow the Student Code of Conduct and demonstrate good sportsmanship and academic integrity both on and off campus.

3. Recruiting will abide by the NJCAA regulations and practices of ethical competitiveness.

4. All College athletic personnel are expected to abide by the rules of the NJCAA and the policies of Spoon River College.

5. The Foundation Office and Director of Athletics and Intramurals authorizes staff to solicit external donations for athletic teams, provided any resources received are properly accounted for within established College policies and expended within College policies.

6. The Dean of Student Services oversees the Director of Athletics and Intramurals to monitor the athletic programs and to ensure compliance.
POLICY: Students at Spoon River College are classified into categories based on the definitions outlined below.

SCOPE:

This policy applies to all Spoon River College students.

DEFINITIONS:

Freshman: A student who has completed fewer than thirty semester hours (45 quarter hours) of college credits and is not also enrolled in high school.

Sophomore: A student who has completed at least thirty semester hours (45 quarter hours) of college credits or a student without a previous degree who has more than sixty semester hours and is continuing to pursue an Associate Degree.

High School, Home School, or Alternative School Student: A student enrolled in college credit courses who are still attending high school.

Unclassified: Students enrolled in credit courses who:

1. Are enrolled in adult basic education, developmental education, adult secondary education, or Vocational Skills (VSK) courses.
2. Already have an associate degree or higher, but who are taking courses at the same level or lower.

Full-time Student: A student enrolled in 12 or more credit hours during a spring or fall semester. A student enrolled in 9 or more credit hours during a summer semester.

Part-time Student: A student enrolled for less than 12 credit hours during a spring or fall semester. A student enrolled in less than 9 credit hours during a summer semester.
POLICY: Spoon River College (SRC) upholds the Federal law, The Family Educational Rights & Privacy Act (FERPA), giving students the right to inspect, review, and amend their educational records. SRC students are permitted to inspect their own educational records. In addition, the College will not release or disclose information or allow inspection of records without prior written permission from the student, unless, by law, prior consent is not required under certain circumstances. Students also have a right to file a complaint with the U.S. Department of Education.

SCOPE:

This policy applies to all Spoon River College students.

DEFINITIONS:

*College official:* A person employed by the College in an administrative, supervisory, academic, research, support staff, or an outside contractor (e.g., health or medical professional, attorney, auditor) acting as an agent for the College or the Illinois Community College Board or a student employed in the College work study/student worker program.

*Educational data or education records:* Any data in any form directly relating to an individual student maintained by the College or by a person acting for the institution.

*Eligible parent:* A parent or guardian providing documentation that supports the student is a legal dependent for tax purposes, or provides a signed release as designated by official documentation.

*Student:* An individual currently or formerly enrolled or registered or individuals who receive shared time educational services from a public agency or institution. All students at the College have the same rights regarding their educational data regardless of age.

*Student records:* Student records include any and all records, in any medium, formally maintained by the College that is directly related to a student.

DETAILS:

1. **Notification of Rights:** The College will provide students in attendance with an annual notification of the rights available under FERPA. A Student Handbook is produced on an annual basis and the notification is available on the College’s website and in the SRC catalog. SRC follows procedures to comply with this law.

2. **Right to Review and Inspect:** Students have the right to review and inspect their permanent student records. A student desiring to review records may do so by submitting a request in writing to the Director of Enrollment Services who will schedule such inspections within 45
College days of the request. A student desiring copies of educational records may receive such after payment of a fee of $1.00 per sheet. This is exclusive of normal transcript service.

3. **Waiver of Right to Inspect**: The College will not provide confidential letters or statements of recommendation concerning admission to another educational institution, or applications for employment, unless the student has waived the right to inspect such letters or statements.

4. **Right to Amend Educational Records**: The student, or eligible parents of the student, may challenge the accuracy. It is important to note that grades earned are not covered under FERPA because the rights of challenge are not intended to allow a student to contest; for example, a grade in a course because the student felt that a higher grade should have been assigned. However, FERPA does obligate faculty to honor a student’s request to determine if a grade was recorded in error. The process to request a revision of an educational record may include the following steps and appeal options:

   a. **Step One**: If the student believes that the education record is inaccurate, misleading or in violation of privacy rights, the student may request in writing to the Director of Enrollment Services that the record be changed. The letter should state the nature of the inaccuracy or error and request the revision that the student wants made in the record. The Director will review the request and respond to the student in writing within ten (10) business days of receipt of the request.

   b. **Step Two**: If the request to amend the record is denied by the Director of Enrollment Services, a student may request an appeal review before the Dean of Student Services within ten (10) business days of the date of notification of the appeal decision in step one. Failure to file an appeal in a timely manner constitutes a waiver of the right to appeal.

      The Dean of Student Services will review the request for appeal review letter and will determine if the request has merit. In addition, the Dean of Student Services may schedule a meeting with the applicant. An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original record revision decision in step one, the Dean of Student Services has the discretion to request a meeting with the Director of Enrollment Services and the student appealing the decision. The Dean will render a review decision in writing within ten (10) business days of the appeal meeting.

   c. **Step Three**: Following the decision of the appeal review, a student may request a third review before the Vice President. The request for a third appeal must be submitted in writing to the Vice President within ten (10) business days of the date of the appeal review decision completed in step two. Failure to file an appeal in a timely manner constitutes a waiver of the right to appeal.
The Vice President will review the original appeal letter, the appeal review letter and the third appeal request and will determine if the grounds for a third-level appeal have merit. The Vice President may schedule a meeting with the student. An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original record revision request or the appeal review decision, the Vice President has the discretion to request a meeting of the Director of Enrollment Services, the Dean of Student Services and the student appealing the request to revise a record. The Vice President will render a third-level appeal decision in writing within ten (10) business days of the third-level appeal meeting.

5. **Disclosure:** There are two types of information distinguished under FERPA: personally identifiable information and directory information. Certain conditions exist with regard to disclosure of each kind of information. The College complies as follows:

   a. **Personally Identifiable Information:** Personally Identifiable Information is information that would include identifying data such as student’s ID number, social security number, academic work completed, grades, achievement test scores, aptitude test scores, health data, or other personal characteristics or information which would make the student’s identity easily traceable. Prior consent, in the form of a signed and dated document, must be provided by the student to authorize the College to disclose personally identifiable information. The consent must specify records that may be disclosed, should state purpose of disclosure, and must identify party or class of parties to whom disclosure may be made.

   b. **Directory Information:** FERPA allows for the disclosure of directory information as identified by the institution. SRC has designated the student’s name, address, telephone number, e-mail address, photograph, date of birth, major field of study, enrollment status, dates of attendance, most recent education agency or institution attended, degrees, honors and awards received, height and weight of student athletes, and participation in officially recognized activities and sports as directory information. The College will disclose directory information only, upon request, to other educational colleges and/or universities. A student has the right to refuse designation of any or all of this directory information by submitting a Request to Withhold Directory Information form to the Director of Enrollment Services.
6. **Exceptions:** FERPA allows for the release of student records without written consent of the student under the following conditions:

   a. To school officials with legitimate educational interest. The College has designated school officials such as faculty, administration, professional employees, support staff, work-study students, or persons employed by or under contract to the College (example: an attorney or auditor) acting as an official agent of the College to perform a business function or service on behalf of the institution. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to:

      1) perform appropriate tasks that are specified in his or her position description or by a contract agreement;

      2) perform a task related to a student’s education;

      3) perform a task related to the discipline of a student;

      4) provide a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid;

      5) identify tasks that must be determined to be consistent with the purposes for which the data are maintained; and/or

      6) maintain safety and security on campus.

   Requests related to institutional research and studies are subject to this criterion. Disclosure to a school official having a legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party. An unauthorized disclosure of personally identifiable information from the education record of the students is prohibited.

   b. In compliance with a court order or subpoena.

   c. Parents of dependent students.

Parents of dependent students may have the right to gain access to information in student education records. For purposes of FERPA, the College limits the student education record information that may be released (without the student’s specific written permission) to Directory Information and specific data elements only.

A student must have indicated that either parent claimed him/her as a tax dependent on an application for financial aid (FAFSA). Otherwise, the parent must provide a copy of the most recently completed Federal Income Tax Return indicating that the student in question was claimed as a dependent.
The College defines a dependent as a student that is considered dependent on a parent according to IRS guidelines (as defined in Section 152 of the Internal Revenue Code of 1954). In addition, the College will assume dependency for students enrolled in the dual enrollment program. Dependency status will be verified through the use of financial aid records maintained in the shared drive or by requesting IRS records from a student’s parent. If dependency cannot be determined, a signed release from the student will be required.

The following information may be released to the parents of dependent college students:

1) tuition account balances.
2) financial aid eligibility.
3) student’s schedule of classes.
4) reason for an account hold.
5) explanation of satisfactory academic progress status.

Directory information can be released to parents without verifying dependency status. The College will respond to phone or in-person inquiries by the parents of dependent students.

If for any reason staff does not feel comfortable releasing information over the phone, the caller should be referred to the staff member’s immediate supervisor, the Dean of Student Services, or the Director of Enrollment Services.

d. To schools in which a student seeks or intends to enroll (the College will make an attempt to notify the student that records are being provided).

e. To the Comptroller General of the United States.

f. To the Attorney General of the United States.

g. To the Secretary of the Department of Education.

h. Federal, State, and Local educational authorities involving an audit or evaluation of compliance with education programs.

i. In connection with a student’s application for, or receipt of, financial aid (such as the administration or continuation of aid) and organizations associated with providing financial aid to a student.
j. In the event of a health or safety emergency where the information is required to resolve the emergency.

k. That is considered directory information, so long as the student has not requested nondisclosure of this information.

l. That is a result of a disciplinary hearing where the student is the perpetrator crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.

m. Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g. reporting the offense to the parents of the student).

n. To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator’s disciplinary proceeding may be released.

o. Federal and state government agencies and officials, accrediting agencies and organizations conducting studies for or on behalf of educational agencies if conducted so as not to permit the personal identification of any individual student.

p. Schools or colleges to which the student is currently enrolled (dual enrollment, consortium agreements).

q. Release of information requested under the terms of the Patriot Act.

7. **Right to File a Complaint:** A student has a right to file a complaint with the U.S. Department of Education. There are two basic requirements for a complaint to be properly filed against an institution in relation to FERPA infractions:
   a. The complaint must be made within 180 days of when the infraction was discovered.

   b. There must be sufficient facts (evidence) to prove the violation. The Family Policy Compliance Office, U. S. Department of Education, 400 Independence Ave., SW, Washington, D.C. 20202-4605 is the office responsible for enforcing/administering the Family Educational Rights and Privacy Act and should be contacted to file a complaint.

8. **Students Right-to-Know:** The Student Right-To-Know Act of 1990 requires the College to compile and release completion, graduation, and transfer-out rates to all students. This information is available from the office of Admissions and Records.
POLICY: Spoon River College ensures that its Financial Aid Office adheres to all federal and state guidelines and regulations.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. Procedures for awarding financial aid to eligible students are located in the Financial Aid Office.
POLICY: It is the philosophy and objective of Spoon River College to serve the educational interest and needs of all international students.

SCOPE:

This policy applies to all eligible students.

DETAILS:

1. International applicants are required to comply with the admission policies of the College.

2. In addition to compliance with College admission policies, applicants must submit a transcript of their high school record and/or college work. This record must include the following information translated into the English language:
   a. Descriptive titles of courses studied;
   b. The total number of lecture and lab hours devoted to each course of study;
   c. Final grades in each course and an explanation of the grading system;
   d. A financial statement, which certifies that he/she, has adequate funds to carry themselves under normal conditions through a full year without need for local financial assistance.

3. After receipt of the above documents the International Student Advisor notifies applicants of their admission or rejection. If they are accepted, the necessary forms from the United States Naturalization and Immigration Service are provided to the applicant.

4. All international students are considered as out-of-state students for residency purposes for their entire period of enrollment at the College.

5. Applicants for curricula with limited enrollments shall be considered for openings on the same basis as out-of-state students.

6. All international students must remain full-time students as described by the College catalog as long as they remain at the College.

7. For registration to be considered, all necessary documents must be received by SRC no later than as indicated in the timetable below. The Federal I-20 form is issued to the student only after all required documents have been submitted and approved.

   - Fall Semester: August 1, 12 hours
   - Spring Semester: December 1, 12 hours
   - Summer Semester: May 1, 6 hours
**POLICY:** Students seeking reinstatement after dismissal for disciplinary reasons may submit a written appeal.

**SCOPE:**

This policy applies to all Spoon River College students.

**DEFINITIONS:**

*College Days:* College Days or any references to "days" used in this policy will mean days in which the College is open for business.

**PROCEDURE(S):**

1. The student submits a written appeal to the President. The appeal includes a current mailing address and a clear reason why reinstatement is warranted. Emphasis is placed on what changes have occurred since the incident that justifies reinstatement.

2. The President generally notifies the appellant within fifteen (15) college days that the appeal is in process.

3. The President reviews the appeal for readmission within thirty (30) days of notification by the student and may convene a hearing to review the appeal.

4. The appellant is notified if a hearing is scheduled. The appellant is permitted to attend and address the President. The President may request additional information from the appellant and College files. The College may request the appellant to submit to psychiatric, medical, or other associated testing. The College is responsible for testing and evaluation selection and expenses.

5. Upon review of all documentation, the President will render a decision.

6. The outcome of the appeal by the President is final.

7. The appellant is generally notified in writing of the decisions no later than fifteen (15) college days after the final determination.

8. The appellant is eligible to resubmit an appeal for readmission no earlier than twelve (12) months from the determination rendered in the above five (5).
POLICY: Spoon River College is in full compliance with all federal and state laws with regard to notification of where law enforcement agency information can be obtained and to ensure the protection of persons at all college campuses under the age of 18.

SCOPE:

This policy applies to all Spoon River College employees, students, and visitors.

DEFINITIONS:

_Campus Sex Crimes Prevention Act_: Requires institutions of higher education to notify the campus community of where law enforcement agency information provided by the State concerning registered sexual offenders may be obtained.

_Criminal Code 720 ILCS 5/11-9.4_: It is unlawful for a child sex offender to knowingly operate, manage, be employed by, volunteer at, be associated with, or knowingly be present at any facility providing programs or services exclusively directed towards persons under the age of 18.

LAW ENFORCEMENT AGENCY INFORMATION:

Information regarding registered sexual offenders may be obtained on the Illinois State Police website at http://www.isp.state.il.us/sor/.

DETAILS:

1. **Employees / Students:** Although Spoon River College receives information concerning registered sexual offenders and complies with the Campus Sex Crimes Prevention Act, any employee or student who is a registered sexual offender is expected to provide information concerning that offense to either the Human Resources Department or Dean of Student Services.

2. **Violation of the Act:** Spoon River College will report any employee or student in violation of Criminal Code 720 ILCS 5/11-9.4 as outlined above to the appropriate legal authorities.
   a. Employees in violation of Criminal Code 720 ILCS 5/11-9.4 and this policy will receive disciplinary action up to and including termination of employment.
   b. Students in violation of Criminal Code 720 ILCS 5/11-9.4 and this policy will receive disciplinary action outlined in the Policies and Procedures Manual up to and including dismissal.
PROCEDURE(S):

1. Sex offender reports may be provided to the Human Resources Office by the appropriate law enforcement agency; however, information received is not to be publicly disseminated. Please refer individuals requesting information to “Law Enforcement Agency Information” above.

2. The Dean of Student Services or the Director of Enrollment Services will review student records to determine if the offender is a registered student. The Human Resources Office will verify if the offender is a college employee.

3. The Dean of Student Services or the Director of Enrollment Services will obtain additional information from law enforcement on any restrictions associated with the offender in question and on the offender’s enrollment at the college. The Human Resources Office will do the same for employees.

4. The appropriate Instructional Dean, Center Director, Director of Enrollment Services, or the Dean of Student Services will provide notification to the classroom faculty for the classes in which the offender is enrolled. The notification will include the student’s name, picture, and restrictions placed on the offender by law enforcement.

5. The Dean of Student Services or the Director of Enrollment Services will make information regarding registered sexual offenders available internally to Student Advisors scheduling courses on behalf of students.

6. The Dean of Student Services or the Director of Enrollment Services will notify the registered offender to make him or her aware of the College’s notification procedure. Other than the notification procedure, registered sex offenders will receive the same rights and privacy protections provided to all students.
POLICY: The Student Code of Conduct, located in the Student Handbook, covers expectations for student behavior and consequences for violating behavioral and discipline standards. Additionally, the process for investigation and discipline are also covered in this section of the Student Handbook.

SCOPE:

This policy applies to all Spoon River College students.
POLICY: Spoon River College has established grievance procedures to resolve academic and non-academic issues and to maintain campus safety and preserve the integrity of the College and its educational environment.

NOTE: Students must use the complaint (aka grievance) procedure located in the College’s Anti-Harassment Policy to report incidents of discrimination or harassment including problems related to the discrimination of any student on the basis of sex under Title IX of the Educational Amendments of 1972.

SCOPE:

This policy applies to all Spoon River College students.

DEFINITIONS:

Grievance: A grievance is a formal allegation or complaint that an unjust, improper and/or unfair individual action or activity occurred, which is harmful to the student or students.

Academic Grievance: A concern expressed by a student regarding classroom management and/or conduct, instructional methods, grades, teaching effectiveness or evaluation.

Non-Academic Grievance: A concern expressed by a student regarding any issue other than academic such as: code of conduct, services, or any other student related issues.

Judicial Council: A committee comprised of between three and five students, faculty, and staff to hear a student’s first appeal of a decision made by the Dean of Student Services as described below.

DETAILS:

1. If a final decision results in student dismissal, students may appeal for reinstatement by following the Reinstatement of a Student after Dismissal policy.

2. Students are expected to:
   a. First attempt to resolve their concerns with the faculty.

   b. If such resolution is unsuccessful, the student must contact the appropriate academic dean or designee who will determine what resolution/remedy, if any, is necessary. If resolution is unsuccessful at this level, the student must submit a formal grievance in writing to the Dean of Student Services.
PROCEDURES:

1. **Conference:**
   a. *Informal:* The Dean of Student Services requests a meeting with the student for a preliminary conference where the student is apprised of his/her basic rights as stated in these rules. Depending upon the nature of the situation, the Dean of Student Services proceeds accordingly in the best interest of the College.
   
   b. *Formal:* The Dean of Student Services requests a meeting with the student, in writing, within seven (7) business days for a preliminary conference where the student is apprised of his/her basic rights as stated in these rules. The student is extended the opportunity for an explanation of the conduct in question, but must also provide the Dean of Student Services with a detailed written explanation. Failure of the student to meet with the Dean of Student Services within the prescribed timeframe does not prevent the process of collecting information or the decision to move forward.

2. **Investigation:** The Dean of Student Services, in consultation with an Instructional Dean, considers all evidence, determines the facts, renders a decision, and imposes disciplinary sanction(s) as appropriate. The Dean of Student Services, in writing, identifies the claimed misconduct, infraction, or offense, presents a statement of the full penalty or sanction, and presents a statement of the student’s right to due process. This information is provided to the student via personal delivery or by certified, return receipt mail to the last specified address in the student’s permanent file.

3. **First Appeal:** To the Vice President or designee. A student may appeal the decision made by the Dean of Student Services within seven (7) business days from the receipt of notification to the student or attempt to deliver by the College. The appeal must be in writing, with full explanation for the student’s appeal, to the Vice President. Any student acquitted of charges after this appeal will be provided an opportunity to make up class work that may have been missed as a result of suspension during the procedural action.
   a. The Vice President considers all evidence, determines the facts, upholds previous decisions, denies requests, or rescinds the decision and makes appropriate disciplinary sanctions as necessary within seven (7) business days.
   
   b. Any student acquitted of charges after this appeal will be provided an opportunity to make up class work that may have been missed as a result of suspension during the procedural action.
   
   c. The Vice President notifies the student, by certified mail, of his/her decision regarding the appeal.
**Second Appeal:** Hearing before Judicial Council. A student may appeal the decision made by the Vice President within seven (7) business days from the receipt of notification to the student or attempt to deliver by the College. A request for an appeal must be made in writing to the Judicial Council Chair. The Dean of Student Services provides the Judicial Council Chair the documentation of alleged misconduct and the nature of all the evidence. Upon receipt of a request to appeal, the student is advised, in writing and by certified mail, on the right, methods, time and place of the hearing at least seven (7) business days prior to the hearing. It is the responsibility of the student to make up class work that may have been missed because of suspension during the procedural action. In all disciplinary hearings conducted, the following procedures shall be observed:

a. The student is advised of the breach of rules or regulations of which he/she is charged;

b. The student is advised of the following rights:
   1) The right to present his/her case;
   2) The right to call witnesses in his/her behalf; and
   3) The right to call witnesses against the accused.

c. The Judicial Council holds a hearing, observes the procedures described above, considers all evidence, determines the facts, upholds previous decisions, denies requests, or rescinds the decision and makes appropriate disciplinary sanctions as appropriate.

   1) The hearings go forward unless the accused notifies the Chair of the Judicial Council a minimum of 24 hours in advance of their impending absence and will give the reason for that absence. Failure by the accused to appear at the hearing will not prevent the Council from hearing evidence or deciding the case.
   2) The Chair calls the session to order and reads the breach of rules as charged.
   3) The Chair will give an opportunity to the student and the Dean of Student Services to make an opening statement.
   4) The Dean of Student Services presents all pertinent information and/or witnesses regarding the claimed breach of rules as related to misconduct.
   5) The student, after hearing all evidence presented, may question the accuser or witnesses.
   6) The student has the opportunity to present his/her case, including all evidence, witnesses, and no more than two (2) character witnesses from student body, faculty, or staff.
   7) The Dean of Student Services has the right to question the student and/or witnesses.
   8) The Judicial Council has the right to question the student and/or witnesses.
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9) The Judicial Council meets in private to render a verdict.
10) The Judicial Council notifies the student by certified mail that his/her petition has been granted or denied within seven (7) business days of the decision.

4. Decisions at this level are final.
POLICY: Spoon River College provides students information related to academic and student services policies in the catalog, student handbook, website and/or in other formats.

SCOPE:

This policy applies to all Spoon River College students.

DETAILS:

1. All individuals enrolled in Spoon River College courses are responsible for compliance with all college policies.
POLICY: Spoon River College, in compliance with federal and state laws, allows student withdrawal due to military leave or leave under the Volunteer Emergency Worker Higher Education Protection Act.

SCOPE:

This policy applies to all Spoon River College students requesting withdrawal due to military leave or leave under the Volunteer Emergency Worker Higher Education Protection Act.

DETAILS:

1. **Student Military Leave:**
   a. Student Responsibility: Students will inform the College and their faculty as early as possible of a probable call to active duty.

   b. Student Called to Active Duty Prior to December 1 or May 1:
      1) If a student is called to active duty prior to December 1st or May 1st of the appropriate semester, the student may withdraw from all classes and the College will offer tuition credit for a future semester or refund the money to the funding agency depending on the source of financing.
      2) The Dean of Student Services must be notified of these withdrawals to ensure that proper credit is given to the student.
      3) Students must provide the College with a copy of their orders, which is sent to the Dean of Student Services as notification.

   c. Students Called to Active Duty After December 1 or May 1:
      1) If a student is called to active duty after December or May 1st of the appropriate semester, the student may have completed enough of the class so that the grade could be offered.
      2) An incomplete should be offered only on the possibility of a very short tour of duty (two or three weeks). If an incomplete is offered, and the student's tour goes beyond the deadline for the incomplete to be made up (nine weeks from the end of the semester), we will retroactively give the student a withdrawal rather than the automatic change to an "F" grade to protect the student.

2. **Volunteer Emergency Worker Leave:** Per the Volunteer Emergency Worker Higher Education Protection Act, Spoon River College will provide reasonable accommodations to any student who is a volunteer emergency worker with regard to absence from class due to performance of his or her emergency worker duties.
POLICY: Spoon River College admits applicants based upon established criteria.

SCOPE:

This policy applies to all prospective Spoon River College students.

DETAILS:

1. Applicants may be admitted into the College by one or more of the following ways:
   a. Diploma from an accredited high school (transcript).
   
   b. Transfer from another college or university (transcripts from all colleges previously attended).

   c. General Education Development (GED) or equivalent examination.

   d. A student less than 18 years of age must provide a letter from the Superintendent or designee of their high school district in which he/she has legal residence stating that he/she no longer has connections with such school system.

   e. Special admissions situations not covered by the above will be reviewed on an individual basis. In such cases, approval must be given by the Vice President or designee.
POLICY: Spoon River College is an open enrollment institution. Some academic programs may have additional admissions requirements for enrollment.

