

**APPROVED**  
**AUGUST 10, 2021**

Item #D-3  
August 10, 2021

**PROPOSED PERSONNEL POLICY FOR BOARD OF HIGHER EDUCATION**

**Submitted for:** Action.

**Summary:** Updates the personnel policy for the Board of Higher Education to authorize a remote work option for staff and makes other clarifications.

**Action Requested:** That the Board of Higher Education adopt the proposed personnel policy as presented in this item.



STATE OF ILLINOIS  
BOARD OF HIGHER EDUCATION

**PROPOSED PERSONNEL POLICY FOR BOARD OF HIGHER EDUCATION**

The Illinois Board of Higher Education (IBHE) first adopted personnel policies on February 3, 2004, pursuant to Section 5-5 of the State Officials and Employees Ethics Act. (5 ILCS 430) The Act requires the Board to adopt personnel policies for public universities and for the Board and its staff. The policies must include, but are not limited to, the following: (1) work time requirements; (2) documentation of time worked; (3) documentation for reimbursement for travel on official State business; (4) compensation; and (5) the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits.

Since 2004, the personnel policy has been updated several times. This update recognizes that IBHE successfully transitioned to and operated remotely during the COVID-19 pandemic. Based on the lessons learned, the Executive Director is authorized to adopt a remote work policy. In addition, certain policies are clarified and simplified.

**Staff Recommendation**

Staff recommends the adoption of the following resolution:

*The Illinois Board of Higher Education hereby adopts the updated personnel policy as reflected in the attachment.*

# Personnel Policies

Illinois Board of Higher Education

Required by the  
State Officials and Employees Ethics Act

The State Officials and Employees Ethics Act (5 ILCS 430/) requires the adoption and implementation of personnel policies for all State employees, including the employees of the Illinois Board of Higher Education. The policies must include 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.

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Board Actions: Personnel policies adopted on February 2, 2004; amended on June 7, 2005; June 6, 2006; June 5, 2007; December 9, 2008; September 25, 2012; June 4, 2013, October 7, 2014; December 2, 2014; February 3, 2015; December 13, 2016; December 12, 2017; June 5, 2018; December 10, 2019, and August 10, 2021.

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## Work Time Requirements

### Work Week

The standard workweek schedule established by the Illinois Board of Higher Education (IBHE or Board) is a five-day, Monday through Friday, 37.5 hour week. Employees are required to work, use benefit time, or state holiday time to account for a minimum of 37.5 hours each week.

### Remote Work

IBHE successfully transitioned to and operated remotely during the COVID-19 pandemic. Based on the lessons learned, the Executive Director is authorized to adopt a remote work policy.

### Core Principles:

- We believe as an agency that employees have demonstrated they can work effectively from remote locations and value the ability to work remotely.
- Employees are expected to participate fully and complete their duties professionally and timely whether they are working in the office or remotely.
- Employees are required to maintain time as outlined in these Personnel Policies whether they are working in the office or remotely.
- Employees are not required to work remotely and may choose to come into the office on any day, even if they have chosen a remote work schedule.
- We believe as an agency there is value in employee in-person interaction and a remote work schedule should allow time each week where everyone will be scheduled in-person.
- Supervisors are encouraged to plan in-person meetings on days when everyone is scheduled to be in-person. However, employees are expected to attend in-person meetings on other days if required by their supervisors.
- Some employees' work duties may not allow for remote work. Individuals will be notified by their supervisor if they are not eligible for remote work.
- Employees may not meet third parties for meetings at their place of residence to conduct agency business.
- Employees whose headquarters is not in Springfield may be required to work remotely full time, with an expectation of travel to Springfield as necessary.
- The Executive Director will evaluate the impact of the Remote Work policy 90 days and 6 months after implementation and update as needed.
- The Executive Director may end remote work at any time with or without cause or return to fully remote work if public health or other circumstances dictate.

(Amended August 10, 2021)

## Documentation of Time Worked

The State Officials and Employees Ethics Act requires State employees and appointees 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 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.

Each employee, other than Board Members, shall report hours spend on state business and time on paid leave to the nearest quarter hour for each work week and submit timesheets to their designated supervisor for approval.

Pursuant to the State Officials and Employees Ethics Act, Board Members will complete a time sheet quarterly for the prior quarter. Ex officio members of the Board (the Chair of the Illinois Community College Board and the Chair of the Illinois Student Assistance Commission, or their alternates) shall have the option of submitting such time sheets either to the Board or to their respective agencies.

