



**DATE:** April 22, 2014

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Bidders  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Educator's Legal Liability Insurance Policy Plan Purchase  
**JJC PROJECT NO.:** R14004

Acknowledge receipt of this addendum as instructed on the final page. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

---

**Questions submitted:**

1. Please provide five years currently valued loss runs.  
***See exhibit A. Confidential information has been removed from this document.***
2. Please provide a full narrative on the referenced EPL civil lawsuit, including allegations, demands, current status and mitigation actions taken by the applicant.  
***JJC is in the process of defending a discrimination and retaliation charge from an employee that alleges that she was discriminated against for protected activity. The employee alleges that she was transferred as retaliation and because of sex discrimination. The charge was filed November 1, 2013. The college's position is that the charge lacks merit and has acted within requirements set forth by Title IIV regarding the employee. The claim is currently waiting for a final decision by the arbitrator.***
3. Please provide most recent loss runs.  
***See exhibit A. Confidential information has been removed from this document.***
4. Please provide a copy of the employee handbook and application.  
***See exhibits B & C.***
5. Please provide the date and details of the one employee related civil suit  
***See response to question #2.***
6. Please provide the number of full time and part time faculty for this year and last year  
***See exhibit D.***

7. Please provide 5 years of loss or experience reports from your prior carriers valued within the past 30 days.  
**See exhibit A. Confidential information has been removed from this document.**
8. Please provide Description of any claim that is open; and any closed claim with an incurred amount of \$5,000 or higher.  
**See exhibit A. Confidential information has been removed from this document.**
9. Please provide some sort of educators legal liability application.  
**Per page 13 of the RFP document, individual applications will not be filled out prior to the award.**
10. Please provide a copy of the expiring policy, or the following minimum information:  
**See Exhibit E for a copy of the expiring policy.**
  - a. Name of the carrier  
**National Union Fire Insurance Company of Pittsburgh, PA**
  - b. Expiring premium  
**\$63,969.00**
11. Please provide the name of the current local agent.  
**Ted Miller, Arthur J. Gallagher Risk Management Services**
12. Please provide currently valued company generated educators legal liability loss runs.  
**See exhibit A. Confidential information has been removed from this document.**
13. Our agency would be interested in possibly providing a quote for the coverage, but would like to know who your current carrier is so we know that market is taken and what other markets you have already been contacted by. There are only a few carriers that would write mono-line Educators Legal Liability.  
**See response to question #10.**

**Please acknowledge receipt of this addendum by fax at the number listed below or by emailing back a signed copy of this page to: [purchasing@jjc.edu](mailto:purchasing@jjc.edu) Include your name, title, and company name in your acknowledgement email. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College

Phone: 815.280.6678

Fax: 815.280.6631

I acknowledge receipt of Addendum 1

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name



**Policy :** 0018777842-029-000 JOLIET JUNIOR COLLEGE DISTRICT  
0019759207-029-000 JOLIET JUNIOR COLLEGE DISTRICT  
0019895857-029-000 JOLIET JUNIOR COLLEGE DISTRICT  
0019995059-029-000 JOLIET JUNIOR COLLEGE DISTRICT

**Filters:** Status = ALL

**Requester ID:** 054783

**Report Date / Time:** 03/06/2014 09:39 EST

**Valuation Date:** 02/28/2014

**Source:** U.S.

The AIG Loss Run is a detail report, providing claim and financial information.

Run additional reports using IntelliRisk at <https://aig.com/ir>.

Certain claim information may not be available in this report, since data availability can vary based on the insurance program or benefit state (due to regulatory considerations.)

Some of the content contained in this report is subject to confidentiality laws and may be privileged. This report is intended for review and use by authorized representatives of the insured or other parties authorized by the insured. If you are not the intended recipient, you are hereby notified that any disclosure, copy or distribution of this information is strictly prohibited, as is the taking of any action by you in reliance on its contents. If you received this communication in error, please notify us immediately.

### AIG Loss Run Financial Lines Claims

Policy : 0018777842-029-000 JOLIET JUNIOR COLLEGE DISTRICT 07/01/2009 - 07/01/2010

Report Date / Time: 03/06/2014 09:39 EST  
Valuation Date: 02/28/2014  
Currency: USD

Claimant Name Claim # / OneClaim # Loss Date	Loss State Receipt Date	Div / H.O. Status Closed Date	Adjuster Name Manager Name	Loss Description	Loss Paid
550-025995-001 / 06/10/2010	ILX 06/10/2010	039/167 N/O	MARIANNE BRENNAN BRIAN CONLIN	EEOC/DHR CHARGE BROUGHT BY ALLEGING AGE AND RACE DISCRIMINATION AND	.00
550-014975-001 / 02/01/2010	ILX 02/01/2010	039/167 N/O	MARIANNE BRENNAN JAMES DICKSON	EEOC CHARGE BROUGHT BY EMPLOYEE ALLEGING RACE DISCRIMINATION	.00
<b>Pol-Asco-Mod: 0018777842-029-000</b>				<b>Claim Count = 2</b>	<b>.00</b>

### AIG Loss Run Financial Lines Claims

Policy : 0019759207-029-000 JOLIET JUNIOR COLLEGE DISTRICT 07/01/2012 - 07/01/2014

Report Date / Time: 03/06/2014 09:39 EST  
Valuation Date: 02/28/2014  
Currency: USD

Claimant Name Claim # / OneClaim # Loss Date	Loss State Receipt Date	Div / H.O. Status Closed Date	Adjuster Name Manager Name	Loss Description	Loss Paid
550-134261-001 / 11/06/2013	ILX 11/06/2013	039/861 Open	SARAH WARNE SAMANTHA SADOFF	EEOC/IDHR CHARGE BROUGHT BY A ALLEGING ISSUES WITH TERMS AND	.00
<b>Pol-Asco-Mod: 0019759207-029-000</b>				<b>Claim Count = 1</b>	<b>.00</b>

**AIG Loss Run  
Financial Lines Claims**

Policy : 0019895857-029-000 JOLIET JUNIOR COLLEGE DISTRICT 07/01/2010 - 07/01/2011

Report Date / Time: 03/06/2014 09:39 EST  
Valuation Date: 02/28/2014  
Currency: USD

Claimant Name Claim # / OneClaim # Loss Date	Loss State Receipt Date	Div / H.O. Status Closed Date	Adjuster Name Manager Name	Loss Description	Loss Paid
550-044518-001 / 01/04/2011	ILX 01/04/2011	039/861 Closed 04/06/2011	BRANDI MONIQUE JOHN ALBERTI	IELRB/EEOC CHARGE BROUGHT BY EMPLOYEES ALLEGING MODIFICATION OF A RATIFIED LABOR AGREEMENT VIOLATING	.00
550-043729-001 / 12/15/2010	ILX 12/15/2010	039/167 N/O	MARIANNE BRENNAN BRONCE BREAZEALE	EEOC/ILDHR CHARGE BROUGHT BY ALLEGING WRONGFUL TERMINATION AND	.00
550-034811-001 / 09/14/2010	ILX 09/15/2010	039/167 N/O	MARIANNE BRENNAN BRIAN CONLIN	EEOC AND IDHR CHARGE BY AN EMPLOYEE ALLEGING DISCRIMINATION BASED ON RACE, AGE AND RETALIATION BY	.00
550-032100-001 / 08/12/2010	ILX 08/12/2010	039/167 N/O	MARIANNE BRENNAN BRIAN CONLIN	ILDHR/EEOC CHARGES BROUGHT BY ALLEGING RETALIATION, NATIONAL ORIGIN AND RELIGION	.00
550-031953-001 / 08/11/2010	ILX 08/11/2010	039/861 Closed 12/06/2011	STEVEN MUNDY ANDREW RICHE	ATTORNEY DEMAND LETTER ON BEHALF OF ALLEGING AGE DISCRIMINATION	38,454.77

Pol-Asco-Mod: 0019895857-029-000 Claim Count = 5 38,454.77

AIG Loss Run  
Financial Lines Claims

Policy : 0019995059-029-000 JOLIET JUNIOR COLLEGE DISTRICT 07/01/2011 - 07/01/2012

Report Date / Time: 03/06/2014 09:39 EST  
Valuation Date: 02/28/2014  
Currency: USD

Claimant Name Claim # / OneClaim # Loss Date	Loss State Receipt Date	Div / H.O. Status Closed Date	Adjuster Name Manager Name	Loss Description	Loss Paid
550-078155-001 / 01/20/2012	ILX 01/20/2012	039/861 Closed 06/25/2012	BRANDI MONIQUE JOHN ALBERTI	USOCR CHARGE BROUGHT BY STUDENT ALLEGING AGE, SEX, RACE, AND RETALIATION DISCRIMINATION.	.00
550-071659-001 / 11/01/2011	ILX 11/01/2011	039/167 N/O	MARIANNE BRENNAN THOMAS KOPP	EEOC/ILDHR CHARGE ALLEGING DISCRIMINATION DUE TO RACE.	.00
550-063961-001 / 08/03/2011	ILX 08/03/2011	039/861 Closed 11/16/2012	BRANDI MONIQUE JOHN ALBERTI	USDE CHARGE BROUGHT BY STUDENT ALLEGINGDISABILITY DISCRIMINATION	.00
550-063014-001 / 07/25/2011	ILX 07/25/2011	039/861 Closed 02/09/2012	BRANDI MONIQUE JOHN ALBERTI	ILELRB CHARGE BROUGHT BY EMPLOYEE ALLEGING RETALIATION.	.00
<b>Pol-Asco-Mod: 0019995059-029-000</b>				<b>Claim Count = 4</b>	<b>.00</b>



