

## CHAPTER 4 - PROFESSIONAL PERSONNEL

### POLICY 4.01 EMPLOYMENT

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Parkland College is committed to diversity, inclusiveness, excellence and professionalism. This commitment is central to Parkland's employment procedures for new or vacant positions as they arise within the College. The purpose of Policy 4.01 is to ensure consistency in hiring practices throughout the College and to provide specific instruction to all who are involved in the hiring process. The employment of professional employees at Parkland College is consistent with Federal, State and local laws and Parkland Collective Bargaining Agreements, and Parkland College Policies and Procedures.

Approved: September 19, 1984

Revised: June 7, 1989

Revised: February 22, 2012

#### A. Definitions:

1. Bargaining Unit: A group of individuals who negotiate matters involving employment issues. There are four (4) bargaining units at Parkland College:
  - Parkland Academic Employees' Organization (PAE) for full-time faculty,
  - Parkland College Part-Time Faculty Organization (PTFO),
  - Parkland College Public Safety Officers' Association (PSO), and
  - Parkland Professional Support Staff Association (PSS).
2. Collective Bargaining Agreement (Union Contract): a written document setting for the terms and conditions of employment, grievance procedures, and any other matters resulting from collective bargaining. In cases where policies conflict with language in a Collective Bargaining Agreement, whichever provides greater benefit to the employee supersedes the other.
3. Exempt: Positions that are exempt from the Fair Labor Standards Act (FLSA), and are thus not entitled to overtime or compensatory time.
4. Non-Exempt: Positions that are covered by the Fair Labor Standards Act, and thus are entitled to overtime or compensatory time for hours worked over 40 in a work week. Employees may not hold more than one non-exempt position.
5. Hiring Authority: The immediate supervisor of the position that is being filled.

#### B. Employee Categories/Groups

1. "19-Hour or less" hourly positions. Employees in these positions may not work more than 19 hours per week. If there are extenuating circumstances and there is a need for a "19-hour or less" employee to work beyond 19 hours in a work week, a request must be submitted by the supervisor to the Office of Human Resources for review and approval. These positions are not covered by any Collective Bargaining Agreement and are non-exempt; employees in these positions may not hold any other non-exempt position. Per the Professional Support Staff Collective Bargaining Agreement, these positions;

- Are defined as "Temporary Pool".
- May be used to fill in for regular employees who are absent due to illness, vacation, emergencies, or other similar absences; or during the filling of a vacancy; or to temporarily augment the work force.
- May not be used to avoid filling a vacancy in the PSS bargaining unit.
- May not be used to avoid offering overtime work to bargaining unit employees.

2. Professional Support Staff. These positions are covered by the Professional Support Staff Association Collective Bargaining Agreement and are non-exempt; employees in these positions may not hold another non-exempt position. The following details for each employment category come from the professional Support Staff Collective Bargaining Agreement.

REGULAR FULL-TIME PROFESSIONAL SUPPORT STAFF EMPLOYEES. Employees in these positions work or are scheduled to work 1400 hours or more per year on a schedule agreed upon in advance by the employee's supervisor for:

- the calendar year (52 weeks), or
- the academic year, or
- the academic year plus summer school (215 days), or
- 175 days within the calendar year.

All full-time Professional Support Staff employees hired to fill any position, new classification, or new hire, shall be hired on the basis of forty (40) hours of work per week.

REGULAR PART-TIME PROFESSIONAL SUPPORT STAFF EMPLOYEES. Employees in these positions work at least twenty (20) hours per week and less than 1400 hours per year for:

- the calendar year (52 weeks), or

- the academic year, or
- the academic year plus summer school (215 days), or
- 175 days within the calendar year.

All Regular Professional Support Staff employees may also hold an exempt part-time faculty position. An exempt part-time faculty position should not interfere with or take away from the duties and responsibilities of their Professional Support Staff position. These employees may not teach noncredit courses during their regular work schedule. They may teach credit courses during their work schedule only if their supervisor approves, in which case the employee must use non-work hours or appropriate leave time.

3. EXEMPT PART-TIME FACULTY. Employees in these position are covered by the Part-Time Faculty Collective Bargaining Agreement if they meet the following criteria:

- Teach six (6) or more ECH (equated contract hours) per semester
- but less than a full-time load as defined by the PAE Collective Bargaining Agreement.