SCOPE:

This policy applies to all Spoon River College students.

DETAILS:

1. As a local and state supported institution, the College may give preference in its program admissions policy to in-district students over out-of-district students.
POLICY: Regular and prompt attendance at all classes is expected of every student. Specific attendance requirements are reflected on course syllabi; however, students will be excused from absences defined as “excused absences.”

SCOPE:

This policy applies to all Spoon River College students.

DEFINITIONS:

Excused absences: Excused absences fall into one of the following categories:

1. College sponsored activities:
   a. Academic activities including, but not limited to, performing arts, individual events, or honors classes.
   b. Participating as an athlete in a college athletic program.
   c. Other college sponsored activities, including student government and student organizations. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official college functions.

2. Military Obligations: This is defined as absence as the result of military orders for a short-term [training] period. Note: Students subject to federal activation are covered by a separate policy.

3. Jury Duty or Subpoena for Court Appearance: This applies to absences that are a result of official requests from a court of law.

DETAILS:

1. Student Responsibilities:
   a. The student must inform the faculty of his/her absence in advance of absence or as soon as practical. The student must request an opportunity to complete missed work or appropriate alternative provided by the faculty.
   b. It is the responsibility of the student to complete all coursework in a timely manner in cooperation with the faculty. All coursework must be completed prior to the end of the semester, regardless of the nature of the excused absence.

2. Official Documentation to Support Excused Absence: The student may be required to provide evidence to support the excused absence to the faculty or the Dean of Student Services. Examples of such documentation include:
   a. Schedule of games or activities verified by college coach or activity sponsor.
b. Legal documentation indicating military obligation or court appearance.

3. **Non-Punitive:** The faculty must honor a college excused absence covered by this policy and allow the student an opportunity to make up work missed. Punitive measures must not be taken against students who present an official college excused absence.

4. **Recommendations for Withdrawal from Class:** If the faculty member believes that the number of absences accrued under the terms of this policy is such that the student cannot fulfill the learning experience or mastery that a course requires, he/she may recommend that a student withdraw from the class.

5. **Exclusions:** This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical or lab experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements.
POLICY: Spoon River College allows any student to enroll in a course as an auditor provided there is space available in the section.

SCOPE:

This policy applies to all Spoon River College students.

DETAILS:

1. Students taking a course for credit are given priority enrollment over a student enrolling as an auditor.

2. The auditor pays the regular per credit hour tuition rate and is expected to meet course requirements.

3. Audit status is not eligible for financial aid.

4. The auditor receives no grade or credit upon completion of the course.

5. Auditors may not change their status to that of a credit student after the end of the drop and add period.

6. Students may change a credit course to that of an audit by informing the Registrar in writing of the change prior to the official withdrawal date.
POLICY:
Spoon River College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) with other Illinois Community Colleges. This agreement gives students access to a program not available at his or her community college district.

SCOPE:
This policy applies to all Spoon River College students.

DETAILS:
1. Out-of-district students wishing to enroll in a SRC program that is not offered within their home district will pay SRC’s in-district tuition rate with the proper verification from their home community college.
2. Spoon River College district residents attending another community college for a program not offered by SRC may also be eligible for that college’s in-district tuition rate.

PROCEDURES:
1. To request a CAREER Agreement verification, a student should go to www.src.edu.
2. Under the “Admissions” tab, the student should click on “CAREER Agreement Verification.”
3. The student will complete the information requested in this form and click submit.
4. Completed requests will be processed by the Instructional Office and approved by the Dean of Career and Workforce Education within approximately 10 business days.
5. The student and the receiving college will be notified in writing if the verification was approved or denied.
6. Verification will be required each academic year.
## POLICY:
Students residing in a community college district outside the Spoon River College district may have partial tuition payment paid by their community college district if they enroll in a program at Spoon River College, which their local college district does not offer. In all other cases, students from these college districts must pay their own out-of-district fees.

### SCOPE:
This policy applies to all Spoon River College students.

### DETAILS:
1. Students must request this support in writing from their high school or community college district before registration can be completed.

2. Each student must re-apply as required by the controlling educational unit.
POLICY: Enrollment in classes will conform to the academic prerequisites as stated in the College catalog unless waived by the faculty and Vice President.

SCOPE:

This policy applies to all Spoon River College students.
POLICY: Final examination period generally follows the final exam schedule during the final exam week which is reflected in the academic calendar.

SCOPE:

This policy applies to all Spoon River College faculty and students.

DETAILS:

1. The final exam schedule is recommended by the Student and Academic Affairs Committee and College Senate in accordance with College Senate Bylaws.
2. Final exams or activities for the following will be arranged by the instructor: lab components of courses, PE activity classes, independent study courses, and courses ending prior to final exam week.
3. Final exams for online classes must be completed by no later than Thursday of the designated final exam week.
4. Any deviation from the final exam schedule must have the prior approval of the appropriate Dean. Once approved by the Dean, it is the instructors’ responsibility to clearly communicate the changes to the students in a timely manner.
5. The final exam schedule does not apply to summer sessions.
6. Faculty are required to schedule a meaningful activity during final exam week.
POLICY: Students applying for admission to Spoon River College degree and certificate programs, applying for financial aid assistance, or receiving a College scholarship are required to have an official high school transcript or GED certificate, and all official transcripts of additional college work on file in the Admissions Office upon registration.

SCOPE:

This policy applies to all Spoon River College students.

DETAILS:

1. Failure to receive the official transcripts in the designated period can deter and/or delay obtaining funds and/or the award of financial assistance.
POLICY: The Spoon River College Office of Community Outreach registers, cancels, and refunds students for continuing education (CE) and vocational skills (VSK) courses (courses with the prefix of CE or VSK).

SCOPE:

This policy applies to all Spoon River College students enrolled in CE or VSK courses.

DETAILS:

1. Continuing Education (CE) and Vocational Skills (VSK) Registration:
   a. CE and VSK registrations are completed via the web, telephone, mail, or in person at any Spoon River College location.
   b. CE and VSK offerings with low enrollment may be cancelled.
   c. Acceptable payment methods for CE and VSK offerings include cash, VISA, MasterCard, Discover, or check at the time of registration or no later than the scheduled offering starting date.

2. CE and VSK Cancellation and Refund:
   a. CE and VSK enrollees may cancel registrations by calling the Community Outreach Offices.
   b. Full refunds may be provided to enrollees who cancel registrations no later than twenty-four (24) hours prior to the scheduled start date of the offering.
POLICY: Spoon River College determines student residency for state reporting, state funding, and local tuition purposes.

SCOPE:

This policy applies to all Spoon River College Students.

DEFINITIONS:

Domicile: Place where a student lives and which they intend to be their permanent home as evidenced by appropriate documentation.

In-District Student: A student whose legal residence is within the boundaries of Spoon River College District #534.

Out-of-District Student: A student whose legal residence is outside the boundaries of Spoon River College District #534, but whose legal residence is within the State of Illinois.

Out-of-State Student: A student whose legal residence is in a U.S. state other than Illinois.

International Student: A student whose legal residence is outside the United States or Territories thereof.

DETAILS:

1. Residency must be determined 30 days prior to the beginning of each semester. Any student whose residency cannot be established as in-district under this policy is categorized as out-of-district.

2. The Dean of Student Services is ultimately responsible, along with the Director of Enrollment Services, to ensure compliance with residency determinations. Advisors are to request only updated address information from the student.

PROCEDURE(S):

1. The acceptable forms of documentation to determine student residency are verified by an approved staff member of the College and may include one of the following:
   a. a copy of the student's driver's license;
   b. automobile registration;
   c. voter registration card;
d. latest state income tax form;

e. property tax statement or deed; or

f. other similar documentation providing verification of the student's address.

Approved forms are placed in the student's permanent file.

2. A student determined to be in-district for the current term, will remain in-district until there is notification of an address change. It is the student’s responsibility to provide notification of any address changes.

3. Emancipated students residency status is verified based on their documentation.

4. Concurrently enrolled full-time (12 hours) Western Illinois University students qualify for in-district status.

5. Students residing in the Snapper Villas qualify for in-district status. Students must provide copy of current Snapper Villas lease.

6. Students with documented verification of full time employment (at least 35 hours per week) within the district qualify for in-district status.
POLICY: In compliance with the Illinois Senior Citizen Courses Act (P.A. 86-1324), Spoon River College provides waived tuition to eligible senior citizens enrolling in credit classes (excluding VSK).

SCOPE:

This policy applies to all eligible Spoon River College students.

DEFINITIONS:

Eligible Senior citizen: Any person 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the “Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act,” approved July 17, 1972, as amended.

Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act thresholds: Annual household income thresholds (households of 1 to 3 and more) that provide direct property tax relief to senior citizens and disabled persons. Spoon River College will verify the income limits annually by referring to http://www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp_Content&contentID=4825.

Credit course: Any program of study for which the College awards credit hours (excluding VSK).

DETAILS:

1. Eligible senior citizens accepted for admission may enroll in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course.

2. Degree seeking students will be given priority in class scheduling.

3. The senior citizen student is responsible for fees.

4. The policy is applied if classroom space is available. Online course registration will not be accepted until the last day of the add period.
POLICY: Students wishing to withdraw from, drop, or add a course(s) must receive official authorization from the Admissions and Records Office as described in the procedures below. Students are liable for all adjustments of tuition and fee payments.

SCOPE:

This policy applies to all Spoon River College students.

DEFINITIONS:

Add: The official authorization to add a class to a student's schedule within the schedule adjustment period. Additional tuition and fees apply.

Course Withdrawal: The official authorization to cease participating in a class after the schedule adjustment period. Student is NOT eligible for a refund.

College Day: A day when the College is open for normal operation (classes and business).

Complete Withdrawal: The official authorization to withdraw from the College and all courses. A student is NOT eligible for a refund.

Drop: The official authorization to eliminate a class from a student's schedule within the schedule adjustment period. Student is eligible for a refund.

Final Date for Withdrawal from Course(s): The final date that a student may withdraw from a class and receive the grade of "W" as published in the Academic Calendar or course schedule.

Medical Withdrawal: A complete withdrawal from the College or all courses based upon documentation from a physician. A student may be eligible for a refund.

Refund: The credit for tuition and fees applied to a student's account for classes dropped or cancelled from a schedule.

DETAILS:

1. Withdrawals for Non-Attendance: Students are officially withdrawn from the course by the faculty on the mid-term roster and appropriately noted on the academic transcripts by the Registrar by the letter grade of W if the faculty determines the student to be:
   a. not making an attempt to finish the course;
   b. not regularly attending; or
   c. have never attended.
It is the student’s responsibility to officially withdraw from the class thereafter.

2. **Course or Complete Withdrawal from College**: If students elect to discontinue their studies within an academic term, they must officially withdraw from Spoon River College (refer to the Course or Complete Withdrawal from College procedure below).

3. **Refunds for Withdrawals**: Students receiving authorization to withdraw from course(s) or for a complete withdrawal from college may be eligible to receive a refund for tuition and fees (refer to the Refund for Withdrawals procedure below). Students are liable for all adjustments of tuition and fee payments when refunds are not applicable.

4. **Course Drop**: If students elect to eliminate a course from their schedule for the academic term, they must officially initiate a drop during the scheduled adjustment period (refer to the Course Drop Procedure below). A student is eligible for a refund for a course drop.

**PROCEDURE(S)**

1. **Course or Complete Withdrawal from College Procedure**:
   a. Students must initiate and notify an Advisor to complete the official withdrawal form. Students may notify their Advisor via email, phone or in person. The Advisor will ensure that the student is aware of all or any services available to them. The student will obtain the necessary signatures on the withdrawal form-course instructor, advisor, and financial aid staff.

   b. Financial Aid makes necessary financial aid adjustments.

   c. Students not officially withdrawing from the College may receive grades of "F" in all of their courses. Students totally withdrawing from college may receive a "W" in all of their courses.

   d. The Dean of Student Services or designee may initiate the official complete withdrawal administratively with extenuating circumstances or when the situation warrants such action.

2. **Course Drop Procedure**:
   a. Students must initiate a course drop by working with a faculty or college advisor and completing a course drop form, or by logging into the MySRC student portal.

   b. Financial Aid makes necessary financial aid adjustments.
3. **Refunds for Dropping Procedure:**
   a. Students dropping a credit course(s) with the approval of the appropriate personnel will be eligible for refund of tuition and fees according to the following schedule:
      1) All Courses: 100% refund if course is dropped before the first class of the session.
      2) Courses of 9 to 16 weeks duration: 100% refund if course is dropped after classes begin and through the fifth day of the session. There will be no refund if the course is dropped after the fifth day of the session.
      3) Courses of 5 to 8 weeks duration: 100% refund if course is dropped after classes begin and through the fifth day of the session. There will be no refund if the course is dropped after the fifth day of the session.
      4) Courses of 2 to 4 weeks duration: 100% refund if course is dropped after classes begin but before the second day of the session. No refund if course if dropped after the second day of the session.
      5) Courses of 2 weeks or less duration: 100% refund if course is dropped after first class but before second class. No refund if course is dropped after the second day of the session.
   b. Students dropping community education, non-credit, course(s) are eligible for 100% refund if the course is dropped one college day before the first class meeting.
   c. 100% refund of tuition and fees is granted if a scheduled course is cancelled by the College.
   d. Students asked to leave the College or a course(s) for misconduct or delinquent attendance are NOT eligible to receive a refund of tuition and fees.
   e. Students may request a refund based upon a Medical Withdrawal by completing a Medical Withdrawal form, located in the Student Services Office. All requests are approved by the Vice President or designee.
POLICY: Students participating in activities sponsored by Spoon River College or the Student Government Association are expected to conform to the student code of conduct policy.

SCOPE:

This policy applies to all Spoon River College students.

DETAILS:

1. The Dean of Student Services or designee is responsible for each activity. Responsibilities include, but are not limited to, management of the activity, including ticket sales, money collection, security, set up, clean up, and the monitoring of student conduct.

2. If an incident involving inappropriate student behavior occurs, the Dean of Student Services or designee may immediately remove students involved in the incident from the activity and from College owned or leased property. The Dean of Student Services or designee completes and submits an incident report.

3. The Illinois Community College Act, Section 103-42.1, grants to Spoon River College security personnel the same arrest powers as exercised by police officers.
**POLICY:** Participation in Student Organizations is open to all students who meet membership requirements.

**SCOPE:**

This policy applies to all Spoon River College students.

**DETAILS:**

1. **Organization Membership:**
   a. Membership in the organization may be limited to currently enrolled students; exceptions may be expressed in By-Laws.
   
   b. Organizations must have the minimum number of members [8] as prescribed by the College and must maintain a demonstration of continuous interest in the organization. In the event there is not sufficient interest, the Dean of Student Services and the Vice President of Instruction and Student Services may dissolve the club or grant temporary status not to exceed one year.

2. **Organization Requirements:**
   a. Organizations must represent the interest of the members and the control of the organization must be with the College.
   
   b. Organization must agree to comply with Spoon River College Policies and Procedures, and all federal and/or state laws.

3. **Establishing New Organizations:**
   a. Organizations must provide to the College a minimum of the following:
      
      1) A Student Organization Proposal Form requesting permission to establish the college affiliated organization.
      
      2) The proposed Constitution and By-Laws of the organization, which must clearly contain the following: name, purpose, proposed activities and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
      
      3) The names of the charter members of the organization.
      
      4) The names of faculty/staff advisor and/or administrative officers of the College who will sponsor the organization.
      
      5) A statement of assurance of compliance by the organization that it will comply with all Policies and Procedures of the College.
   
   b. Copies of foregoing documents are submitted to the Dean of Student Services who is authorized to review and make recommendations concerning proposed organization to the Student Government Association and the Vice President of Instruction and Student Services.
c. The Dean of Student Services is responsible for reviewing or authorizing the proposed organization; the Dean may require the advisor to clarify any materials or additional information and to resubmit the application.

4. **Conditions of Organization Authorization:**
   a. Student organizations are authorized on an annual basis, and are subject to annual review and renewal for each ensuing year.
   
   b. Annual renewal will confirm that the organization has adhered to purposes, aims and activities as stated in the constitutions and bylaws.
   
   c. The organization must have remained in compliance with all college policies and federal/state laws.
   
   d. The organization must maintain a current list of officers and faculty/staff advisor.
   
   e. The organization must have submitted all required financial [containing revenue received and disbursements; fund-raising activities] and other reports to the College.
   
   f. Annual renewal of authorization of an organization is contingent upon completing these steps in order to ensure funding by the Student Government Association.

5. **Organizational Probation and Suspension and Withdrawal:**
   a. An organization may be placed on probation, be suspended, or authorization may be withdrawn by the Dean of Student Services for any of the following reasons:
      1) The organization fails to maintain compliance with all reporting requirements.
      2) The organization ceases to operate as active organizations.
      3) The organization requests dissolution.
      4) The organization is in violation of rules and regulations of the institution, of federal or state laws, or
      5) The organization fails to submit any required reports.

   b. An organization, which is placed on probation, may continue to hold meetings but not sponsor any activity or program. Any organization, which is placed on suspension, may not engage in or sponsor any activity or program and may not hold meetings. Where registration of an organization is withdrawn, it will cease to exist as an organization.

   c. In the event an organization is placed on probation or suspended or registration is withdrawn due to a violation of rules and regulations of the institution or federal or state laws, the organization will be afforded the opportunity for a hearing before the Dean of Student Services.

6. **Officers of Student Organizations:** Students under academic or social suspension from the institution are not eligible to become or maintain the status of an officer of an organization.

7. **Expected Conduct at Organization Events:** Students are expected to conduct themselves on and off campus in a manner that is socially acceptable to the general community. Questions regarding
appropriateness of activities should be directed to the Dean of Student Services. Individuals in violation of any of the above activities are subject to disciplinary action outlined in the Student Code of Conduct policy including revocation of the club charter.

8. **Fiscal Responsibility:** Each organization will maintain a sound financial system related to the collection and distribution of funds in accordance with College Policies and Procedures. An organization may be subject to audit by representatives of the institution at any times. All revenue must be deposited with the College in the Student Organization’s Foundation account. The Spoon River College Vice President of Institutional Advancement and Community Outreach must approve all fund raising activities in advance.

9. **Unofficial or Unrecognized Clubs:** Groups of students may participate in and/or coordinate activities that do not meet the criteria of official Student Organizations as outlined above. Unofficial or Unrecognized clubs do not receive College funding and cannot fundraise. While Unofficial or Unrecognized clubs do not have official College affiliation, it is expected that any member / participate follow the College’s Policies and Procedures.
POLICY: Each recognized student organization must have an approved advisor. Without an approved advisor, the organization has no authority to exist.

SCOPE:

This policy applies to all Spoon River College student organization advisors.

DETAILS:

1. **Advisor Responsibilities:** The student organization advisor (or approved designee) has the following responsibilities:
   a. Has a thorough knowledge of the nature and objectives of the organization.
   b. Has a belief in and enthusiasm for the organization and its purpose.
   c. Able to attend meetings on a regular basis; meetings held without the advisor(s) are not official meetings and any business, expenditures, etc., considered must be approved by the advisor(s) before being official.
   d. Attends, when appropriate, organizational committee meetings.
   e. Is present at all organization functions and activities.
   f. Serves as liaison between the organization and the administration of the College and is familiar with Spoon River College Policies and Procedures.
   g. Is a general resource person for the group.
   h. Is employed by Spoon River College in capacity as staff, faculty, or administrator, with supervisor’s approval.
   i. Encourages the organization to plan, organize, facilitate, and evaluate its actions and activities.
POLICY: Spoon River College offers scholarships that are designed to encourage students with exceptional academic, athletic, or performing skills to attend and succeed at Spoon River College.

SCOPE:

This policy applies to eligible Spoon River College students.

DETAILS:

1. **Criteria and Responsibility:**
   a. **Criteria:** Certain scholarships require that the applicant meet specific criteria in order to be considered for this scholarship. Specific criteria are stated on the Spoon River College Scholarship webpage and are also noted in policy for each type of scholarship.
   
   b. **Responsibility:**
      1) Spoon River College reserves the right to rescind scholarship awards to students if they engage in misconduct;
         • that violates the College’s student code of conduct; or
         • while participating in an on-campus or off-campus college sanctioned or sponsored activity; or
         • where a victim of a conduct violation is someone who is a member of the college community; or
         • that adversely affects the educational or service functions of the College.
      
      2) Scholarship awardees that are placed on academic or financial aid suspension per the College’s satisfactory academic progress policy will not be awarded scholarship funds for the semester that the suspension occurs.

2. **Scholarship Committee:** The Scholarship Committee is a sub-committee of the Student and Academic Affairs committee.
   a. The scholarship committee is composed of the Dean of Student Services, the Foundation Director, the Director of Financial Aid, the chair of the Student and Academic Affairs Committee, and two faculty members, preferably serving as members of the Student and Academic Affairs Committee, appointed by the Student and Academic Affairs chair. The committee may call on other staff to participate in discussions.
   
   b. The committee is responsible for receiving and finalizing the recommendations of the Dean of Student Services for the scholarships. In addition, the committee is responsible for receiving and finalizing the recommendations of the Director of Athletics and Intramurals and sponsors of skill performing scholarships.
c. Upon confirmation from the Student and Academic Affairs Committee, the Dean of Student Services is responsible for notifying the students of all awards. The Dean prepares a list of all award recipients for distribution to the Financial Aid Office, Foundation Office, and the Office of Public Information.

d. The awards approved by the scholarship committee are considered final. Appeals of the decisions are made through the student appeal procedure for non-academic matters.

3. Types of Scholarships: There are six types of scholarships awarded by Spoon River College.

a. Academic Performing Scholarships: Academic Performing Scholarships are awarded each year based on academic achievement.

b. Eligibility: The applicant must meet the following eligibility requirements to be considered for a scholarship:
   • Applicant must complete the Spoon River College Scholarship Application Form located on the Spoon River College website.
   • Applicant must provide applicable transcripts with the Spoon River College Scholarship Application Form.
   • Applicant must provide applicable information providing evidence that specific scholarship criterion is met (per item b. below).
   • Applicant must complete the Free Application for Federal Student Aid (FAFSA).
   NOTE: If an applicant is found to be in default of a student loan, the applicant may be ineligible for current or future scholarship awards.

NOTE: The total budget amount for each type of scholarship is approved through the annual budget process. Each year, the Vice President of Administrative Services communicates the budgeted amounts to the Scholarship Committee.

1) A scholarship budget for first year students generally equates to eleven scholarships, which equals the number of in-district high schools. These scholarships are normally given to the student from each high school with the highest rank in class, grade point average, and ACT scores. The minimum criterion for the award includes being in the upper 25% of their high school graduating class. These awards are for tuition and fees for up to 36 semester hours in consecutive semesters (fall, spring, and summer) during the academic year. These are automatically renewed for a second year provided the student maintains a cumulative grade point average of 3.3 and full-time status throughout the academic year.

2) A scholarship budget for second year students is available for those students who received the scholarship their first year at Spoon River College. These
awards are for tuition and fees for up to 36 semester hours in consecutive semesters (fall, spring, and summer) during the academic year.

3) A scholarship budget for roughly two academic performing scholarships is available for second-year students. The award criteria are a 3.3 cumulative grade point average and full-time status in their first year performance at Spoon River College.

4) A scholarship budget is also established for part-time students. These tuition-only awards for up to $500 are for Spring semester, and part-time students may reapply annually. Students must have a 3.3 cumulative college grade point average and have a declared program of study.

5) Based on the scholarship criteria, the Dean of Student Services recommends the distribution of these awards to the Scholarship Committee and is responsible for distributing the scholarships renewed for the second year.

6) The total funds allocated for each of the Academic Performing Scholarship categories shall be determined annually by the President, the Vice President of Administrative Services, the Vice President of Instruction and Student Services, and the chair and secretary of the Student and Academic Affairs Committee. They will meet to review how much of the Academic Performing Scholarship funds were spent and will determine if the amount of the scholarship needs to be adjusted.

c. Performing Skill Scholarships: The College has scholarships available for participation in authorized activities to be allocated by the Scholarship Committee and distributed by the sponsor.

1) Each authorized activity receives a designated fixed dollar amount awarded for participation in that activity. Activities currently authorized to receive scholarships are drama, livestock judging, art, speech and debate team, and Kaleidoscope editors.