## Joliet Junior College Staff Employment Application

Posting number: \_\_\_\_\_

Position Title: \_\_\_\_\_

### Personal Information

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Suffix: (i.e. Jr., Sr.) \_\_\_\_\_

Other names used: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State (enter NA if a non U.S. address): \_\_\_\_\_

Zip Code: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_

Other Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you 18 years of age or older?: \_\_\_\_\_

Can you provide proof, if hired, that you are eligible to work in the United States?: \_\_\_\_\_

Do you now or will you in the future require sponsorship to work in the United States?: \_\_\_\_\_

Did we previously employ you?: \_\_\_\_\_

If yes, indicate dates of employment, department(s), and supervisor(s): \_\_\_\_\_

Colleague ID (Internal Candidate): \_\_\_\_\_

Do you have a relative(s) that currently work at Joliet Junior College?: \_\_\_\_\_



If yes, please provide their full name(s): \_\_\_\_\_

**Additional Information**

How did you hear about employment opportunities with us? \_\_\_\_\_

**Criminal History**

Have you ever been convicted of felony crime? \_\_\_\_\_

If yes, please describe the dates, nature, and circumstances of the crime. \_\_\_\_\_

**Military Service**

Branch of Service: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Discharged: \_\_\_\_\_

Final Rank: \_\_\_\_\_

Honorably Discharged? \_\_\_\_\_

**Educational History**

Graduated High School/Earned GED? (Circle one)

**Educational Institutions**

Name of School \_\_\_\_\_

Location \_\_\_\_\_

Number of years completed \_\_\_\_\_

Major Subject \_\_\_\_\_

Minor Subject \_\_\_\_\_

Did you graduate? \_\_\_\_\_

Degree \_\_\_\_\_

**Employment History**

Employment Experience



Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State (enter NA if a non U.S. address) \_\_\_\_\_

Phone \_\_\_\_\_

Begin Date \_\_\_\_\_

End Date (leave blank if still employed) \_\_\_\_\_

Position Title \_\_\_\_\_

Description of Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Full Time / Part Time (circle one)

Final Salary \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_

Supervisor Email Address \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

**References**

Professional References

Please provide professional reference who can speak to your work history

Name of Reference \_\_\_\_\_

Phone Number \_\_\_\_\_



How do you know this reference? \_\_\_\_\_

Reference Request Email \_\_\_\_\_

**SURS Annuitant Information:**

SURS Annuitant Information pursuant to PA-97-698

Do you receive or are you entitled to receive an annuity from SURS? \_\_\_\_\_

Are you now or have you ever been employed by a SURS-covered employer? \_\_\_\_\_

If Yes, identify the employer(s) and the dates of each period of employment below

SURS Employer 1 \_\_\_\_\_

SURS Address 1 \_\_\_\_\_

SURS Dates of Employment 1 \_\_\_\_\_

SURS Employer 2 \_\_\_\_\_

SURS Address 2 \_\_\_\_\_

SURS Dates of Employment 2 \_\_\_\_\_

SURS Employer 3 \_\_\_\_\_

SURS Address 3 \_\_\_\_\_

SURS Dates of Employment 3 \_\_\_\_\_

**Applicant Documents**

Submit Applicant Documents with Application (resume, cover letter, unofficial transcripts if applicable, etc.)

Supplemental Questions

**ANNUAL CLERY SAFETY REPORT (ASR) NOTICE**

Joliet Junior College is committed to assisting members of the JJC community in providing for their own safety and security. The newly updated CLERY security compliance document is now available at the JJC Police Department website <http://jic.edu/about/operational/campus-police/Pages/crime-statistics.aspx> , along with other important safety information. If you would like to receive the ASR in booklet form, you may stop by the Campus Police Department located on Main Campus in G 1013 or call Campus Police at 815-280-2234. The website and booklet contain information regarding campus security and



personal safety such as crime prevention and reporting, police law enforcement authority, disciplinary procedures and other related security policies. They also contain information about crime statistics for the three previous years for all JJC campuses, property owned and controlled by JJC District 525 and on public property immediately adjacent to JJC campuses. This information is required by law and is made available by the Joliet Junior College Police Department.

### **Certification**

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that Joliet Junior College may verify the information I have furnished.

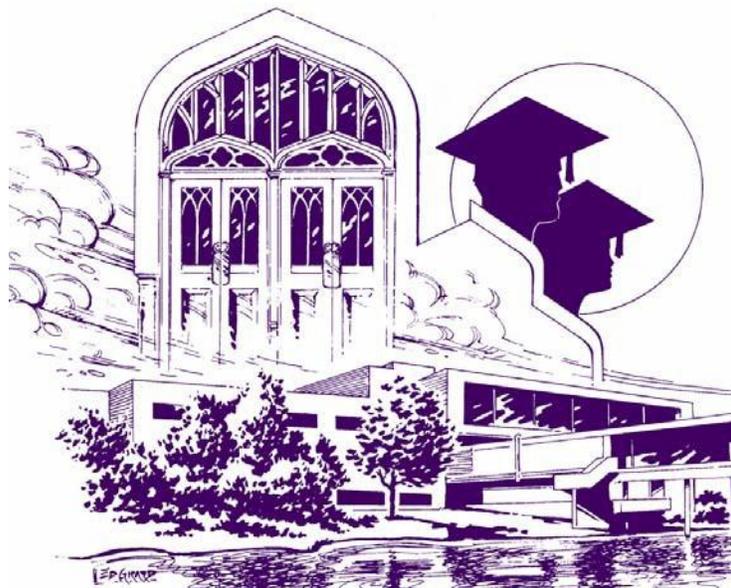
\*If your application has been reactivated, you must again Certify and Submit to have officially applied to the Posting.\* I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment at Joliet Junior College.

I authorize Joliet Junior College to make inquiries regarding my education, work experience, references, and criminal history. I understand that any job offer or subsequent employment may be conditioned on the College's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions.

By submitting this application, I agree to these conditions.

I certify that I have read and agree with these statements.

Please sign to verify your identity. \_\_\_\_\_



**JOLIET**  
Junior *College*

**Full-Time  
Employee  
Handbook**

Produced by  
Human Resources  
Department  
(update in progress)



## RICH IN QUALITY

## JOLIET JUNIOR COLLEGE'S CORE VALUES

America's Oldest Public Community College

Established in 1901

The Joliet Junior College community fosters a caring and friendly environment that embraces diversity and encourages personal growth by promoting the following core values.

### Respect:

**The Joliet Junior College community advocates respect for every individual by the demonstration of courtesy and civility in every endeavor.**

Joliet Junior College celebrates the diversity of our communities and pledges to promote and recognize the strengths as reflected in the employees and students. The belief that no one is more important than another is a routine work practice.

### Integrity:

**Integrity is an integral component of the common bond among Joliet Junior College community members.**

Joliet Junior College believes that all staff should demonstrate a professional persona that is responsible, accountable, and ethical. These attributes will manifest themselves in each professional behavior and job duty. From these behaviors, the college community models open, honest, and appropriate communication.

### Collaboration:

**Joliet Junior College is dedicated to the formation and enrichment of collaborative relationships as part of the scholarly process.**

Joliet Junior College encourages the formation of collaborate partnerships within and with other learning communities. As a community of learners, Joliet Junior College supports the personal and professional growth of all who are jointly committed to the advancement of scholarly endeavors. In turn, the academic process at the college can only strengthen.

### Humor & Well-being:

**The staff at Joliet Junior College recognizes humor as a means for collegial well-being and self-rejuvenation.**

Joliet Junior College endorses a healthy environment where creativity, humor, and enjoyment of work are encouraged. The Joliet Junior College community creates a positively balanced organizational culture by taking work seriously and celebrating successes.

### Innovation:

**Encouraging the pursuit of excellence and innovation drives Joliet Junior College through the twenty-first century.**

Joliet Junior College values, respects, and rewards both creative risk-taking and the enthusiastic pursuit of new ideas with foresight. In turn, the Joliet Junior College community must constantly strive to better understand and anticipate the future that it may participate creatively in its design.

### Quality:

**Joliet Junior College is dedicated to the quality of its educational programs and services.**

The college continually appraises and subsequently improves its programs and services. Joliet Junior College distinguishes and promotes educational excellence among the college practitioners. The college is also committed to providing quality programs that are both accessible and affordable to the Community College District 525.