Similarly, the members of the Program Board for the Diversifying Higher Education Faculty in Illinois Program (a.k.a. DFI) will complete time sheets at least three times per calendar year as directed by the Program Board chair and will submit the completed time sheets to the IBHE staff assigned to support DFI.

(Amended August 10, 2021)

## Travel Policy

The following policies and practices managing travel are adopted by the Illinois Board of Higher Education (IBHE) to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities.

The Board encourages the use of virtual or other alternative modes of communication in lieu of travel whenever feasible and in the best interests of the Board.

Periodic travel by members of the Board, Executive Director and IBHE Staff is necessary for the conduct of IBHE business, operations and the advancement of higher education in the State of Illinois. However, the Board, Executive Director and IBHE Staff are expected to use prudence, discretion, and good judgment to assure that all expenses incurred while in travel status for the IBHE are authorized, appropriated, and in accordance with this Travel Policy.

All travel must be conducted in accordance with state and IBHE budgets and regulations, including, without limitation, the Illinois Higher Education Travel Control Board (HETCB) rules and regulations, as amended from time to time. To the extent any provision of this policy or these practices conflicts with the HETCB rules and regulations, the HETCB rules and regulations will control.

The Board hereby designates the Deputy Director for Fiscal Affairs & Budgeting or her/his designee to review all travel requests to ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

### Board Members

Pursuant to the Board of Higher Education Act, the members of the Board shall serve without compensation but they shall be reimbursed for their actual and necessary traveling and other expenses while engaged in the performance of their duties. (110 ILCS 205/5). Board members must certify that their travel is in compliance with state and agency rules and regulations before the Board can approve reimbursement of such travel. Prior approval is not required for the regularly scheduled Board and related committee meetings. Board members will consult with the Deputy Director for Fiscal Affairs & Budgeting or designee to confirm that funds are available and the travel policies and practices are being followed. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

### Executive Director

The Board recognizes that the goals established by the Board for the IBHE Executive Director and the various positions that individual holds by virtue of his or her role as Executive Director of the IBHE will require travel in and out of the state. The Board has made elevating the stature of the IBHE for both state and national stakeholders a priority for the position of Executive Director as

well as engaging state and national partners in identifying and implementing effective practices that advance the Board's priorities for improving the performance of Illinois higher education.

The Executive Director will manage his or her travel in consultation with the Deputy Director for Fiscal Affairs & Budgeting or designee to ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

#### IBHE Staff

The Board recognizes that the goals established by the Board for the IBHE will require travel in and out of the state for various IBHE Staff. All Agency Staff travel requests must be approved by the employee's supervisor and reviewed by the Deputy Director for Fiscal Affairs & Budgeting or designee to confirm that funds are available. In addition, the Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations. Requests for out-of-state travel must also be approved in writing and in advance, by the Executive Director.

(Amended August 10, 2021)



## Documentation for Reimbursement for Travel on Official State Business

The Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions pursuant to the State Finance Act. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel.

The IBHE incorporates here the HETCB travel rules, reimbursements, and allowances as found on the HETB website at <https://www.stateuniv.state.il.us/travel/> (80 Ill. Adm. Code 2900) and Travel Control Council (80 Ill. Adm. Code 3000)

The Executive Director will designate the IBHE representative to the HETCB.

### General

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 IBHE and the employee, the Executive Director or designee may approve partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

All employee travel expenses incurred shall be reimbursed in accordance with the travel regulations of the Travel Regulation Council and the [Higher Education Travel Control Board](#).

### Prohibited Source Reimbursement

If IBHE Staff or the Executive Director seeks to attend a conference or meeting where a Prohibited Source, as defined by the State Officials and Employees Ethics Act, proposed to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Ethics Officer will consider approval in accordance with the Gift Ban provisions of the Ethics Act under the following conditions:

1. IBHE Staff Member has obtained approval in writing in advance by the Executive Director and Deputy Director for Fiscal Affairs & Budgeting; or in the case of the Executive Director, has obtained approval in writing in advance by the Chair; and.
2. The Prohibited Source agrees to make or arrange payment or reimbursement of such costs directly with and to IBHE.

### Third Party Reimbursement

If IBHE Staff or the Executive Director seeks to attend a conference or meeting where the sponsor or other third party, excluding a Prohibited Source, proposes to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Ethics Officer will review and consider approval in accordance with the Gift Ban provisions of the Ethics Act. The Executive Director

will make the final decision to approve the Third Party Reimbursement for an Agency Staff Member. Any such third party reimbursement shall be pre-approved and the Deputy Director for Fiscal Affairs & Budgeting or designee shall document the reimbursement to help insure transparency and accountability.

### 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 the corporate city limits of the employee’s designated headquarters, 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

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) 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.