2) Students who receive Performing Skill Scholarships may use these scholarships for tuition and fees and/or books. The amount of the scholarship is credited to the student’s account making it available for use to pay for tuition or books. This amount may be used to purchase required class books and materials, throughout the semester in which the scholarship is issued until the balance reaches $0. Students may sell books back they have purchased through this account and retain the resale value.
3) A base amount of $12,000 will be divided to provide for each of the Performing Skill Scholarship categories and will be determined annually by the President, Vice President of Administrative Services, the Vice President of Instruction and Student Services, and the faculty that manage the scholarship. The base amount of $12,000 will be reviewed every three years by (ALL PARTIES). They will meet to review how much of the Performing Skill Scholarship funds were awarded and will determine if the amount of the scholarship needs to be adjusted. Every effort will be made to maintain FY 2011 funding levels.

4) Scholarships are normally given to full time students with a minimum cumulative grade point average of 2.0

5) Faculty are encouraged to make the awards by May 15th each year for the upcoming academic year but must be awarded no later than August 1st. Exceptions will be considered by the President if budget allocations permit.

6) New Performing Skill Scholarships: An activity sponsor may request scholarship funds be budgeted through the annual budget approval process provided the following procedure is followed:
   a) Activity sponsor provides required documentation, which is submitted to the Scholarship Committee to the sponsor’s supervising administrator for consideration.

   Documentation includes the following:
   1) A statement of criteria for awarding the performing scholarship(s).
   2) The minimal performance level or conditions the recipient is required to meet.
   3) Any specific academic eligibility requirements.

   b) With the approval of the Scholarship Committee, the proposal will also be reviewed by the Student and Academic Affairs Committee and the Faculty Senate. Finally, the documentation is taken to the Vice President of Administrative Services and the Vice President of Instruction and Student Services prior to November 1 for final approval. If the Vice Presidents approve the request, the sponsor’s supervising administrator will take the funding request through the annual budget process to secure funding in order to award scholarships for the following academic year.

   c) Documentation for each recognized skill-performing scholarship is located with the sponsor and with the Dean of Student Services.
d. Athletic Performing Scholarships: A scholarship budget for Athletic Performing Scholarships is approved through the annual budget process covering tuition and fees.

**NOTE:** The total budget amount for each Athletic Performing Scholarship is approved through the annual budget process. Each year, the Vice President of Administrative Services communicates the budgeted amounts to the Scholarship Committee.

1) Athletic performing scholarships are distributed among men’s and women’s sports equally according to the policies of Title IX.

2) Rules of the NJCAA are followed, including no room and board payments. A minimum of fifty percent of the scholarship dollars are to be awarded to in-district students.

3) All awards must have the approval of the Director of Athletics and Intramurals before a student is notified. Any changes in distribution are approved by the Dean of Student Services.

4) Procedures for recognizing other athletic activities are the same as for non-academic performing scholarships. (Refer to b. 4).

5) The Director of Athletics and Intramurals may allocate some of the scholarship funds for a team manager/statistician.

6) The distribution of the scholarship funds between sports is determined by the Director of Athletics and Intramurals and Dean of Student Services.

7) The total funds allocated for the Athletic Performing Scholarship are determined annually by the Vice President of Instruction and Student Services, Vice President of Administrative Services, Director of Athletics and Intramurals, and the Dean of Student Services. They will meet to review how much of the Athletic Performing Scholarship funds were spent and will determine if the amount of the scholarship needs to be adjusted.

e. Foundation Scholarships: The Spoon River College Foundation awards scholarships according to its scholarship policies. Spoon River College Foundation scholarships are distributed according to the guidelines of the Foundation and the intentions of its donors.
f. Honors Program Scholarships: A scholarship budget for students in the Honors Program is approved through the annual budget process and is designed to provide an annual $500 tuition scholarship to participants.

g. All-Illinois Academic Team Scholarships: A scholarship budget for students nominated for the All-Illinois Academic Team is approved through the annual budget process. A spring scholarship is awarded annually to the Canton and Macomb campus nominees.

h. Other Scholarships:
   1) Organizations and entities not related to the College award scholarships to Spoon River College students according to their guidelines.

   2) Scholarships are sent to the Financial Aid Office or for external scholarships the Business office for disposition to the student or for payment of outstanding tuition and fees.
## SECTION 10 - GRADUATION
POLICY: To become eligible for an Associate Degree or Certificate from Spoon River College all students must fulfill the general requirements listed in the details below.

SCOPE:
This policy applies to all eligible students.

DETAILS:

1. Student is encouraged to submit an Application for Degree or Certificate by October 1st for fall semester graduation, February 1st for spring semester graduation, and July 1st for summer semester graduation. Applications are available from all College sites or online.

2. Student is encouraged to meet with an advisor to complete a degree audit. The degree audit must be attached to the Application for Degree or Certificate and must have the advisor’s signature.

3. Student must meet the residency requirements with a minimum of 15 completed credit hours at Spoon River College. One-third of the total credit hours completed must be “in residence” for all other programs and certificates.

4. Student must complete at least 60 credit hours in a planned degree program of study or the specific requirements of a certificate program.

5. Student must maintain a minimum cumulative grade point average of 2.0.

6. Student must fulfill all financial obligations to the college.

7. Students are encouraged to participate in graduation exercises. Students completing work in December and July are invited to participate in the May graduation exercises. There is no fee for graduation; however, students participating in commencement exercises in May will purchase their cap and gown when submitting an Application for Degree or Certificate.

8. Student must meet the graduation requirements as outlined in the Instructional program of the catalog year in effect at the time of the student's initial enrollment in the college. If graduation requirements are not met within five years of the student’s initial enrollment at Spoon River College, the student must meet the graduation requirements specified in the catalog for the year of graduation.

9. Student may elect to graduate under the most recent degree or certificate requirements if changes occur in graduation requirements subsequent to initial enrollment at Spoon River College.
POLICY: In order to correct an administrative error, Spoon River College has a process in place to rescind a student’s degree or certificate.

SCOPE:

This policy applies to all awarded degrees or certificates.

DETAILS:

1. Occasionally, cases arise in which it is necessary to rescind a student’s degree or certificate to correct an administrative error. The most common circumstances are:
   a. A degree or certificate was issued with an error, such as listing the wrong degree or certificate. The mistakenly awarded degree or certificate must be rescinded in order for a new and correct degree or certificate to be awarded.
   b. A degree or certificate was issued, but the student had not fulfilled all graduation requirements.

2. The Dean or Vice President is the appropriate officer to request to rescind a degree or certificate. Rescission of the degree or certificate is considered a “last resort.” For example, a course substitution may be a better remedy than rescinding a degree or certificate.

3. If a degree or certificate rescission is necessary, the College must inform the student and make arrangements for the return of the diploma.

4. In the case of rescinding a degree or certificate because it was awarded in error, the following information must be provided in writing by the Dean to the College Registrar:
   a. What was the nature of the error that resulted in the degree or certificate being incorrectly granted?
   b. When and how was the student informed of the rescission/replacement?
   c. Does the student currently have a diploma that reflects the error? If so, what arrangements have been made for the return of the erroneous diploma?

5. Following approval of the request by the College Registrar, the Registrar’s Office will:
   a. Remove the degree/certificate conferred message from the student’s transcript, and if a corrected degree or certificate is being awarded, a new degree or certificate conferral message will be posted to the transcript. A corrected diploma will be processed and mailed to the student. Correct copies of a transcript will be sent to all recipients if transcripts were distributed prior to the amendment being made to the student’s record.
b. Contact other College offices, such as Financial Aid, with the information related to the student’s change of record.
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SECTION 11 – SAFETY AND HEALTH
POLICY:  It is the policy of Spoon River College’s to comply with all applicable laws and regulations with regard to personal and environmental safety. Beyond complying with the law, Spoon River College will strive to implement a safety and health program that will reduce or eliminate injuries and illnesses at all college sites.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. Spoon River College safety and health program includes the following elements:
   a. Conducting safety and health inspections to find and eliminate unsafe conditions or practices;
   b. Control of health hazards;
   c. Compliance with all applicable safety and health standards;
   d. Employee training in good safety and health practices;
   e. Encourage employees to get involved in improving workplace safety;
   f. Provide any necessary personal protective equipment and instructions for its use and care;
   g. Develop and enforce safety and health rules and require compliance with these rules;
   h. Investigate every incident to determine its cause and correct the problem.

2. Responsibilities: Although all Spoon River College employees, students, contractors and visitors are expected to actively support, participate in, comply with and enforce all elements of this safety and health program individuals within the college community have specific responsibilities:
   a. Administration: Administration accepts the responsibility for leadership of the safety and health program, for the program’s effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
   b. Employees:
      1) Employees are to complete all tasks in a safe and efficient manner complying with all legal regulations and Spoon River College policies and procedures;
2) Employees are required to identify and familiarize themselves with the appropriate Emergency Plan;
3) Employees are required to report all injuries and/or illnesses that occur in the workplace to the Human Resources Office within forty-eight (48) hours of the incident;
4) Employees should be alert to unsafe conditions and report them immediately;
5) Employees are required to read, acknowledge and comply with all safety related policies and procedures.

c. Supervisors: Supervisors are responsible for developing the proper attitudes toward safety and health in them and in the employees they supervise. Supervisors must also ensure that all operations are performed with the highest regard for safety and health of all persons involved.

3. Discipline: Violation of safety policies and procedures may result in discipline up to and including termination of employment. Refer to the disciplinary policy for details. Failure to report such an infraction may result in employee disciplinary action, up to and including termination.

4. Injuries / Illnesses: Employees are required to report ALL injuries and/or illnesses, no matter how minor, to the Human Resources Office immediately, but no later than forty-eight (48) hours after the incident. When possible, employees should contact the Human Resources Office before seeking medical assistance. See the procedures in the Incident Reporting & Investigation Policy for reporting an injury or illness.

5. Safety Committee: A safety committee consisting of the Human Resources Director, and a representative from the administrator, classified, faculty, and professional support job classifications will meet quarterly (and more often, as needed). Membership of the safety committee is voluntary for a two year period. The Human Resources Director reserves the right to remove any member of the safety committee due to lack of participation. Responsibilities of the safety committee are:
   a. Review the minutes of the previous meeting;
   b. Review any incident reports that occurred during the previous month together with the cause of the incident(s) and recommendations for corrective action using engineered controls or other methods that may prevent reoccurrence;
   c. Discuss the results of facility safety inspections and the corrective action to be taken;
   d. Discuss or review other safety subjects or safety problems that the Committee may wish to add to the agenda for the quarterly meeting.
Members of the Safety Committee may bring problems of a safety nature to the attention of the Human Resources Director at any time.

6. Safety Inspection: A quarterly facility safety inspection will be conducted by the Vice President or his/her designee. A written report shall be made outlining discrepancies of a safety nature found during this inspection.

7. Safety Policies: Spoon River College safety policies are located in Section 11 of the *Policies and Procedures Manual* and are available to all employees and reviewed at time of hire and periodically thereafter. Additional safety practices that are not located in the *Policies and Procedures Manual* include, but are not limited to:
   a. Emergency Procedures: Each facility has posted Emergency Procedures in dealing with emergencies including, but not limited to:
      1) Fire
      2) Weather
      3) Medical emergency, etc.
   b. First Aid Training: Employees and volunteers may be required to receive first aid training and/or CPR training. Trained employees receive copies of certification on file in the Human Resources Office.

8. Suspicion of Substance Abuse: Upon reasonable suspicion of alcohol and/or substance use, employees may be required to submit to a post accident drug test.

9. Workers Compensation: The College provides workers' compensation insurance covering injuries or illnesses occurring in the workplace. Workers' compensation law requires the employer to report to its insurance carrier all work-related illnesses of, or injuries to, its employees. Generally, it does not, of course, include injuries received traveling to or from work or during non-work related activities. No premium is charged to the employee for this coverage, and no individual enrollment is required. College policies relating to the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), group insurance, light duty, medical examinations, drug testing, and the like apply to workers' compensation claims. Failure to report injuries or illnesses may result in a delay or denial of workers' compensation benefits.

10. Return to Work (RTW) Program: It is the intent of the College to return employees to work as quickly as possible without risk to the employee's health. The return to work program has the following elements:
    a. RTW team: Consists of the affected employee and their supervisor, the healthcare provider, and the Human Resources Director. In addition, consultants (such as claim representatives, case manager, safety committee, etc.) may participate on an “as needed” basis.
b. Medical providers: Illinois Work Injury Resource Center is the preferred medical provider for work related claims. The medical provider may be required to complete a physical capabilities evaluation, when necessary.

c. Task assessment: Tasks for each job have been assessed through the job description process. Please see the specific job description for the position in question.

d. Transitional duty opportunities: The College makes every effort to provide transitional duty opportunities for individuals that are on physician required light or modified (restricted) duty.

e. Exceptions: The College may not have the ability to accommodate all prescribed light or modified (restricted) duty without undue hardship.
POLICY: It is the policy of Spoon River College that all incidents involving personal injury or illness and near misses be reported to the Human Resources Office via an Incident Report Form.

SCOPE:
This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College.

DETAILS:
1. Incident Investigation: The Human Resources Office must be notified immediately regarding any injury or illness on campus. Upon notification, the Human Resources Office will respond to the incident and, where appropriate, conduct a preliminary investigation. If applicable the Human Resources Office will complete a First Report of Injury Form.

2. Follow-up Investigation: A follow-up investigation may include the Vice President, the Director of Facilities, the Dean of Student Services, and, where appropriate, an employee’s supervisor. Where appropriate and whenever possible, photographs may be obtained to document the accident scene and any other relevant evidence.

3. The Human Resources Office provides information for those incidents that may involve tort or liability claims to the Vice President.

4. Employee Negligence: If an injury or illness is caused by an employee’s disregard of established work procedures/policies, the Human Resources Office will notify the employee’s immediate supervisor. The supervisor may initiate disciplinary action as warranted by the incident.

5. Communicable Illnesses: The College will follow the reporting procedures of the applicable regulatory agency(ies) in the event that a reportable communicable illness is present at any of the College sites.

PROCEDURE(S):
1. Employees are required to report injuries and/or illnesses, no matter how minor, to the Human Resources Office immediately, but no later than forty-eight (48) hours after the incident via an Incident Report Form (all student-related Incident Report Forms are copied to the Dean of Student Services). In most instances, employees should contact the Human Resources Office before seeking medical assistance.

2. The Human Resources Office completes a First Report of Injury and submits to workers compensation insurance (if applicable).
3. The workers compensation insurance claim adjuster may contact the injured party to further investigate the injury/illness.

4. The injured party is referred to the preferred medical provider (if applicable). **NOTE:** While the College prefers employees seek medical attention from the preferred medical provider, the employee may select a provider for medical attention.

5. The Human Resources Office regularly communicates with the affected employee regarding the injury/illness. Employees are required to regularly update the Human Resources Office with regard to current condition, including return to work status (if applicable).

6. A physician’s statement that includes the date of medical treatment and information regarding the employee’s ability to return to work (with or without work restrictions) must be submitted to the Human Resources Office within 48 hours of medical treatment. See the return to work procedure for additional information.

7. Return to work: When an employee is restricted from returning to work as prescribed by a physician, the College encourages return to work regardless of light or modified (restricted) duty using the following procedure (see exceptions above):
   a. Upon receipt of a physician statement, Human Resources Office sends a letter to the physician and affected employee regarding return to work.
   b. Based upon physician recommendation for light or modified duty, the College may return employee to work using one of the methods below:
      1) Return employee to the same job, if medically advisable;
      2) Return employee to alternative work in same department while accommodating light or modified duty. This may include job or work site modifications or change in duties;
      3) Return employee to alternative work in a different department while accommodating light or modified duty. This may include job or work site modifications or change in duties.
POLICY: It is the policy of Spoon River College to outline the safe operating procedures of aerial platforms or a combination of such devices when used to elevate associates to job-sites or for the purpose of maintenance activities above ground and to prevent serious accidents from occurring while they operate these devices. These devices are commonly called:

- Boom lifts
- Scissor lifts
- Push-around lifts
- Trailer-mounted boom lifts

SCOPE:

This policy applies to all Spoon River College employees operating aerial lifts.

DEFINITIONS:

**Aerial Platform:** A mobile or manually propelled device or vehicle-mounted device that has an adjustable position platform, supported from ground level by a structure or vehicle.

**Authorized Personnel:** Individuals certified to operate an aerial platform and assigned to perform a specific type of duty or duties at a specific location or locations at a work site.

**Chassis:** The integral part of the aerial platform that provides mobility and support for the elevating assembly.

**Competent Person:** An individual who, because of training and experience, is capable of identifying hazardous or dangerous conditions in powered platform installations and of training associates to identify such conditions.

**Configuration:** All positions in which an aerial platform or any part thereof can be placed within its intended operating limits.

**Elevating Assembly:** The mechanisms used to position the platform relative to the aerial platform chassis.

**Familiarization:** Providing information regarding the control functions and safety devices for the aerial platform(s) to a qualified person or operator who controls the movement of the aerial platform(s) being delivered.

**General Training:** Instruction to enable the trainee to become a qualified person regarding the task to be performed, including knowledge regarding potential hazards.

**Guardrail System:** A vertical barrier intended to prevent associates from falling to lower levels.
Hazardous Location: Any location that contains, or has the potential to contain, an explosive or flammable atmosphere as defined in ANSI/NFPA 505.

Instability: the quality or state of being unstable, likely to tip over.

Interlock: A control or mechanism that, under specific conditions, automatically allows or prevents the operation of another control or mechanism.

Modification/Modified: to make a change(s), temporary or permanent, to an aerial platform that affects the operation, stability, safety factors, rated load or safety of the aerial platform in any way.

Operator: A qualified person who controls the movement of the aerial platform.

Outriggers: Devices that increase the stability of the aerial platform and that are capable of lifting and leveling the aerial platform.

Platform: the portion of the aerial platform intended to be occupied by individuals with their necessary tools and materials. Platform Height - The vertical distance measured from the floor of the platform to the surface upon which the machine is supported.

Qualified Person: An individual who by reason of knowledge, experience, and training is certified and familiar with the operation to be performed and the hazards involved. Rated

Work Load: the designed carrying capacity of the aerial platform as specified by the manufacturer.

Stability: The quality, state of being stable, firmly anchored, not likely to tip over.

Stabilizers: Devices that increase the stability of the aerial platform but are not capable of lifting or leveling the aerial platform.

DETAILS:

1. Operating Aerial Platforms:
   a. Spoon River College ensures that the necessary training is acquired by all individuals performing maintenance or inspections on, working on or operating aerial platforms/lifts or any combination of such devices;

   b. The Director of Facilities must ensure that pre-start, frequent and annual inspections are performed;

   c. All individuals who operate aerial platforms/lifts are provided general training on the class of equipment to be used and certified to perform the duties assigned;

   d. Individuals shall not operate any aerial platform/lift without having been properly
2. **Safety Requirements:**
   a. Only authorized individuals shall operate an aerial platform/lift, extensible boom platform, aerial ladders, articulating boom platforms, vertical towers, ladder trucks, tower trucks, or any combination of such devices;
   
   b. All operators and workers who are to perform work from any aerial lift shall be trained on this procedure and on the operating manual of the specific device which is to be operated or work performed from;
   
   c. Individuals who are scheduled to perform routine maintenance, inspections, or to repair any aerial lift shall have received training or possess appropriate knowledge on this procedure and on the operating manual of the specific device PRIOR to performing any work on that device;
      
      NOTE: Operating and maintenance manuals should be obtained from the manufacturer of the aerial platform.
   
   d. A copy of the operating manual, maintenance manual, and the log of inspections shall be kept on each aerial platform in the Maintenance Office. These documents are considered an integral part of the aerial platform and are vital to communicate necessary safety information to users and operators;
   
   e. No aerial platform shall be modified or altered without the modifications or alterations being approved and certified in writing by the manufacturer. Records of all approved modifications and alterations, including written authorization from the manufacturer for the modification or alteration, shall be kept with the aerial platform as part of the operating and maintenance manual. The altering or disabling of interlocks or other safety devices is prohibited;
   
   f. All manufacturers’ safety bulletins shall be complied with as received from the manufacturer or dealer. Copies of these bulletins shall be kept with the aerial platform as part of the operating and maintenance manuals.

3. **Inspections:**
   a. Frequent and annual inspections must be performed by a trained individual;
   
   b. Frequent inspections shall be made every three months or 150 hours of operating time (whichever comes first);
   
   c. An inspection shall be made prior to use if the aerial platform has been out of service for a period longer than six months;
d. These frequent inspections shall be made by a person qualified (trained) as a mechanic on the specific make and model of the aerial platform;

   NOTE: The frequent inspection can be a part of a service contract on the aerial platform and/or can be performed by a manufacturer's representative.

e. The frequent inspection shall include all items specified by the manufacturer for a frequent inspection and shall include, but not be limited to the following:
   1) All functions and their control for speed(s), smoothness, and limits of motion;
   2) Emergency lowering mechanism;
   3) All chain and cable mechanisms for adjustment and worn or damaged parts;
   4) All emergency and safety devices;
   5) Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil, and coolant, as specified by the manufacturer;
   6) Visual inspection of structural components and other critical components, such as fasteners, pins, shafts, and locking devices;
   7) Placards, warnings, and control markings;
   8) Items specified by the manufacturer;
   9) Correction of all malfunctions and problems identified and further inspection, if necessary, shall be performed before the aerial platform is returned to service;
   10) Written documentation of all inspections shall be kept in the Maintenance Office.

f. A person qualified on the specific make and model of the aerial platform shall make annual inspections. The inspection shall include all items specified by the manufacturer for an annual inspection.

   NOTE: The annual inspection can be a part of a service contract on the aerial platform and/or can be performed by a manufacturer's representative.

g. Aerial platforms that are not in proper operating condition shall be removed from service until repaired. A warning tag stating "DO NOT USE" shall be attached to the control panel of the aerial platform.

h. Written records of all inspections shall include the deficiencies found, corrective action taken, the date of the inspection and the date of the corrective action along with the name of the person(s) performing the inspection and the corrective action. Written records shall be kept in the Maintenance Office.

i. Pre-Start Inspection: Before use the user shall visually inspect the aerial platform and conduct a functional test including but not limited to the following:
   1) Operating and emergency controls;
   2) Safety devices;
3)  Personal protective devices including fall protection;
4)  Air, hydraulic, and fuel system leaks;
5)  Cables and wiring harness;
6)  Loose and missing parts;
7)  Tires and wheels;
8)  Placards, warnings, and control markings;
9)  Outriggers, stabilizers, and other structures;
10) Guardrail system;
11) Items specified by the manufacturer.

4. Maintenance: A preventive maintenance program shall be established for each aerial platform in use in accordance with the manufacturer’s recommendations.
   a. Replacement Parts: When parts or components are replaced, they shall be identical or equivalent to the original aerial platform parts or components;
   b. Maintenance safety precautions: Before adjustments and/or repairs are started on an aerial platform, the following precautions shall be taken as applicable:
      1)  The platform shall be lowered to the full down position, if possible, or otherwise secured by blocking and cribbing to prevent dropping;
      2)  All controls shall be in the “off” position and all operating features secured from inadvertent motion by brakes, blocks, or other means;
      3)  The equipment shall be stopped, de-energized and "Locked Out" to prevent inadvertent starting;
      4)  Hydraulic oil pressure shall be relieved from all hydraulic circuits before loosening or removing hydraulic components;
      5)  Safety props or latches shall be installed where applicable as described by the manufacturer;
      6)  Any additional precautions specified by the manufacturer shall be followed.

5. Before operation: Before authorizing an individual to operate an aerial platform:
   a. Ensure that everyone who will be working on the aerial platform has been properly trained on this procedure, the operating manual of the particular type of aerial platform to be used, and that this training has been properly documented;
   b. Determine that the manufacturer, within the scope of the intended applications, defines the purpose for which the aerial platform is to be used;
   c. Provide approved fall protection devices and other safety gear for all individuals who will be working on the platform (if applicable).
   d. Check the area in which the aerial platform is to be used for possible hazards such as, but not limited to:
      1)  Drop-offs or holes;
      2)  Bumps or floor obstructions;
3) Debris;
4) Overhead obstructions and high voltage conductors;
5) Hazardous locations;
6) Inadequate surface and support to withstand all load forces imposed by the aerial platform in all operating configurations;
7) Wind and weather conditions (if outside);
8) Other possible unsafe conditions;
9) Presence of unauthorized persons.