## TABLE OF CONTENTS

### SECTION 1: WELCOME TO JJC

Mission Statement.....	1
Vision Statement.....	1
Philosophy Statement.....	1
History of JJC.....	4
Handbook Disclaimer.....	8

### SECTION 2: EMPLOYMENT INFORMATION

Fair Employment Practices.....	9
Cultural Diversity.....	9
Americans with Disabilities Act.....	10
Guide to Success on the Job.....	10
Job Responsibilities.....	11
Dress and Professional Appearance.....	12
Employment of Relatives.....	13
Employee Relations.....	13
Personnel Files.....	14
Employment Records.....	14
Acceptance of Gifts.....	14
Use of College Telephones.....	15
Solutions Procedure.....	15
Termination Procedures.....	16
COBRA.....	17

### SECTION 3: WAGE AND HOUR INFORMATION

Classification of Employment.....	18
Working Hours.....	18
Payroll Information.....	19
How to Read Your Pay Stub.....	21

**TABLE OF CONTENTS (CONTINUED)**

**SECTION 4: EMPLOYEE BENEFITS**

Holidays..... 22  
 Vacation Leave..... 22  
 Tuition Waiver..... 23  
 Fitness Center Waiver..... 23  
 Service Awards..... 23  
 Employee Assistance Program (EAP)..... 24  
 Taking Classes During Working Hours..... 24  
 Summer Flexible Hours Schedule ..... 24

**SECTION 5: CONDUCT IN THE WORKPLACE**

Sexual Harassment Policy..... 26  
 Drug-Free Workplace Policy ..... 27  
 Smoke-Free Campus Policy..... 29  
 Responsible Use of Technology ..... 29  
 Discipline and Dismissal..... 31

**SECTION 6: LEAVES OF ABSENCE**

Sick Leave..... 34  
 Personal Leave..... 35  
 Bereavement Leave ..... 36  
 Immediate Family (Bereavement Purposes) ..... 36  
 Family and Medical Leave..... 37  
 Military Leave..... 38  
 Disability Provisions..... 38  
 Workers’ Compensation Act ..... 38  
 Jury Duty ..... 39

**TABLE OF CONTENTS (CONTINUED)**

**SECTION 7: SAFETY**

Campus Safety .....41  
Severe Weather/College Closing.....42

**SECTION 8: CAMPUS SERVICES**

Bookstore .....45  
Check Cashing .....45  
Food Service .....45  
Library/LRC .....45  
Campus Events .....45  
Early Childhood Center.....45  
Mailroom Services.....45

**SECTION 9: MISCELLANEOUS**

Parking Facilities .....46  
Children On Campus.....47

## **SECTION 1: WELCOME TO JJC**

### **JOLIET JUNIOR COLLEGE MISSION STATEMENT**

Joliet Junior College is committed to providing a quality education that is affordable and accessible to the diverse student population it serves. Through a rich variety of educational programs and support services, JJC prepares its students for success in higher education and employment. As part of this College's commitment to lifelong learning and services to its community, it also provides a broad spectrum of transitional, extension, adult, continuing and work force education.

### **VISION STATEMENT**

Joliet Junior College will continue to be a leader and innovator in the provision of educational and training endeavors. Through the twenty-first century, the College will remain a major catalyst to the economic growth of the community.

### **PHILOSOPHY STATEMENT**

Joliet Junior College believes that education provides for a better quality of life.

- The College will offer its students learning opportunities to improve their quality of life and that of District 525.
- Each student is unique with the potential to acquire knowledge and skills. The College will provide students with a variety of learning

opportunities and academic and student support services needed to achieve success.

- The College will continuously assess and evaluate its educational programs and services for continuous improvement.
- Highly defined technical skills are necessary to prepare students for the jobs of today and tomorrow. The College will be a leader in technology-based learning, actively supportive of the development of information technology skills throughout its teaching and service endeavors.
- The College will strive to establish partnerships with its community to provide high quality training and work force development as part of its educational experience.
- The College will be accountable to the citizens of Illinois Community College District 525 in the provisions of educational programs and services. The College will seek to identify and respond to the needs of the District. Available resources will be utilized in an effective and responsible manner.



Accordingly, Joliet Junior College will provide effective learning opportunities:

- to pursue a baccalaureate degree,
- to develop and improve knowledge and skills for the workplace,
- to develop and expand learning and skills development opportunities for personal growth and lifelong learning, and
- to broaden life experience through the use of College cultural, physical and other resources to meet the varied needs of students as individuals or as members of recognized organizations.

## HISTORY OF JOLIET JUNIOR COLLEGE

Joliet Junior College is America's oldest, continuously run public junior college. Begun in 1901 as an experimental post-graduate high school program, it was the "brain child" of J. Stanley Brown, Superintendent of Joliet Township High School, and William Rainey Harper, President of the University of Chicago. The college's initial enrollment was six students. Today, JJC serves more than 13,000 students in credit classes and approximately 18,000 students in non-credit courses.

Brown and Harper's innovation created a junior college that would academically parallel the first two years of a four-year college or university. It was designed to accommodate those students who desired to remain within the community and still pursue a college education.

Within a few years, the concept of the community college had grown to include students outside the existing high school district. By December, 1902, the Board of Trustees officially sanctioned the program and made postgraduate high school courses available tuition free.

In 1916, the Board of Trustees officially named the post-high school program Joliet Junior College. The following year, the North Central Association of Colleges and Schools accredited the college, and the State Examining Board approved selected courses for teacher certification. Enrollment at the time numbered 82 students.

In the years that followed, JJC responded positively and creatively to the pressures of a world war, depression and rapid social change. The college met the challenge of a growing technological society in the 1920's and

1930's by expanding the curriculum to include programs in business and industrial training.

The return of veterans in the 1940's and 1950's prompted further curriculum development in the area of two-year occupational programs. Both the transfer and occupational divisions of the college grew at a steady pace. In 1965, the Illinois Legislature enacted the Illinois Junior College Act, creating specific districts served by various community colleges. In particular, JJC was to serve the people in parts of seven counties in northern Illinois.

By 1967, college enrollment approached 4,000 students. In February of that year, the cities of 12 high school districts in portions of Will, Grundy, Kendall, LaSalle and Kankakee counties voted to establish Illinois Community College District 525, an area to be served by JJC.

For two years, the college rented facilities at Joliet Township High School. In February, 1968, the Board of Trustees selected 368 acres on the west side of Joliet for a new campus. In April, 1969, the Board voted to build interim facilities consisting of 17 temporary buildings on the new site. The college began offering classes at its new location in September 1969, serving 4,130 day and evening students.

Contracts for the construction of a permanent campus were awarded in September, 1970. The \$50 million Main Campus was fully operational in the fall of 1974. During 1973 and 1974, both the area and the population of the district expanded with the addition of Peotone, Dwight, Odell, and the area of Lemont that is in Cook County.

To better serve people throughout the district, JJC offers classes at three campuses and more than 20 off-campus sites. Off-campus instructional sites have been established at many high schools in the college district, as

well as civic centers, churches, libraries, and businesses. Most classes at these locations are held in the evening.

In the fall of 1980, the college opened an instructional site at the Louis Joliet Renaissance Center. That facility today is the college's City Center Campus. The facility provides "hands-on" experience for JJC Culinary Arts and Hotel-Restaurant Management students who run the Renaissance Center restaurant and banquet facility. The City Center Campus also houses the Division of Adult & Family Services and the Institute of Economic Technology (IET). The IET is the headquarters for work force preparation, employee training, business development, and technology deployment for JJC's district.

In January, 1993, JJC opened its North Campus in Romeoville, marking the beginning of a new chapter in the history of America's oldest public community college. The 35,000-square-foot North Campus includes 18 general classrooms, science and computer skills labs, child-sitting, and an office for student services, faculty and administrative support.

The Main Campus expanded in 1996 with the opening of the Arthur & Vera C. Smith Business and Technology Center. The 90,000-square-foot-facility houses several state-of-the-art microcomputer labs, the Business Education and Computer Information and Office Systems departments; and the Electronic Engineering Technology and Computer Aided Drafting programs. The facility is also home to many of JJC's Institute of Economic Technology work force services that assist business and industry in adapting modern technologies directly into the workplace.

With the new millennium, came the Veterinary Technology building which officially opened in 2000. The Veterinary Technology Program, one of only two such programs in Illinois, was initiated in 1999. State-of-the-art classrooms, labs and temporary housing for farm and domestic animals are

all a part of the Vet Tech Building. Also housed here is the Business and Industry Training Center.

The John H. Weitendorf, Sr. Agriculture Education Center is a multi• purpose event and education facility located on 40 acres donated in October, 1998, to Joliet Junior College by the Weitendorf family. The Center, located on Laraway road and across from the recently completed Chicagoland Speedway, will be home to a variety of classroom and laboratory activities for the Agricultural, Horticultural, and Veterinary Medical Technology programs. The Center will also provide space for various educational and social program opportunities for other JJC departments, community groups, and business organizations.

Today the 1,442 square-mile district serves a population of more than 400,000 in the seven counties of Will, Grundy, Kendall, LaSalle, Kankakee, Livingston and Cook.

## HANDBOOK DISCLAIMER

This handbook is a summary of the principal features and a brief description of Joliet Junior College's employee programs and procedures. In the event of any conflict between the provisions of this handbook and those contained in any applicable collective bargaining agreement, the collective bargaining agreement will govern in all cases with respect to employees covered by the agreement.

Employment with Joliet Junior College is at will, and nothing in this manual is intended or should be construed as altering this employment at will relationship.

This handbook is designed as a guide to College benefits, policies and services concerning all employees to enhance and govern your employment at JJC. Specifics are contained in the appropriate master plans and policies.

The College reserves the right to make changes in any policy and procedure. Such changes take precedence over handbook statements. While reasonable effort is made to publicize such changes, it is the responsibility of the employee to verify the current policy or procedure.

This handbook shall not be considered as an offer for employment or construed as an obligation on the part of the College to continue employment. This handbook is for informational purposes only and does not constitute a contract. It is designed solely as a source of information for employees and as a guide for supervisors and managers. For complete information regarding any of our benefit programs, please contact the Human Resources Center.

## SECTION 2: EMPLOYMENT INFORMATION

### EQUAL EMPLOYMENT OPPORTUNITY

Please refer to Board Policy 8.4.2: Joliet Junior College is committed to a policy of nondiscrimination on the basis of sexual orientation, race, color, religion, gender, marital status, national origin or ancestry, age, physical or mental handicap/disability unrelated to ability, or unfavorable discharge from military service in the admission, employment, educational programs and activities it operates. Inquiries and concerns should be addressed to the Director, Human Resources.

- *Affirmative Action* refers to efforts made to expand employment opportunity for women and minorities

### CULTURAL DIVERSITY

The Mission of the Diversity Committee is to provide advice and direction to the College regarding the creation and maintenance of an inclusive educational environment to ensure that the instructional, academic and support services of Joliet Junior College meet the changing needs of the diverse population of students and staff we seek to serve.

