

**STUDENT EMPLOYEE
INFORMATION GUIDEBOOK
TABLE OF CONTENTS**

Student Employment Definition..... 1
Application Process..... 1
Transfers..... 1
Multiple Positions 1
Eligibility Requirements..... 2
Equal Opportunity Employer Policy 3
Anti-Harassment Policy 3
Student Employment Hours 4
Rest Breaks and Meal Breaks..... 4
Attendance..... 4
Work Related Injury..... 4
Pay Information..... 5
Time Sheets and Pay Periods 5
State University Retirement System (SURS) 5
Social Security Taxes 5
College Closings 5
Dress Code 5
Resignations and Termination..... 6
Involuntary Termination..... 6
Student Employment Probation..... 6
Student Work Performance 7
Discipline and Dismissal Circumstances..... 7

APPENDICES:

- Appendix A: Satisfactory Academic Progress of Financial Aid Applicants
- Appendix B: Anti-Harassment Policy Prohibition of Discrimination and Harassment
- Appendix C: Student Worker Bookstore Discount

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

STUDENT EMPLOYMENT DEFINITION

Student Employment is an opportunity to work on campus while attending classes at the College of DuPage and learn valuable skills that can assist with career readiness. Students have the opportunity to go through the interview process and learn what is important to hiring managers in the selection of a student employee. Various departments throughout campus have opportunities for students to work in positions that teach skills and work behaviors that will be valuable after course work at the college is complete.

By and large, the same jobs are available to students whether the student is participating in the College of DuPage Work-Study Program or the Federal Work-Study Program. Occasionally, because of budgetary considerations, some jobs will be posted as the Federal Work Study only. Federal funds allow the College to employ additional students thereby creating additional student jobs.

The Student Employment program is administered through the Office of Student Financial Assistance. Students seeking on-campus employment should apply online for specific positions listed each semester. The most up-to-date office hours and location can be found at https://cod.edu/costs/financial_aid/index.aspx.

APPLICATION PROCESS

Students interested in becoming student employees should go to cod.edu/hr to see a complete listing of current job opportunities. Students should apply online to any position for which they are interested and qualified. The student's cumulative Grade Point Average (GPA) and hours enrolled will be checked after they apply (See Eligibility Requirements). At time of application, the Office of Student Financial Assistance will review eligibility for Federal Work Study. Hiring managers will contact eligible and qualified students for interviews. Students selected for hire will be informed of all work requirements at the College, pay rate, and other necessary information by the hiring manager.

TRANSFERS

Students wanting to transfer from one department to another must follow the application process. If the student is selected for a different position, it is the student's responsibility to work with their current supervisor to determine an appropriate transfer date. The current supervisor will coordinate the transfer process with the new supervisor and complete the notice of change form to officially transfer the student to the new department.

MULTIPLE POSITIONS

Students may not work concurrently in more than one position at the College that is paid on an hourly basis.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

ELIGIBILITY REQUIREMENTS

Students MUST meet the following requirements:

1. Must be enrolled in a course of study at least half-time (**6 credit hours or more**). The credit hours must be 1000 level and above or approved remedial courses for financial aid purposes. Students must maintain enrollment of at least 6 credit hours during Fall and Spring Semesters. Students must maintain enrollment of at least 1 credit hour during Summer Semester. F-1 International students must carry at least 12 credits in Fall and Spring Semesters.
2. Must be in good standing and must have and maintain a **cumulative GPA of at least 2.0**. Student must not be on disciplinary probation. Students employed under Federal Work Study must also maintain Satisfactory Academic Progress (*See Appendix A*).
3. Must submit documents for verification of identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. **THE STUDENT MUST ALSO HAVE A VALID SOCIAL SECURITY NUMBER.** International students must be able to present their F-1 visa which allows them to work.

Student employees who graduate from College of DuPage are **NOT** eligible for student employment in the summer after graduation unless they enroll for six (6) credit hours of college level courses towards a new degree or certificate.

**COLLEGE OF DUPAGE
EQUAL EMPLOYMENT OPPORTUNITY AND COMMITMENT TO
DIVERSITY (POLICY 4.01)**

The College is committed to equal opportunity in employment. In accordance with federal and state anti-discrimination laws, the College provides equal employment opportunities to all persons without regard to race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity, and expression, arrest record, military status or service, disability status, or any other characteristic protected by law. The College conforms to the spirit, as well as to the letter, of all applicable laws and regulations.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the College and its employees, including recruitment, hiring, employment, promotion, transfer, training, working conditions, termination, wages and salary administration, benefits and application of policies, and all other privileges, terms, and conditions of employment.

The policy and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working at the College who are employed by temporary agencies, and any other persons or firms doing business for or with the College.