4. FULL-TIME FACULTY. These positions are exempt. These employees may hold another position within the College as long as it does not interfere with or take away from their duties and responsibilities as Full-Time Faculty. Full-time faculty are covered by the Parkland Academic Employees' Organization (PAE) Collective Bargaining Agreement.

5. CONFIDENTIAL STAFF. These positions are non-exempt; these employees may not hold another non-exempt position. They may hold an exempt part-time faculty position, however the faculty position should not interfere with or take away from the duties and responsibilities of their Confidential Staff position. They may teach credit courses during their work schedule only if their supervisor approves, in which case the employee must use non-work hours or appropriate leave time.

6. DEPARTMENT CHAIRS (ADMINISTRATORS). These positions are exempt and these employees may also teach with compensation.

7. ADMINISTRATORS (EXCLUDING DEPARTMENT CHAIRS). These positions are exempt, however employees in these positions may not hold any additional assignment.

8. STUDENT WORKERS. These positions are non-exempt. Consult the Career Center for the conditions of their employment.

C. ELIGIBILITY FOR ADDITIONAL POSITIONS AT PARKLAND COLLEGE

By contract, some employees may also take additional positions with the College, while others may not. This table clarifies this eligibility by employee category.

If employee's primary position is: ↓	Then employee may hold the following additional positions: →	19-Hour or Less Position	PSS Position	Part-Time Faculty	Full-Time Faculty	Confidential Staff	Department Chair & Director of CETL	Administrator
19-Hour or Less Position	→			✓	✓			
PSS Position	→			✓				
Part-Time Faculty	→	✓	✓	✓		✓		
Full-Time Faculty	→	✓						
Confidential Staff	→			✓				
Department Chair & Director of CETL	→			✓				
Administrator (Excluding Department Chairs)	→							

#### D. PARKLAND WORKLOAD AND EXTERNAL COMMITMENTS

1. Per Parkland Policy 4.09, Outside Commitments, "... The primary responsibilities and obligations of the full-time faculty is teaching, learning, and advising; the primary responsibilities of the other full-time professional staff is to support the teaching, learning, and advising responsibilities of the College. Acceptance of a contract to become a full-time employee of the College obligates the staff member to devote his/her full-time professional services and individual skills to the College to support these efforts. Any outside commitments that interfere with these primary responsibilities and obligations are prohibited."
2. Per Parkland Policy 4.16, Part-Time Teaching Load, "A part-time instructor, who is not working full-time or its equivalent elsewhere, may teach a maximum of 12 equated contact hours. (Note: this is understood to refer to a maximum and not a normal, continuing part-time load assignment.) A part-time instructor, who is working full-time or its equivalent elsewhere or at Parkland College, is governed by the same extra or overload class policies as regular full-time faculty. Therefore, it is understood that the part-time teaching assignment will be executed at hours outside of the individual's full-time regular working hours. Assignment of equated contact hours to a full-time Parkland College staff member is considered an outside commitment and is, therefore, subject to Policy 4.09."
3. Per Section 4.17 of Part-Time Faculty Collective Bargaining Agreement, Office Hours, "Each part-time faculty shall hold at least one (1) office hour per week per section taught during each fall and spring semester, and at least two (2) office hours per week per section taught during the summer session. The scheduling of office hours will take into account the following: needs of students, part-time faculty's schedule and available space."

#### 4.01.01 POSITION DESCRIPTIONS

Every position, including 19-hour or less positions, must have both a classification description and a position description. Position descriptions for all positions are available in and shall be maintained by the Office of Human Resources.

##### A. Position Description Policy

1. When a new or revised position description is required within a department, the supervisor will send a written statement outlining the position requirements and minimum qualifications to Human Resources at least 15 days prior to the desired effective date of the proposed position description.
2. The Human Resources representative, upon receipt of this statement, will:
  - Determine whether a current position description can be used and, if so, advise the requestor to use the applicable position title;
  - Revise the current position description to describe adequately the proposed position duties;
  - Coordinate the development of the new or revised position description with the requestor, the manager, or the administrator, and the applicable bargaining unit;
  - If a new position description is needed, develop one that contains the following information:
    - a) Position title
    - b) Position classification
    - c) Essentials of the position (or position duties)
    - d) Minimum position qualifications
    - e) Salary range or wage rate (as applicable)
  - Submit the position description for recommendations to the appropriate management staff and the appropriate bargaining unit; and publish and distribute new or revised position description to appropriate parties.