In keeping with the mission of the College, the Purpose and Goals of Joliet Junior College's Diversity Committee are:

- to provide an open forum for the discussion and presentation of cultural issues that affects the teaching-learning requirements for students.
- to address proactively issues of how to better understand and work with students and College employees from diverse cultural backgrounds.

- to create a safe environment and support system for the discussion of situations which may create culturally based conflict between students, faculty and staff.
- to assist individuals in better understanding themselves in relating to the changing world.
- To enhance the recruitment, retention, and academic success of students from diverse backgrounds.
- to serve as a liaison between the College and the diverse community found in Community College District 525.
- to promote intercultural competence among students and the College community.

## **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such a disability, be excluded from participation in, or be denied the benefits of the services, programs or activities of Joliet Junior College or be subjected to discrimination by Joliet Junior College. Nor shall any qualified individual, in regard to job application procedures, the hiring, advance or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment and/or student services be denied any service, program, or activity of JJC. Inquiries and concerns should be addressed to the Manager, Employee Relations.

## **GUIDE TO SUCCESS ON THE JOB**

1. Adjust to imperfections in the job.
2. Deal constructively with work-related problems.
3. Establish a sound working relationship with your supervisor.
4. Receive and accept managerial evaluation and constructive criticism in a non-defensive manner.
5. Resolve, or at least manage, conflicts with co-workers.

6. Establish personal and professional credibility through knowledge, character and integrity.
7. Demonstrate a service attitude in interactions with our students and other employees.
8. Remember, you are responsible for your happiness – you control it through your attitude.
9. You are in control of your ability to succeed on the job.

## **JOB RESPONSIBILITIES**

In addition to the duties listed on your job description, there are certain responsibilities that apply to all staff members. The list is provided to aid you in understanding what is expected from our staff members.

It is your responsibility...

...to spend the work day effectively – by following supervisory directions, performing the proper tasks and demonstrating an awareness of priorities;

...to spend the work day efficiently – by performing each task safely and well;

...to follow campus, College and departmental policies and procedures;

...to be at work when you are scheduled for work (that is, to attend work regularly, arrive promptly, do not abuse sick leave, lunch periods or breaks and do not leave early);

...to notify your supervisor as soon as possible when you are not able to come to work (due to illness) or when you will be late;

...to be aware that vacations and time off work must be scheduled in accordance with unit needs and to request vacation time in advance;

...to work when you are supposed to be working (for example, not attending to personal matters during your work hours);

...to cooperate with reasonable work requests from your co-workers; and

...to perform job duties consistent with your classification as requested by your supervisor, even if not on your job description.

## **DRESS AND PROFESSIONAL APPEARANCE**

Your personal appearance can be an asset to you and contributes to the impression you make on our students and others. To ensure we all make the same good impression, the following guidelines and grooming standards are presented to JJC employees:

General Attire: Professional business attire or casual business attire is acceptable for all employees. Extremes in dress and personal appearance are not appropriate.

Uniforms: You may hold a certain job position that provides a special service to the College. In order to identify your position and recognize your service, you may be required to wear a standard uniform. It is your responsibility to keep the uniform clean and in good repair.

Appearance: Your personal appearance speaks volumes about you and reflects on the College. It is expected that all employees maintain good personal hygiene.

Dress guidelines take into consideration that clothing choices are influenced by individual taste, position responsibilities and the surroundings in which assignments take place. Regardless of the job setting, all clothing should be neat and clean, free of holes, patches and of proper size, fit and length.

## EMPLOYMENT OF RELATIVES

A candidate may not be hired for any position which is under the direct supervision of an immediate family member unless specifically approved by the President.

For the purposes of this Procedure\*, “an immediate family member” means:

Spouse, child, step-child, parent, brother, sister,  
grandparent, grandchild, parent-in-law, sister-in-law,  
brother-in-law or legal guardian.

For the purposes of this Procedure, “supervision” means the responsibility:

1. to assign, authorize or schedule work to be done; and/or
2. to verify actual time worked; and/or
3. to evaluate performance; and/or
4. to recommend hiring, firing or discipline.

\*This Procedure is subject to applicable Federal and/or State Statutes.

## EMPLOYEE RELATIONS

The successful integration and profitable growth of the College depends on the development and effective deployment of a full range of employee’s abilities and on strong mutual commitment between the College and its employees.

It is the goal of the Human Resource staff to provide for JJC’s employees conditions of employment which will:

1. Assist all employees to acquire the skills and experience to carry out their responsibilities;

2. Recognize each individual's merit through compensation programs, skills development, and opportunities commensurate with each employee's ability and performance;
3. Recognize and value the diversity of employees and ensure freedom from bias and discrimination;
4. Provide a work environment that encourages self-motivation, honest, trust and high legal and ethical standards;
5. Provide employees with the relevant information needed to conduct the College's business and connect employees with the achievement of the College's goals and objectives; and
6. Afford all employees and effective process for communicating their views.

## **PERSONNEL FILES**

An employee has the right to examine his or her personnel file by appointment. A member of the Human Resource staff will be present during such examination. Nothing will be removed from the file without the permission of the Director, Human Resources. Any copies of documents in an employee's file must be requested through the Freedom of Information Act procedure.

## **EMPLOYMENT RECORDS**

To comply with the law, employment records must be kept up to date. If there is a change in mailing address, telephone number, marital or dependent status, etc., information must be submitted to the Human Resources Center by completing a Change of Information form. An employee's record of address, on file with the Human Resources Center, is the official address.

## **ACCEPTANCE OF GIFTS**

The solicitation or acceptance of gifts is prohibited by an employee of Joliet Junior College. (Please refer to Board policy 2.31)

## USE OF COLLEGE TELEPHONES

Please refer to Board Policy 9.2: College telephones are to be used only for conducting college business. They shall not be used by employees or students for personal reasons.

## USE OF PERSONAL CELL PHONES

Use of personal cell phones during working hours should be kept to a minimum and reserved for emergency usage. The phone should be turned off while at work.

## E-MAIL AND INTERNET FOR PERSONAL USE

Please refer to Procedure No. 2.2.4: personal e-mail and internet usage should be limited to 10/15 minutes per day.

## SOLUTIONS PROCEDURE

Should you have any concerns or experience problems with your job, you should bring those concerns or problems to the attention of people who may be able to help. The following steps outline a means you may use in addressing any concerns or problems you may have:

FIRST: See your supervisor. Feel free to talk with your supervisor in an open and frank manner. Your supervisor will make every effort to help resolve any problem related to your work.

SECOND: If your problem remains unresolved after seeing your supervisor, then ask to meet with the Manager, Employee Relations, in the Human Resource Center. This Manager will gather all the facts and endeavor to help resolve your problem. If you still feel that you have not reached a

solution, you may make an appointment with your appropriate Vice President.

THIRD: The Vice President will discuss the situation with you, and if necessary, gather all others involved to carefully review the facts and circumstances concerning your problem.

The above problem solving procedure is meant to be an informal method by which all employees can feel free to discuss work related problems. It is not intended to be a progressive disciplinary system. If you are a union member, it is also not intended to supplant any step-grievance process to which you are entitled under the provisions of your union contract. However, both union and non-union employees are encouraged to use the problem solving procedure to bring concerns or problems to the attention of the administration that may be able to help. Please refer to the appropriate union contract for grievance procedures.

## TERMINATION PROCEDURES

An employee resigning from the College must submit a notice in writing to the immediate supervisor, with a copy to the Director of Human Resources, at least two (2) weeks before the effective date. Failure to submit a written notice will be so noted in the employee's personnel file.

Absence without a leave authorized by the immediate supervisor, or failure to report for work or failure to return from an approved leave without notifying the supervisor for a period of three (3) consecutive working days will be considered a resignation without notice. Such resignation will result in immediate termination, and will render the employee ineligible for rehire by the College.

The Human Resources Center will inform the COBRA Manager to extend health benefits to full-time employees.

All property of the College must be returned and secured, as well as all outstanding debts owed the College must be paid - auto bills, overdue book fees, etc. - before a final paycheck will be issued.

**NOTE TO ADMINISTRATORS, SUPPORT AND CLERICAL STAFF:**

**Since your annual fringe time is allocated to you at the beginning of the fiscal year, the days will be prorated to the number of actual days worked in the current fiscal year. If you should terminate for any reason before the end of the fiscal year, and have overused your prorated time, you will be required to repay the College for the overused days (vacation, sick, personal).**

**COBRA  
(CONSOLIDATE OMNIBUS BUDGE RECONCILIATION ACT)**

If you or a covered dependent become ineligible for medical insurance coverage, you may continue to purchase coverage according to the following guidelines:

You must notify the Supervisor, Benefits and Compensation in the Human Resources Center within 60 days if any of the following events occur:

- ‰ if you become divorced or legally separated; or
- ‰ if your child or spouse no longer qualifies as a dependent under the terms of your plan; or
- ‰ if you become ineligible for coverage due to termination or reduction in hours.

Any individual who elects continuation of coverage must pay for the full cost of the coverage and any administration fees. Continuation coverage is identical to the coverage provided to active employees and their family members. If coverage for similar classes of employees is modified, the continuation coverage will be modified in the same manner.

Depending on the qualifying event, coverage may be continued on a monthly basis not to exceed either 18 or 36 months. Please check with the Benefits Supervisor in the Human Resource Center for specific time limits for the qualifying event pertaining to your situation and other information regarding COBRA benefits.