The current rate(s) can be found on the Higher Education Travel Control Board website ([www.stateuniv.state.il.us/travel/allowances/](http://www.stateuniv.state.il.us/travel/allowances/)).

### Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this 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 shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

	<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.

Total Per Diem Rate (per day)	\$28.00	\$32.00
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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

### 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 and use of ride sharing services 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 effective date of the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website ([www.stateuniv.state.il.us/travel/reimbursement/](http://www.stateuniv.state.il.us/travel/reimbursement/)).
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 at 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) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63 #173, 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 ([www.stateuniv.state.il.us/travel/reimbursement/](http://www.stateuniv.state.il.us/travel/reimbursement/)).

#### 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. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website ([www.stateuniv.state.il.us/travel/allowances/](http://www.stateuniv.state.il.us/travel/allowances/)). 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.

Advance approval of amounts in excess of the maximum amounts allowable 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. While the online marketing site Airbnb may at times offer lodging within or lower than the maximum lodging rate in certain areas, the IBHE will not reimburse employees who choose to obtain lodging through Airbnb while traveling on IBHE business.

The State has negotiated special rates with certain hotels in Illinois. **Employees are required to contact preferred hotels first when seeking overnight accommodations** and attempt to obtain the discounted rate before reserving a hotel room at the State's maximum allowed rate. The rates listed do not include applicable taxes. Identification as a State of Illinois employee may be required at check-in. The "preferred hotels listing" can be found on the Central Management Services (CMS) website ([www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx](http://www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx)).

#### 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 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 or 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.

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

9. Hotel internet charges when used for official business.

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 and charges associated with locksmith service.
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. “Commuting expenses” means 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” means the actual round trip mileage between residence and headquarters.

#### Employee Headquarters

Section 12-3 of the [State Finance Act](#) , 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. The Executive Director will designate an IBHE staff member to complete this report.

(Amended August 10, 2021)

## Compensation

The Executive Director of the Board of Higher Education, with the concurrence of the Chair, is authorized to employ and fix the compensation of such professional, clerical, and other staff (including consultants) as deemed necessary, on a full- or part-time basis. Compensation is to be within the respective salary classifications and salary ranges herein set forth and within the constraints of the appropriations and grants available. Salary ranges to be utilized for civil service classifications are subject to approval by the State Universities Civil Service System.

The Executive Director is authorized to assign a salary range to each position description and to create promotional lines that align with similar duties and responsibilities in the marketplace.

### Exempt Staff

<u>Classification</u>	<u>Proposed Salary Ranges</u>
Executive Director	Set by the Board
Executive Deputy Director	\$135,000 - \$175,000
Deputy Director	\$100,000 - \$155,000
Senior Associate Director	\$ 80,000 - \$110,000
Associate Director	\$ 65,000 - \$100,000
Assistant Director	\$ 40,000 - \$ 80,000
Research Associate	\$ 50,000 - \$ 60,000
Research Assistant	\$ 40,000 - \$ 50,000

(Amended August 10, 2021)

## Earning or Accrual of State Benefits

The Board is subject to the [State Universities Civil Service Act](#) (Act) which is administered by the University Civil Service Merit Board and State Universities Civil Service System (SUCSS). IBHE has two categories of employees under the Act, i.e., those who are civil service and those who are exempt (a.k.a. principal administrative employees). The following benefits apply to both categories of employees unless otherwise noted.

A benefit that is granted or accrued in hours may be used by the employee in increments of ½ hour, ¾ hour, 1 or more hours, or in combinations such as 1 ½ hours.

### Holidays Observed and Floating Holidays

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*. In addition, November 8, 2022, has been designated as a state holiday. 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. IBHE designates as official holidays *Juneteenth* and the *Friday after Thanksgiving* plus three "floating" holidays to be chosen by employees on an individual basis.

The floating holidays are granted on January 1 each year, and floating holiday hours are prorated for new hires who start later in the calendar year. These hours must be used during the calendar year and any unused hours remaining at the end of the year cannot be carried forward.

New hires at IBHE will receive floating holidays hours at the following rates:

Hire Date Between	Prorated Days (Hours)	
Jan. 1 – March 31	3.0 Days (22.50 hours)	
April 1 – June 30	2.0 Days (15.00 hours)	
July 1 – Sept. 30	1.0 Days (7.5 hours)	
October 1 – December 31	0.0 Days	

### Vacation Time

Vacation time earned for all classifications of full-time staff is based on years of Illinois state service. Computation of years of state service includes total years of service in the State Universities Civil Service System (civil service employees and principal administrative employees) as well as years of state service with other state of Illinois agencies.