#### 4.01.02 RECRUITMENT

With Parkland's commitment to diversity, efforts will be made to recruit a diverse applicant pool through the use of local community groups and organizations, local and national professional organizations, and various forms of media that reach a diverse audience.

Positions except part-time faculty and 19-hour or less positions will be posted and applications will be accepted for at least seven (7) calendar days.

The Hiring Manager along with their EEO Representative and/or Search Committee will develop suggestions for recruitment and advertising and provide them to the Human Resources department. Human Resources will assess the suggestions in terms of cost/budget, immediate workforce availability, position description, diversity needs, etc. The Hiring Authority and/or Search Committee is responsible for posting position announcements through means such as Listservs and email blasts, and no-cost types of recruitment, whereas Human Resources is responsible for any postings

that have costs associated with them.

#### **4.01.03 EMPLOYMENT SEARCH PROCEDURES**

Parkland College reaffirms its commitment to diversity, inclusiveness, excellence, and professionalism in its hiring practices by establishing employment procedures applicable to new or vacant positions as they occur within the College. Concurrent with this commitment is the desire to clarify the various responsibilities of those participating in this process.

In accordance with Board policy, the following procedures will prevail with the understanding that the Office of Human Resources will provide legal and administrative assistance throughout the entire process. Searches for Confidential Staff, Professional Support Staff, Full-time Faculty and Administrative positions will adhere to the following:

##### **A. Creation of New Positions**

Policy: New positions will usually be requested by the hiring authority through the appropriate administrative supervisor and approved by the President and Executive Team at the time of budget preparation. At any other time, a written request for a new position will be submitted by the administrative supervisor and approved by the Executive Team, the President and the Board.

Approval of new positions will be dependent upon the need for the position to meet institutional goals and available funds.

Procedure: The Personnel Requisition Form must be completed by the hiring authority and approved by the appropriate administrative supervisor and the President.

1. If approved, new position descriptions and status will be reviewed by the Office of Human Resources to ensure conformance with Collective Bargaining Agreements.
3. The Staffing Plan requests will be completed and approved for submission to the Board for its December meeting, with new positions noted.

##### **B. Vacant Positions**

Policy: The filling of vacant positions will usually be requested by the hiring authority through the appropriate administrative supervisor and approved by the President and the Executive Team. Approval to fill a vacant position will depend on the need for the position to meet institutional goals and on the availability of funds.

Procedure

1. The Office of Human Resources is notified by the hiring authority of any budgeted position vacancies that may occur.
2. The Personnel Requisition form must be completed and approved.
3. Approval for the filling of vacant positions is made by the appropriate Vice President and President after assessing the College's current needs.
4. For a faculty position, the Vice President for Academic Services will meet with the Department Chair to assess current needs before recommending to the President whether the vacancy should be filled in that discipline or in another discipline, or not filled, in accordance with the Staffing Plan Requests.
5. Both new and vacant positions will be posted in accordance with the guidelines of the respective Collective Bargaining Agreement.

##### **C. Search Committees**

Search committees, when convened, serve as screening and recommending committees and direct the search process until they have fulfilled their functions.

###### **1. Faculty Search Committees**

The College President or Vice President for Academic Services will ask the Department Chair or other hiring authority to convene a committee as soon as possible after announcement of the vacancy. The committee will screen, interview, and recommend candidates for the position.

The search committee will consist of four or five voting members, including:

- The Chair/Director of the department or unit in which the vacancy exists as the hiring authority or his/her designee.
- At least two (2) and no more than three (3) full-time faculty members of the discipline/department,
- one full-time faculty member from another department chosen by the hiring authority in consultation with the members of the department or unit., and
- a trained Equal Employment Opportunity (EEO) representative serving as an ex officio, non-voting member.

Search Committee membership will be determined by the Chair/Director of the department in consultation with department members. Exceptions to committee memberships may be approved by the Vice President for Academic Services. Faculty who have resigned/retired will not be allowed to serve on the search committee which is convened to select a successor to themselves.

The Chair/Director of the department will appoint a search committee Chair, or the committee may elect a committee member to serve as Chair of the committee.