## SECTION 3: WAGE AND HOUR INFORMATION

### CLASSIFICATION OF EMPLOYMENT

According to the Fair Labor Standards Act, the following employment classifications are used throughout this handbook for purposes of salary administration and eligibility for various employee benefits:

**Exempt Employee:** an employee who is exempt from the overtime provisions of the Fair Labor Standards Act of 1939, 29 USC, and paragraph 201 et seq., as amended.

**Non-Exempt Employee:** an employee whose work is subject to the overtime provisions of the FLSA of 1939. Overtime for non-exempt employees is paid at the rate of one and one-half times the employee's normal hourly rate. Specific unions may dictate other overtime rates.

**Regular Full-Time Employee:** An employee who works on a full-time basis, normally defined as a 40-hour work week for an undefined or defined period of time.

**Regular Part-Time Employee:** An employee who works less than 40 hours per week for an undefined period of time.

**Temporary Employee:** An employee who is hired either on a full-time or part-time basis to work for a definite, specified period of time. Such employees are usually employed for less than six months.

### WORKING HOURS

Normal office hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. However, some offices work different schedules based on the department and student needs. Breaks are determined by union contracts or your supervisor. Non-teaching staff are granted a one-half hour, unpaid lunch period during the academic year. Faculty hours are determined by their class schedule and their office hours.

Beginning the first week after graduation and ending the week the faculty return in August, Summer Flex Hours may be scheduled in offices according to business needs. Specific information regarding Summer Flex Hours is provided by the Director, Human Resources.

### ABSENCES

When you are going to be absent for any reason, you must notify your supervisor as soon as possible by speaking to her/him personally. Voice mail will allow you to call the campus at any time, day or evening and leave a message for your supervisor. However, a follow-up call must be made to speak directly to your supervisor.

Your job is important and we must make arrangements to handle your work load or teaching load so we can continue to serve our students and staff. Therefore, it is important to contact your supervisor personally. Upon return to work, full-time employees are required to complete a "Request for Absence" form available in the Human Resource Center.

## **PAYROLL INFORMATION**

### Pay Days

Checks will be distributed to the employees on a bi-weekly basis. If payday falls on a day when the College is officially scheduled to be closed, the payday shall be the preceding workday. Direct deposit information is available in the Payroll Department.

### **SURS (State Universities Retirement System)**

All persons who are employed at the College are required to participate in the State Universities Retirement System (SURS). Currently, an 8% tax-sheltered deduction is taken from the employee's gross salary. Effective January, 1999, an additional post tax deduction of 0.5% will be made towards

the retiree health insurance plan. Only intermittent, irregular scheduled employees or student workers are not required to participate.

### **Federal and State Withholding Tax**

Federal and state tax deductions are based on tax tables and the number of exemptions claimed by an employee on the W-4 forms. Should exemption status change, another W-4 form should be submitted to the Payroll Department. Employees must keep address information current by submitting an Address Change Notice to the Human Resources Center.

### **Credit Union & Tax Sheltered Annuities**

Employees may join the Prairie Trail Credit Union. Also, although the College does not endorse any one tax sheltered annuity program (TSA), an employee may elect to have a portion of his/her salary tax sheltered through a TSA of his/her choice.

### **Optional Deductions**

Optional deductions include United Way, US Savings Bonds, Employee Scholarship Funds, and others. Please contact the Payroll Department for further information regarding deductions.

### **Garnishments of Wages**

Garnishment of wages will be recognized by the Payroll Department, in accordance with the laws governing this procedure.

# HOW TO READ YOUR PAY STUB

Exhibit C

JOLIET JUNIOR COLLEGE DISTRICT 525  
 PAYROLL CHECK  
 NO. 000000  
 DATE: AMOUNT  
 000000 \$000.00  
 Employee Name: JOLIET JUNIOR COLLEGE DISTRICT 525  
 Address: JOLIET IL 60431

JOLIET JUNIOR COLLEGE DISTRICT 525 JOLIET IL 60431

PAYMENT DESCRIPTION		HOURLY RATE	HOURLY FACTOR	NO. OF HOURS	CROSS AMOUNT
15 - cert: t.I.S 20 - Ovt: irr- U: !.0		00.00			00000
EP - Exm: P. ly		000000			00000
T XUFICA		0000	00000		00000
f: C Medkue		0000	00000		00000
fe- Jelil J: tome Tn		00000	0000.e0		0000
Ult: !.00 St3tc Tax		0000	00000		0000
				<b>TOTAL GROSS</b>	0000.00
				<b>TOTAL DEDUCTIONS</b>	00.00
				<b>NET PAY</b>	0000.00

SICK	VAC	PLR
BAL	000	000

NUM8Et	F(R) CROSS	CYst caOSS	Q!EOC OATt	GROSS	Dt.l>UCHIONS
0999999	\$00,00000	500,00000	0110112001	50,000.00	50,00000

Income	Income	Income
000000	000000	000000

## SECTION 4: EMPLOYEE BENEFITS

### HOLIDAYS

Regular full-time employees will be entitled to the following paid holidays falling on their regularly scheduled workday (per fiscal year):

Independence Day	Day after Christmas
Labor Day	New Year's Eve Day
Veteran's Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Day after Thanksgiving	Lincoln's Birthday
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day

A holiday falling on a Saturday will normally be observed on Friday; should it fall on a Sunday, it will normally be observed on Monday. The Board reserves the right to alter this procedure for specific situations.

Eligible employees who request absence(s) the day before and/or the day(s) after the legal holiday must obtain prior approval from their supervisor by completing a Request For Absence form. Failure to provide such evidence will result in loss of pay for both the holiday and the day of absence.

A paid holiday occurring during an employee's scheduled vacation or authorized sick leave will not be charged to accrued leave.

### VACATION LEAVE

Actual earned vacation is based upon negotiated contracts and/or Board Policies. Vacation is awarded per fiscal year.

Employees are encouraged to use their earned vacation leave. Vacation requests are to be submitted to your supervisor as soon as you are aware of the dates; requests are to be submitted on the Request for Absence forms available in the Human Resource Center.

Employees absent the working day(s) before or following a scheduled vacation period will be required to submit a Request For Absence form upon their return to work. Failure to provide a supervisor an approved Request For Absence form will result in loss of pay for the day(s) of absence.

**\*Upon termination of employment, unused earned vacation time will be paid. Vacation leave will be prorated to the last day worked. If an employee used more time than he/she earned, he/she will be required to pay back the monies owed the College, which will be deducted from the last paycheck.**

### **TUITION WAIVER**

All regular full time employees and their dependents/spouse are entitled to enroll in credit courses. A Tuition Waiver form (available in the Human Resources Center) must be completed by the employee prior to the beginning of the course/semester to process the formal registration. Employees are responsible for books and fees.

### **FITNESS CENTER**

The JJC Total Fitness Center is dedicated to providing health enhancement services. A Fitness Center Waiver is available to all full time employees and their dependents. A Fitness Center Waiver form must be completed at the time of enrollment. (Board Policy 2.5.4)

### **SERVICE AWARDS**

As a mark of recognition, an annual celebration is presented in the spring for employees who have been with JJC five years or more. These employees receive a service pin commemorating their years of service to the college. In addition, six awards in the name of original Core Values Dream Team member, Johanna Stworzyjanek, will be presented to outstanding individuals who absolutely and unequivocally represent each of the Core Values.



## EMPLOYEE ASSISTANCE PROGRAM (EAP)

JJC provides an avenue of confidential professional assistance to the employee and his/her immediate family members whose personal problems interfere with life on and off the job. The program is staffed and administered by PERSPECTIVES. All referrals, interviews and records concerning College employees who participate in the EAP are strictly confidential. Participation in EAP does not affect an employee's job status, job security or promotional opportunities. Employees can get confidential assistance 24 hours a day: 1-800-456-6327.

## GUIDELINE: EMPLOYEES TAKING CLASSES DURING WORKING HOURS

All full time employees may be permitted to enroll in and attend a JJC class during working hours when the class is considered to be essential to the job.

Only one (1) class per semester during normal working hours may be taken and must require prior approval from the immediate supervisor.

With the approval of the supervisor, an employee may combine the time allotted for lunch and breaks to participate in a personal interest class or the Fitness Center.

## SUMMER FLEXIBLE HOURS SCHEDULE

(Subject to annual review and approval by the President's Cabinet)

All offices are to remain operational five (5) days per week throughout the summer. **Full Time** Administrators, Support Staff and Clerical, with the approval of your supervisor and/or appropriate vice president, may elect one of the following options during the summer:

1. Four (4) days at ten (10) hours each.
2. Four (4) days at nine (9) hours each + ½ day vacation.
3. Four (4) days at eight (8) hours each + one (1) day vacation.

**Note: Use of Comp time is not an option**

It is suggested that the hours of work be scheduled between 7 a.m. and 7 p.m. You should exercise good judgment in getting the job done while being sensitive to maintaining good employee morale, as well as efficient services.



## SECTION 5: CONDUCT IN THE WORKPLACE

### SEXUAL HARASSMENT

#### Board Policy 2.2.2

It is the policy of JJC to maintain a work environment free of unlawful discrimination for all employees. Sexual harassment is unacceptable conduct which violates this policy.

Sexual harassment encompasses a wide range of unwanted, sexually directed behavior and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment, or an employee toward a student. Sexual harassment can apply to conduct

outside the workplace as well as on the work site. Employees who wish to register a complaint may do so through the Director, Human Resources or any Dean or Vice President.