6. During Operation: The aerial platform shall be operated in accordance with the following:
   a. The operator must ensure the following before each elevation of the platform:
      1) That the aerial platform is operated on a surface within the limits specified by the manufacturer;
      2) That the outriggers, stabilizers, extendable axles, or other stabilizing methods are used as required by the manufacturer;
      3) That guardrails are installed and access gates or openings are closed per manufacturer's instructions;
      4) That the load and its distribution on the platform and any platform extension are in accordance with the manufacturers rated capacity for that specific configuration;
      5) That there is adequate clearance from overhead obstructions;
      6) That the minimum safe approach distances (MSAD) to energized power lines and parts are maintained;
      7) That all safety precautions defined in this procedure and the Operating and Maintenance Manual for the particular model of aerial platform being used are followed during the operation of the aerial platform;
      8) That all individuals maintain a firm footing, with both feet, on the platform floor while working thereon. The use of planks, ladders, or any other device on the aerial platform for achieving additional height or reach is prohibited;
      9) Special precautions shall be taken when other moving equipment or vehicles are present to comply with local ordinances or safety standards established for the workplace. Warnings such as but not limited to: flags, roped off areas, flashing lights, and barricades shall be used.

   b. Reporting problems or malfunctions: The operator shall immediately report any problems or malfunctions that become evident during operation of the aerial platform to the Director of Facilities. Any problems or malfunctions that affect the safety or operation of the aerial platform shall be repaired prior to use of the aerial platform.

c. Entanglement: Care shall be taken to prevent rope, electric cords, hoses, etc., from becoming entangled in the aerial platform.

d. Capacity limitation: Aerial platform rated capacities shall not be exceeded when loads are transferred to the platform at any height.
e. Work area: The operator shall ensure that the area surrounding the aerial platform is clear of personnel and equipment before lowering the platform.

f. Battery charging: Batteries shall be charged in a well-ventilated area free of flame, sparks, or other hazards that may cause fire or explosion.

g. Platform positioning: The aerial platform shall not be positioned against another object to steady the platform.

h. Mis-use as a crane: The aerial platform shall not be used as a crane.

i. Operating area: The aerial platform shall not be operated from a position on trucks, trailers, railway cars, floating vessels, scaffolds, or similar equipment, unless the application is approved in writing by the manufacturer.

j. Travel conditions: Under all travel conditions, the operator shall limit travel speed according to conditions of ground surface, congestion, visibility, slope, locations of personnel, and other factors causing hazards of collision or injury to personnel.

k. Unauthorized use: Means shall be used to protect against use by unauthorized person(s).

l. Shutdown of the aerial platform: The operator shall cease operation of the aerial platform in case of any suspected malfunctions, any hazard, or potentially unsafe condition that may be encountered. The aerial platform and/or the work area shall then be inspected and any malfunction or problem shall be corrected before further operation of the platform.

7. Training:
   a. All individuals who perform the functions of operators or maintenance on any aerial platform equipment shall have received both general training and familiarization for the type of unit being operated;

   b. General training covers topics applicable to most aerial work platform equipment. This training will provide the individual with the requisite knowledge and skills necessary for performing inspections, the universal applications; limitations and operation of aerial work platform equipment, including recognition and avoidance of hazards associated with their use;

   c. General training will be performed by a competent person as determined by the term “competent person” in the definitions section;

   d. General training will include but is not limited to the following:
1) Regulations and standards associated with aerial work platform equipment;
2) General equipment components;
3) The proper selection of the aerial work platform equipment for the job at hand;
4) Safe use of the equipment;
5) Factors affecting stability;
6) Operator warnings and instructions;
7) The purpose and use of manuals;
8) Recognition and avoidance of hazards;
9) The need to perform workplace inspections;
10) Personal protective equipment;
11) Pre-start inspections;
12) The application and understanding of typical options that are likely associated with larger machines such as:
   - Outriggers and stabilizers
   - Extendable axles
   - Envelope management systems
   - Load-moment devices
   - Dual capacity
13) The actual operation of the aerial work platform equipment “under the direction of a qualified person;”
14) The need of the trainee to operate the aerial platform(s) for a sufficient period of time to demonstrate proficiency in the actual operation and of all functions of the aerial platform.

e. For each model the employee is to operate, inspect or maintain, the employee will receive familiarization for that unit;

f. Familiarization will include as a minimum the following:
   1) The location of the weather resistant compartment for storing the operator’s manual;
   2) The purpose and function of all controls;
   3) Safety devices and operating characteristics specific to that aerial platform unit.

g. Familiarization can be performed by a competent person;

h. The trainee will be required to read or be instructed on and understand the manufacturer’s operating instructions, maintenance manual and safety rules;

i. In addition, individuals shall be instructed in performing frequent inspections and pre-start inspections of all aerial platforms;

j. Upon completion of both general training and familiarization, the operator trainee shall operate the aerial platform in an area free of obstructions under the direction of the
qualified person for a time sufficient to determine that the trainee displays proficiency in knowledge and actual operation of the aerial platform;

k. The trainer, in consultation with the supervisor (competent person), unless they are the same, shall agree that this individual is suited for aerial platform operation;

l. Only properly trained and authorized individuals shall be permitted to operate any aerial platform;

m. Only properly trained individuals shall be permitted to perform inspections and required maintenance of aerial platforms;

n. Additional familiarization shall be conducted whenever a new model aerial platform is acquired or rented by the College;

o. Additional general training will be required when an individual demonstrates less than proficiency in the operation or maintenance of aerial platforms.

8. Records retention:
   a. The Director of Facilities shall ensure that for each individual who operates; performs inspections; and/or repairs on aerial work platform equipment, there is a written record for that individual which verifies that the employee has received general training.

   b. The Director of Facilities shall ensure there is a record of familiarization for every unit that each employee has received instruction.

   c. The Director of Facilities shall maintain a copy of all training and familiarization records.

   d. The following records shall be maintained for a minimum of five (5) years by the Director of Facilities:
      1) Written records of the frequent and annual inspections on each aerial platform owned or rented by the College. These records shall include the date of the inspection, model and serial number of the aerial platform, name and affiliation of the person performing the inspection, any deficiencies found, and the corrective action recommended;
      2) Written records of all repairs accomplished on each aerial platform owned or rented by the College, including the date of the repair, a description of the work accomplished, the work order number, model and serial number of the aerial platform, and the identification of the person(s) performing the work;
      3) Written records of inspections, repairs, modifications, alterations, and statements of manufacturer’s approval for any modifications and alterations shall be maintained for five (5) years after sale or other disposition of the aerial platform.
**POLICY:** In compliance with Public Law 100-690, the Anti-Drug Abuse Act of 1988, U.S. Department of Transportation Regulation part 382, and the Drug Abuse Prevention and Control Act it is the policy of Spoon River College that its facilities be alcohol and drug-free. It is the College’s intent and obligation to provide a substance-free, healthful, safe and secure work and educational environment.

**SCOPE:**

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors and all other non-employees are expected to acknowledge and comply with this policy.

**DEFINITIONS:**

*Controlled substance:* A substance which is (1) not legally obtainable; (2) being used in a manner different from that prescribed; or (3) legally obtainable but has not been legally obtained.

*Conviction:* Finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

*Under the Influence:* A state of intoxication which affects alertness, coordination, reaction, response, judgement, decision-making, or safety.

**DETAILS:**

1. The unlawful manufacture, distribution, dispensation, possession or use of controlled substance, illegal drugs, cannabis, and/or alcohol in or on Spoon River College owned and controlled property is absolutely prohibited. Further, the use of controlled substance, illegal drugs, cannabis, and/or alcohol while representing Spoon River College on college-related business is prohibited. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.

2. The College recognizes substance dependency as an illness and a potential health, safety and security problem. Employees requesting assistance with such problems are encouraged to use the College’s health insurance plan, as applicable. Students requesting assistance with such problems are encouraged to contact the Student Services Office for referral services.

3. No employee will report to work while under the influence of a controlled substance, illegal drugs, cannabis, and/or alcohol. Violation of these rules may be reason for mandatory evaluation and/or treatment for alcohol or substance abuse disorder or for disciplinary action up to and including immediate suspension or termination of employment. Such violations are considered serious misconduct under the College’s Progressive Discipline policy. The College
reserves the right to require an employee who violates this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.

4. Employees, as a condition of employment, are required to notify Spoon River College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after each conviction.

5. Spoon River College notifies the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

6. Any student determined to have violated this policy may be subject to disciplinary action up to and including suspension or expulsion. Additionally, violation of this policy may result in loss of financial aid.

7. Per U.S. Department of Transportation (DOT) Regulation part 382, Commercial Driver Training program faculty and students are required to participate in DOT drug testing during the first week of class. In addition, mandatory random drug tests are required throughout the course. Faculty testing positive may be immediately terminated from employment. Students testing positive will be immediately expelled from the course or program.

8. Any visitor determined to have violated this policy may be evicted from College premises and subject to legal action initiated by the College.

9. Where a supervisor, employee, or faculty believes there may be a problem, the Human Resources Director (employee related violation) or the Dean of Student Services (student related violation) should be notified immediately. Upon reasonable suspicion, the College reserves the right to require the individual suspected of violating this policy to complete drug testing, complete an assessment and conduct searches on College property for any suspicions of abuse as outlined in the procedure below.

PROCEDURE(S):

1. Observation of an employee that raises a strong suspicion that the person could be under the influence of a controlled substance, illegal drug, cannabis, and/or alcohol should be immediately reported to the Human Resources Office.

2. Employees are given the opportunity to agree to or refuse a test for controlled substance and/or illicit drug use. Employees are generally counseled on the seriousness of their behavior and on the availability of assistance to treat chemical abuse.
3. Employees refusing to consent to testing, including any follow-up testing due to unclear results, are generally suspended immediately without pay until a final determination is reached as to possible disciplinary action and/or termination.

4. Employees consenting to the test are taken to the nearest medical center for appropriate testing. In the event test results show an unclear result or otherwise cause question as to the integrity of the specimen (i.e. diluted sample or other unclear reading), the employee agrees to pay for any subsequent testing required until a clear result is established.

5. Positive test results are confirmed with a follow-up. A second positive test will result in suspension with pay until a final determination is reached as to disciplinary action and/or termination.

6. If the incident is the employee's first instance of substance use, they are encouraged to have a Chemical Dependency Assessment by an experienced drug counselor and to evaluate appropriate methods of treatment based on the assessment results.

7. A final determination concerning the employee's status with the College is made after the above steps have been taken.
EMPLOYEE CONSENT FORM
CONTROLLED SUBSTANCE AND ILICIT DRUG TESTING

I hereby consent for Spoon River College to direct the collection of blood, urine, hair, or saliva samples from me and to conduct other necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test results, and other relevant medical information to authorized College officials for appropriate review. I understand that if I refuse to consent, I may be subject to disciplinary action, including termination of employment.

AGREED TO:

____________________________________  Date_________________
Employee

____________________________________  Date_________________
Witness

REFUSED:

____________________________________  Date_________________
Employee

____________________________________  Date_________________
Witness
POLICY: Spoon River College will take universal precautions at College facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials are considered infectious regardless of the perceived status of the source individual.

Employees are categorized pursuant to Illinois Department of Labor Rules and Regulations. All employees in Category 1 (as defined below) are offered Hepatitis B vaccine series at College expense. All other employees, at college expense, are offered vaccinations when exposure to infectious material has been suspected. All such actions are to be documented via approved forms. This plan will set forth procedures to be utilized in all such situations. The plan must be reviewed and updated at least annually or whenever new tasks and procedures are introduced to the work environment.

All suspected or confirmed exposures to infectious material(s) are considered confidential and will be treated as such.

DEFINITIONS:

Administrative Hazard Controls: Prevention of exposure to blood borne pathogen administrative controls include universal precautions, assignment of PPE, employee training, use of spill kits specifically designed for blood and body fluids, restricted access to waste collection points, and waste disposal procedures.

Biological Hazard: The term biological hazard or biohazard is taken to mean any viable infectious agent that presents a risk, or a potential risk, to the well being of humans.

Blood borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry: Laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps: Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Engineered Hazard Controls: Prevention of exposure to blood borne pathogens engineering controls include proper storage facilities and containers, syringes designed to prevent accidental needle sticks, autoclaves and disinfectant equipment.
**Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

**Hazards:** Unprotected exposure to body fluids presents the possible risk of infection from a number of blood borne pathogens notably Hepatitis and HIV.

**Infection Control Plan:** The purpose of the Infection Control Plan is to protect the health and safety of the persons directly involved in handling the materials, college personnel and the public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with OSHA best practices on blood borne pathogens.

**Medical Wastes/Infectious Wastes:** All waste emanating from human or animal tissues, blood or blood products or fluids. This includes used first aid bandages, syringes, needles, sharps; material used in spill cleanup and contaminated Personal Protective Equipment (PPE) or clothing.

**Occupational Exposure:** Blood or body fluid contact from an injured or ill Employee to the affected Employee or injury by a contaminated sharp object.

**Other Potentially Infectious Materials:** (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Personal Protective Equipment:** Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.

**Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

**Universal Precautions:** Refers to a system of infectious disease control, which assumes that every direct contact with body fluids is infectious, and requires every employee exposed to be protected as though such body fluids were infected with blood borne pathogens. All infectious/medical material are handled according to Universal Precautions. The following universal precautions must be taken:

1. Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
2. Mask and eye protection are required when contact of mucosal membranes (eyes, mouth or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).

3. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth-to-mouth contact.

4. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used:
   a. When the employee has cuts, abraded skin, chapped hands, dermatitis, or the like.
   b. When examining abraded or non-intact skin of a patient with active bleeding.
   c. While handling blood or blood products or other body secretions during routine procedures.

DETAILS:

1. **Employees Subject to Occupational Exposure:** Assignments in which employees may be exposed to blood or other potentially infectious material ("OPIM") may include health occupation faculty, faculty and coaches, and custodial/maintenance staff. Employees with occupational exposure fall into one of two categories.
   a. **Category 1** consists of those job classifications in which all employees may be expected to incur occupational exposure, regardless of frequency. Category 1 Occupations include:
      • Nurses
      • Athletic Coaches
   
   b. **Category 2** consists of those job classifications in which some employees have occupational exposure. For Category 2 job classifications, tasks, which might pose the possibility of occupational exposure, are listed. Category 2 Occupations include:
      • P.E. Faculty (If required to handle blood or OPIM (general first aid))
      • Faculty / Employees (If required to handle blood or OPIM (general first aid))
      • Custodians/Maintenance (If they have to handle blood-soaked towels, or required to clean up blood spills.)
   
   c. **Category 3** consists of all other employees.

2. **Exposure Controls:**
   a. Hand washing facilities are located in all restrooms and lab facilities.
   b. Personal protective equipment (PPE) is located in all Category 1 areas including:
1) Canton Campus:
   - Athletic Director’s office and home games
   - Nursing
   - Reception desk
   - Votec main office

2) Macomb Campus:
   - Business Office
   - Maintenance
   - Nursing

3) Havana and Rushville Centers
   - Main office

c. Maintenance staff is responsible for distribution and proper disposal of used gloves. Used disposable gloves are not to be washed or decontaminated for re-use. Category 1 employees will ensure that personal protective equipment are worn whenever it is reasonably anticipated that an employee will have contact with blood or other potentially infectious materials.

d. Sharps containers are available in the nursing lab, allied health skills lab, and maintenance office.

e. Maintenance staff will assure thorough cleaning and decontamination of any blood spills by use of EPA registered germicide, or 10% bleach solution.

f. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious material, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses.

g. Regulated waste shall be placed in appropriate containers marked biohazard. Such containers are located in maintenance.

h. All affected bins, pails, cans and similar receptacles shall be inspected and decontaminated by maintenance staff after every incident.

i. Any broken glassware, which may be contaminated with blood or other potentially infectious materials, will not be picked up directly with the hands. The following procedure is used:
   1) Cleaning will be by broom and dust pan (decontaminated after use)
   2) Surface area decontaminated by maintenance staff

j. Contaminated laundry and/or sharps will be handled as little as possible using the following process
1) Immediate disposal of sharps soiled with blood or other potentially infectious materials in a biohazard sharps container is required.

2) Category 1 or 2 employees using appropriate personal protective equipment will ensure that laundry, which has been soiled with blood or other potentially infectious materials, is properly bagged and labeled immediately with a biohazard label at the location where it was used and shall not be sorted or rinsed in the location of use. Soiled laundry will be handled using one of the following methods:

3) The owner of the contaminated laundry may, with completion of appropriate release obtain possession of contaminated laundry. **See Appendix 5 for appropriate release form.

4) The owner of the contaminated laundry may request Spoon River College properly dispose of contaminated laundry. In this case, the biohazard bag is delivered to the Human Resources Office. The Human Resources Office will control billing procedures disposing of contaminated laundry.

3. **Provisions of Hepatitis B Vaccination:**

   a. **Pre-Exposure Vaccination:** Hepatitis B vaccination is available to those persons determined to be at risk at no cost to the employee. For employees in Category 1, the vaccine is offered within ten (10) working days of their initial assignment, which may involve the potential for occupational exposure to blood or other potentially infectious materials (OPIM). Staff members who have already received the vaccine or wish to decline are required to sign a waiver (Appendix A). Employees who later wish to have it may then have the vaccine provided at no cost to the employee.

   b. **Post-Exposure Vaccination:** All unvaccinated employees who are potentially exposed, are offered the vaccine within 24 hours by the Human Resources Office if the employee renders assistance in any situation involving the presence of blood or other potentially infectious materials.

   All incidents are to be immediately reported to the switchboard operator who will contact the appropriate staff. A report (Exposure Incident Investigation Form) must be submitted to the Human Resources Office as soon as possible.

   The Human Resources Office will assure that the vaccine is offered and will maintain documentation of employee vaccination status. Employees who decline the Hepatitis B vaccine will sign a waiver. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost to the employee by informing the Human Resources Office.

4. **Post Exposure Evaluation and Follow Up:**

   a. **Reporting an Exposure Incident:** When employees incur an exposure incident, it is their responsibility to report the incident in writing (Exposure Incident Investigation Form) to
the Human Resources Office. The Human Resources Office has responsibility to maintain records of exposure incidents.

b. **Evaluation and Follow-up after an Exposure Incident:** All employees who incur an exposure incident are offered by the Human Resources Office post-exposure evaluation and follow-up in accordance with the blood borne pathogens standard. The follow-up is conducted by a health care professional and will include the following:

1) Documentation of the route of exposure and the circumstances related to the incident.
2) If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual is tested (after consent is obtained) for HIV/HBV infectivity.
3) Results of testing of the source individual are made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual. The exposed employee is given the "Notice to Employees Involved in Occupational Exposure Incidents Involving Blood or Other Potentially Infectious Materials" and will verify that s/he has been informed about these laws by signing the Notice.
4) Employee is offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample is preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time, that testing is conducted, then the appropriate action can be taken and the blood sample discarded.
5) The employee is offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
6) The employee is given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to the appropriate personnel.
7) A written opinion shall be obtained from the health care professional who provides the post-exposure evaluation and shall be provided to the employee within fifteen (15) days of the completion of the evaluation. Written opinions are obtained in the following instances:
   - When the employee obtains the Hepatitis B vaccine, or
   - Whenever the employee receives a medical evaluation and follow-up following an exposure incident.
8) There is a formal agreement between Spoon River College and a local health care professional for pre-exposure and post-exposure evaluations and treatment.
9) The Human Resources Office has been designated to assure that the
appropriate information is provided to the health care professional conducting the post-exposure evaluation, that the post-exposure evaluation is effectively carried out, and that the written opinion is prepared properly and provided to the employee.

10) The Blood borne Pathogens Committee is appointed by the President, as a permanent committee and is responsible for training personnel and reviewing all incident reports.

11) This plan is reviewed by the Administration annually and updated whenever necessary to reflect new or modified tasks and procedures, which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

5. **Record Keeping:** All records required by the blood borne pathogens standard are maintained by the Human Resources Office. All provisions required by the standard was implemented by May 29, 1993.

6. **Training:**
   a. *All Employees (unaffected employees):*
      1) All supervisors must ensure that their staff is trained in proper work practices, the concept of universal precautions, and to contact maintenance personnel and/or custodial services who handle, store, use, process, or disposes of infectious medical wastes, should the need arise.
      2) Employees will receive an overview of the program requirements during new employee orientation.
   
   b. *Category 1 and 2 Employees (affected employees):* Training for Category 1 and 2 employees is conducted prior to initial assignment to tasks where occupational exposure may occur. All Category 1 and 2 employees will receive annual refresher training. The training is conducted by certified trainers.
   
   c. *Workplace and Procedure Training:* This type of training is required for maintenance staff, cafeteria staff, switchboard staff, specified part-time faculty, security guard. Refresher training is conducted annually. All other employees are provided with a copy of the plan at the time of their orientation. Training for employees will include an explanation of:
      - the blood borne pathogens standard.
      - epidemiology and symptomatology of blood borne diseases.
      - modes of transmission of blood borne pathogens.
      - this Exposure Control Plan, i.e., points of the plan, lines of responsibility, how the plan is implemented, etc.
      - procedures which might cause exposure to blood or OPIM at the workplace.
      - control methods which is used at the workplace to control exposure to blood or
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OPIM.

- personal protective equipment available.
- post-exposure evaluation and follow-up.
- signs and labels used at the workplace.
- hepatitis B vaccine availability.
- the outline of the training material is located in the Human Resources Office.
- all employees are required to sign an acknowledgment of training and procedures.
Personal Protective Equipment for Worker Protection against HIV and HBV Transmission (for posting)

<table>
<thead>
<tr>
<th>TASK</th>
<th>GLOVES</th>
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<th>EYEWEAR</th>
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<td>Bleeding control with minimal bleeding</td>
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<td>Emergency Child Birth</td>
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<td>Handling &amp; Cleaning Instruments</td>
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<td>Cleaning Bio Spills</td>
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<tr>
<td>Giving Injection</td>
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The examples provided in this table are based on application of universal precautions. Universal precautions are intended to supplement rather than replace recommendation for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands (e.g., contact with urine or feces).
Blood borne Pathogens Exposure Control Plan

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3. **Reviewed: 11.5 Date: 08/01/18**
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**Blood borne Pathogen Control (For Posting)**

**Universal Precautions & General Safety Rules**

Exposure Determination: Spoon River College will not perform invasive medical treatment or provide intravenous medication with the exception of intravenous sticks in the nursing skills lab under direct supervision. Students performing invasive medical treatment are expected to sign a consent form that holds Spoon River College harmless of any injuries or illnesses. Therefore, the exposure to Blood borne Pathogens, as defined in item # 3 below, is determined to be from routine and emergency first aid treatment of common workplace injuries. The following Universal Precautions and General Safety Rules have been established to prevent the spread of viral and bacterial organisms (namely HIV/HAV/HBV). In all cases, the Universal Precautions and General Safety Rules should be followed.

1. Before and immediately after providing first aid, wash exposed areas (hands, arms, etc.) with antibacterial soap.
2. Don and use the required personal protective equipment for the medical care given as outlined in the *Personal Protective Equipment for Worker Protection* Poster.
3. Treat all human body fluids and items soiled with human body fluids (blood, blood products, seamen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV/HAV/HBV, and saliva (in dental settings) as if contaminated with HIV/HAV/HBV. *(NOTE: Feces, urine, nasal secretions, sputum, sweat, tears, or vomitus need not be treated as contaminated unless they contain visible blood).*
4. No smoking, eating, drinking or storage of food products is permitted in patient treatment areas. Non-medical items, such as clothing and personal effects, should not be stored in the treatment facility.
5. Treatment areas are maintained in a near sanitary condition at all times.
6. All clothing contaminated with human body fluid is placed in a biohazard bag.
7. Medical Wastes (those soiled with covered human body fluids) is treated following the Medical Wastes Treatment and Disposal Procedures before being discarded as ordinary wastes.
8. Any suspected exposure to HIV/HAV/HBV by human body fluid contact (via broken skin, human bites, needle sticks, etc.) should be reported to your Supervisor immediately.

