

**PERSONNEL POLICIES FOR PUBLIC UNIVERSITIES
AND THE ILLINOIS BOARD OF HIGHER EDUCATION**

Submitted for: Action.

Summary: The General Assembly recently passed and the Governor signed into law comprehensive, wide-ranging legislation known as the State Officials and Employees Ethics Act. The Act covers a multiplicity of issues affecting both Board of Higher Education members as well as staff.

Two requirements in the statute require immediate action by the Board of Higher Education: (1) adoption of personnel policies for public universities and (2) adoption of personnel policies for the Board and its staff. Recommended policies, preceded by explanations, are attached as Items 7A and 7B.

Action Requested: That the Illinois Board of Higher Education adopt the proposed personnel policies for public universities and for the Board and its staff presented as Items 7A and 7B in this item.

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

PERSONNEL POLICIES FOR PUBLIC UNIVERSITIES

The State Officials and Employees Ethics Act (Public Acts 93-0615 as amended by 93-0617, effective November 19 and December 9, 2003, respectively) expands and revises ethics laws in the State of Illinois. Many of the provisions of the Act relate to State employees, including public university employees.

Article 5, Section 5-5 of Public Act 93-0615, as amended by Public Act 93-0617, calls for the adoption and implementation of personnel policies for all State employees, and specifically requires the Illinois Board of Higher Education to adopt and implement personnel policies “with respect to State employees of public institutions of higher learning except community colleges.” The personnel policies must be filed with the appropriate ethics commission established under the Act – the Executive Ethics Commission for public universities.

By statute, the policies must include policies relating to work time requirements, documentation of time worked, documentation for reimbursement for travel on official State business, compensation, and the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits. The policies shall comply with and be consistent with all other applicable laws. The statute requires State employees to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour; contractual State employees may satisfy the time sheets requirement by complying with the terms of their contracts, which shall provide for a means of compliance with this requirement. The policies for State employees shall require those time sheets to be submitted on paper, electronically, or both and to be maintained in either paper or electronic format by the applicable fiscal office for a period of at least two years. The policies must be adopted before February 1, 2004, and shall apply to State employees beginning 30 days after adoption.

Recognizing that personnel policies traditionally have been under the jurisdictional authority of the individual public university governing boards, the staff has worked closely with representatives of those boards in an attempt to develop policies that comply with the intent of the new statute but which also take into account the complexity and present variances among institutions. To the best of our ability, this proposal incorporates present personnel policies where appropriate, attempts to harmonize existing personnel policies when such policies are at variance with either the statute or with other institutions, and adds new statute-required policies in a manner to minimize paperwork and other administrative burdens as much as possible. These proposed policies are attached as an appendix to this item.

It should be emphasized that most of these policies already are in place at each public university. The requirements for documentation for reimbursement for travel on official State business are contained in the rules of the Higher Education Travel Control Board, a statutorily-created entity which sets the standards for higher education employees in the area of travel. The public universities have established written personnel policies in place covering most of the other areas. The new initiative in this area is the statute's requirement that individual employees be required to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour.

Staff Recommendation

The staff recommends that the Illinois Board of Higher Education adopt the following resolution:

The Illinois Board of Higher Education hereby adopts the proposed personnel policies for public universities as required by the new ethics law and as presented in this item.

APPENDIX

**PERSONNEL POLICIES FOR PUBLIC UNIVERSITIES
AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

**ILLINOIS BOARD OF HIGHER EDUCATION
PERSONNEL POLICIES FOR PUBLIC UNIVERSITIES**

INTRODUCTION

The State Officials and Employees Ethics Act (SOEEA) requires the Illinois Board of Higher Education to adopt and implement personnel policies with respect to State employees of public institutions of higher learning, except community colleges. The policies are to be adopted by February 1, 2004, and to be made applicable to State employees 30 days after adoption. Such policies must be filed with the Executive Ethics Commission.

Public institutions of higher learning are defined in the Act to be public institutions of higher learning as defined in Section 2 of the Higher Education Cooperation Act (HECA). Section 2 of HECA defines such institutions to be the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University.