## **DRUG-FREE WORKPLACE POLICY**

### **BOARD POLICY 2.2.1**

JJC is strongly committed to maintaining a safe and healthy working environment for all its employees with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug and alcohol use. The use of alcohol and/or drugs can undermine employee productivity, the quality of service and the College's image. For these reasons the College has implemented the following policy:

The use, possession, sale, distribution or manufacture of non-medically prescribed controlled substances or of alcohol by anyone while on college property is strictly prohibited. Further, employees are prohibited from being at work under the influence of drugs or alcohol. Violation of this policy by an employee while on College premises or on College business will result in disciplinary action up to and including termination.

Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to any violation of this policy. Any illegal substance found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

Employees are required to notify the Director, Human Resources or the Chief of Campus Police of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

## **SMOKE FREE CAMPUS POLICY**

It is the policy of the Board of Trustees that it shall conform with the Illinois Clean Indoor Act. Moreover, the Board of Trustees responds to the staff, faculty and students who desire a smoke-free environment. The establishment of this policy provides that smoking not be permitted in any building or vehicle owned, leased or rented by the Board of Trustees. In an effort to consider the needs and concerns of smokers, smoking is permitted in designated outside locations ONLY. Smokers are expected to utilize available receptacles for smoking related materials.

## **RESPONSIBLE USE OF TECHNOLOGY**

Every user is responsible for the integrity of these resources under his/her control. All users of college-owned or college-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls and comply with all pertinent licenses and contractual agreements. It is the policy of JJC that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. The user agrees to hold harmless the College, its employees and agents from any claim arising out of the user's breach of this policy.

Information technology provides important means of communication, both public and private. Users and system administrators must respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer) and image (graphics and television).

Joliet Junior College reserves the right to extend, limit, restrict or deny privileges and access to its information resources and monitor usage when violation(s) are suspect.

## **INFORMATION TECHNOLOGY GENERAL GUIDELINES**

1. Access to information resources may be granted by the college, at its discretion, based on and not limited to the following factors: Relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and the risk of damage to or loss by the College.
2. College facilities and accounts are to be used for the activities or purposes for which they are assigned. Computing resources are not to be used for commercial purposes without written authorization from the College. In these cases, the College will require payment of appropriate fees. This policy applies equally to all college-owned or college-leased equipment.
3. It is not acceptable to use JJC's information technology for any illegal or unlawful purposes, or in such a way as to interfere with or disrupt network users, services or equipment. Such interference includes but is not limited to distribution of unsolicited advertising, transmission of threatening, obscene or harassing materials, propagation of computer worms or viruses; or use of the network to make unauthorized entry to its computational, information, or communications devices or resources.
4. Access to information resources without proper authorization from the data owner, unauthorized use of JJC's facilities and intentional corruption or misuse of information resources are direct violations of

the College's standards for conduct and may bring civil or criminal charges.

## **DISCIPLINE AND DISMISSAL**

Due to an employee's failings, it may become necessary to institute disciplinary action. There are several degrees of severity of offenses which require different disciplinary measure. It is preferred that disciplinary action should be taken only after a conference between the supervisor and the employee, and with the advice and consent of the Director, Human Resources.

The usual disciplinary sequence would be:

1. Verbal warning, during a conference, followed by;
2. Written warning, presented to the employee at a second conference, with a copy to the employee's personnel file, followed by;
3. Three (3) day suspension without pay, followed by;
4. Dismissal

Suspension or dismissal may result at the first step in the disciplinary procedure for more serious offenses, as determined by the Director, Human Resources upon the recommendation of the supervisor.

Disciplinary action, including termination of employment, may result from any one of the following circumstances that prove to be detrimental to the operation of Joliet Junior College, including but not limited to:

1. Insubordination
2. Refusal to perform assigned tasks related to an employee's position
3. Unsatisfactory performance of duties or assigned tasks
4. Excessive tardiness and/or absence
5. Willful damage to College property and/or equipment
6. Abusive behavior to co-workers, superiors or subordinates
7. Immoral, indecent or disorderly conduct
8. Unauthorized release of confidential information
9. Falsification of a time sheet or any employee record
10. Theft or dishonesty
11. Intoxication on the job or possession or drinking of intoxicating beverages on College premises; arriving to work under the influence of alcohol or drugs
12. Possession and/or use of illegal drugs on College premises

Except when detrimental to the general welfare of the College, the supervisor must schedule a conference with the employee to discuss his/her failings prior to dismissal.

An employee may be dismissed by the appropriate Vice President upon recommendation of the employee's immediate supervisor. Such recommendation must be submitted in writing, substantiating the reason for such action.

Two (2) weeks notice of dismissal may be given. However, the Director, Human Resources reserves the right to terminate employment if the employee's continued presence interferes with the normal operation of a particular department.

Union contracts stipulate termination procedures for employees covered by their specific agreement.

Employees serving a probationary period may be terminated at any time during the probation.

## SECTION 6: LEAVES OF ABSENCE

### GENERAL BENEFITS

The College maintains a benefit program to help meet the needs of employees and their families. With our medical programs, disability benefits, retirement plan and life insurance, the College hopes to reduce financial worry for employees and their families in case of illness, accident, retirement or death.

### SICK/HEALTH LEAVE

All regular, full-time employees (working forty (40) hours a week) are entitled to sick leave.

Use of Sick Leave:

1. Sick leave can be taken only to the extent that is actually earned.
2. Sick leave must be reported on the employee's payroll report and a Request For Absence form must be submitted, with the appropriate supervisor's signature for approval.
3. A certificate from an employee's doctor may be requested to verify an illness or to ensure that the employee has recovered sufficiently to return to work (refer to Board Policy 2.4.3).
4. Sick leave can be used in case of personal illness, a medical emergency in the immediate family; and/or for appointments with doctors and dentists kept at a minimum during work hours.
5. The employee must call the supervisor or promptly on the first day of illness and every day thereafter unless hospitalized or

convalescing at home for the period of sickness or accident. All calls should be placed to the supervisor and made no later than one (1) hour after the start of the scheduled workday. If the call is not made within that period of time, it will be considered a "no call." Three consecutive days of "no call" will be considered a resignation without notice and treated accordingly. An employee convalescing at home for an illness or accident must report to the supervisor in person, or by telephone once a week during this convalescence.

6. The college reserves the right to have the employee see a physician of the College's choice in order to determine whether an individual may be entitled to extended benefits.

For additional information regarding sick leave (Board Policy 2.12) please refer all questions to the Director, of Human Resources.

Sick leave is granted according to the appropriate contract and/or Board Policy.

**Certification to Return to Work** It is the policy of JJC that whenever an employee returns to work following a period of illness of three (3) consecutive days or more, the Human Resources Center may request a written statement from a licensed physician indicating that the employee may return to assigned duties.

## **PERSONAL LEAVE**

Full-time employees eligible for personal leave must have the approval of their supervisor **in advance** of the personal leave time. Unused personal leave will be converted to unused sick leave.

## BEREAVEMENT LEAVE

Leave with pay will be granted in the event of the death of an immediate family member (see list below). Additional fringe days may be approved if necessary for travel. Union contracts list immediate family; the Human Resources Center can provide this information upon request. An approved Request For Absence form on all bereavement leave must be submitted to the Human Resources Center to provide said relationship.

### IMMEDIATE FAMILY (For purposes of bereavement)

Immediate family shall be interpreted to mean the following family members:

Spouse	Son-In-Law
Mother or Father	Sister-In-Law
Children	Brother-In-Law
Brother	Daughter-In-Law
Sister	Grandchildren
Half-Brother	Grandparents
Half-Sister	Spouse's Grandparents
Step-Parents	Immediate (blood) Aunts & Uncles
Mother-In-Law	Father-In-Law
Members of household	
Step-children	
Nieces	
Nephews	

## FAMILY AND MEDICAL LEAVE

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to a total of twelve (12) weeks of unpaid leave during any 12 month period when leave is taken for one or more of the following reasons:

- A. The birth of a child to the employee (within one (1) year of the birth of the child);
- B. The placement of a child with the employee for adoption or foster care;
- C. The care of a spouse, son, daughter, or parent if such spouse, son, daughter or parent is suffering from a serious health condition that makes the employee unable to perform the functions of his or her job;
- D. The employee has a serious health condition that makes him/her unable to perform the functions of his/her position.

The law was implemented to assist working parents, to promote the stability and economic security of families and to promote national interests in preserving family integrity.

Employees are eligible if:

- A. The employee has worked for JJC at least 12 months;
- B. The employee has worked at least 1,250 hours during the twelve month period preceding the leave; and
- C. The employee is employed at a work site where there are at least 50 employees within a 75 mile radius.

The FMLA also contains certain other requirements and obligations. For more information and the required medical certification forms, please consult the Director, Human Resources and Board Policy.

### **MILITARY LEAVE (BOARD POLICY 2.4.6)**

The College will grant military leave with pay for up to fifteen (15) calendar days per fiscal (or academic) year for annual training. Copies of the order must be filed in the Human Resources Center at least three weeks prior to the beginning of the leave. Leave beyond the fifteen (15) calendar days will be granted without pay.

### **DISABILITY PROVISIONS**

If you are contributing to the State Universities Retirement System (SURS), you may be eligible for disability benefits equal to 50% of your average monthly earnings. Please refer to the SURS booklet for further information regarding eligibility regulations. Additional percentage of disability benefits is available at an optional cost.

### **WORKERS' COMPENSATION ACT**

JJC operates under the provisions of the Workers' Compensation Act, which provides for medical expenses and partial salary compensation for accidental injury claims.

Employees who are injured during working hours at JJC must immediately report the accident to their supervisor and, if necessary, obtain assistance from Campus Police to determine the need for medical emergency treatment and/or ambulance service. It is important that an official report of the accident be completed and submitted to the Human Resources Center within 24 hours, even if the injury does not seem to warrant medical attention. Report of Accident Forms are available in your department or from the Human Resources Center.