The Chair/Director of the department will inform the Vice President for Academic Services, the Office of Human Resources, and the EEO representative of the committee membership.

The Vice President for Academic Services should meet with each faculty search committee, as soon as they are appointed, to explain the search process.

## 2. Administrators (Excluding Department Chairs) Search Committees

For College level administrator vacancies, the College President or appropriate administrative supervisor will appoint a committee that includes the hiring authority or designee and represents appropriate personnel categories. The search committee is to screen, interview, and recommend candidates. The committee shall include:

- The appropriate administrative supervisor or designee as an ex officio member.
- One faculty member and one administrator from another area of the College as voting members.
- A trained EEO representative as an ex officio, non-voting member.

When deemed appropriate by the committee, external consultants, such as community leaders, may be used for recruiting, screening or serving on search committees and are subject to the approval of the President. The minimum size of this committee will be five voting members, and the maximum will be seven voting members.

## 3. Professional Support, Confidential Staff and Public Safety Positions

The hiring authority should use a search committee. This committee shall consist of three (3) or four (4) voting members as follows:

- The hiring authority.
- A representative selected from the particular bargaining unit or group of employees.
- One or two representatives selected from the department or unit to which the position is assigned and
- One trained EEO representative as an ex officio, non-voting member.
- The hiring authority will serve as Chair, or the committee will choose a Chair from their members. The hiring authority or appropriate administrative supervisor may also request that the Office of Human Resources screen all initial applicants and provide three to five qualified applicants for selection. The Office of Human Resources, in consultation with the hiring authority, determines the initial selection criteria will be for the screening process. In some searches, the Office of Human Resources will conduct initial interviews to establish those qualifications.

For professional support and confidential staff positions, with approval from the president or appropriate Vice President, the hiring authority and a trained EEO representative may screen and recommend a candidate for hire. A member from the unit making the hire may also participate in an advisory capacity.

## 4. 19- Hour or Less Positions

The hiring authority may screen and recommend a candidate for hire.

D. Confidentiality

To respect the rights of applicants and individuals serving in the selection process, applicants names and all other information supplied by the applicants, and the names of the people serving on search committees or involved in the selection process are treated as confidential as allowed by federal law, and not made available to anyone outside of the College or to anyone who is not directly involved in the search and selection process.

E. Recruitment and Equal Opportunity

1. Hiring Authority Responsibilities

When attempting to fill any position, the hiring authority, in consultation with the Office of Human Resources, will

- Review the required and preferred qualifications of the successful candidate for the job as announced;
- Develop new job descriptions in accordance with Collective Bargaining agreements where applicable.
- Establish a timeline for the search and hiring process, including a deadline for receipt of applications, a target date for completion of the search process, and the starting date for the successful candidate;
- Draft the position announcement consistent with the description, requirements, and preferences established for the position. All vacancy postings will include application deadlines or will indicate "open until filled".
- Plan the advertising for the position through local, regional, and/or national newspapers, journals, and other appropriate publications and media.
- Plan, as appropriate, the distribution of announcements to Parkland employees; professional, special interest, and community groups and organizations; to qualified candidates already on file in the Office of Human Resources.

Before any information is released about the position, the materials will be reviewed and approved by the hiring authority and the Office of Human Resources.

EEO Representative Responsibilities

During the search process, when required, a trained EEO representative will:

- Ensure that all selection procedures used by the search committee comply with Parkland College policies and procedures, and with all local, state and federal laws with respect to employment practices.
- Meet with the search committee and hiring authority at the beginning of the search process to distribute written policy and procedures of Equal Employment Opportunity to each member, to discuss the search and selection process, and answer any questions about the selection procedures;
- Provide advice and counsel to the hiring authority in carrying out the procedures listed in F1 above.

F. The Office of Human Resources Responsibilities:

When attempting to fill any position, the Office of Human Resources will:

- Design and place announcement materials and advertisements as agreed upon in section F1 above.
- Receive and respond to inquiries from potential candidates about the position and the process;
- Provide hiring authority/search committee Chair and EEO representative access to the applications immediately following the search deadline date or other agreed upon time; and
- Provide EEO demographic applicant data to the search committee chair and EEO representative for review once the application deadline is reached.