**Medical Waste Treatment & Disposal Procedures**

1. All Medical Wastes (those soiled with covered human body fluids) is placed in a red leak-proof container marked either *Biohazard or Medical Waste*. All other wastes are discarded following customary procedures. *(NOTE: Soiled feminine hygiene/sanitary napkins, soiled facial tissues, etc. are not considered a biohazard or medical waste. Pretreatment is not necessary; however, personal protective equipment should be worn and wash hands with antibacterial soap afterwards).*
2. Don and use the required personal protective equipment when handling medical wastes as outlined in the *Personal Protective Equipment for Worker Protection* Poster.
3. All accumulated medical waste is treated to remove biohazards using the following procedure:
   a. Prepare a solution of 10 percent chlorine bleach to water (approximately 2 cups chlorine bleach to 1 gallon of water).
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b. Pour solution over the medical wastes and thoroughly saturate.

c. Let stand for 10 minutes and then drain into sink.

d. Discard as ordinary wastes. *Caution:* Sharp objects (broken glass, hypodermic needles, etc.) should not be handled by hand to prevent accidental punctures and lacerations. The Spoon River College maintenance personnel empties full sharps containers and stores in appropriate bio-hazard contain until such time as vendor picks up used sharps.

e. Rinse medical wastes container and return for use again.

f. Wash hands and exposed areas with antibacterial soap.
APPENDIX 1 - HEPATITIS B VACCINATION DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline the hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

____________________________
Declining Employee Signature

____________________________
Spoon River College Representative

____________________________
Date

____________________________
Date
APPENDIX 2 - ACCEPTANCE OF OFFER TO VACCINATE FOR HEPATITIS B

Person to receive vaccine name and title:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature:  Adam Smith
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date:  08/01/18
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee Name:  Adam Smith
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Address:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

City, State, Zip Code:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date 1st Vaccination:  09/01/18
________________________________________________________________________
Signature of Person Administering 1st Vaccine:  John Doe
________________________________________________________________________

Date 2nd Vaccination:  10/01/18
________________________________________________________________________
Signature of Person Administering 2nd Vaccine:  John Doe
________________________________________________________________________

Date 3rd Vaccination:  11/01/18
________________________________________________________________________
Signature of Person Administering 3rd Vaccine:  John Doe
________________________________________________________________________

PLEASE RETURN COMPLETED FORM TO HUMAN RESOURCES
### APPENDIX 3 – SPOON RIVER COLLEGE BLOOD BORNE PATHOGENS EXPOSURE INCIDENT REPORT & NOTICE TO EMPLOYEES INVOLVED IN OCCUPATIONAL EXPOSURE INCIDENTS INVOLVING BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

<table>
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<tr>
<th>Exposed person name and title:</th>
<th>Spoon River College address:</th>
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**Date of incident:**

**Description of incident:**

| ______________________________ |
| ______________________________ |
| ______________________________ |
| ______________________________ |
| ______________________________ |
| ______________________________ |

**Was the Hepatitis B Vaccination Series and Medical Evaluation offered to the exposed person?**

- Yes _____
- No _____

**Was clothing or other laundry exposed to “OPIM”?**

- Yes _____
- No _____

**Does clothing or other laundry require disposal?**

- Yes _____
- No _____

*If no, owner of contaminated laundry must complete release located in Appendix 5*

**Did the exposed person decline treatment?**

- Yes _____
- No _____

**If yes, by whom?**

**This report was completed by:**
### NOTICE TO EMPLOYEES INVOLVED IN OCCUPATIONAL EXPOSURE INCIDENTS INVOLVING BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

Under the Illinois Department of Labor Blood Borne Pathogen rule and the Illinois AIDS Confidentially Act, employees who are involved in an exposure incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials, may be entitled to receive the results of blood tests if such tests are conducted on the source individual. However, to receive the results of an HIV blood test, a physician must make the determination that the exposure incident was of a nature that may transmit HIV.

I understand that if the College obtains the results of the source individual's blood tests, I will be informed of their availability and will be given the opportunity to review those results. If I provide the College with a statement prepared by the physician conducting my follow-up evaluation indicating that the exposure incident was of a nature that may transmit HIV, I will be permitted to review results of the source individual's HIV tests to the extent the College has access to this information. I further understand that I will not be permitted to make photocopies of any blood test results; that I am not permitted, under Illinois law, to disclose the identity of the source individual to any third party, including my personal physician, if the source individual's HIV test results are positive; and that if I disclose such information intentionally or recklessly, I may be charged with a Class B misdemeanor.

I have read and understand my rights and obligations as explained above.

Signature: _________________________________

Date: _________________________________

---

**SPOON RIVER COLLEGE**  
*Policies and Procedures Manual*

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**Blood borne Pathogens Exposure Control Plan**

**Appendix 4 - Post Exposure Follow Up and Evaluation**

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<th>Patient Name:</th>
<th>Healthcare Provider Name:</th>
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**Physician Opinion:**

________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Date:** ____________________________  **Physician Signature:** ____________________________
APPENDIX 5 – OWNERSHIP / POSSESSION OF CONTAMINATED LAUNDRY

I acknowledge ownership of laundry that has been deemed contaminated under the Spoon River College Blood borne Pathogens Exposure Control Plan. Additionally, I have requested possession of such contaminated laundry and realize that I may be held personally liable for proper laundering or disposal of said contaminated laundry.

I understand that exposure to contaminated laundry may expose me to blood or other potentially infectious diseases, including but not limited to hepatitis B virus (HBV) or AIDS and therefore hold Spoon River College harmless of any liability resulting in assuming possession of such contaminated laundry.

____________________________  _______________________________
Owner of Contaminated Laundry  Spoon River College Representative

____________________________  _______________________________
Date  Date
APPENDIX 6 - BLOODBORNE PATHOGENS TRAINING ACKNOWLEDGEMENT

I have received training on the Blood Borne Pathogens standards and the Policies and Procedures of Spoon River College and understand the information as presented.

________________________________________  ______________________________________
Employee Signature                        Trainer Signature

________________________________________  ______________________________________
Date                                      Date
POLICY: It is the policy of Spoon River College that all employees and students are prohibited from entering confined spaces.

SCOPE:

This policy applies to all Spoon River College employees, students, and contractors.

DEFINITIONS:

Confined Space: An area large enough or configured so that an individual can bodily enter and perform work. An area that has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry). An area not designed for continuous employee occupancy.

Permit required confined space (permit space): A confined space that has one or more of the following characteristics:
   a. Contains or has a potential to contain a hazardous atmosphere;
   b. Contains a material that has the potential for engulfing an entrant;
   c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly covering walls or by a floor which slopes downward and tapers to a smaller cross-section;
   d. Contains any other recognized serious safety or health hazard.

DETAILS:

1. All Spoon River College employees and students are prohibited from entering confined spaces.

2. All contractors entering confined spaces on college property are required to possess and comply with their own Confined Space Program, which must be in compliance with OSHA regulations (where applicable).

3. Violation of this policy may result in disciplinary action up to and including termination or expulsion.
POLICY: The Spoon River College Electrical Safety policy conforms to OSHA best practices related to electrical safety and are intended to minimize the risk of injury. This policy may also follow state and local code requirements such as:

- State and local code requirements
- Energy conservation requirements
- Installation and service requirements
- Special operating requirements
- The SRC Lockout/Tagout policy

SCOPE:

This policy applies to all individuals working with electricity on Spoon River College property.

DETAILS:

1. The following should be considered standard operating procedures for electrical safety:
   a. All electrical equipment should be adequately insulated, grounded or isolated to prevent bodily contact with any source.
   b. Equipment and handheld tools should have 3-prong plugs and/or double insulation.
   c. Unplug any tool or equipment when not in use.
   d. Label all circuit box switches.
   e. All electrical panels must be unobstructed, have a minimum clearance of 36", and shall be easily accessible.
   f. Ensure no energized or circuits/parts are exposed (i.e., outlet cover plates, electrical panel doors).
   g. NEVER repair/modify electrical wiring unless specific training is provided.
   h. Never modify a plug by bending or removing the prongs. When plug prongs are bent, loose or missing, replace the device.
   i. Never unplug an appliance by pulling on the cord, always remove by the plug.
   j. Keep dust and lint off electrical panels, receptacles, and appliances.
   k. Electrical panel doors should be closed and latched when not in use.
l. Separate all combustible materials away from electrical equipment.

m. Attempt to limit one appliance per outlet. However, if more than one appliance is to be used for each outlet, use an approved plug strip.

n. Always turn off a tool before disconnecting it to avoid exposure to live electrical parts (see SRC Lockout/Tagout policy).

o. Use proper lighting in all areas where electrical hazards may be encountered.

p. All energized parts of electrical circuits and equipment shall be guarded against accidental contact by approved cabinets or enclosures.

q. Where electrical shock hazards exist, first-line and backup protection shall be provided to prevent access to energized circuits and parts. This protection includes using lockouts, grounding hooks, barriers and rubber mats.

r. In places where electrical hazards exist, there shall be conspicuous visual indications of ON and OFF conditions, the type of hazard and its exact location.

s. Bench tops and bench edges in the immediate work area should be non-conductive and only a minimum of connected equipment should be on the bench tops. Rubber matting of adequate breakdown voltage should be used.

t. Adequate and workable lockout-tag out procedures shall be used.

u. Never work alone on a live circuit - always have an observer.

v. Be acquainted with all electrical hazards that may be encountered in your work area.

w. Notify your supervisor of any potential electrical hazard that may be going unnoticed.

x. New equipment or existing equipment that is to be relocated must be examined for recognized hazards when it is installed.

2. Immediately report damaged/ malfunctioning items to the Director of Facilities and take out of service until repaired by a qualified electrician.

3. Personal Protective Equipment (PPE) is required during the following:
   a. where service is required with power on and inadvertent contact is likely;
   b. where it is necessary to reach over, under, around, or in close proximity to hazards;
c. where equipment may produce sparks or arcing during normal operation;

d. when maintaining any electrical equipment;

e. when using tools near electrical hazards, all tools must have a double insulated casing to prevent contact with energized parts.

4. Warning signs are needed to identify and locate potential hazards. The need for such warnings is particularly significant:
   a. where the hazard may not be immediately apparent.
   b. where personnel may assume there is no hazard when, in fact, one exists.
   c. where the hazard may exist only under a certain set of conditions and not otherwise.
   d. when personnel are in the presence of possible hazards in service areas when there is exposure to chemical, electrical, thermal or mechanical hazards.
   e. when hazardous potentials (other than line voltage) above 250 VAC or DC are present.

5. Main Control Enclosure. A label indicating the following information shall be installed near the supply circuit disconnecting means:
   - Voltage (V)
   - Amperage (A)
   - Phase (Ph)
   - Frequency (Hz)

6. Circuit Protection Devices: The rated current (in amperes) of the circuit protection devices shall be visibly indicated near the device. Special fuses must also indicate type.

7. Emergency Off (EMO): EMO devices shall be engraved or have a red legend plate or label with white letters stating "EMERGENCY OFF."

8. Components (Devices): Shall be identified to (not on) the component with the same designation as shown on the diagram.

9. High Voltage Electricity: SRC employees are prohibited from working with high voltage electricity.
10. Receptacles shall comply with the following:
   a. voltage and current ratings shall not be less than that of the supply circuit;
   b. when installed for convenience use, shall be rated at not less than 15 A at 125 V;
   c. when installed for power distribution, shall not have a connected load exceeding 80% of rating;
   d. shall be grounding type specification grade receptacles;
   e. receptacles should be mounted firmly in their enclosures and should not move when the plug is inserted. Loose receptacles can cause short circuits;
   f. shall be enclosed;
   g. shall be securely mounted to a vertical surface or may be mounted to a horizontal surface with faceplate down;
   h. shall be accessible to service personnel;
   i. shall be accessible without removing covers or opening doors when installed as convenience outlet for operator use;
   j. faceplates shall be flush with the outer edges of the box;
   k. faceplate screws or faceplate screw holes shall not be use for receptacle mounting unless other provisions are made to counteract the plug insertion pressure;
   l. all receptacles and any electrical conductors must be sufficiently grounded, and if uncertain whether or not this is true, call Facilities for assistance;
   m. if plug prongs break off and remain in the receptacle slots after insertion or withdrawal, do not attempt to remove them. Call Facilities for assistance.

11. Ground Fault Circuit Interrupters (GFCIs):
   a. keep the floor in your workplace completely dry;
   b. keep all electrical equipment away from any source of water unless the appliance is rated for use around water, such as a wet-dry shop vacuum;
   c. ground fault circuit interrupters (GFCI's) should be used as much as possible. In any wet, damp or moist environment, GFCI's are required;
d. receptacles shall be protected by ground fault circuit interrupter (GFCI) when installed in a damp or wet location, e.g., hose wash down area;

e. if anyone discovers loose receptacles or other faulty electrical equipment, it should be removed from service or tagged out until a qualified electrician from Facilities can make repairs.

12. Extension Cords:
   a. Extension cords should be used only when necessary and only on a temporary basis (>90 Days). Extension cords should not be used in place of permanent or fixed wiring.

   b. Do not “daisy chain” extension cords and/or power strips.

   c. Prevent damage to the cord and plugs (i.e., avoid placing in walkways/driveways, never staple, nail or otherwise attach extension cords to a surface.) * Keep all electrical cords away from areas where they may be pinched, such as off the floor, out of walkways, and out of doorways. Where possible, move the electrical appliance closer to the outlet.

   d. Only use extension cords rated for the equipment power needs.

   e. Make sure all extension cords are the right size or rating for the tool you're using. EXAMPLE: The diameter of the extension cord being used should be equal to or greater than the cord of the appliance being used.

   f. Do not use any appliance or extension cord that exhibits signs of wear, such as frayed insulation or exposed wiring. To insure safe operation, all electrical equipment should be visually inspected before use.
POLICY: It is the policy of Spoon River College to fully comply with all USEPA and ILEPA rules, policies, and procedures.

SCOPE:

This policy applies to all Spoon River College employees, students, and contractors.

DETAILS:

1. No special waste or hazardous waste is to be placed on the ground or in any body or stream of water.

2. Air emissions are to be kept below EPA and OSHA standards at all times.

3. Any special or hazardous waste transported off site must be properly permitted and manifested.
POLICY: It is the policy of Spoon River College to provide an Ergonomics Program to minimize occupational injuries and illnesses arising from ergonomic hazards.

SCOPE:

This policy applies to all Spoon River College employees.

DEFINITIONS:

Ergonomics: The science of adapting the job and work place to the worker by designing tasks and tools which are within the worker’s capabilities and limitations.

Repetitive tasks: Activities involving sustained or repetitive musculoskeletal exertion with no opportunity for rest or recovery.

DETAILS:

1. Video terminals: Extensive tests conducted by the National Institute for Occupational Safety and Health (NIOSH) and the Food and Drug Administration (FDA) show that radiation from Video Display Terminals (VDT) or monitors, in normal operation, is well below existing governmental standards. The tests were conducted at a distance of 2 inches from the screen. As a result, because the radiation levels are extremely low, there is no appreciable radiation hazard to the operator, particularly at normal viewing distances (~18 inches).

2. Individual compliance: Employees are responsible to follow ergonomics policies and work practices directed or recommended for ergonomics purposes.

3. Training: All college employees will participate in ergonomics training.

4. Work station design: The Vice President will ensure the incorporation of ergonomics principles in work site construction or renovation planning. For this purpose, the work station should be considered to include furniture, electronic and other tools, lighting, and other environmental features. Individual departments/offices are responsible for individual work stations, once established. Each job site should provide an appropriate fit between the worker, the technology, and the working environment. Employees should be empowered to share in the responsibility for the safety of their workplace with their supervisor or appropriate others.

5. Job design: Supervisors are generally responsible for ensuring appropriate work methods. When considering an employee’s regular job assignment, both pace of work and job flow should be reviewed to avoid excessively repetitive work for any one employee and his/her specific position. When a supervisor reviews the job design of particular positions, they should consider:
   a. the types of repetitive tasks performed in an individual’s position.
b. the job flow allowing on average of ten- to fifteen-minute alternative task breaks from repetitive tasks. As a general rule, time on repetitive tasks should not exceed two hours.

c. communicate the appropriate job flow to the employee.

6. Recommended guidelines to follow to increase your comfort: (Note: If you are already experiencing pain, have a current medical condition or have experienced other medical problems, seek advice from your doctor before beginning these stretches.)
a. Computer Workstations:
   1) Top surface of the keyboard space bar is no higher than 2-1/2 inches above the work station.
   2) Elbows at a 90 degree angle resting comfortably at side.
   3) Top of viewing screen is at or below eye level.
   4) Screen is about 18 inches from the operator’s eyes.
   5) Screen is tilted back ~10 to 20 degrees.
   6) No glare is on the screen.
   7) Images are clean, sharp, and easy to read.
   8) For text entry, the keyboard should be directly in front of the operator.
   9) For data entry, the keyboard should be directly in front of the operator’s keying hand.

a. Body Position:
   1) Place document holder at the same height and distance from your eyes and the screen.
   2) Knees at a 90 degree angle or greater.
   3) Feet flat on the floor or supported by a footrest.
   4) Adjust chair to accommodate elbow position.
   5) Wrists flat over keyboard.
   6) Head directly over shoulders; shoulders relaxed.
   7) Lumbar back supported by chair back or cushion.

c. Glare:
   1) Adjust contrast and brightness on screen.
   2) Position screen away from windows and overhead light.
   3) Tilt screen to reduce glare.
   4) Position lighting to reduce glare.
   5) Adjust window coverings to reduce glare from outside light.

d. Exercises: No matter how comfortable your work station is, sitting still for long periods of time can be tiring and stressful. Therefore, stretch occasionally and look away from your work. If possible, get up from your terminal and do other tasks. Try alternating different tasks throughout the work day if possible. The following simple exercises are recommended throughout the day while working at your workstation for lengthy periods.
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1) Chin tuck (tuck chin toward chest).
2) Neck rotation (turn head from side to side and look over each shoulder).
3) Neck side bending (tilt head toward each shoulder. Left ear to left shoulder. Right ear to right shoulder).
4) Chest stretch (pinch your shoulder blades together.) Wrist flexion/extension. (Hold arms in front of you. Bend wrists so fingers point up, then down).
5) Finger stretch (make fist then extend fingers as far as possible).
POLICY: It is the policy of Spoon River College to ensure employee safety by minimizing slips, trips, and falls.

SCOPE:

This policy applies to all Spoon River College employees who are exposed to unprotected sides or edges of surfaces that present a falling hazard of four (4) feet or more to a lower level.

Contractors are required to comply with all applicable OSHA regulations (where applicable) and shall have their own fall protection program.

DEFINITIONS:

Aerial lift device: Equipment, such as powered platforms, vehicle-mounted, elevated, and rotating work platforms, extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers and powered industrial truck platforms.

Authorized employee: An employee of Spoon River College authorized to operate aerial lifts or perform work related duties in elevated heights such as on roofs or while climbing ladders (generally maintenance staff).

Body harness (also referred as full-body harness): An interconnected set of straps that may be secured about a person in a manner that distributes the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

Connector: A device that is used to connect parts of a personal fall arrest system together (i.e. D-rings and snaphooks).

Designated area: A space which has a perimeter barrier erected to warn employees when they approach an unprotected side or edge, and serves also to designate an area where work may be performed without additional fall protection.

Guardrail: A barrier erected to prevent personnel from falling to lower levels.

Ladder: A device typically used to gain access to a different elevation consisting of two or more structural members crossed by rungs, steps, or cleats.

Lanyard: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal movement and which, after onset of a fall, automatically locks the drum and arrests the fall (usually within two feet or less).

Lower levels: Areas or surfaces to which and employee can fall. Such areas include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits tanks, material, water, equipment,
Low-slope roof: A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Opening: A gap or void 30 inches or more high and 18 inches or more wide in a wall or partition, through which personnel can fall to a lower level.

Positioning device system: A body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Personal fall arrest system: A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, and body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Roof: The exterior surface on the top of a building.

Roofing work: The hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including the construction of the roof deck.

Steep roof: A roof having a slope greater than 4 in 12 (vertical to horizontal).

Toe board: A low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.

Unprotected sides and edges: Any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.

Walking/working surface: Any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, form work, and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Work area: That portion of a walking/working surface where job duties are being performed.

DETAILS:

1. Unauthorized employees will not be required, nor allowed to perform any duties which require the employee to get closer than six feet to an unprotected edge, platform, or walkway of any building or utilize elevated equipment unless the employee is properly secured from falling.

2. All employees shall control fall hazards in their work area by maintaining good housekeeping and must report conditions that may lead to slips, trips and falls to the maintenance office.
3. Duties and Responsibilities:
   a. Supervisors must:
      1) implement all aspects of the program for work areas under their control.
      2) evaluate fall hazards in work areas under their control.
      3) ensure that employees are informed, trained, and provided with the appropriate fall protection systems and equipment to be protected from potential fall hazards associated with job tasks.
      4) coordinate the correction of fall hazards brought to their attention by employees.
      5) complete a "First Report of Injury" report and produce any additional documentation needed to investigate and work related injuries and illnesses.
   
   b. Authorized employees must:
      1) comply with the Fall Protection policy and any further safety recommendation provided by the College regarding fall protection.
      2) complete fall protection training requirements and request further instruction if unclear.
      3) conduct assigned tasks in a safe manner and wear all assigned personal protection equipment; and report any unsafe or unhealthy work conditions and job related injuries or illnesses to the supervisor immediately.

4. Training:
   a. Ladders: Refer to Ladder Safety Policy.
   
   b. Aerial Lifts: Authorized employees using aerial lifts should be knowledgeable of each of the following:
      1) The manufacturer's operating instructions;
      2) Pre-start inspection of the lift;
      3) Inspection of the work area for dangerous conditions such as uneven surfaces, overhead obstructions such as power lines, and severe weather;
      4) Load capacities of the equipment;
      5) How to safely move the equipment;
      6) How to prevent falls and use appropriate fall protection personal protective equipment; and
      7) Minimum safe approach distances to energized power lines.
   
   c. Retraining: Employees will require retraining under any of the following conditions:
      1) Changes in the workplace render previous training obsolete;
      2) Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
      3) Inadequacies in an employee's knowledge of use of fall protection systems or equipment or observed behavior indicate that the employee has not retained the required training.
d. Training Records: The maintenance office shall maintain training documentation containing the name of the employee trained, the name of the person who conducted the training, and the date of the training.

5. Identifying Fall Hazards: Employees are responsible for reporting potential fall hazards. Falls may be classified into three general categories:
   - Slips, trips and falls on the same level. Slips and trips are generally caused by a lack of good housekeeping and inadequate maintenance of walking and working surfaces. Employees should keep their area clean and orderly. If they are not equipped to eliminate a hazard, they should contact the appropriate maintenance personnel to correct the problem. These hazards may include icy sidewalks, wet floors, torn floor coverings and stair treads, and missing or broken handrails and guard rails;
   - Falls on stairs;
   - Falls from elevations. Fall hazards from elevations include, but are not limited to, unprotected sides and edges of roofs, excavations, floor holes, wall openings, and all other walking or working surfaces where personnel can possibly fall four feet or more to a lower level.

   Personnel should alert their supervisors to potential fall hazards not already identified and controlled. The following are fall hazards, which require protection:
   - Open sided floors, platforms, and runways four feet or more in height;
   - Open sided floors, ramps, and walkways etc. that are adjacent to or above dangerous operations must be guarded regardless of height;
   - Wall openings from where there is a drop of more than 4 feet;
   - Open windows from which there is a drop of more than 4 feet and the bottom of the window is less than 3 feet above the floor or platform;
   - Hatchways and chutes floor openings;
   - Any opening more than 4 feet in elevation where a significant portion of the body is leaning over or through to perform work;
   - Aerial lift devices;
   - Protection from overhead falling hazards must be provided.