Both MedWorks and Silver Cross Hospital are preferred providers of JJC. The use of other providers causes extreme delays in processing worker's compensation claims.

If complications ensue from the injury at a later time, coverage may be available. Questions concerning coverage and how it may affect the employee's salary and benefits should be referred to the Human Resources Center.

An injured employee must immediately secure a letter from a physician stating inability to perform normal duties in order to begin receiving Workers' Compensation benefits. Depending on the length of disability, further written statements will be requested. A doctor's signed release to work certification must be received before the employee can return to work.

## **JURY DUTY**

A regular full-time employee who is summoned and reports for jury duty or has been subpoenaed as a witness, may be granted special leave to fulfill such duty. The College pays the difference between monies paid to the juror and the employee's regular salary when required to serve as a juror or

witness during a working day on which he/she otherwise would have been scheduled to work. The employee shall present proof of such service to their supervisor and to the Payroll Department.

## SECTION 7: SAFETY

Emergencies, disasters, accidents and injuries can occur at any time and without warning. Being prepared physically and mentally to handle emergencies is an individual as well as an organizational responsibility.

The information in this handbook is intended for use by faculty, staff and students of Joliet Junior College. It has been designed to provide a quick reference in cases of emergency. All employees should become familiar with its contents.

In addition to this handbook, there are detailed evacuation plans and shelter diagrams in most rooms and open areas to give direction during emergencies.

The more prepared you are, the better you will be able to respond to an emergency situation. Direct any specific questions or comments about this material to the Environmental, Health and Safety Manager at ext. 2384.

### INJURY EMERGENCY

Regardless of the source or type of injury or emergency, careful attention to administrative procedures must be paid to ensure the handling of injuries.

After a Workplace Injury or Illness:

1. Seek medical treatment by either contacting Campus Police at ext. 2911 or for an ambulance, 911 for the Joliet Fire Department.
2. Notify your supervisor immediately if you are an employee.
3. Make sure a "Report of Accident" form is filed with your immediate supervisor as soon as possible.

You can also reach the Campus Police immediately using one of the Call Boxes located in and near the elevators and in the parking lots on the Main Campus.

To report suspicious activity, contact the JJC Campus Police at extension 2234, 2301, or 2911.

JJC Campus Police are responsible for law enforcement, security, and emergency response. Campus Police services include emergency medical staff, lost and found, and an emergency on-campus motorist assist unit which will help with minor car problems (flat tires, out of gas, keys locked in, etc.).

**Campus Police will accompany any employee to their car when leaving the buildings late at night, or at any time you feel the need for security.**

### **TORNADO/SEVERE WEATHER**

1. A tornado warning is issued when a tornado has been sighted in the area.
2. Once notified, remain calm and move to a designated Severe Weather Shelter Area or other place of safety. Lead your students/employees, following directions posted in the room for Tornado Evacuation. Stay indoors, away from windows and large unsupported ceilings. Account for everyone in your room.
3. If outside, take shelter inside the nearest building.
4. After the storm has passed, call Campus Police (ext. 2911) to report any injuries or damage to buildings. Also notify Physical Plant at ext. 2332.
5. If the building is severely damaged, evacuate the building as soon as the storm has passed.

### **COLLEGE CLOSING PROCEDURE DUE TO SEVERE WEATHER CONDITIONS (Board Procedure 9.12)**

The decision to close the College due to severe weather conditions or other situations which may pose a threat to the safety or welfare of the students or

staff rests with the President. Recommendations will be provided by the Vice President for Academic Affairs, the Vice President for Business Services and the Vice President for Student Services after reviewing the necessary input from the following offices:

Campus Police:

Information from the Law Enforcement Agency Data System as to the condition of roads and highway systems. Information is to be called into the Vice President for Business Services.

Physical Plant:

Information regarding accessibility of campus facilities, roads and sidewalks. Information from the U.S. Weather Services as to the prediction of conditions of the Joliet vicinity. Information is to be called into the Vice President for Business Services.

Community Relations Office:

Information regarding decisions of local school districts and colleges to close or stay open, if available. Information is to be relayed to the Vice President for Academic Affairs.

After reviewing the above input and recommendations from the Vice Presidents, the President will arrive at a decision in accordance with the following guidelines:

1. The decision to close the College for day classes is to be made prior to 5:30 a.m.
2. The decision to close the College for evening classes is to be made prior to 3:00 p.m.
3. Students will not be expected to report for class.
4. The decision to close will apply to the Main Campus and all satellites unless a specific exception is made by the President.
5. In the event of a College emergency closing, full-time employees are not expected to report for work and would receive full pay.
6. Physical Plant personnel and Campus Police personnel would be expected to report for work in accordance with emergency work schedules established by those offices.

7. Telephone trees and notification of radio stations would be initiated immediately the three Vice Presidents to notify the College community of the emergency situation.
8. An appropriate message would be placed on the switchboard in the event of the closing of the college.
9. This procedure is effective Monday through Saturday.

Telephone trees are established to communicate the decision to close the College.

If you find a need to be on campus or to come on campus when the College is officially closed, you must notify Campus Police.

## SECTION 8: CAMPUS SERVICES

### CAMPUS SERVICES

BOOKSTORE: In addition to books, the bookstore sells college items such as sweatshirts, T-shirts, hats, notebooks, computer disks; as well as candy and gum, and a variety of holiday and seasonal gifts.

CHECK CASHING: Personal checks up to any amount may be cashed as long as funds are available at the Service Center. Exceptions include if the employee has any outstanding bill(s) owed to the College. Expense checks or two party checks are not accepted.

FOOD SERVICE: Meals at reasonable prices, fast food and gourmet menus are available in the college cafeteria located on the lower level of J-Building. Cafeteria hours are posted for both the academic year and special summer hours. In addition, an outdoor patio area is available with restful views of the campus.

LEARNING RESOURCE CENTER: All services of the JJC Learning Resource Center are available to our employees. Additionally, any book and/or periodical may be secured through the Inter Library Loan System. For additional information, please contact the LRC (Library).

CAMPUS EVENTS: Employees can enjoy the active cultural life on campus! There are concerts, plays, musical events, lectures, athletic events, Staff Development activities, and Brown Bag Luncheon series.

EARLY CHILDHOOD CENTER: Childcare facilities are provided for 3 to 12 year old children at Main Campus, Room B-1001. Hourly fees are charged. Drop-in service is available when space permits. Enrollment may be completed at the Early Childhood Center or by phone.

MAILROOM SERVICES: Postal services including: purchasing stamps, drop-off of stamped mail, and mailing of small packages is available in the Mail Center located in J-Building, Room 1012A.

## SECTION 9: MISCELLANEOUS

### PARKING FACILITIES

All parking lots are open to parking by faculty, staff, students and visitors except as noted. Restricted parking areas are:

1. Handicap Parking: These are posted HANDICAP PARKING BY PERMIT ONLY. Permits for these lots are issued by Campus Police. Extra-wide parking stalls are provided to facilitate wheelchairs and crutches. Violators are subject to a \$150 fine.
2. Limited Parking: These areas are posted and available for anyone for quick “in and out” access into the buildings. Visitor parking is so designated with signage. Amount of time indicated on signs.
3. Loading Zones: These are provided for commercial deliveries, but are also available for anyone delivering or picking up equipment, etc., on a regular basis. Pickups and deliveries can be made by leaving the 4-way flasher in operation while inside the building. A maximum of 15 minutes is permitted in this area and the vehicle must not obstruct traffic.
4. College Vehicles: Areas are posted and should be used only for College-owned vehicles. Privately owned vehicles will be ticketed and/or towed from these areas at owner’s expense.
5. Fire Lanes: All drives, sidewalks and driving lanes in parking lots are considered fire lanes and no parking is allowed at any time. Cars will be towed from these areas at owners’ expense.
6. Faculty/Staff Parking Lots: These areas are posted and marked as Faculty/Staff parking areas. Parking is limited to those with a current parking permit displayed from rear view mirror.

## **CHILDREN ON CAMPUS**

Employees may occasionally, due to emergency situations, be required to bring children to campus for short periods. For safety reasons, all infants, toddlers and school-age children must be accompanied by an adult at all times when on campus.



***Faculty and Staff at JJC***

Category	Number		
	FY 2013	FY 2014	FY 2015
Full-time Faculty	221	221	221
Part-time Faculty	526	526	526
Full-time Administrators	35	36	36
Part-time Administrators	0	0	0
Full-time Professional	43	44	45
Part-time Professional	9	9	9
Full-time Support Staff	134	132	135
Part-time Support Staff	187	187	192
Full-time Clerical Staff	73	74	75
Part-time Clerical Staff	96	91	92
Full-time Plant*	81	81	81
Part-time Plant*	65	65	65
<b>Total</b>	<b>1,470</b>	<b>1,466</b>	<b>1,477</b>

\*Plant includes Food Service, Police, and Operations and Maintenance

As the faculty and staff table shows, Joliet Junior College employs nearly 1,500 full- and part-time employees. Part-time faculty represents 75% of total faculty and teaches 48% of credit courses. Seventy-seven percent of full-time faculty and 58% of full-time administrators held a master's degree or higher during the last fiscal reporting period. Twelve percent of full-time faculty and 16% of full-time administrators come from minority populations.