G. Applications

The Office of Human Resources requires that all persons, including internal applicants, who are interested in

vacant positions, submit online employment application materials. These materials may include a cover letter, resume or vita, official college transcripts and/or relevant certification as required for the position. Before a position is offered, candidates selected for employment must submit any requested official college transcripts, and/or certifications.

Parkland College complies with all local, state, and federal regulations regarding applications.

H. Initial Screening of Applicants

The committee, together with the EEO representative, will screen the applicants to determine the qualified pool of applicants.

I. Selection of Candidates for Interview

For professional support or confidential staff positions, the search committee, or the Office of Human Resources will select candidates for on-campus interviews. For faculty positions, authorization beyond two (2) on-campus interviews must be obtained from the Office of Human Resources or the Vice President for Academic Services prior to scheduling of interviews.

For administrative and faculty positions only, travel expenses will be covered for out-of-state candidates who are invited to campus for an interview. Candidates interviewing for other positions are welcome from out of state at their own expense.

Questions for the interview process will be composed by the committee in consultation with the Office of Human Resources and/or the EEO representative.

J. Reference Checking

The Chair of the search committee or designee is responsible for requesting and verifying additional information from a candidate's previous employers about the individual's prior service and performance. This reference check can be done either prior to interviews or after interviews and before a position is offered.

K. Interviews

- 1 The Chair of the search committee is responsible for arranging all interviews through the Office of Human Resources. This will be done by completing the Search Committee Scheduling Request Form. The search committee Chair must also advise the Office of Human Resources of the following:

- Names of all search committee members;
- Times when all search committee members are available and
- The desired itinerary for the visit.

Interviews are usually arranged by the Office of Human Resources, unless other arrangements are agreed upon with the search committee Chair or hiring authority.

As a courtesy to applicants, a reasonable amount of lead time should be given for the candidate to make necessary arrangements. A guideline would be to give candidates at least 48 hours notice.

The President and Vice President for Academic Services will interview all final candidates for faculty and executive level administrative positions unless otherwise designated by that office to the Chair of the search committee.

2. Transportation, lodging, and other expenses of the candidates, as specified in section IX, will be paid by the college. Arrangements for payments must be made with the Office of Human Resources before commitment to expenditures.
3. For full-time faculty and Administrative position searches, the Office of Human Resources will reimburse the Chair, or designee, of the search committee for a mealtime meeting with the candidate and up to seven (7) members (including the search committee Chair, candidate and EEO Representative.
4. In consultation with the hiring authority, the Office of Human Resources will prepare a written letter of rejection for each of the unselected candidates. These letters shall be sent within ten (10) days after the applicant folders have been returned to the Office of Human Resources by the search committee Chair or sooner if requested by the hiring authority..
5. In the event of an unavoidable absence of a search committee member, video recording of the interview will be necessary. All search committee members must either be present for the interview or view the tape of the interview. Candidates must be notified in advance of the video recording. Recordings will be kept in

confidence, within the search procedure, by the search committee Chair and included in the search materials.

6. Appropriate salary levels for the positions will be provided to the hiring authority by the Office of Human Resources, in accordance with the appropriate Collective Bargaining Agreement or the administrative compensation schedule.