6. Personal Protective Equipment: Personal protective equipment shall be used to minimize fall hazards where engineering controls do not eliminate the hazard or in conjunction with engineering controls. Fall protection equipment is divided into the following functional categories:
   a. Fall Arrest: The use of a personal fall arrest system is the required personal protective equipment for fall hazards. A personal fall arrest system consists of a full-body harness, lanyard, and anchor point OR a full-body harness, lanyard, lifeline, anchor point, and deceleration/grabbing device. All fall protection equipment shall meet or
exceed appropriate American National Standards Institute (ANSI) standards. Employees shall use only commercially manufactured equipment specifically designed for fall protection. Requirements for a personal fall arrest system include, but are not limited to, the following:

1) Body Harness: Only full-body harnesses shall be used;
2) Connecting Device: Shock-absorbing lanyards and lifelines;
3) Anchorage: Anchorage point and anchorage connector for personal fall arrest systems independent of any anchorage being used to support or suspend platforms.

b. Positioning: A positioning device is not a substitute for a personal arrest system and is limited to use as system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning. Where positioning device is used, it shall comply with the following:
   1) Only a full-body harness shall be worn as part of a positioning device system;
   2) Positioning devices shall be rigged such that a free fall cannot be more than 2 feet; and
   3) Positioning devices shall be secured to an anchorage point capable of supporting at least twice the potential impact load of an employee’s fall.

c. Suspension: Personal suspension systems are used for window washing and painting and are designed to lower and support a worker to perform tasks. The components of a suspension system are:
   1) Full-Body Harness;
   2) Workline; and
   3) Anchorage.

d. Retrieval: Personal retrieval systems are used for confined space entry and on-entry rescue. Refer to the College’s policy on confined space entry.

e. Restraint: A restraint line is a device that is attached between the employee and an anchorage point to prevent the employee from walking or falling off an elevated surface. It does not support an employee at an elevated surface, but rather, prevents the employee from leaving the elevated surface or work position.

Any other personal protective equipment deemed necessary for the task under the Personal Protective Equipment Standard must be worn. This includes, but is not limited to, hard hats, gloves, safety glasses, and steel toed boots.

7. Equipment Inspections and Maintenance:

   a. Impact Loading: Any fall arrest system or component that has been used to arrest a fall (impact loading) shall be immediately removed from service until is inspected and determined by a competent person to be undamaged.
b. Inspection: Personnel prior to each use shall conduct visual equipment inspections. If, upon inspection, a piece of equipment shows any signs of wear it must immediately be removed from service and the supervisor notified.

c. Maintenance: When needed, fall protection devices should be washed in warm water using a mild detergent, rinsed thoroughly in clean warm water and allowed to dry at room temperature.
   1) Stow equipment in clean area away from strong sunlight and extreme temperatures that could degrade materials.
   2) Check the manufacturer’s recommendations for cleaning, maintenance and storage information.

8. Roofing: The hazards associated with work on roofs include falling through openings and falling off edges. Effective roof work fall protection techniques are intended to protect workers while providing the mobility and comfort necessary to perform work tasks. Authorized employees must follow the procedures listed below:
   a. Low-slope or flat roofs: Each employee engaged in roofing activities on low-slope roofs, with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line system and safety net system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system.
   
   b. Steep roofs: Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems with toe boards, safety net systems, or personal fall arrest systems.

   c. Personal Fall Arrest System: The system of choice for fall protection on roofs is the personal fall arrest system.
      1) Requirements for personal fall arrest systems are found in the Personal Protection Equipment section of this policy; and
      2) A qualified person must design personal fall arrest systems for roof work.

9. Designated areas: As an alternative to installing guardrails, a designated area may be established. The following condition and requirements must be met in order to use designated areas in lieu of other fall protection measures:
   a. The work must be of a temporary nature, such as maintenance on roof top equipment;

   b. Designated areas shall be established only on surfaces that have a slope from horizontal of 10 degrees or less; and

   c. The designated area shall consist of an area surrounded by a rope, wire, or chain and supporting stanchions.
d. After being erected with the line attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion;

e. The line shall have a minimum breaking or tensile strength of 500 pounds;

f. The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over;

g. The line shall be installed in such a manner that its lowest point is no less that 34 inches nor more than 39 inches from the work surface;

h. The line forming the designated area shall be clearly visible from any unobstructed location within the designated area up to 25 feet away;

i. The stanchions shall be erected as close to the work area as is permitted by the task;

j. The perimeter of the designated area shall be erected no less than 6 feet from the unprotected side or edge; and

k. Access to the designated area shall be by a clear path formed by two lines attached to stanchions.

10. Aerial Lifts: Please refer to policy on aerial lifts.

11. Ladders: Refer to Ladder Safety Policy.

12. Fixed industrial stairs: The following applies to all stairs around equipment, machinery, tanks, etc. They do not apply to stairs used for fire exits.
   a. Riser height and tread width of fixed industrial stairs should be uniform throughout any flight of stairs. All treads must be reasonably slip resistant.

b. The minimum permissible width of a stairway is 22 inches.

c. The angle to the horizontal made by the stairs must be between 30 and 50 degrees.

d. All stairs should be adequately lighted.

e. If the tread is less than 9 inches wide the risers should be open.

13. Embedded Stairs:
   a. Individual steps used for access or egress, embedded in the walls of risers or the conical top sections of manholes must be safe, well-constructed, and installed in accordance
11.10

with good engineering practices.

b. Individual rungs or steps must be uniformly spaced from 12 to 16.5 inches.

c. The use of steps in personal access holes should be designed to prevent the foot from sliding off the end.

14. Walking and Working Surfaces: In general, all areas of the workplace should be kept clean, orderly sanitary, and as dry as possible. These guidelines apply to work areas, passageways, store rooms, and service rooms:

a. All spills should be cleaned promptly. Floors in work areas must be kept free of scraps, chips, oil spills, and other debris.

b. Boxes, chairs, buckets, desks or any other device not specifically intended for use in extending reach shall not be used.

c. Areas, which are constantly wet, should have non-slip surfaces or mats where workers may walk or work. Where wet processes are used good drainage must be maintained.

d. Every floor, working place, and passageway must be maintained free from protruding nails, splinters, holes, and loose boards.

e. Where mechanical handling equipment is used, such as lift trucks, sufficient safe clearance must be provided for foot and vehicular traffic.

f. No obstructions that could create a hazard are permitted in aisles. All permanent aisles must be easily recognizable.

g. As a general condition, a standard toe board and guard rail are required where ever people walk near or beneath the open sides of a platform or similar structures; where things could fall from a structure; or where things could fall from a structure into machinery below.
POLICY: Per Spoon River College’s Crisis Procedure Manual, upon the sounding of a fire alarm, all occupants in a Spoon River College building where alarm is activated must immediately evacuate. Individuals may operate fire extinguishers at their own risk and only in the case of a small fire that can be contained.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. General Requirements:
   a. The College provides portable fire extinguishers which are mounted, located and identified so that they are readily accessible without subjecting the operator to possible injury.
   b. Only approved portable fire extinguishers are used.
   c. The College will assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

2. Inspection, Maintenance and Testing:
   a. The College is responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace including an annual maintenance check by a qualified individual or organization.
   b. The College will assure that stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years by a qualified outside contractor. Dry chemical extinguishers having non-refillable disposable containers are exempt from requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.
   c. An alternate equivalent is provided when portable fire extinguishers are removed from service for maintenance and recharging.

3. Training: The College provides fire prevention and safety training to all full time and regularly scheduled part time employees. Employees may also participate in fire extinguisher training upon request.
POLICY: It is the policy of Spoon River College to ensure that all individuals responsible for operating a forklift or any other type of powered industrial truck using OSHA standards as a guideline.

SCOPE:

This policy applies to all employees operating a forklift (aka powered industrial vehicle).

DETAILS:

1. General Requirements and Maintenance: Modifications and additions, which affect capacity and safe operation, shall not be performed by the user without manufacturer’s prior written approval. All scheduled and unscheduled maintenance shall be performed by a qualified person.

2. Operation: Spoon River College has provided the following guidelines for operation of any forklift or other type of powered industrial truck:
   a. Forklift operators must be trained and qualified to operate the assigned equipment.
   b. Forklift operators must inspect their equipment prior to use and report any damage or faulty operation to their supervisor immediately.
   c. Unauthorized personnel shall not be permitted to ride on forklift.
   d. Fuel tanks (if applicable) shall not be filled while the engine is running.
   e. Seatbelts must be worn, where seatbelts are provided.
   f. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
   g. When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes set.
   h. Operators must avoid lifting or hitting anything if it appears that it could fall on the operator or a bystander.
   i. Operators must be aware of clearance areas such as wiring, roofing, door heights, etc.
   j. Forklifts must never be turned on an incline.
   k. No riders are allowed on any forklift unless the forklift is equipped with passenger seating.
I. Operators must keep arms, legs, and head fully inside of the operator’s compartment at all times.

m. Operators shall ensure that all personnel are clear of lifting mechanisms before operating their forklift.

n. No one is allowed to walk or stand under a load elevated in the air.

o. When getting off a forklift, the operator shall make sure the carriage has been completely lowered, the parking brake has been set, and the engine has been shut off.

p. Forklifts shall be operated slowly when turning corners and while traveling in reverse.

q. Operators shall avoid bumps, holes, slick spots, and loose materials that may cause the equipment to swerve or tip. If unavoidable, the operator shall slow down the speed.

r. Racing or horse-play is prohibited.

s. Sudden starts or spinning wheels on dry pavement or gravel is prohibited.

t. Forklift operators shall not lift personnel in the air with the forklift forks unless a personnel rack is used.

u. Operators must know their loads and carry them properly. The following load handling procedures must be observed:
   1) Handle loads within the rated capacity shown on the nameplate.
   2) Ensure that all loads are stable prior to lifting.
   3) Center the weight of loads between forks.
   4) Be alert for “swing” when handling long loads.
   5) Be sure that the load is against the carriage when lifting with forklifts.
   6) Always keep loads positioned upgrade on grades of 10% or more.
   7) Travel in reverse if necessary to maintain upgrade position.
   8) Always lift and lower a load with the upright in a vertical position or tilted slightly back.
   9) Tilt elevated loads forward only when directly over an unloading place. If the load or lifting mechanism is elevated to pick up or deposit a load, keep the tilt in either direction to a minimum.
   10) Operate the forklift with the lifting mechanism raised only enough to clear the ground or obstacles.
11) If it is necessary, because of obstacles, to operate a forklift with the load elevated high in the air, the forklift must proceed at a slow speed must not make any sharp turns, and the load should be well balanced and tilted back.

3. Training: Spoon River College will ensure that all forklift operators receive proper training with regard to safe operation of forklifts and other types of powered industrial trucks.
   a. Content: Training shall consist of a combination of formal instruction, practical training, and evaluation of the operator’s performance in the workplace. Re-training shall be conducted every three years. Training shall be conducted by a qualified person. Training Topics shall include:
      1) Operating instructions, warnings and precautions for forklift operation
      2) Forklift controls and instrumentation
      3) Engine or motor operation
      4) Steering and maneuvering
      5) Visibility
      6) Fork and attachment adaptation
      7) Vehicle capacity
      8) Vehicle stability
      9) Vehicle inspection
      10) Operating limitations
      11) Work related topics
   
   b. Refresher training and evaluation shall be performed under the following conditions:
      1) When the operator has been observed to operate the vehicle in an unsafe manner;
      2) When the operator has been involved in an accident or near-miss incident;
      3) When the operator has received an evaluation that reveals that the operator is not operating the forklift safely;
      4) When the operator has been assigned to operate a different type of powered industrial truck, or;
      5) When a condition in the workplace changes in a manner that could affect safe operation of the forklift or powered industrial truck.
   
   c. Certification: Spoon River College will certify that each operator has been trained and evaluated as required. The certification shall include:
      1) the name of the operator
      2) the date of the training
      3) the date of the evaluation, and
      4) the identity of the person(s) performing the training or evaluation
POLICY: It is the policy of Spoon River College use OSHA best practices with regard to hazard communication.

DEFINITIONS:

Hazardous Chemical: Per OSHA Hazard Communication Standard, a hazardous chemical is defined as:
- A chemical that has an established permissible exposure limit.
- Any chemical recognized as a cancer-causing agent.
- Health hazard chemicals that may cause sudden or delayed health effects.
- Physical hazard chemicals that may cause fire, explode, or react violently when handled or exposed to other chemicals or materials.

Hazardous Waste: A waste or combination of wastes, which because of its quantity, concentration, or physical, chemical or infectious characteristics, may cause the following hazards when improperly treated, stored, used or disposed of, or otherwise managed:
- Cause or significantly contribute to an increase in serious irreversible illness or incapacitating reversible illness; or
- Pose a substantial present or potential hazard to human health, safety, welfare, or to the environment.

DETAILS:

1. Material Safety Data Sheets (MSDS): Manufacturers of hazardous chemicals must develop a MSDS for each hazardous chemical that they make as well as provide a copy of the MSDS to all employers who purchase the chemical. Chemical manufacturers must include the following items on the MSDS:
   a. Describe the physical and chemical properties of the material.
   b. Its physical and health hazards.
   c. Routes of exposure.
   d. Precautions for safe use and handling.
   e. Emergency procedures.
   f. Spill control procedures.

   MSDS is available to employees, students, and visitors who use or may be exposed to the chemical and are filed in alphabetic order by the manufacturer’s name or trade name for the chemical. A separate MSDS file is maintained in each work area for the chemicals used in that area.
2. Labels and Other Forms of Warning: All hazardous chemical containers (other than single-use) must be prominently labeled with the chemical identity and any hazard warnings.

3. Training: Employees, students, and visitors who will be exposed to hazardous chemicals receive training on the Spoon River College Hazard Communication policy and the identity and safe use of hazardous chemicals found in their assigned work/study area. If a hazardous chemical is brought into the facility that has new or different hazards, the employees, students, or visitors who will use it are trained regarding the physical hazards and/or health hazards before the chemical is put into use. The applicable Supervisor, Faculty, or his/her designee will conduct Hazard Communication Training. Hazard Communication training emphasizes these items:
   a. review the Spoon River College Hazard Communication Plan;
   b. the hazardous properties of chemicals;
   c. health hazards and the signs and symptoms associated with exposure;
   d. procedures to protect against exposure to hazardous chemicals including personal protective equipment and its proper use and maintenance;
   e. work practices and methods to assure proper use and handling of chemicals and the procedures for responding to chemical spills and emergencies (See SRC Crisis Procedure Manual);
   f. where MSDS files are located, how to read and interpret the information on labels and MSDS, and how employees can obtain additional hazard information.

4. Outside Contractors: Any representative of Spoon River College who bids out work will advise outside contractors of all chemical hazards that they may encounter during the course of their work and the related health and/or physical hazards. No contractor will bring on to Spoon River College property any chemical regulated as hazardous under the OSHA Hazard Communication Standard unless the container is appropriately labeled and contractors are fully trained in the safe use, storage and handling of the chemical. If such containers are to be left unattended, the contractor must provide Spoon River College with a current MSDS for the chemical.
POLICY: It is the policy of Spoon River College to help protect employees from hearing loss due to occupational noise exposure.

SCOPE:

This policy applies to all Spoon River College employees that have exposure to elevated noise levels per the requirements of their job (located on the job description).

DEFINITIONS:

Affected Employee: All Spoon River College employees who are regularly exposed to elevated noise levels at or exceeding an 8-hour time-weighted average of 85 dBA.

dBA: Units of noise measurement as indicated below:
- Decibels (dB): A measure of the sound level (loudness). The decibel scale is a logarithmic scale; as an example, a 90 dB noise is ten times louder than a 80 dB noise.
- A-Weighted: The A weighting, expressed as dBA, is the scale used for most occupational noise measurements. The A weighting approximates the range of human hearing as it filters out lower frequency noises, which are not as damaging as the higher frequencies.

Elevated noise levels: Noise levels at or above an 8-hour TWA of 90 dBA.

Hearing Personal Protective Equipment (PPE): Personal protective equipment that is designed to be worn in the ear canal or over the ear to reduce the sound level reaching the ear drum. Examples include ear muffs or plugs.

Noise: Unwanted sound.

Sound: A vibration or pressure oscillation that is detectable by the ear drum.

Standard Threshold Shift: An average shift from the baseline measurement in either ear of 10 dB or more at 2000, 3000 and 4000 Hz. These frequencies are the most important frequencies in communication and the most sensitive to damage by industrial noise exposure.

DETAILS:

1. Responsibilities:
   a. Supervisors are responsible for:
      1) evaluating jobs to determine if a job is exposed to elevated noise levels.
      2) notifying the Human Resources Office of noise complaints or potential noise hazards.
      3) ensuring that employees wear the appropriate personal protective equipment (PPE) when required.
      4) ensuring that employees properly use and care for PPE.
5) ensuring that potentially overexposed employees are provided with a baseline audiometric hearing test prior to the initial work assignment and regularly thereafter.
6) identifying areas or processes that require noise abatement and/or posting.

b. Human Resources Office is responsible for:
1) assisting in determining if administrative and engineering controls are needed, and how they will be implemented.
2) providing audiometric exams, when necessary.
3) communicating any identified standard threshold shifts to the employee and his or her supervisor.
4) establishing any work restrictions necessary to prevent additional hearing loss.

c. Affected employees are responsible for:
1) wearing the appropriate PPE as required by the job.
2) attending required training.
3) reporting noise hazards and PPE problems to the appropriate supervisor.

2. Noise Exposure Assessments:
a. When necessary, noise monitoring will be performed. All continuous, intermittent and impulsive sound levels from 80 to 130 dBA will be considered elevated noise levels and the appropriate PPE will be required. Monitoring will be repeated when necessary.

b. Employees exposed at or above the elevated noise level will be notified of the results of the monitoring.

c. Employees' noise exposure will be reassessed periodically as needed.

d. Workplaces in which the noise level exceeds 85 dBA will have signs posted. Signs shall read “Hearing Protection Required.”

3. Audiometric Testing: When necessary, audiometric testing will be managed by the Human Resources Office and will follow current regulatory standards. Records of audiometric test results will be retained for the duration of the affected employee’s employment.

4. Hearing Protection: Employees exposed to elevated noise levels will be required to wear the appropriate PPE.

5. Training: Training is required for all affected employees.
POLICY: It is the policy of Spoon River College to provide the safest possible environment in research/teaching laboratories. The Lab Safety Policy does not stand-alone; other more specific programs such as fire safety and hazard communication support it, which are available within Section 11 of the Policies and Procedures Manual.

SCOPE:

This policy applies to all occupants of Spoon River College labs.

DEFINITIONS:

Lab: For the purpose of the policy, a lab is a place equipped to conduct experiments, tests, investigations, etc. or any place, situation, set of conditions, or the like, conducive to experimentation, investigation, observation, etc. Labs are located in allied health, agriculture, art/theatre, biology, chemistry, diesel technology, nursing, physics, physical science, and welding.

DETAILS:

1. Responsibilities:
   a. Lab occupants: The primary responsibility for lab safety lies with the occupants.

   b. Administration: The Vice President is responsible for the development and implementation of campus safety standards that will provide a safe working environment, which includes the lab safety program. This will be accomplished through assistance from local, state, and federal agencies as well as the campus community.

   c. Faculty: The faculty in charge of the lab is responsible for:
      1) developing a lab safety policy for their respective lab that includes the elements listed in the general lab rules below.
      2) notifying the Vice President of unsafe conditions.
      3) check the operability of the safety equipment on a regular basis. If deficiencies are found, immediately contact Vice President to initiate repair of the equipment.

2. General Lab Safety: Use of common-sense safety rules can eliminate the majority of problems that may arise. Since all laboratory settings are different, the faculty in charge of the lab is responsible for establishing and implementing rules.
   a. Entrance into the lab: The faculty in charge of the lab:
      1) determines the hazards that are present in the laboratory.
      2) determines restrictions for access to labs by unauthorized personnel.
b. Exiting the lab: When leaving the laboratory under normal circumstances, the faculty in charge of the lab:
   1) turns off all services not in use.
   2) turns off all lights.
   3) locks all entrances to the laboratory.

3. General lab rules: The faculty in charge of the lab shall:
   a. Develop a lab safety policy for their respective lab that includes the following elements:
      1) a list of personal protective equipment required.
      2) the location of Material Safety Data Sheets (MSDS) for the specific lab;
      3) emergency procedures.
      4) safety rules and procedures (this may include, but is not limited to, appropriate dress code, rules on food/beverages, no horseplay, etc.).
      5) disposal of waste (if applicable).

   b. Ensure that all equipment is free of obstruction.

   c. Practice good housekeeping. This includes:
      1) ensuring that the new, permanent containers are properly labeled.
      2) promptly disposing of all old or expired chemicals.
      3) keeping aisles and exits clear at all times.
      4) avoiding storage of chemicals and gas cylinders in hallways.
      5) storing chemicals in closed containers.
      6) utilizing proper procedures for spill cleanup.

   d. Ensure that safety equipment is present in their lab(s) as required. This equipment should include:
      1) fire extinguisher;
      2) smoke detectors (if possible);
      3) emergency eyewash;
      4) emergency shower (Chemistry Lab);
      5) fume hoods/biological safety cabinets;
      6) telephone;
      7) first-aid kit.*

*The faculty will not be responsible for administering first-aid. In all “serious cases” requiring emergency treatment call for Emergency Response (from a safe location):
FROM A CAMPUS PHONE: 911
POLICY: It is the policy of Spoon River College to ensure that employees use ladders safely and that ladders are in proper condition for safe use.

SCOPE:

This policy applies to all Spoon River College employees using ladders.

DEFINITIONS:

*Fixed ladder:* A ladder, including an individual rung ladder, which is permanently attached to a structure, building, or equipment. It does not include ship’s stairs or manhole steps.

*Ladder:* A device typically used to gain access to a different elevation consisting of two or more structural members crossed by rungs, steps, or cleats.

*Portable ladder:* A ladder that can readily be moved or carried, usually consisting of side rails joined at intervals by step, rungs, cleats, or rear braces.

DETAILS:

1. **General Ladder Safety:**
   a. Reject and tag ladder out of service that has defects. Have ladder repaired or discarded if beyond repair.
   b. Use the ladder designed for your tasks. Consider strength, type, and height. For step ladders, use a ladder that is 3 feet shorter than the highest point you have to reach.
   c. Get help when handling a heavy or long ladder (10 feet or more).
   d. Keep ladder away from electrical wires. Check for overhead electrical wires before setting up. Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
   e. Tie off ladder at the top and secure bottom to prevent it from slipping. Clear the area around the base and top of the ladder of debris, tools, and other objects. Keep step ladders close to your work; don’t overreach.
   f. Set up barricades and warning signs when using a ladder in a doorway or passageway. Do not place a ladder against flexible or moveable surfaces or erect on unstable surfaces.
   g. Clean muddy or slippery boot/shoe soles before climbing the ladder. Avoid climbing with wet soles. Ensure that footwear is in good condition.
h. Face the ladder when ascending or descending and when working from it.

i. Keep the center of your body within the side rails.

j. Ensure that only one person is on a single-width ladder.

k. Maintain three points of contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.

l. Grasp the rungs when climbing, not the side rails. Do not carry objects in your hands while on the ladder.

m. Do not work from the top three rungs of a portable ladder. Do not climb or sit on top two steps of step ladders.

2. **Inspection of Ladders:** Prior to use of any ladder, an inspection must be performed (using the ladder inspection form below).
   a. Carefully examine the ladder for broken or missing rungs or cleats, broken side rails, and other damaged parts.
   
   b. All cleats, rungs, and side rails must be free of grease, oil, paint, or other slippery substances.
   
   c. The ladder should be equipped with feet that are secured in place.
   
   d. The joint between steps and side rails must be tight, and all hardware and fittings should be attached firmly. Movable parts should operate freely without binding or undue play.
   
   e. All wood parts must be free of sharp edges and splinters.
   
   f. Visually inspect the ladder to be free of shakes, warpage, decay or other irregularities.
   
   g. Metal ladders must be free of sharp edges, burrs and corrosion.
   
   h. Inspect for dents or bends in side rails, rungs or cleats.
   
   i. Check step to side rail connections, hardware connections and rivets.
   
   j. If a ladder tips over, inspect the ladder for damage before continuing work.

3. **Ladder Types:**
   a. Portable Ladders: The proper ladder must be selected for the task. General rules include the following:
1) The ladder chosen must be long enough to provide access to the work area without necessitating standing on the top two steps of a stepladder or the top three rungs of a straight ladder.

2) The ladder selected must be sufficient for the weight of the employee plus the weight of any tools and materials.

3) When a straight ladder is used to gain access to a roof, the side rails should extend at least three feet above the support point at the eave, gutter, or roof line.

4) Never splice together short ladders to form a longer ladder.

5) Never place ladders on boxes, barrels, or other unstable bases for additional height.

6) Ladders must be placed on level surfaces. Although ladder feet or shoes provide an important measure of safety, they cannot compensate for uneven ground unless they are designed with adjustable feet.

7) Be alert to slippery surfaces. Non-slip bases are not a substitute for safety in placing, lashing, or holding a ladder on oily, metal, concrete, or other slippery surfaces.

8) Do not use ladders for unintended purposes.

9) Do not use a metal ladder when working on or near electrical equipment.