“State employee” is defined in the SOEEA to mean any employee. “Employee” is defined in the SOEEA to include any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction or control of a public institution of higher learning and also is defined to include appointees. “Appointees” are defined to mean any person appointed to a position in or with a public institution of higher learning, regardless of whether the position is compensated. **Thus, “state employees” include all trustees, administrative officers, faculty, and all other institutional employees.**

The SOEEA requires that personnel policies adopted pursuant to the SOEEA include policies relating to work time requirements, documentation of time worked, documentation for reimbursement for travel on official State business, compensation and the earning or accrual of State benefits for all employees who may be eligible to receive those benefits. With the partial exception of documentation for reimbursement for travel on official State business, the other required personnel policies are areas which legally and historically have fallen to the individual boards of trustees of the public institutions of higher learning.

Each of the nine public institutions of higher learning in Illinois has its own enabling statute; each statute establishes such institution as a separate body corporate and politic. Further, in language which is not identical but which is substantially equivalent, each statute gives each university board of trustees both broad and specific authority to operate, control, manage, and maintain each respective institution.

In addition, the SOEEA recognizes that each university board is the “ultimate jurisdictional authority” for its own institution. The SOEEA further states that “the policies shall comply with and be consistent with all other applicable laws.”

Complying with this mandate, these personnel policies are designed to accomplish the following:

- A. Assure that each public institution of higher education complies with all provisions of the State Officials and Employees Ethics Act.
- B. Preserve the legal and historic role of boards of trustees at each public institution

of higher learning.

- C. Assure that the public, all employees, and the Executive Ethics Commission have prompt access to the personnel policies of each public institution of higher learning.

GENERAL

1. These policies shall apply to the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University (“the public institutions of higher learning”).

2. Each public institution of higher learning shall comply in all respects with the State Officials and Employees Ethics Act.

3. Each public institution of higher learning shall post upon its web site the name of the individual or individuals who can provide information and can answer questions about personnel policies of each individual public institution.

4. Each public institution of higher learning shall either post upon its web site, or make available to the public in paper form, or both, the personnel policies required by the State Officials and Employees Ethics Act.

5. Each public institution of higher learning shall, within three (3) working days of receiving any request from the Executive Ethics Commission, make available to that Commission any or all current personnel policies requested by the Executive Ethics Commission.

6. In addition to the personnel policies listed hereinafter, all other personnel policies now in effect, or placed into effect in the future, by any public institution of higher learning are hereby adopted and incorporated into these policies.

7. To the extent that any such policies conflict with any existing collective bargaining agreement or individual employment contracts, such policies shall not be construed to abrogate or amend such collective bargaining agreement or individual employment contract. However, no public institution of higher learning, after the effective date of these policies, shall sign any collective bargaining agreement or employment contract that conflicts with the State Officials and Employees Ethics Act.

- 8. These policies shall be effective on March 4, 2004.

WORK TIME REQUIREMENTS

For those employee positions or categories of positions for which there are work time requirements, each public institution of higher learning shall have a written description of such work time requirements.

DOCUMENTATION OF TIME WORKED

As required by statute, each public institution of higher learning shall require its employees to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour; contractual employees may satisfy the time sheets requirement by complying with the terms of their contract, which shall provide for a means of compliance with this requirement. The time sheets policies shall require those time sheets to be submitted on paper, electronically, or both and shall be maintained in either paper or electronic format by the applicable fiscal office of the public institution of higher learning for a period of at least two (2) years.

DOCUMENTATION FOR REIMBURSEMENT FOR TRAVEL ON OFFICIAL STATE BUSINESS

Employees of the individual public institutions of higher learning shall document requests for reimbursement for travel on official State business in accordance with the rules of the Higher Education Travel Control Board, as now adopted or hereinafter amended. Nothing in this Section shall be construed to prohibit individual boards of trustees from adopting rules which are more restrictive than those of the Higher Education Travel Control Board.

COMPENSATION AND BENEFITS

Individual public institutions of higher learning shall adopt rules covering compensation for all employees, as well as rules governing the earning or accrual of State benefits for all employees who may be eligible to receive those benefits.