IBHE staff will accrue vacation time at the following rates:



Years of State Service	Annual Vacation Earned, Days per Year	Rate of accrual, Hours per Month
5 years or less	22	13.750
More than 5 years but no more than 10 years	25	15.625
More than 10 years	28	17.500

An employee may accrue vacation time in an amount greater than that earned in two years of service at IBHE. However, the maximum amount of accrued vacation that will be paid out at separation of employment is two times the annual vacation earned (see table above) at the time of separation.<sup>1</sup>

### Personal Time

A full-time employee may use up to 22.5 hours of work time without loss of pay during each calendar year to handle personal business.

Personal hours are granted on January 1 each year and are prorated for new hires who start later in the calendar year as follows:

Hire Date Between:	Personal Hours
Jan. 1 – March 31	22.50
April 1 – June 30	15.00
July 1 – Sept. 30	7.5
October 1 – Dec. 31	0

### Sick Leave Accrual

Those persons working at least half-time or more shall accrue sick leave time. 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 7.5 hours 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.
- Accumulated sick leave is to be used when an employee, spouse, and/or child 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.

<sup>1</sup> Staff Note: For example, Employee A is separating from IBHE and has accrued 50 days of unused vacation leave; the employee's rate of vacation is 22 working days per year. The maximum payout of vacation time for Employee A is no more than 44 days.

- Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted by the Executive Director.
- A former employee who separates in good standing and returns to employment within two years, shall have former accrued sick leave restored unless the time has been used by the State Universities Retirement System in the final retirement calculation.
- 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 by the State Universities Retirement System at the time of retirement. Contact [SURS](#) for more information.

#### Disability Benefits

An employee who has established two years of service in the State Retirement System can qualify for disability benefits. Refer [SURS Disability Benefits](#) for information on disability benefits. Generally, disability benefits are available when an employee cannot perform the duties of the position because of illness. 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 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.

#### 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.

#### Bereavement Leave

Approval with pay will be granted to an employee for a leave of up to 22.5 hours for the death of a member of the employee's immediate family, in-laws, and/or grandparents of the immediate family; and of 7.5 hours for the death 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. Exceptions may be granted by the Executive Director.

### Jury Duty or Other Court Appearances

An 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.

### Administrative Closure

Employees will receive paid leave during administrative closure. The Executive Director or his/her designee may declare an administrative closure for up to 2 weekdays in response to a natural emergency or for reasons of employees' health and safety. The Board Chair may authorize additional days, when warranted.

The Executive Director may also declare an administrative closure for up to 2 additional working days during the period of December 23 through January 2, when the paid leave is justified economically and there is no need for staff members to maintain operations during those times, but only after consulting with the Board Chair. The additional days shall not be Christmas Day and New Year's Day as these are two paid holidays observed by the Board.

### Tuition Waivers for Civil Service Employees

IBHE is an employer agency under the State Universities Civil Service System and as such, civil service employees may be eligible for interinstitutional waiver of tuition at Illinois public universities.

To be eligible, an employee must be a full-time civil service employee who has completed six months of continuous service and is on active status at IBHE at the time the course commences and is completed. Employees must apply for the waiver at the institution they wish to attend. Waiver is granted at the discretion of the university.

The employee shall enroll in no more than two courses per semester (or limited by total number of credits as determined by the public university, e.g., 4 credits in summer).

Class attendance and completion of study is to be accomplished outside of the employee's regular working hours. If approved by the employee's supervisor, the employee may take classes during work hours as long as the work time is made up by the employee.

Participation should not interfere with the employee's job performance or responsibilities.

(Amended August 10, 2021)

## Prohibition on Sexual Harassment

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430, as amended by Public Act 100-554), public universities and the Board of Higher Education had adopted a policy and practices to prohibit sexual harassment.

All persons have a right to work in an environment free from sexual harassment. All persons subject to the personnel policies of the public universities and the Board of Higher Education are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

For purposes of this policy, “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. For purposes of this definition, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Pursuant to Section 50-5 of the State Officials and Employees Ethics Act, any person who violates the prohibition on sexual harassment is subject to discipline or discharge by the appropriate ultimate jurisdictional authority. Each violation is a separate offense. Any penalty imposed by an ethics commission shall be separate and distinct from any fines or penalties imposed by a court of law or a State or federal agency.

Employees can review the full policy on the agency’s internal Teams site. Annual training on the policy and practices is required for every employee.