10) The distance from the bottom of a straight ladder to its support wall shall be one-quarter the working length of the ladder.

11) Where possible, straight ladders should be secured with a rope or wire at the top and blocked at the bottom.

12) The top two steps and platform of a stepladder shall not be used, and the top three rungs of a straight ladder shall not be used.

13) Do not over-reach, jump, or slide a ladder while on it. Ladders shall not be moved, shifted, or extended while occupied.

14) Always face the ladder and use both hands while ascending or descending.

15) Tools or materials should be raised by means of a rope after the climber has reached the working position. Carrying heavy loads up or down ladders is prohibited.

16) Barricades and warning signs should be posted when ladders are placed near doors or other locations where they could be struck.

17) Two workers shall handle and set up all extension ladders.

18) Ladders should not be used by more than one person at a time unless they are designed for such use.

19) The bracing on the back side rails of stepladders is designed only for increasing stability, not for climbing.

20) Ladders shall not be used horizontally as platforms, runways, or scaffolds. Extension ladders must have proper overlap.

   • Three foot overlap for 32 foot ladder;
   • Four foot overlap for 32 to 36 foot ladder;
   • Five foot overlap for 36 to 48 foot ladder; and
   • Six foot overlap for 48 foot ladder;
21) Make certain that both automatic locks of the extension ladder are in proper position before ascending the ladder.

22) Straight ladders and stepladders that exceed 10 feet may be held by another person for steadying.

23) The area around the top and bottom of the ladder shall be kept clear.

24) Hard hats must be worn within an area beneath elevated work where objects could fall from a height and strike a worker.

b. Fixed Ladders:

1) Fixed ladders should be designed to withstand a single concentrated load of at least 200 lbs.

2) Rungs of metal ladders must have minimal diameter of three-quarters inch. Rungs must be at least 16 inches wide, be spaced 12 inches apart.

3) Fixed Ladders, when their location so demands, must be painted or treated with a preservative to resist deterioration.

4) The preferred pitch for a safe descent is 75 to 90 degrees. Ladders with 90-degree pitch must have two and one half feet of clearance on the climbing side. There must be a three foot clearance on ladders with a 75 degree pitch.

5) There must be at least a seven inch clearance in back of the ladder to provide adequate toe space.

6) There must be a clear width of 15 inches on each side of the center line of the ladder, unless the ladder is equipped with a cage or well.

7) Fixed ladders must have cages if they are longer than 20 feet. Landing platforms must be provided on ladders greater than 20 feet long. A platform is required every 30 feet for caged ladders and every 20 feet for unprotected ladders; and

8) Side rails must extend at least 42 inches above the landing.

4. Maintenance of Ladders:
   a. Damaged ladders must be withdrawn from service and either repaired or destroyed. When a defect or unsafe condition is found, personnel should tag or mark the ladder so that it will not be used until the corrective action is taken.

   b. If exposed to greases, oils, or other slippery substances, the ladder must be cleaned of the substance with solvents or steam. If the slippery substance is not completely removed, the ladder must be removed from service.

5. Storage of Ladders: Ladders should be stored where they can be inspected easily and can be reached without causing accidents.

6. Training: Training can be requested through the Human Resources Office.
   a. All employees who use ladders with a working height of six feet or more shall be knowledgeable of the following:
      1) How to inspect ladders for visible defects.
      2) How to use ladders properly.
LADDER INSPECTION FORM

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>General--Inspect ALL ladders for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Missing or loose steps or rungs (They are loose if they can be moved by hand).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loose nails, screws, bolts or other metal parts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cracked, split, worn or broken rails, braces, steps or rungs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rough or splintered surfaces.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Damaged or worn non-slip feet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Twisted or distorted rails.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corrosion, rust, oxidization and excessive wear, especially on treads.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sharp edges on rails and rungs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Step Ladders</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Wobble.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loose or bent hinge spreaders.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broken stop on hinge spreader.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loose hinges.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Extension Ladders</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Loose, broken or missing extension locks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defective locks that do not seat properly when ladder is extended.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insufficient lubrication of working parts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defective cords, chains and ropes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Missing or defective pads or sleeves.</td>
</tr>
</tbody>
</table>

**NOTE:** Any ladder found defective shall be tagged out of service immediately (i.e., not used) until such time it is repaired. A ladder that cannot be repaired shall be discarded. Check YES (Indicates a defect) or NO (Indicates no defect) in the boxes provided.
**POLICY:** It is the policy of Spoon River College to establish requirements for the lockout or tagout (LOTO) of energy isolating devices.

**SCOPE:**

This policy applies to all Spoon River College employees, students, and contractors.

**Note:** This policy also does not apply to work on cord and plug connected electrical equipment for which exposure to the hazards of unexpected start-up is controlled by unplugging it from the energy source if the plug is under the exclusive control of the employee performing the service.

**DEFINITIONS:**

*Authorized employees:* Employees that, per the requirements of their job, remove or bypass a guard or safety device or place any part of his or her body into an area of the machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger exists during a machine cycle.

*Lockout:* The preferred method of isolating machines or equipment from energy sources.

**DETAILS:**

1. All unauthorized employees and students are prohibited from attempting to repair or maintain machines with a hazardous energy source.

2. Locking devices and tags must be used when employees are performing maintenance or service to any machine or system where unexpected or unintentional motion could cause harm. Locking devices shall also be used when guards or other safety devices must be removed during service or when moving or energized parts put any part of the employee's body at risk of injury. Examples of conditions where locking and tagging must be used may include, but are not limited to:
   a. clearing blocked or jammed mechanical equipment.
   b. maintenance or repair work on equipment with moving parts.
   c. confined space entries.
   d. repairs or installation of electrical equipment.

3. Contractors: Outside personnel or contractors involved in operations relating to equipment or machinery lockout that affects Spoon River College employees, must submit their energy control procedures to the Maintenance Office.
4. **Discipline:** Violation of this policy may result in disciplinary action up to and including termination or expulsion.

5. **Inspections:** An authorized employee will conduct regular inspections of LOTO procedures. The designated inspector will document the inspection.

6. **Responsibilities:** All authorized employees who perform lockout or tagout procedures are responsible to follow the appropriate procedures for the specific equipment they are locking or tagging out.
   a. **All employees:**
      1) must notify the appropriate persons when equipment needs servicing.
      2) follow LOTO instructions given by the authorized employees.

   b. **Authorized employees:**
      1) adhere to the requirements of the Lockout Tagout Policy.
      2) follow guidelines referenced in this plan to protect themselves and others from the release of hazardous energy.
      3) ensure the security of their own locking devices.
      4) complete all safety training requirements and comply with documentation procedures.
      5) report all workplace injuries, unsafe conditions and near-misses to their supervisors and/or the Human Resources Office.

   c. **Director of Facilities:**
      1) implements specific LOTO procedures.
      2) selects appropriate locking and tagging devices.
      3) inventories and identifies all potentially dangerous equipment capable of releasing hazardous energy during maintenance in work areas or facilities.
      4) identifies persons authorized to implement LOTO procedures and assure that each person attends training.
      5) reports all workplace injuries, unsafe conditions and near-misses to the Human Resources Office.
      6) instructs authorized LOTO personnel regarding the applicability of this plan to their respective job.
      7) provides proper locking and tagging equipment including locks, tags, multiple lock holders, etc.
      8) directs periodic safety audits of LOTO procedures and recommends action to correct conditions of non-compliance.
      9) complies with necessary documentation requirements.

   d. **Human Resources Office:**
      1) provides consultation to assist in the identification of equipment where LOTO should be utilized.
      2) prepares the LOTO policy with periodic review and revisions as needed.
3) distributes the LOTO plan to affected department/office for distribution to all individuals who are authorized to perform maintenance on energized equipment.

4) approves locks to be used.

5) investigates and documents all reported accidents and/or near-miss accidents that are directly or indirectly related to the locking and tagging of equipment.

6) provides training and retraining to all authorized employees.

7. Training: The Human Resources Office will provide training to authorized employees prior to their initial involvement with any lockout or tagout operation. Refresher training will also be provided.

8. Working without a lock: If a lock cannot be applied to the equipment, and the Director of Facilities can demonstrate that the tagging procedure will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used instead. A tag used without a lock shall be supplemented by one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. Additional safety methods may include the removal of an isolating circuit element, blocking of a control switch, opening of an extra disconnecting device or the removal of a valve handle to reduce the likelihood of inadvertent activation. The tagout device shall be attached to the same location that the lockout device would have been attached.

PROCEDURES:

1. Preparation for shutdown:

   a. Identification of the Energy Type or Source: Determine where and how equipment is being energized. Since some equipment is powered by several sources (e.g., electrical, mechanical, pneumatic, chemical, thermal and hydraulic), all energizing sources shall be identified. For complex equipment, refer to the manufacturer’s control diagram detailing the locations of all isolating points. These points may include breaker panels, switches and valves. Furthermore, possible residual energy and methods used to dissipate or restrain that energy shall be identified. In addition to identifying energy sources, the employee must determine the magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy. **If authorized employees are unable to determine each form of energy, they must consult the Director of Facilities before work is started.**

   b. Notify employees: Employees must be notified by authorized employees of the intent to service equipment. Notification shall be given before LOTO controls are applied.

   c. Shutdown Machine:

      1) Shut off equipment: If the machine or equipment is operating, employees shall shut it down by the normal stopping procedures (depress the stop button, open the switch, close valve, etc.).

      2) Deactivate the energy: Disconnect the device from all energy sources and
release all residual energies that may present a hazard. Inspect the equipment to ensure all energy sources are disconnected.

3) Release of stored or residual energy: Release stored or residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and pressurized systems (air, gas, steam, or water). If energy is incapable of being released, the employee shall reposition, block or utilize some other protective measure to prevent the release of residual energy while service is in progress.

d. Attach a Lock and Tag: Attach a lock and tag, of designated color, type and descriptive warning, on each disconnecting means used to de-energize circuits and equipment on which work is to be performed. The lock shall be attached to prevent persons from operating the equipment. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use. Additionally, tags shall be attached to all points where equipment or circuits can be energized. If multiple employees are servicing the same equipment, each shall attach their own lock to a multiple lock plate.

Note: No attempt shall be made to remove another employee's lock unless the requirements listed below are satisfied.

e. Verify that equipment is secure and deactivated: Test the deactivation of the equipment to ensure that equipment cannot be energized and potential energy sources secured. This should be done by:
   1) checking that no personnel are exposed.
   2) verifying the isolation of equipment by operating the push button or other normal operating controls. Secure all switches to prevent movement to the "on" or "start" position.
   3) checking pressure gauges to ensure de-pressurization of lines.
   4) Inspecting electrical circuits to confirm zero voltage.

Note: All employees should consider equipment to be operable at all times except when they have personally locked it out.

2. Returning equipment to service:
   a. Inspect the machine and work area:
      1) Inspect the machine(s) to insure that non-essential materials have been removed and the machine is in operating order. Visual inspections must be conducted to ensure:
         • tools and equipment are removed and secured safe guards are in place.
         • blocks, pins and chain (used during the lockout) are removed.
      2) Verify all equipment components are fully assembled and operational; and
      3) Inspect the work area to ensure that all employees have been safely positioned or removed from the area.
b. Inspect the controls: Verify the controls are in neutral or the "off" position.

c. Remove the lock devices: Each lock shall be removed by the authorized employee that applied it. If the authorized employee is absent from the work place then the lock or tag can be removed by a qualified person designated to perform this task provided that the Director of Facilities:
   1) verifies that the employee is not present and therefore unable to remove the lock.
   2) makes all reasonable efforts to inform the authorized employee that the lockout/tagout device has been removed.
   3) ensures that the authorized employee knows the lockout/tagout device has been removed before work resumes.

3. Re-energize the machine: After completing the above steps, restore the energy to the machine.

4. Notify employees: If applicable, notify employees that the servicing or maintenance is completed, and the machine or equipment is ready for use.
POLICY: It is the policy of Spoon River College to ensure that all employees, students, visitors, and contractors use appropriate personal protective equipment (PPE) in required areas.

SCOPE:

This policy applies to all Spoon River College employees, students, visitors, and contractors.

DEFINITIONS:

*Personal protective equipment (PPE):* PPE refers to the equipment worn by workers, students, and visitors to reduce their risk of exposure to hazards. PPE includes such items as:

- Eye protection (goggles, glasses)
- Hearing protection (ear plugs, ear muffs)
- Respiratory protection (respirators, face masks, cartridge filters)
- Foot protection (safety boots)
- Head protection (hard hats)
- Clothing and body protection (aprons, safety harnesses)

DETAILS:

1. Supervisor responsibility: The supervisor will ensure that:
   a. PPE provided complies with current relevant standards.
   b. situations where PPE is required are identified and appropriate PPE is provided for that person.
   c. appropriate instruction and training in the use of the PPE is provided.
   d. the person using PPE is informed about the equipment and its usage, including any limitations of the equipment.
   e. PPE provided is clean and hygienic.
   f. the PPE is properly maintained, repaired or replaced as necessary.
   g. PPE is stored in a place provided for that purpose.
   h. areas where PPE must be used are clearly identified.

2. Employee responsibility: Employees are required to:
   a. Employees must use PPE where their duties require the use of PPE to reduce the risk of exposure to hazards.
b. Not intentionally interfere with or misuse any PPE provided.

c. Immediately inform their supervisor of any defects or deficiencies in PPE of which they become aware.

3. Failure to use PPE where appropriate may result in disciplinary action.

4. Personal protective equipment supplied by the Spoon River College will remain the property of the College.

5. Contractors are required to supply and use their own PPE in compliance with their own PPE policy, which must be in compliance with OSHA regulations (where applicable).

6. Personal protective equipment (PPE) is required in a variety of office and/or departments throughout all Spoon River College sites. Areas requiring PPE include:
   a. Labs: Please refer to the individual lab policy for required PPE in the individual lab. This includes, but is not limited to agriculture, allied health, art, biology, chemistry, diesel technology, nursing, and welding.
   b. Maintenance:
      1) Safety glasses are required when mowing or cutting.
      2) Hearing protection is required while operating loud machinery such as mowers.
      3) Steel toe safety shoes/boots are encouraged.
      4) When grinding, operators must wear grinding shields, goggles, and safety glasses with side shields.
      5) All maintenance personnel shall wear and use a safety harness when working in a lift or on the roof of the building.
POLICY: In compliance with Illinois Public Act 095-0017 and Public Act 098-0985, and also motivated by our desire to provide a healthy work and educational environment, Spoon River College prohibits tobacco or unregulated nicotine products (e.g., “e-cigarettes”) on all college property (including buildings, grounds, parking lots, and vehicles that are owned or operated by Spoon River College).

SCOPE:

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

DEFINITIONS:

Smoke: Carrying, smoking, burning, inhaling, or exhaling of any kind of pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. Also includes products containing or delivering nicotine intended or expected for human consumption.

Tobacco: Any product containing nicotine whose leaves are prepared for smoking or chewing or as snuff.

DETAILS:

1. Tobacco, including, but not limited to unregulated nicotine products (e.g., “e-cigarettes”) on college property is prohibited.

2. Tobacco is prohibited in any College owned or leased vehicle.

3. “No tobacco/vaping” signs are posted in compliance with state law.

4. Information regarding tobacco/vapor free campus is available on the College’s website.

5. This prohibition shall not apply to any instance in which an individual is traveling through a campus in a vehicle that is not owned by Spoon River College. While smoking is prohibited on all SRC property, students, employees, and visitors may smoke in their own parked vehicle or in another parked vehicle, with the owner’s permission, as long as the doors, windows/vent windows, and convertible top of the vehicle remain closed. Smoking materials, as described above, shall be extinguished in the vehicles.

6. Employees and students in violation of this policy may be subject to disciplinary action.
POLICY: Spoon River College makes all reasonable efforts to ensure a safe environment for all employees and students. For that reason, the College does not tolerate any type of violence committed by or against employees or students. In addition, this policy incorporates the College’s efforts to prevent violence on campus through appropriate emergency/crisis response planning, threat assessment, and educational efforts.

SCOPE:

This policy applies to all Spoon River College employees and students during work, class, or during any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

DEFINITIONS:

Violence: Violence includes, but is not limited to, physical abuse, intentional injury, or harm of another person.

Threats of Violence: Threats of violence are behaviors that create a hostile or threatening educational or working environment, including, but not limited to:

- unwanted and/or intimidating contact and/or communication of a threatening nature.
- an expressed or implied threat to an individual’s personal safety or property, academic efforts, employment, or participation in college activities.
- stalking or contacting another person in a manner that intimidates, harasses, or places another in fear for their personal safety or to their property.
- behavior that threatens or intimidates on the basis race, color, gender, sexual orientation, religion, national origin, age, handicap or other non-job related disability, marital status, ancestry, citizenship, arrest record, military status or unfavorable discharge from military service, veterans of armed forces, reserves, Illinois Army National Guard, and Illinois Air National Guard or on the basis of any characteristic protected by law.

DETAILS:

1. Prohibited Conduct: Employees and students are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

   - Causing physical injury to another person;
   - Making threatening remarks;
   - Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
   - Intentionally damaging College property or property of another employee or student;
   - Possession of a weapon while on College property or while on College business;
• Committing acts motivated by, or related to, sexual harassment or domestic violence.

2. Risk Reduction Measures:
   a. **Hiring:** The Human Resource Office takes reasonable measures to conduct background investigations to review applicants for employment backgrounds and reduce the risk of hiring individuals with a history of violent behavior.
   
   b. **Safety:** The College conducts inspections of the premises to evaluate and determine any vulnerability to violence or hazards. Any reasonable necessary corrective action will be taken to reduce all risks.
   
   c. **Individual Situations:** While we do not expect employees or students to be skilled at identifying potentially dangerous persons, employees and students are expected to exercise good judgment and to inform the Human Resource Office if any employee or student exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior, while not inclusive, provides examples of conduct:
      • Discussing weapons or bringing them to the College;
      • Displaying overt signs of extreme stress, resentment, hostility, or anger;
      • Making threatening remarks;
      • Sudden or significant deterioration of performance;
      • Displaying irrational or inappropriate behavior.
   
   d. **Employees or Students at Risk:** The Human Resource Office will identify and maintain a list of employees and students who have been determined to be at risk for becoming victims of violence because they are subject to harassment, violence, or threats from a non-employee. Human Resources (for employees) or the Dean of Student Services (for students) will design a plan with at-risk employees and students to prepare for any possible emergency situations.
   
   e. **Dangerous/Emergency Situations:** Employees and/or students who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees and/or students should remain calm, make constant eye contact and talk to the individual. If a supervisor or faculty can be safely notified of the need for assistance without endangering the safety of the employee, student, or others, such notice should be given. Otherwise, cooperate and follow the instructions given.
   
   f. **Enforcement:** Threats, threatening conduct, or any other acts of aggression or violence will not be tolerated. Any employee or student determined to have committed such acts will be subject to disciplinary action, up to and including termination or expulsion. Visitors engaged in violent acts on College property will be reported to the proper authorities and fully prosecuted.
g. **Emergency Response Plan (Crisis Management Plan):** The College will ensure that appropriate responses to incidents of violence and other emergencies are included in its Crisis Management Plan.

h. **Education:** Human Resources and Student Services will collaborate to provide training, education, and communication to members of the college community.

i. **Behavioral Threat Assessment Team:** The College will maintain a collaborative, multi-disciplinary Behavioral Threat Assessment Team that includes faculty, staff members, advisors, directors, and administrators. A team of four to five college staff will be assembled annually. The College will select additional faculty, administrators, or staff members on a case-by-case basis as needed.

   The team will identify, assess, and manage situations indicating violent or potentially violent behaviors by individuals or groups. The team will work together to share information regarding actual or potential threatening situation(s). Protected information shall only be shared as permitted under the Family Educational Right and Privacy Act (FERPA) and other applicable privacy laws.

**PROCEDURES:**

1. **Reporting an Act of Violence:** Any potentially dangerous situation must be reported immediately to a supervisor, faculty, or the Human Resource Office. Reports can be made anonymously and all reported incidents are investigated. Reports or incidents warranting confidentiality are handled appropriately and information is disclosed to others only on a need-to-know basis. The College will reasonably intervene at any indication of a possibly hostile or violent situation.
POLICY: To provide general procedures to all employees who may handle waste.

SCOPE:

This policy applies to all Spoon River College employees, students, and contractors.

DEFINITIONS:

Waste (aka Solid Waste): The Environmental Protection Agency (EPA) defines solid waste as garbage, refuse, sludge, or other discarded material (including solids, semisolids, liquids, and contained gaseous materials).

Hazardous Waste: According to the EPA, hazardous waste is solid waste that is specifically named on one of four lists of hazardous wastes (List F, K, P or U) or if they exhibit one of four characteristics. For the purpose of this policy List F and K do not apply.

a. Listed Wastes:
   • The P list and the U list (Discarded Commercial Chemical Products): These two lists are similar in that both list pure or commercial grade formulations of certain specific unused chemicals as hazardous. Both the P list and U list are codified in 40 CFR §261.33. A P or U waste code may be applicable, provided that the material is an unused commercial chemical product (CCP). A CCP is a substance that consists of the commercially pure grade of the chemical, any technical grades of the chemical, and all formulations in which the chemical is the sole active ingredient (§261.33(d)).

b. Characteristic Wastes: Even if the waste stream does not meet any of the four listings explained above, it may still be considered a hazardous waste if it exhibits one of four characteristics: ignitability (D001), corrosivity (D002), reactivity (D003) and toxicity (D004-D043).
   • Ignitability: Ignitable wastes create fires under certain conditions or are spontaneously combustible, or have a flash point less than 60 °C (140 °F). The characteristic of ignitability is found at 40 CFR §261.21.

   • Corrosivity: Corrosive wastes are acids or bases (pH less than or equal to 2 or greater than or equal to 12.5) that are capable of corroding metal containers, such as storage tanks, drums, and barrels. The characteristic of corrosivity is found at 40 CFR §261.22.

   • Reactivity: Reactive wastes are unstable under "normal" conditions. They can cause explosions, toxic fumes, gases, or vapors when mixed with water. The characteristic of reactivity is found at 40 CFR §261.23.

   • Toxicity: Toxic wastes are harmful or fatal when ingested or absorbed (e.g., containing mercury, lead, etc.). When toxic wastes are disposed of on land, contaminated liquid may drain (leach) from the waste and pollute ground water. Toxicity is defined through
a laboratory procedure called the Toxicity Characteristic Leaching Procedure (TCLP). The toxicity characteristic is found at 40 CFR §261.24.

DETAILS:

1. Employees are prohibited from disposing of any hazardous waste materials in the trash dumpsters or by pouring the material down any drain or sewer. Always assume the waste material is a hazardous.

2. The mixture of any quantity of hazardous waste with a non-hazardous waste is prohibited. Per the Resource Conservation and Recovery Act (RCRA) “mixture rule” the whole amount becomes hazardous once mixed (example: used oil mixed with parts cleaning solvents or other hazardous wastes).

3. Do not allow rainwater to get into any waste container or add a liquid to a waste container. Wastes containing free liquids cannot be land filled and must be disposed in another manner, generally at much greater cost.

4. Hazardous wastes may ONLY be shipped to a permitted facility.

5. All employees involved with hazardous waste management are trained on the proper disposal of hazardous waste.

6. All contractors involved with hazardous waste management are required possess and comply with their own Waste Management Program, which must be in compliance with OSHA regulations (where applicable).

7. Store all hazardous wastes properly while maintained on-site:
   a. at a designated storage location.
   b. in DOT approved containers.
   c. ensure that containers are in good condition (no physical damage, corrosion, etc.).
   d. containers are compatible with the waste to be stored.
   e. containers are handled in a manner that will not cause the container to spill or leak.
   f. containers are kept closed at all times, except to add or remove waste, segregate containers of incompatible wastes and maintain adequate aisle space between container rows to allow access for firefighting or spill control.
g. inspect containers regularly.

h. mark all containers with the date accumulation began (date filled).

i. label all containers with the words, “Hazardous Waste.”
POLICY: It is the policy of Spoon River College to be in compliance with the Federal Laboratory Standard.

SCOPE:

This policy applies to all Spoon River College employees and students.