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

PERSONNEL POLICIES FOR THE BOARD OF HIGHER EDUCATION

The State Officials and Employees Ethics Act (Public Acts 93-0615 as amended by 93-0617, effective November 19 and December 9, 2003, respectively) expands and revises ethics laws in the State of Illinois. Many of the provisions of the Act relate to State employees, including employees of the Illinois Board of Higher Education.

Article 5, Section 5-5 of Public Act 93-0615, as amended by Public Act 93-0617, places all boards and commissions, including the Illinois Board of Higher Education, under the jurisdiction of the Governor with respect to personnel policies required by that Act. The Governor by a memorandum from his legal office dated January 13, 2004, has directed each board and commission to adopt personnel policies to be filed with the Executive Ethics Commission.

By statute, the policies must include policies relating to work time requirements, documentation of time worked, documentation for reimbursement for travel on official State business, compensation, and the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits. The policies shall comply with and be consistent with all other applicable laws. The statute requires State employees to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour; contractual employees may satisfy the time sheets requirement by complying with the terms of their contracts, which shall provide for a means of compliance with this requirement. The policies for state employees shall require those time sheets to be submitted on paper, electronically, or both and to be maintained in either paper or electronic format by the applicable fiscal office for a period of at least two years. The policies must be adopted before February 1, 2004, and shall apply to State employees beginning 30 days after adoption. These proposed policies are attached as an appendix to this item.

Most of these policies already are in place for the Board. The requirements for documentation for reimbursement for travel on official State business are contained in the rules of the Higher Education Travel Control Board, a statutorily-created entity which sets the standards for higher education employees in the area of travel. The Board has established written personnel policies in place covering most of the other areas. The new initiative in this area is the statute's requirement that individual employees be required to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour.

Staff Recommendation

The staff recommends that the Illinois Board of Higher Education adopt the following resolution:

The Illinois Board of Higher Education hereby adopts the proposed personnel policies for the Board as required by the new ethics law and as presented in this item

APPENDIX

**PERSONNEL POLICIES FOR
THE BOARD OF HIGHER EDUCATION
AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

COMPENSATION

Professional Salary Ranges

<u>Classification</u>	<u>Salary Ranges</u>
Executive Director	Set by the Board
Executive Deputy Director	\$105,500 - \$130,000
Director, Illinois Century Network	\$100,000 - \$125,000
Deputy Director	\$95,000 - \$125,000
Senior Associate Director	\$80,000 - \$100,000
Associate Director	\$63,000 - \$85,000
Assistant Director	\$38,000 - \$73,500
Research Associate	\$28,000 - \$45,000
Research Assistant	\$16,000 - \$29,000

State University Civil Service Salary Ranges

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Duplicating Machine Operator I	\$17,400	\$30,000
Secretary III	\$18,000	\$32,400
Secretary IV	\$25,872	\$41,400
Staff Secretary	\$27,372	\$44,550
Clerical Assistant	\$14,000	\$23,325

REIMBURSEMENT FOR TRAVEL ON OFFICIAL STATE BUSINESS

Mileage

As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through headquarters” is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples of reimbursable mileage expenses are as follows:

1. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
2. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

Mileage Rates

Effective January 1, 2003:

Personal automobile - 36 cents per mile

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

MEALS

Meal Allowance

Travel of 18 hours or less during the same calendar day or when a night's lodging is not required:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast (must leave before 6:00 a.m.)	\$5.50	\$6.50
Lunch	no allowance	no allowance
Dinner (must return after 7:00 p.m.)	\$17.00	\$19.00

PER DIEM

A travel period is defined as overnight or in excess of 18 hours.

	<u>In State</u>	<u>Out-of-State</u>
Quarter day	\$7.00	\$8.00

Quarter days are as follows:

- 12:00 midnight to 5:59 a.m.
- 6:00 a.m. to 11:59 a.m.
- 12:00 noon to 5:59 p.m.
- 6:00 p.m. to 11:59 p.m.

	<u>In State</u>	<u>Out-of-State</u>
Total Per Diem Rate (per day)	\$28.00	\$32.00

When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

LODGING ALLOWANCE

Location

In-State

Chicago Metro Area and Cook County*	\$155.00
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* The State of Illinois has negotiated a rate of \$130.00, not including tax, with certain hotels in Cook County. Employees should attempt to obtain this lower rate before reserving a room at the maximum allowance. For a list of hotels included in the State negotiated rate see *State Negotiated Rate Hotels*.