L. Recommendation of Qualified Candidates

1. Subsequent to interviewing candidates who meet the announcement prerequisites (except in the case of faculty searches where ranking is at the discretion of the search committee), the search committee Chair will complete the Candidate Recommendation form, including a statement of rationale for the recommendation listing up to two (2) unranked qualified finalists. For full-time faculty positions, the recommendation will be forwarded to the Vice President for Academic Services, along with the packet containing the Equal Opportunity Form (not completed), resumes and other documents of the finalists.
2. For non-faculty positions, the hiring authority, in consultation with the EEO representative, will complete the Equal Opportunity Form and recommend one of the qualified finalists and an appropriate salary in accordance with the salary and compensation package of the particular Collective Bargaining Agreement or compensation guidelines. The completed packet of forms, resumes and other documents will then be forwarded to the Office of Human Resources to route to the appropriate administrative approvals.
3. Upon concurrence with the hiring authority's recommendation, the administrative supervisor signs the form and forwards the packet to the Office of Human Resources for salary review and compliance with the search procedures. The Office of Human Resources reviews the recommendation of the hiring authority and appropriate administrative supervisor, approves the appropriate salary and forwards the finalist to the President for final administrative approval. In the event there is some problem that prohibits the Office of Human Resources from approving the search or recommendation, this office will return the recommendation to the administrative supervisor along with the reasons for questioning either the process or the recommended candidate(s). In the event there is not concurrence in the selection of the finalist, the administrative supervisor and the hiring authority will reconvene the search committee to enumerate the reasons for the non-concurrence and will consult with the search committee to resolve any differences. In the event the problem with the Office of Human Resources cannot be resolved, the office of Human Resources will meet with the administrative supervisor and the hiring authority to jointly reconvene the search committee.
4. After the President approves the recommendation, the Office of Human Resources or hiring authority will communicate this action and make the salary offer to the candidate in accordance with the salary and compensation package of the particular Collective Bargaining Agreement or other compensation guidelines. No offer of employment or salary is to be made to a candidate until final approval has been obtained from the President. The routing of the Candidate Recommendation form will be from the search committee Chair or hiring authority to the appropriate Vice President and then to the President. The Office of Human Resources will facilitate the routing of this form.
5. If the candidate accepts the approved offer, the Office of Human Resources or hiring authority will notify the appropriate administrative supervisor.
6. If the approved finalist refuses the offer, or the recommendation is unacceptable to the President and/or the Board, the matter will be referred back to the administrative supervisor with the reason(s) for refusal providing such reasons are not confidential, wherein the search procedure reverts to section K.
7. Finalists who are interviewed but not made an offer of employment are notified by U.S. mail and, at the discretion of the search committee, via telephone by the Search Chair or hiring authority after the offer of employment has been made and accepted by the successful candidate.

M. Contracts

An employment contract will be prepared by the Office of Human Resources for faculty (in accordance with the requirements and guidelines of the current Collective Bargaining Agreement) and administrative employees. Before the contract is legally in effect, it must be signed by the faculty member or administrator, by the President, and approved by the Board. The faculty member or administrator will be provided a copy of the contract, and a copy will be retained in the employee's personnel file.

N. Completion of the Hiring Process for New Employees

The Office of Human Resources will take the necessary steps to hire the new employee and complete all of the

requirements for employment.

O. Acting and Interim Positions

Vacant positions may be filled on a temporary basis by interim appointments upon approval by the appropriate administrative supervisor and the President.

Additional assignments to current employees are also appropriate on a temporary basis, and such assignments may qualify for additional compensation. (See appropriate bargaining agreement for specific information.)

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**POLICY 4.02 EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

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"It is the public policy at Parkland, as an Equal Employment Opportunity (EEO) employer, to assure for all persons freedom from discrimination because of race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation with respect to all aspects of employment, contractual services, and construction of college facilities, which discrimination threatens the right, privileges, opportunities, and freedom of all persons, and menaces the institutions and foundations of democracy. The opportunity to be gainfully employed without discrimination because of race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation are human rights in any free society." Procedure 4.02 defines these terms.

This policy supports Parkland's core values of multiculturalism, and fairness and just treatment. The core value of multiculturalism recognizes, promotes, utilizes, and educates regarding the unique qualities and shared humanity of all people and cultures. Research has demonstrated that all students, staff, and faculty benefit from learning and working in a diverse environment. This core value is fundamental in the college's commitment to diversity in its search procedures and hiring practices. The core value of fairness and just treatment stipulates that we advocate and strive for respect, equity and justice in all of our operations and proceedings.

**4.02.01 DISSEMINATION OF POLICY**

Equal Employment Opportunity information will be posted and announced in appropriate locations and media. All sources of recruitment for employment will be informed of the college EEO policy.

A. Internal Dissemination

1. The EEO policy will be posted in places where applicants apply for employment and given to applicants as they are interviewed for positions.
2. Vacancy announcements, internal publications, and brochures shall state that Parkland is an EEO employer.
3. Information will be posted on college bulletin boards and through other prominent methods available to employees and possible applicants for employment, as required by law.

B. External Dissemination

1. The College's EEO commitment will be included on all appropriate correspondence and will be incorporated in forms such as purchase orders, leases, and contracts of the College.
2. All vacancy announcements and advertisements will contain the College EEO notation encouraging individuals representing diverse cultures to apply. Postings will be made readily accessible through various avenues.
3. All admissions and employment applications will contain the College Equal Employment Opportunity notation.
4. Hiring authorities will be encouraged to send job announcements to their professional colleagues and associates.
5. Images in recruitment materials will reflect the diversity of the Parkland College Community.