DETAILS:

1. **Chemical Hygiene Officer Appointment:** In compliance with the Federal Laboratory Standard, Spoon River College realizes our responsibility for the protection of our employees. We hereby institute this Chemical Hygiene Plan to assist us in our safety program. Spoon River College hereby appoints the Vice President, to be our Chemical Hygiene Officer. We acknowledge the Chemical Hygiene Officer has the knowledge and authority to implement and enforce our Chemical Hygiene Plan. Although Spoon River College is designating the Vice President as our Chemical Hygiene Officer, we realize the success or lack of success of our Chemical Hygiene Plan rests with all of our employees. The ultimate responsibility of the Chemical Hygiene Plan rests with the Board of Trustees and the Administration.

2. **Plan Introduction:** All private schools and most public schools have to comply with various Hazard Communication or “Right to Know” laws. For public schools, check with Flinn Scientific or your state regulatory agency to determine if your state requires a Chemical Hygiene Plan. These laws were written for industrial production facilities, and did not address the specific safety concerns found in a laboratory setting. In 1990, the Occupational Safety and Health Administration (OSHA) instituted “The Laboratory Standard”—Occupational Exposure to Hazardous Chemicals in Laboratories. This new “Laboratory Standard” has been designed to address the specific safety needs of the laboratory.

   The Laboratory Standard ensures that employees who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees will be educated as to the hazardous nature of the chemicals they use in the laboratory. To achieve this goal, the Laboratory Standard requires school districts to appoint a chemical hygiene officer to develop, implement, and monitor a chemical hygiene plan.

3. **College Responsibilities:** The College has ultimate responsibility to ensure the institution complies with the Laboratory Standard. Several of these tasks are:
   a. Record all employee exposures to hazardous chemicals.
      1) Record all chemical exposures and use monitoring instruments to get hard data*. Obtain and keep up-to-date information provided by a medical examination resulting from a chemical exposure.
      2) Keep these records and allow employees access to their personal records, including all employee exposure and medical records.
*Do not get alarmed. This provision is included in the Lab Standard, but clearly states you only have to monitor exposure levels if you know you routinely have an exposure level which is above the permissible exposure level (PEL) and an OSHA Standard exists for the chemical which requires monitoring. If you have no reason to believe you have exceeded a PEL, you do not have to monitor exposure levels.

b. Train employees to:
   1) understand the hazards of chemicals they use in the laboratory.
   2) recognize signs and symptoms associated with overexposure to hazardous chemicals.
   3) properly use personal protective equipment (fume hoods, respirators, goggles, etc.)
   4) protect themselves from chemical exposure by following good laboratory procedures.
   5) understand the content of the Chemical Hygiene Plan.

c. Provide access to all employees of:
   1) MSDS (Material Safety Data Sheets) for all hazardous materials.
   2) previous exposure records (if any).
   3) the Laboratory Standard and Chemical Hygiene Plan.
   4) permissible exposure limits of hazardous chemicals used in the laboratory. (Consult your Flinn Scientific Catalog/Reference Manual.)
   5) their own personal medical records (if any).

d. Upon receipt of a chemical:
   1) Make sure you have the MSDS (and make them accessible to the employees).
   2) Make sure the label is proper and contains the minimum amount of information.
      • chemical name or identity of contents
      • concentration
      • hazard information including target organs
      • name and address of the manufacturer or name of preparer and date of preparation.

      Note: You must also follow these steps for all chemicals and chemical solutions made and stored in your laboratory or chemical storeroom.

4. The Chemical Hygiene Plan — An Overview: The Chemical Hygiene Plan is the major ingredient of the Laboratory Standard. The written Chemical Hygiene Plan must be capable of:
a. protecting employees from health hazards associated with hazardous chemicals in the laboratory.

b. keeping chemical exposures below established permissible exposure limits. (Consult your Flinn Scientific Catalog/Reference Manual for specific chemical permissible exposure limits. This catalog is located in the chemistry lab room Taylor 200 on Canton Campus).

The Chemical Hygiene Plan must be readily available to employees. The College shall review and evaluate the effectiveness of the Chemical Hygiene Plan at least annually and update it as necessary. The Chemical Hygiene Plan should include each of the elements shown below and should include specific measures the College will take to ensure laboratory employee protection.

5. Chemical Hygiene Plan
a. Standard Operating Procedures
   1) General Employee Rules and Procedures
      • Minimize all chemical exposures.
      • Skin contact or inhalation of chemicals should be avoided.
      • Avoid underestimation of chemical hazards and risks.
      • Develop a firm goggles policy. Wear appropriate eye protection at all times. Chemical splash goggles must be worn any time chemicals, glassware or heat are used in the laboratory.
      • Never work alone in the laboratory, chemical storage or prep areas.
      • Flammable liquids require special attention. Never use these materials near any source of ignition, spark or open flame.
      • Never perform a first-time chemical demonstration in front of your class. Always perform first-time demonstrations in front of other faculty to evaluate the safety of the demonstration.
      • Never store chemicals over, under, or near a sink.
      • Only authorized personnel should be allowed in the chemical storeroom.
      • Have a 100% wool fire blanket easily accessible in case of an accident or fire. There is a wool fire blanket in the chemistry lab (Taylor 200) and biology lab prep area between Taylor 205 and 207.
      • Know the locations for all personal safety and emergency equipment—eyewash, shower, fire extinguisher and spill control materials. All safety and emergency equipment must be placarded.
      • Train all students on how to use all safety devices in the laboratory (e.g., eyewash, fire extinguisher, etc.) and teach all students and employees to find the safety devices quickly in an emergency.
Know appropriate procedure in the event of a power failure.
Know where and how to use master utility controls to shut off gas, electrical and water supplies.
Use a safety shield whenever an explosion or implosion might occur.
Read all chemical labels prior to use.
Know and understand the hazards of the chemical as stated in the MSDS and other references.
Maintain an MSDS library for all chemicals used or stored in the facility.
Use protective safety equipment to reduce potential exposure, i.e., gloves, respirators, fume hood, etc.
Do not smell or taste chemicals.
Know how to properly store all chemicals in their compatible chemical families. (Consult the Flinn Scientific Catalog/Reference Manual for details.) When chemicals are placed in the stockroom, they should have a sticker attached identifying their compatibility family. These stickers are located in the chemistry stockroom in Taylor 200.
Know proper procedures for transporting chemicals around the College.
Know and implement proper disposal procedures before ordering or using any chemical. Annual chemical disposal will be coordinated with the biology and chemistry departments and the Chemical Hygiene Officer.
Know appropriate emergency procedures, evacuation routes, and fire emergency notification. The evacuation routes are posted in the labs on the wall.
Know the proper procedure for contacting the authorities: when to contact, who to contact (college officials, 911, etc.), and how to contact (phone or intercom).
Know and understand the personal hygiene practices outlined in the Chemical Hygiene Plan.
Chemicals should be ordered in the smallest quantity needed for one year of labs.
Chemicals that are hazardous and not used regularly should be disposed of properly.
All flammable chemicals should be stored in the yellow flammables cabinet in T204, and all acids should be in the blue acid cabinet in T204. Nitric acid is stored in a separate plastic box within the acid cabinet.
2) General Laboratory Rules and Procedures

- Create a written first aid policy; whether it says to treat or call a physician. Your first aid policy must be written down.
- Post emergency telephone numbers in the classroom/laboratory. Have a telephone or some means of emergency communication in the laboratory.
- The laboratory should be well-ventilated (a ventilation fan that can remove the air a minimum of eight air changes per hour). Air for laboratory ventilation shall directly flow into the laboratory from non-laboratory areas and out to the exterior of the building. Ventilation must be checked a minimum of every three months. (See Federal Register, Vol. 55, No. 21, p 3332–f.)
- All laboratories must have an eyewash capable of treating both eyes continuously for 15 minutes with copious quantities of potable water.
- All teachers, employees, and students must be taught how to use the eyewash quickly in case of an emergency.
- Eyewash effectiveness and operation should be inspected and activated at least every three months. Promptly repair any eyewash that does not meet the water flow requirements of ANSI Z358.1.
- Safety showers or body drenches should be provided. Showers should be inspected and activated at least every six months. Promptly repair any shower or body drench that does not meet the water flow requirements of ANSI Z358.1.
- Have appropriate types and sizes of fire extinguishers. ABC dry chemical fire extinguishers are appropriate for laboratories. Carbon dioxide fire extinguishers are not appropriate for laboratories. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be visually inspected monthly and maintained every six months. (Check local fire codes.)
- All laboratories must have a 100% wool fire blanket available for spills and fire suppression.
- An approved eyewash station, fire blanket, and fire extinguisher should be within 10 seconds (about 25 feet) of the chemical stores area.
- Neutralizing chemicals, such as a spill kit, dry sand, Kitty Litter, and other spill control materials should be readily available. A spill kit is located in the chemistry lab and biology prep room.
- All safety items must be visible and placarded.
- In the event of an accident, when time allows, fill out an accident report describing the event in detail.
• Read all labels carefully—the names of many chemicals look alike at first glance.
• Be thoroughly familiar with the hazards, safety precautions, and disposal procedures before using any chemical. Study the MSDS and label before using any chemical substance.
• Unlabeled products should not be stored anywhere in the College.
• All exits must be clearly marked.
• Keep all aisles clear and uncluttered.
• Access to exits, emergency equipment, and master utility controls must never be blocked.
• Have an alternative evacuation route in the event your primary route becomes blocked.
• Practice your emergency plans.
• Do not use chipped, etched or cracked glassware. Glassware, which is chipped or scratched, presents a serious breakage hazard when heated or handled.
• Do not drink from lab glassware or other lab vessels.
• No food in the laboratory. Do not eat, drink, or chew gum in the laboratory.
• Do not apply cosmetics in areas where laboratory chemicals are present.
• Do not run in the laboratory.
• No horseplay, practical jokes, or pranks are allowed in the laboratory.
• Do not operate electrical equipment with wet hands.
• Never pipet by mouth.
• Thermometers must never be used as a stirring rod.
• Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken.
• Never perform unauthorized laboratory experiments.
• Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations.
• All accidents or near accidents (close calls) should be carefully analyzed with the results distributed to all who might benefit.
• Laboratories and storerooms must undergo annual inspection.

3) Personal Hygiene Guidelines
• Do not apply cosmetics, eat, chew gum, or drink in the laboratory.
• The use of tobacco products in the laboratory is prohibited.
• Do not pipet by mouth—always use a pipet bulb or other appropriate suction device.
• Clean work area thoroughly before leaving the laboratory.
• Wash hands thoroughly after any chemical exposure and before leaving the laboratory.
• Never smell chemicals directly; always waft the odors to your nose using your hand.
• Foodstuffs, opened or closed, become part of your chemical supplies when brought into the laboratory, chemical prep, or storage area.
• Never taste any substance to determine its identity.

4) Protective Clothing Requirements
• Appropriate eye protection must always be worn by teachers, students, and visitors. Chemical splash goggles must be worn any time chemicals, glassware or heat are used in the laboratory.
• All eye protection must meet ANSI Z87.1 Standard.
• Wear eye protection and face shields when dealing with extremely corrosive liquids, (i.e., full strength acids and bases).
• Goggles should be cleaned/sterilized between uses.
• Wear gloves that offer protection for all hazards you may find in the lab. Check for holes every time you wear your gloves.
• Always wear a full-length lab coat or a chemical-resistant apron when performing experiments, preparing chemical solutions, and during cleanup in the lab.
• Do not wear open-toed shoes or sandals of any kind. Wear low-heeled shoes and always wear socks in the laboratory.
• Wear a respirator with the appropriate cartridge if you feel you might exceed permissible exposure limits as specified in the MSDS. You must have appropriate training before performing any activity that requires a respirator. Contact the fire department if you have questions.
• Do not wear shorts—wear long pants.
• Do not wear loose or baggy clothing—especially long sleeves. Secure all loose clothing.
• Tie back long hair.
• Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken.
• Do not wear hanging jewelry.
• Secure a long or loose necktie.
• Do not wear an absorbent watchstrap.
• Inspect all protective safety equipment before use. If defective, do not use.
5) Housekeeping Rules
   - Keep all chemicals in a locked chemical prep and storage area. If chemicals are moved to the classroom for lab, they must be returned to their proper storage location at the end of the day’s laboratory periods.
   - Waste materials require proper containers and labels.
   - Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
   - Label all chemicals, even solutions. The label must include:
     - Chemical name or identity of contents
     - Concentration
     - Hazard information including target organs
     - Name and address of the manufacturer or name of preparer and date of preparation
   - Access to exits, emergency equipment, and master utility controls should never be blocked.
   - Clean up all spills properly and promptly.
   - Work and floor surfaces should be cleaned regularly and kept free of clutter.

6) Spill and Accident Procedures
   - Remember “NEAR”
     - Notify—Call for help.
     - Evacuate—Get everyone to a safe location.
     - Assemble—Assemble and take attendance of all students and employees.
     - Report—Fill out a detailed accident report after the emergency is over.
   - Clean up spills immediately and thoroughly. Follow approved spill cleanup procedures—spills should only be cleaned up by approved personnel.
   - A bucket of dry sand should be available to aid in providing traction on a slippery floor after a spill. Spill kits are located in the chemistry lab and biology prep area.
   - To make it easier to clean up, transport, and dispose, an absorbing agent, such as Kitty Litter, should be used to absorb a liquid spill.
   - Neutralizer for both acid and base spills should be available in the event of a chemical spill.
   - A 100% wool fire blanket will contain and control a spill and its vapors if no other spill control materials are available.

7) Chemical Storage Rules and Procedures
Post emergency telephone numbers in the classroom/laboratory. Have a telephone or some means of emergency communication in the laboratory.

- Keep an updated inventory of all chemicals, their amounts and location. Stored chemicals should be examined annually for replacement, deterioration and chemical integrity. Your entire Chemical Hygiene Plan is based on the proper updated inventory always being available.
- Establish a procedure to update the chemical inventory by updating the quantity of each chemical as it is used or restocked. This procedure should be used by all teachers to ensure that the chemical inventory is always up to date.
- Label all chemical solutions you make with the identity of the contents, date, concentration, hazard information, and your name.
- Label all chemicals with the purchase date. This will allow anyone to determine the age of a substance at a later date.
- Establish a separate, secure, and locked storage area for chemicals.
- Do not allow incoming shipments of chemicals to be opened and transported by college personnel other than qualified science teachers. The special and expensive shipping containers used are frequently discarded and may prove valuable for chemical storage. The required MSDS sheets may also be misplaced or become separated from their respective chemical.
- All chemicals should be stored in chemically compatible families (see *Flinn Scientific Catalog/Reference Manual* for details).
- Determine the maximum amount of a chemical needed for two to three years of instruction and only order and store this amount.
- Store corrosives in appropriate corrosives cabinets.
- All flammable materials should be stored in an approved flammables storage cabinet.
- Do not store chemicals under a fume hood.
- Avoid storing chemicals on shelves above eye level.
- The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow fire department officials to quickly see a potentially hazardous area.
- Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellany.
- Shelving sections should be secured to walls or the floor to prevent tipping of entire sections.
- Shelves should be equipped with lips to prevent containers from rolling off.
- Chemicals should not be stored on the floor except in approved shipping containers.
- The chemical storage area should be ventilated by at least four changes of air per hour. Isolate the chemical storage exhaust from the general building ventilation system. Since organic vapors are heavier than air, the exhaust system must draw vapors from the floor.
- Never store food in a laboratory refrigerator. Never store flammables in refrigerators unless the refrigerator is explosion proof. A spark from the compressor, thermostat, light bulb, or electrical switch in a household refrigerator or freezer can ignite vapors that build up inside.
- Store all poisons inside a locked cabinet.
- Only authorized personnel are allowed in the chemical storage area. Students should never be allowed in this area.
- Avoid exposing chemicals to heat or direct sunlight.

b. Storage Requirements—Compressed Gas Handling Instructions: Spoon River College Science Department on the Canton Campus does NOT currently have any compressed gas cylinders. Permission from the Chemical Hygiene Officer is necessary before purchasing any compressed gases. Below are the typical storage requirements for compressed gases.

1) Compressed gases should be handled as high-energy sources, and therefore, as potential explosives.
2) Always protect the cylinder valve stem.
3) Avoid exposure of cylinders to heat. Do not store gas cylinders in direct sunlight.
4) Never lubricate, modify, force, or tamper with a cylinder valve.
5) Cylinders of toxic, flammable, or reactive gases should be used only under a fume hood.
6) Do not extinguish a flame involving a combustible gas until the gas is shut off—otherwise it can reignite—possibly causing an explosion.
7) Gas cylinders must be secured in place. The best way to secure a cylinder is with a chain that is securely attached to a wall. The gas cylinder must be protected from falling since this may damage or dislodge the valve.

c. Storage and Handling Requirements—Flammable Chemicals

1) Store all flammables in a dedicated flammables cabinet.
2) Keep the flammable storage area cool, between 55 °F and 80 °F, at all times.
3) Store flammable materials away from all sources of ignition.
4) Store all flammable and combustible materials away from all oxidizers.
5) Never store flammables in refrigerators unless the refrigerator is explosion proof.
6) Avoid storing any chemicals, especially flammable materials, in direct sunlight.
7) A chemical storeroom that contains flammable materials should be equipped with an ABC fire extinguisher, fire blanket, and smoke detector.

8) Dispense flammable liquids from an operating fume hood.

d. Storage and Handling Requirements—Corrosive Materials
   1) Store corrosives in appropriate corrosives cabinets.
   2) If possible, keep certain items in the original shipping package, e.g., small containers (less than 500 mL) of acids and bases in the special and expensive Saf-Cube®.
   3) Working with corrosive materials requires special eyewear. Wear chemical splash goggles when working with corrosives. Also, consider wearing a chemical splash face shield when handling corrosive materials.
   4) If your corrosives cabinet has metal shelf clips, inspect these clips every three months. These shelf clips rust easily and may break, leading to a collapsed shelf. They require special attention.
   5) Do not store glacial acetic acid and nitric acid next to each other in the corrosives cabinet.
   6) Label all prepared acid solutions with the name, concentration, hazard warning and date before storing them.
   7) Always use plastic or rubber bottle carriers if transporting acids from one room to another.
   8) Dispense concentrated acid from a fume hood.

e. Procedure—Specific Safety Rules and Guidelines (for extremely hazardous chemicals)
   1) Use extremely hazardous chemicals only when their use is of educational value. If a chemical is commonly used in other laboratory activities, you can generally say it has educational value.
   2) Use a fume hood when the permissible exposure limit for a chemical is less than 50 ppm as indicated on the chemical’s MSDS. This includes methanol, a commonly used laboratory chemical.
   3) Use carcinogens, mutagens, teratogens, and allergens only under a fume hood.
   4) Handle toxic, corrosive, flammable, and noxious chemicals under a fume hood.
   5) Do not expose flammable liquids to open flame, sparks, heat, or any source of ignition, except under controlled laboratory conditions.
   6) Only use flammable solids (sodium, potassium, lithium, etc.) in very small quantities. Use a safety shield when igniting flammable solids. Students in CHE 170/180 are the only students allowed to use flammable solids.
   7) Water-reactive solids (sodium metal, potassium metal, etc.) should be stored under dry oil.
   8) Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
9) Open cans of ether (ethyl ether) should be properly disposed of after use and not stored unless absolutely necessary. Substances such as ethyl ether should only be ordered when necessary for CHE 206/207 labs, and it should be ordered in the smallest quantity possible. There is currently no diethyl ether in the chemical inventory on Canton Campus.

6. **Prior Approval Procedures:** There may be some procedures which require prior approval before a faculty attempts to perform them. These procedures must be determined by cooperation and communication between the Science Department and the Chemical Hygiene Officer.
   a. Ordering of any compressed gases.
   c. Purchase and use of any liquid nitrogen must be done by a full-time faculty member with permission from the Chemical Hygiene Officer. An appropriate container must be used.
   d. Allowing any chemicals in the chemical inventory to be borrowed or given to anyone outside of SRC (including chemical disposal) must be approved.
   e. Design and implementation of any “at-home” laboratory kits for courses such as CHE 105 or BIO 106 must be approved by the Chemical Hygiene Officer and Dean of Transfer Education.
   f. Live animals in the Biology Department should be purchased and cared for by the biology faculty with permission from the Dean of Transfer Education.

7. **Safety Equipment Inspection:** There are many safety items necessary for compliance with the Laboratory Standard. They include, but are not limited to:
   - Eyewashes/Showers
   - Fire extinguishers
   - Goggles
   - Respirators
   a. One of the most important sections of the Laboratory Standard states that all safety equipment in the facility must always be in good operating condition. While the Laboratory Standard requires some safety equipment and highly recommends other equipment, the standard is very clear on the point that if you have a piece of safety
equipment, it must be functional at all times. This statement applies to all safety equipment, required or recommended.

1) Goggles must always be clean and functional.
2) Laboratory ventilation must meet the standard of eight air changes per hour and must be tested quarterly.
3) Fire extinguishers must be of the right type, dry chemical ABC, and they must be regularly inspected.
4) Eyewashes must be functional and flushed at least once a month.
5) Emergency showers or body drenches should be functional and tested at least once every six months.
6) Fume hoods must be operational at the level of 70–100 linear feet per minute as measured by a vinometer. Fume hoods should be tested every three months.
7) A respirator must be fit tested and the appropriate cartridges must be available. No activity that requires a respirator should be done without safety training on respirator use from the fire department or a recommended agency.

All of the above items and all safety equipment must be inspected every three months at the minimum. Any safety equipment failing this quarterly inspection or reported to be out of order at any time must be repaired immediately. Any safety equipment found to be out of order is a serious violation of the Laboratory Standard. Remember to document the inspection, including the date and initials of the inspector.

8. **Employee Training:** Spoon River College provides ongoing training sessions for our employees. Our training includes:
   a. content and location of this Chemical Hygiene Plan and The Laboratory Standard.
   b. potential hazards involved in using chemicals.
   c. signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
   d. location and availability of chemical Material Safety Data Sheets (MSDS).
   e. understanding of the permissible exposure limits (PELs) used in the college.
   f. the proper use and location of all safety equipment.
   g. the proper storage and labeling of laboratory chemicals.

9. **Exposure Evaluation:** It is the communicated policy of Spoon River College to investigate all suspected overexposures to chemicals in a prompt and timely fashion.
In the event of an overexposure, after the immediate event, all chemicals and circumstances involved in the overexposure will be documented. This information should be used to change safety practices to further improve lab safety. It is the college’s obligation to maintain these files and make them accessible to the employees. Signs of overexposure are numerous; they include:

a. accidental breakage of a hazardous material container.

b. a skin rash or irritation resulting from contact with a chemical.

c. caustic splash to eyes, face, or body.

d. symptoms such as nausea, dizziness, and others.

If monitoring of the air is determined to be necessary, the results of the monitoring must be made available to the employees within two weeks.

10. **Medical Evaluations:** It is the policy of Spoon River College to make medical consultation and examination available to our employees when:

   a. any sign or symptom of an overexposure to a chemical is present.

   b. monitoring has indicated an overexposure to a chemical has occurred.

   c. there has been a spill or uncontrolled release of chemical fumes.

The College will provide the physician with the names of the chemicals used, circumstances of the exposure, and all signs and symptoms of the exposure.

The medical examinations dealing with the overexposure must be documented and other employees working under the same conditions must be notified. All documentation must be kept on file and accessible by other employees working in this area.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay.

11. **Monitoring:** Monitoring will be necessary for substances regulated by a standard only if there is reason to believe that exposure levels for that substance routinely exceed the PEL for that substance. If you have no cause to suspect a hazard or an exposure, no monitoring is necessary.

If monitoring is performed and this initial monitoring shows no evidence of exposure, the monitoring may be discontinued. If initial monitoring indicates an exposure, steps must be taken
immediately to reduce the exposure to permissible limits. Monitoring must then be performed periodically to verify that the steps to reduce the exposure have been effective. Monitoring may be terminated after complying with the applicable standard for the hazardous material.

All monitoring results and activities shall be fully accessible and in full knowledge of the employee(s).

12. **Emergency Evacuation Plan:** Establish a chain of communication. Remember, notify before proceeding to handle the incident. It is often better to notify someone else than to proceed in addressing the problem by yourself.

Evacuation may or may not be necessary depending on the incident. Once it has been determined that evacuation is necessary, proceed in an orderly fashion as you would in a fire drill evacuation. Send everyone to a pre-designated area and then count heads to make sure everyone is out of the building.

Proper evacuation procedures must be thoroughly planned, detailed in writing, and properly communicated in advance. In case of an emergency, you will not have time to determine “What do I do next?” The evacuation plan in Spoon River College’s Policies and Procedures Manual is considered to be part of the Chemical Hygiene Plan.