Other Metro Area Counties**	\$80.00
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Major Downstate Areas**	\$70.00
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Other Downstate Areas	\$60.00
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Out-of-State

Washington, DC***	\$150.00
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Other Out-of-State areas	\$110.00
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Out-of-Country

With receipts	Actual reasonable cost
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Without receipts	State Department Foreign Per Diem Rates
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** Definitions:
 Other Metro Counties:
 DuPage, Kane, Lake, McHenry, and Will
 Major Downstate Areas:
 Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island,
 St. Clair, Sangamon, Tazewell, and Winnebago
 Major Cities:
 Belleville, Bloomington, Bourbonnais, Bradley, Champaign, Collinsville,
 Decatur, East Peoria, Fairview Heights, Kankakee, LaSalle, Normal, Pekin,
 Peoria, Peru, Rockford, Springfield, and Urbana

*** Also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudon, and Fairfax in Virginia; and the counties of Montgomery and Prince George in Maryland

MODES OF TRANSPORTATION

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
5. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
6. The rental of an auto while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
7. Privately owned vehicles may be used when authorized.
 - a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
 - b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the July 1 immediately following the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website.
8. Agency Heads may authorize the use of privately owned aircraft on State business.
 - a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in a least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher.

- b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) (1994 edition, Government Printing Office) and 41 CFR 301-4.2(a)(2), as revised (May 23, 1996, Federal Register, Vol. 61 #101, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate can be found on the [Higher Education Travel Control Board Website](#).

LODGING

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board. This advance approval is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached. If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for approval at the quarterly Higher Education Travel Control Board meeting. Lodging rates and the preferred hotel listing can be found on the Higher Education Travel Control Board's website.

REIMBURSABLE/NON-REIMBURSABLE EXPENSES

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
3. Storage and handling of baggage.
4. Taxis including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
6. Telephone calls to secure lodging.
7. Automobile tolls and parking fees
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.
9. Commuting expenses.

DEFINITIONS

Commuting Expenses

The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board's website.

Commuting Mileage

The actual round trip mileage between residence and headquarters.

Travel Status

An employee shall be considered "on travel status" while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.

GENERAL

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

Claims for reimbursement shall be supported by original receipts for railroad, bus, airplane (passenger coupon), lodging, and all other items in excess, individually, of \$10. Receipts are not required for meals on the per diem or per meal basis.

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

WORK TIME REQUIREMENTS AND EARNING AND ACCRUAL OF BENEFITS

Work Schedule

The regular work schedule established by the Illinois Board of Higher Education is a five-day, 37-1/2 hour week, with working hours from 8:30 a.m. until 4:30 p.m. daily with one-half hour for lunch.

Total working hours as set forth are the *minimum* expected from the professional staff. Due to more varied responsibilities including meetings, evening or weekend assignments, travel and other special duties, professional staff work hours may differ somewhat from civil service staff.

Holidays

Pursuant to the State Universities Civil Service System Act (*Illinois Compiled Statutes* 1998, Chapter 110, Act 70/45a.), the following holidays are observed by the Board: *New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*. The Act also specifies that five additional days to be designated by the agency shall be observed as official holidays for which staff will receive their usual compensation. Those additional five days include the Friday after Thanksgiving and four "floating" holidays to be chosen by employees on an individual basis. Floating holidays must be used during the calendar year and cannot be accumulated beyond the end of the year.

All professional staff observe the same holidays as civil service staff.