#### **4.02.02 GRIEVANCE AND HUMAN RESOURCES POLICIES / PROCEDURES**

The Parkland College personnel policies and procedures are bound by the written sources listed below and depend upon the job classification of the employee. The Board of Trustees has the authority from its enabling act to employ personnel and prescribe conditions of employment. These administrative powers are not exercised by College administrators; only the Board has the power to encumber funds for salaries, to hire, demote or terminate employees. The written sources for these said policies and procedures are:

1. The Illinois Community College Act.
2. The Parkland College Board of Trustees Policy Manual adopted June 7, 1989, and the Illinois Community College Act.
3. The Board's written Collective Bargaining Agreement with the Parkland College Academic Employees (PAE).
4. The Board's written Collective Bargaining Agreement with the Parkland College Professional Support Staff Association, Chapter of Local 4776, IFT/AFT-AFL-CIO.
5. The Board's written Collective Bargaining Agreement with the Parkland College Public Safety Officer's Association, Local #173 of Policeman's Benevolent Labor Committee.
6. The Board's written Collective Bargaining Agreement with the Parkland College Part-time Faculty Local 4927, IFT/AFT-AFL-CIO.
7. Policy 4.14 PCA Grievance.
8. The Board's adoption of the "Statement of Core Values," February 2000.
9. The Board's adoption of "Commitment to Cultural Diversity," April 1993.

Parkland College recognizes the importance of providing employees with procedures to resolve grievances that arise in the workplace. Grievance procedures are included in Parkland College's collective bargaining agreements and are available through the Parkland Academic Employee's Employee Organization, the Parkland College Professional Support Staff Association, the Public Safety Officer's Association, and the Part-time Faculty Association. Employees not covered under a collective bargaining agreement may grieve under PCA Policy 4.14. Any employee, student or applicant for employment alleging unfair or discriminatory treatment may file their complaint with the Office of Human Resources. Every effort will be made to resolve complaints in a prompt, fair and orderly manner.

#### **4.02.03 RESPONSIBILITY FOR IMPLEMENTATION**

All members of the College community share the responsibility for Equal Employment Opportunity. Every member of the College community is expected to comply with the Equal Employment Opportunity policy.

##### **A. President**

The responsibility for the administration of Parkland rests with the President of the College. Thus, the President has ultimate responsibility for Equal Employment Opportunity. The President, through action and example, sets the tone for Equal Employment Opportunity at the institution.

The President will issue the required directives to administrative staff for implementing actions required to meet the College's Equal Employment Opportunity commitment.

##### **B. Equal Employment Opportunity Officer**

The Equal Employment Opportunity Officer is responsible for the daily operation of Parkland College's Equal Employment Opportunity policy. This function is assigned to an employee of the office of Human Resources. The Officer's responsibilities include, but are not limited to, the following:

1. Disseminate the Equal Employment Opportunity policy.
2. Develop, monitor and review policy statements that will add fortitude to the Equal Employment Opportunity policy.
3. Inform the President and Vice Presidents regularly on matters regarding Equal Employment Opportunity.
4. Serve as a liaison between administration and the general community and the College community on Equal Employment Opportunity matters.
5. Serve as a liaison between the College and appropriate governmental agencies.

6. Maintain a system to informally process individual grievances that may arise from alleged discrimination.
7. Monitor procedures relating to employment practices, conditions, and opportunities for advancement.

C. Vice Presidents

The Vice Presidents have the administrative responsibility to enforce the College's Equal Employment Opportunity policy to ensure the College's compliance within their administrative areas. The Vice Presidents shall hold all administrators reporting to them accountable for compliance with the Equal Employment Opportunity policy. Administrators shall ensure that all supervisory employees understand that the Equal Employment Opportunity policy is an integral part of their duties, and their compliance or noncompliance will be evaluated. Appropriate corrective or preventative action will be expected to address the harassment or discriminatory treatment of individuals based upon race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation.