There are seven bargaining units at Joliet Junior College:

1. Full-time Faculty, represented by the American Federation of Teachers (AFT) Local 604. Contract remains in full force and effect through summer 2015.
2. Clerical, represented by AFT Local 604. Contract remains in full force and effect through June 30, 2015.
3. Food Service, represented by the National Conference of Firemen and Oilers, Local #7, affiliated with the Service Employees International Union (SEIU). Contract remains in full force and effect through June 30, 2015.
4. Campus Police, represented by the Illinois Fraternal Order of Police Labor Council. Contract remains in full force and effect through June 30, 2015.
5. Facility Services/Receiving Employees, represented by the National Conference of Firemen and Oilers, Local #7, affiliated with the Service Employees International Union (SEIU). Contract remains in full force and effect through June 30, 2015.
6. Adjunct Faculty, Joliet United Adjuncts Coalition (JUAC), represented by the Illinois Education Association/National Education Association (IEA-NEA). Contract remains in full force and effect through August 14, 2015.
7. Support and Technical Council, represented by AFT Local 604. Contract remains in full force and effect through June 30, 2016.



National Union Fire Insurance Company of Pittsburgh, Pa.<sup>®</sup>  
A capital stock company

## Not-For-Profit Risk Protector<sup>®</sup>

Management Liability, Professional Liability, Crime Coverage and  
Kidnap And Ransom/Extortion Coverage for Not-For-Profit Organizations

POLICY NUMBER: 01-975-92-07

REPLACEMENT OF POLICY NUMBER: 01-999-50-59

### NOTICES

[APPLICABLE TO ALL COVERAGE SECTIONS OTHER THAN THE CRIME COVERAGE SECTION AND  
KIDNAP AND RANSOM/EXTORTION COVERAGE SECTION]

COVERAGE WITHIN THIS POLICY IS GENERALLY LIMITED TO LOSS FROM CLAIMS FIRST MADE AGAINST INSUREDS DURING THE POLICY PERIOD AND REPORTED TO THE INSURER AS THE POLICY REQUIRES. DEFENSE COSTS REDUCE THE LIMITS OF LIABILITY (AND, THEREFORE, AMOUNTS AVAILABLE TO RESPOND TO SETTLEMENTS AND JUDGMENTS) AND ARE APPLIED AGAINST APPLICABLE RETENTIONS.

THE INSURER DOES NOT ASSUME ANY DUTY TO DEFEND UNLESS SUCH COVERAGE IS EXPRESSLY PROVIDED WITHIN A COVERAGE SECTION. WHERE THE INSURER HAS NO DUTY TO DEFEND, IT WILL ADVANCE DEFENSE COSTS, EXCESS OF THE APPLICABLE RETENTION, PURSUANT TO THE TERMS OF THIS POLICY PRIOR TO THE FINAL DISPOSITION OF A CLAIM. PLEASE REFER TO THE COVERAGE SECTIONS PURCHASED FOR DEFENSE RELATED DETAILS.

PLEASE READ THE POLICY CAREFULLY AND DISCUSS THE COVERAGE HEREUNDER WITH YOUR INSURANCE AGENT OR BROKER TO DETERMINE WHAT IS AND WHAT IS NOT COVERED.

### DECLARATIONS

ITEMS										
1	<table border="1"> <tr> <td>NAMED ORGANIZATION:</td> <td>(the "Named Organization")</td> <td>JOLIET JUNIOR COLLEGE DISTRICT 525</td> </tr> <tr> <td>MAILING ADDRESS:</td> <td colspan="2">1215 HOUBOLT RD JOLIET, IL 60431-8938</td> </tr> <tr> <td>STATE OF INCORPORATION/FORMATION:</td> <td colspan="2">Illinois</td> </tr> </table>	NAMED ORGANIZATION:	(the "Named Organization")	JOLIET JUNIOR COLLEGE DISTRICT 525	MAILING ADDRESS:	1215 HOUBOLT RD JOLIET, IL 60431-8938		STATE OF INCORPORATION/FORMATION:	Illinois	
NAMED ORGANIZATION:	(the "Named Organization")	JOLIET JUNIOR COLLEGE DISTRICT 525								
MAILING ADDRESS:	1215 HOUBOLT RD JOLIET, IL 60431-8938									
STATE OF INCORPORATION/FORMATION:	Illinois									
2	<table border="1"> <tr> <td>POLICY PERIOD:</td> <td>Inception Date: July 1, 2012</td> <td>Expiration Date: July 1, 2014</td> </tr> <tr> <td colspan="3">12:01 A.M. at the address stated in Item 1</td> </tr> </table>	POLICY PERIOD:	Inception Date: July 1, 2012	Expiration Date: July 1, 2014	12:01 A.M. at the address stated in Item 1					
POLICY PERIOD:	Inception Date: July 1, 2012	Expiration Date: July 1, 2014								
12:01 A.M. at the address stated in Item 1										

1217593

ITEMS (continued)

**COVERAGE SUMMARY**

Liability Coverage Section		Separate Limit of Liability	Shared Limit of Liability	Retention/Deductible*	Continuity Date	Premium
D&O	D&O and Not-For-Profit Organization	\$6,000,000	Inapplicable	Crisis Management Events: \$0 All Other Claims: \$25,000	07/01/2008	\$24,261
EPL	Employment Practices	\$6,000,000	Inapplicable	All Claims: \$25,000	07/01/2008	\$39,708
FLI	Fiduciary	Coverage Section Not Purchased	Coverage Section Not Purchased	All Claims: Coverage Section Not Purchased	Coverage Section Not Purchased	Coverage Section Not Purchased
CCP	Employed Lawyers	Coverage Section Not Purchased	Coverage Section Not Purchased	All Claims: Coverage Section Not Purchased	Coverage Section Not Purchased	Coverage Section Not Purchased
Crime	Crime	See Section 5:	None	See Section 5:	N/A	Coverage Section Not Purchased
KRE	Kidnap And Ransom/Extortion	See Section 6:	None	See Section 6:	N/A	Coverage Section Not Purchased

\*With respect to the D&O, EPL, FLI and CCP Coverage Sections only, no Retention amount is applicable to Non-Indemnifiable Loss.

N/A

\*No Retention is applicable to Voluntary Compliance Loss and HIPAA Penalties

**TOTAL PREMIUM**

\$63,969

Premium for Certified Acts of Terrorism Coverage under Terrorism Risk Insurance Act 2002: \$319 included in policy premium.  
Any coverage provided for losses caused by an act of terrorism as defined by TRIA (TRIA Losses) may be partially reimbursed by the United States under a formula established by TRIA as follows: 85% of TRIA Losses in excess of the insurer deductible mandated by TRIA, the deductible to be based on a percentage of the insurer's direct earned premiums for the year preceding the act of terrorism.

A copy of the TRIA disclosure sent with the original quote is attached hereto.

1217593

ITEMS (continued)

5 CRIME LIMITS OF LIABILITY AND DEDUCTIBLES		
Insuring Agreement	Per Occurrence Limit of Liability	Deductible
Insuring Agreement 1.A.: "Employee Theft" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Insuring Agreement 1.B.: "Forgery or Alteration" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Insuring Agreement 1.C.: "Inside the Premises - Theft of Money or Securities" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Insuring Agreement 1.D.: "Inside the Premises - Robbery or Safe Burglary of Other Property" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Insuring Agreement 1.E.: "Outside the Premises" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Insuring Agreement 1.F.: "Computer Fraud" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Insuring Agreement 1.G.: "Money Orders and Counterfeit Paper Currency" Loss	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>

If "Not Covered" is inserted above opposite any specific Insuring Agreement, such Insuring Agreement in the Crime Coverage Section and any other reference thereto in this policy is hereby deleted.

**CANCELLATION OF PRIOR CRIME INSURANCE:** By acceptance of the Crime Coverage Section of this Policy, you give us notice of cancellation for the prior policy Nos: *Not Applicable*. Such cancellation shall be effective at the time the Crime Coverage Section of this Policy becomes effective.

6 KRE LIMITS OF INSURANCE \ INSURED PERSON(S)		
Loss Component:	Each Loss Component Limit	Annual Aggregate Limit
A. Ransom Monies:	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
B. In- Transit/Delivery:	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
C. Expenses:	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
D. Consultant Expenses:	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
E. Judgments, Settlements and Defense Costs:	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
F. Death or Dismemberment:	<i>Coverage Section Not Purchased</i>	<i>Coverage Section Not Purchased</i>
Each Insured Event Limit:		<i>Coverage Section Not Purchased</i>
Coverage Section Aggregate:		<i>Coverage Section Not Purchased</i>
Deductible (Each Loss):		<i>Coverage Section Not Purchased</i>
Insured Person(s):	All Officers, Directors and Employees of the Organization	

7 OTHER LIMITS OF LIABILITY	
(a) POLICY AGGREGATE LIMIT OF LIABILITY (For all coverages combined other than the Crime and the KRE Coverage Sections:	<i>\$6,000,000</i>
(b) Crisis Management Fund For D&O:	<i>\$50,000</i>
(c) Voluntary Compliance Loss Sublimit of Liability for FLI:	<i>Coverage Section Not Purchased</i>
(d) HIPAA Penalties Sublimit of Liability for FLI:	<i>Coverage Section Not Purchased</i>

1217593

ITEMS (continued)

**8 NAME AND ADDRESS OF INSURER**

*National Union Fire Insurance Company of Pittsburgh, Pa.  
175 Water Street  
New York, NY 10038-4969*

This policy is issued only by the insurance company indicated in this Item 8.

PRODUCER: *ARTHUR J GALLAGHER RISK MNGMNT SERVICES INC.*

PRODUCER LICENSE NO.: *On File with Carrier*

ADDRESS: *101 S MAIN ST., STE 200  
P O BOX 140  
DECATUR, IL 62525*

1217593