Vacation

Vacation Time for Civil Service Staff

Vacation time earned for civil service staff is based on years of state service. Computation of years of state service includes total years of service in the State Universities Civil Service System as well as years of service in other state agencies. An employee may accumulate leave in an amount equal to that earned in two years of service. The Personnel Officer shall notify employees on a quarterly basis of the total vacation leave earned and used. Civil service staff earn vacation days in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Vacation Days Earned in One Year</u>
<u>At Least</u>	<u>Not More Than</u>	
0	3	12 working days
3	6	15 working days
6	9	18 working days
9	14	21 working days
14 and over		25 working days

Vacation Time for Professional Staff

Vacation time earned for all classifications of professional staff is based on years of state service. Computation of years of state service includes total years of service with other state of Illinois agencies. The maximum amount of accrued vacation that can be paid out at termination of employment is two times the rate of vacation being earned at that time. Professional staff earn vacation days in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Vacation Days Earned in One Year</u>
<u>At Least</u>	<u>Not More Than</u>	
0	5	22 working days
5	10	25 working days
10 and over		28 working days

Personal Days

Any full-time employee may be absent for three (3) days without loss of pay during each calendar year. These personal days should be used by an employee for the conduct of legitimate transactions not possible to conduct at any other time. Any employee's unused personal days will be transferred to his/her sick days at the end of the calendar year.

Sick Leave

Those persons working at least half-time or more shall be eligible to earn credit for sick leave. The following provisions apply to earning and use of sick leave:

- An eligible employee shall earn credit for sick leave with full pay at the rate of one work day for each month of service. The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
- There shall be no limit in the amount of sick leave that may be accumulated.
- An eligible employee may use accumulated sick leave only when the employee is ill or injured or obtaining medical or dental consultation or treatment. Acceptable evidence of disability may be required before allowing the use of sick leave.
- Use of sick leave shall be limited to illness for employee, spouse, and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
- A former employee who separates in good standing and returns to employment within two years, shall have former accrued sick leave restored (paragraphs 4 and 5 approved and added by the Merit Board at its Eighty-Fourth Meeting, June 11, 1980).

- Upon termination of employment for any reason, an employee is entitled to be paid for one-half of unused sick leave that accrued during the period of time from January 1, 1984 through December 31, 1997. Unused and unpaid sick leave may be accepted by another state agency to which an employee transfers subject to certain requirements. The Illinois Board of Higher Education may accept unused and unpaid sick leave accrued for an employee transferring from another state agency, provided the previous employer will furnish the Board with verification of such unused and unpaid sick leave. Under certain circumstances unused and unpaid sick leave may be credited as additional service credit at the time of retirement.

Disability

When an employee cannot perform the duties of the position because of illness, an employee must have established two years of service in the Retirement System to qualify for disability benefits. No minimum service is required if disability results from an accident. In order for disability benefits to commence, an employee must be off the payroll, must have exhausted sick leave benefits, and must have been actually off the job for sixty days. Benefits cannot begin more than 30 days prior to receipt of the application for such benefits made to the State Universities Retirement System. If disability is anticipated to be prolonged, vacation time should also be used before disability benefits begin.

General Leave Policy

Employees may be granted employment leaves, if approved by the Executive Director, without jeopardizing their employment with the Illinois Board of Higher Education. Leave requests shall be documented as appropriate to the type of leave.

Funeral Leave

Approval with pay will be granted to an employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or grandparents of the immediate family; and of one day to attend the funeral of a relative outside the employee's family or household.

Immediate family is defined as: father, mother, sister, brother, spouse and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Jury Duty or Other Court Appearances

An eligible employee shall be granted a leave of absence without loss of pay when called for jury duty or for other court appearances when subpoenaed as a witness. The Illinois Board of Higher Education will pay the salary of an employee on jury duty, and money received for such duties shall be turned in to the Board's Personnel Officer for deposit into the State Treasury.

DOCUMENTATION OF TIME WORKED AND TIME SHEETS

Each employee, other than Board Members, shall fill out electronically at the end of each work week, the time sheet shown as Attachment A, which will be filed electronically with the employee's designated timekeeper. Note that the statutory requirements of the State Officials and Employees Ethics Act require that time sheets be filled out to the nearest quarter hour.

The designated timekeeper will compile such information for the semi-monthly summary, which will be signed by the appropriate supervisor and then forwarded to the Associate Director of Office Administration, as shown on Attachment B.

The Associate Director of Office Administration will compile from such reports a calendar year employee time sheet for each employee (Attachment C) which will show the status of vacation days, sick days, personal days, and floating holidays for that year. Pursuant to the State Officials and Employees Ethics Act and the direction of the Governor's Office, Board Members will complete a time sheet for the previous two months at each meeting of the Board.