Within their respective areas, the responsibility of the Vice Presidents will include, but will not necessarily be limited to the following:

1. To ensure that all employment practices are conducted in a nondiscriminatory manner.
2. To monitor the progress toward Equal Employment Opportunity of all units within their jurisdiction.
3. To assure equality in all instructional programs and activities and will promote Equal Employment Opportunity within all academic departments, special programs, and any other units for which he/she is responsible.
4. To ensure the equal access to educational programs and due process for students in disciplinary situations.
5. To assure that the College is in compliance with all regulations pertaining to purchasing and contracting.

D. Equal Employment Opportunity Implementation Committee

1. Will maintain a list of currently trained Equal Employment Opportunity Representatives (EEO Representatives) to serve on search committees. The EEO Implementation Committee will review all assignments on a semi-annual basis.
2. Will maintain current training materials to train EEO Representatives.
3. Will conduct training sessions for EEO Representatives annually.
4. Will assign EEO Representatives to the search committees as outlined in 4.02.04.

E. Hiring Authorities

1. Will work with all personnel within their supervision and monitor employment practices within their areas to assure compliance with Equal Employment Opportunity regulations/policies.
2. Will assure that all personnel who report to them understand that Equal Employment Opportunity is an integral part of their responsibilities, and that they will be held accountable for their actions.
3. Will assure that all students are given an equal opportunity to receive an unbiased education that is unaffected by cultural differences between students and faculty members.

**4.02.04 EQUAL EMPLOYMENT OPPORTUNITY/IMPLEMENTATION COMMITTEE**

A. The composition of the committee shall consist of the following members:

1. Equal Employment Opportunity Officer (Human Resources)
2. Employment Associate (Human Resources)
3. Diversity Committee member or a designee of the Diversity Committee Chair.

B. The responsibilities and duties of the committee will be to:

1. Maintain and update all training materials for individuals interested in becoming or continuing to serve as EEO Representatives on college search committees.

2. Conduct training sessions annually.
3. Maintain a current list of trained EEO Representatives that have attended the most recent training session and signed a commitment card demonstrating understanding of the responsibilities of serving as EEO Representative on search committees.
4. Conduct facilitated discussions among EEO Representatives as needed.
5. Assign EEO Representatives for each search committee as follows:
  - a. Upon request from the search chair, the EEO Officer will provide a list of 4 to 5 trained EEO Representatives to the Equal Employment Opportunity Implementation Committee members and the search committee chair via email.
  - b. The list must include only currently trained EEO Representatives that are not employed or serving in the department conducting the search. Every effort will be made to rotate the assignment of EEO representatives, based on the above criteria.
  - c. The search chair will then forward the name of the selected individual to Human Resources who will maintain a database of all those serving as EEO Representatives.
  - d. In the event of a need arising for an emergency EEO Representative substitute or replacement, the Employment Associate and EEO Officer must be notified immediately.

#### **4.02.05 IMPLEMENTATION**

The charge to implement the College's Equal Employment Opportunity policy rests not only with the President, who makes recommendations to the Board of Trustees for employment, but with all levels of the College community, including its governance groups. All Parkland College administration, faculty and staff with administrative responsibilities are directly charged with conducting that office without regard to race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability, or sexual orientation.

Approved: June 7, 1989  
 Revised: August 2, 1995  
 Revised: January 16, 2002  
 Revised: December 21, 2005  
 Revised: July 15, 2009

#### **4.03 CONFIDENTIAL STAFF**

Confidential staff are governed by the policies affecting Professional Support employees and receive the same fringe benefits as Professional Support Staff, although they are not represented nor are members of the professional support bargaining unit.

Approved: January 20, 1993

#### **POLICY 4.04 CONTRACTS**

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As early as possible in the calendar year, contracts not covered by collective bargaining contracts specifying salary and other considerations will be issued to full-time professional employees for the following year. This contract signed by the staff member signifies the individual's willingness to comply with all rules and regulations of the Board of Trustees as presented in this Manual.

Full-time faculty contracts are described in the Parkland Academic Employees' Collective Bargaining Agreement. Professional Personnel not covered by a Collective Bargaining Agreement may make other agreements with the Board of Trustees.

Twelve-month contracts cover the period from July 1 through June 30. Staff members with 12-month contracts shall maintain regular office hours on all days the campus is in operation.

Approved: September 19, 1984  
 Revised: June 7, 1989  
 Revised: January 20, 1993