

Sauk Valley Community College  
September 23, 2024

**Action Item 4.4**

**Topic:** Delete Board Policies *426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees* and *503.01 Information Systems* – Second Reading

**College Health Metric:** Planning – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary.

**Presented By:** Dr. David Hellmich

**Presentation:**

The administration has begun a new process of reviewing all Board policies annually. As a part of this review, after discussion on these policies, *426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees* and *503.01 Information Systems* have been recommended for deletion.

**Recommendation:**

The administration recommends the Board approve the deletion of *426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees* and *503.01 Information Systems* as presented for a second reading.

*426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees*

1. Contractual employees are required to fulfill all duties and responsibilities as specified in their respective job descriptions.
2. Contractual employees are required to observe proper channels of communications in handling routine operational matters and to express any concerns through their respective supervisors in the same manner as all other College employees.
3. Contractual employees are responsible for complying with all reporting requirements specified by the College or the external funding agency.
4. Contractual employees are afforded the following fringe benefits:
  - a. Sick Leave: Sick leave for full-time contractual employees will be earned at the rate of one day per month and terminates with the contract expiration date. If the contract is renewed and the employee(s) continue(s), sick leave will be cumulative as in accordance with College policy.
  - b. Personal Leave: Three personal days may be taken annually, and these days will be charged against sick leave.
  - c. Vacation Leave: Contractual employees will earn vacation at the same rate as the regular employment bears to a comparable college position. All vacations must be taken within the time span of the designated grant.
  - d. Tuition Reimbursement: Full-time contractual employees will be eligible for tuition reimbursement only if funds are specifically provided in the grant for such reimbursement.
  - e. Tuition Waiver: Full-time contractual employees shall be granted tuition waivers for Sauk Valley Community College courses in the same manner as for other full-time employees.

**Revised:** 11-28-1994

*503.01 Information Systems*

The Information Systems Center shall be dedicated to the primary use of Sauk Valley Community College. The only exception would be for providing services to other educational institutions within the College district. Any service fee and/or agreements for such services shall be approved by the Board of Trustees.

**Revised:** 03-23-1981; 03-23-1987; 04-27-1992