## Drug and Alcohol-Free Workplace

It is the policy of the Illinois Board of Higher Education (IBHE) to maintain a workplace that is free from drugs and alcohol. Any employee who abuses alcohol or unlawfully uses controlled substances or drugs, including the unlawful use of prescription drugs, on the job, or comes to work under the influence of alcohol, cannabis or illegal drugs, or possesses, sells, or distributes such substances in the workplace, jeopardizes the well-being of everyone. Additionally, in compliance with the federal Drug-Free Workplace Act and Illinois Drug-Free Workplace Act, the IBHE hereby notifies its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in this workplace and actions will be taken against employees for violation of such prohibition, which includes without limitation, suspension and/or termination.

All employees must comply with all federal and Illinois laws that pertain to drugs and alcohol. Nothing in this policy prohibits the appropriate use of legally prescribed medications, including the use of medical cannabis by a registered qualifying patient, pursuant to Illinois' Compassionate Use of Medical Cannabis Pilot Program Act. (410 ILCS 130) However, if the use of legally prescribed medications will impact an employee's ability to perform his/her job, or his/her ability to do so safely, the employee is required to inform the supervisor or the HR officer.

The following conduct is strictly prohibited:

- Reporting to work under the influence of cannabis<sup>2</sup>, alcohol or illegal drugs;
- Reporting to work under the influence of a prescription drug in excess of the prescribed dosage;
- Drinking alcohol on the job or on the Board's property (except as may be authorized by the Executive Director or his/her designee at approved social functions and in accordance with applicable laws); or
- Use, manufacture, possession, sale, distribution or offer of cannabis, illegal drugs, including prescription drugs for which the employee has no prescription, on the job or on the Board's property.

Any employee violating this policy may be subject to discipline, up to and including termination. Any potentially criminal conduct may be reported to the proper police authorities. IBHE may favorably consider the actions of an employee who voluntarily reports he/she is seeking and accepting drug counseling, rehabilitation, and employee assistance through the Employee Assistance Program (EAP) provided by IBHE or through another resource.

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<sup>2</sup> Pursuant to Illinois' Cannabis Regulation and Tax Act, the IBHE may consider an employee to be impaired or under the influence of cannabis if IBHE has a good faith belief that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position. This includes the following: (1) symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; (2) disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; (3) disruption of a production or manufacturing process; or (4) carelessness that results in any injury to the employee or others. If IBHE elects to discipline an employee on the basis that the employee is under the influence or impaired by cannabis, the IBHE will afford the employee a reasonable opportunity to contest the basis of the determination. (410 ILCS 705/10-50)

### Employees Believed to be Impaired or Under the Influence of Alcohol, Cannabis, or other Substance

1. If an employee suspects another employee is impaired or under the influence of alcohol, cannabis, or other substance, said employee shall immediately notify a supervisor. If a supervisor is not available, the employee shall immediately notify the HR Officer who shall assume the role of supervisor.
2. The supervisor shall investigate the matter immediately to determine if he/she reasonably believes the employee is impaired or under the influence of alcohol, cannabis, or other substance.
  - a. If the supervisor reasonably believes the employee is impaired or under the influence, the supervisor in his/her sole discretion may dismiss the employee from work for the day.
  - b. The supervisor shall prepare a report and timely submit it to the HR Officer or Executive Director for further investigation and determination.
3. If the IBHE determines that the employee was under the influence or impaired by cannabis and intends to discipline the employee, the IBHE shall notify the employee in writing and allow the employee a reasonable opportunity to contest the basis of the determination.

### Notifications Required of Employees<sup>3</sup>

As a condition of employment, any employee directly engaged in work pursuant to a federal contract or grant or grant from the State of Illinois in the amount of \$5,000 or more, must comply not only with this policy, but must also notify his/her Deputy Director within five (5) days of any conviction under a criminal drug statute where the criminal act upon which the conviction is based occurred upon property owned, operated or controlled by the IBHE. The IBHE will notify the federal or state grant or contract authority within ten (10) days after receiving the notice from a covered employee or otherwise receiving actual notice of such conviction.

The IBHE shall either sanction the employee receiving said conviction by terminating the employee or in the alternative it may require the employee to satisfactorily complete a drug abuse assistance or rehabilitation program prior to returning to work.

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<sup>3</sup> The federal Drug-Free Workplace Act of 1988(41 U.S.C 81) and the Illinois Drug-Free Workplace Act (30 ILCS 508)

## Mandatory State Training

The State Officials and Employees Ethics Act requires all state employees, appointees, and officials to complete state Ethics training and Harassment and Discrimination Prevention training on at least an annual basis.

Technology and Security Awareness training is required annually for each employee and appointee.

Employees and Board members will be notified each year by the agency's Ethics Officer at the time training is required and the process for completing training.