The College will initiate and maintain a diversity plan to further the policy of equal opportunity through positive efforts. The President and/or his/her designee, in consultation with the Vice President of Human Resources, shall develop, promulgate, and implement Administrative Procedures for equal employment opportunities and practices within all College departments and divisions. The College's Human Resources Department is responsible for ensuring compliance and maintaining personnel records in compliance with all relevant laws and regulations.

ANTI-HARRASSMENT POLICY

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities at all colleges and universities that receive federal funding. Sex discrimination includes sexual harassment and sexual assault and violence. Sex discrimination, including sex and gender-based violence, is never acceptable and is a violation of College of DuPage as well as state and federal law (*See Appendix B*).

College of DuPage's Title IX services, policies and procedures, and Title XI Representative information is available at https://www.cod.edu/student_life/dean-of-students/title-ix.aspx.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

STUDENT EMPLOYMENT HOURS

Students may work no more than 20 hours per week during Fall and Spring Semesters. During breaks when no classes are in session – Spring Break, Winter Break, Summer Break – students may work up to 40 hours per week during those breaks. During the Summer Semester, students may work no more than 25 hours per week. Students will work with their Hiring Manager on their work schedule and hours worked based on the needs of the department. Exceptions to this may be made with prior approval according to the Student Employment Maximum Allowable Hours Guidelines. Student Employment is intended to be on campus. Any exceptions must be approved in advance by the department manager and Human Resources.

REST BREAKS AND MEAL BREAKS

Student Employees earn a fifteen-minute rest period for each four (4) hours of continuous work. If the work period is for less than four continuous hours, no break period is earned.

Rest periods are non-cumulative and may not be used in lieu of a late arrival or early departure. Rest periods are assigned by the supervisor.

If a student is working seven and one-half consecutive hours or more, he/she is required to take a thirty-minute unpaid meal period beginning no later than the end of the fifth hour of work.

ATTENDANCE

All student employees are expected to be at work at the time agreed upon as determined by the position requirements or the student's schedule. Student employees are expected to notify their immediate supervisor in the event they will be late.

Tardiness of eight (8) or more minutes per any given quarter hour will result in a pay deduction corresponding to the number of quarter hour increments late. With supervisor discretion, time may be made up the same day or another day in the same pay period. It is the responsibility of the supervisor to determine if an employee is tardy.

Recurring incidents of tardiness shall cause the supervisor to meet with the student employee to discuss attendance expectation and remediation. Documentation of this meeting shall be forwarded to the office of Human Resources. Failure to resolve the attendance problem may result in disciplinary action up to and including termination.

It is not intended that student employees lose their jobs or hours because of reasonable absences due to illness. In the event of illness, the student employee should notify his/her supervisor as early as possible. Failure to give notification may be just cause for termination.

Supervisors may request a physician's certificate of illness for any employee's illness lasting five days or more. For periods of less than five days, a supervisor may require a physician's certificate only with the approval of Human Resources.

WORK-RELATED INJURY

All injuries incurred on the job must be reported to their supervisor or Public Safety within 24 hours of injury or on the next business day. Failure to do so may cause the employee to be subject to disciplinary action up to and including termination of employment.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

PAY INFORMATION

Student employees are paid at the state minimum wage for most positions.

TIME SHEETS AND PAY PERIODS

Student employees are expected to complete a weekly timesheet reflecting their actual worked hours. The supervisor will approve the time entry for each pay period.

Student employees are paid every other Friday (every two weeks). Students will receive their first paycheck on their third or fourth week of employment, depending on the payroll cycle and date of employment. Payroll checks are valid for 90 days after date of issuance. Direct deposit of your pay check is available to students and can be set up during the new hire paperwork or at any time afterwards.

If a student employee believes that an error has been made concerning his/her paycheck, the student should contact the department supervisor. Those students electing to use direct deposit can find their pay advices electronically on InsideCOD then MyAccess for Students.

Paid time off is not available for student positions. Student employees are paid for time worked only.

STATE UNIVERSITY RETIREMENT SYSTEM (SURS)

Student employees are not eligible to participate in SURS.

SOCIAL SECURITY TAXES

Social Security Taxes are not deducted from a student's paycheck. Those students who are taking less than six (6) credit hours during the summer semester will not be FICA exempt. In other words, social security taxes will be withheld.

COLLEGE CLOSINGS

When classes are cancelled, student workers are expected to come to work or remain on campus for their regular work schedule. When College of DuPage is closed, student workers are not to report to work.

If the College is closed prior to the start of a student's shift, the student will not be paid. If the College is closed after the student has reported for work, the student will be paid for the hours worked.

DRESS CODE

An appropriate dress code for the job being performed is set at the discretion of the supervisor.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

RESIGNATION AND TERMINATION

Student employees may end their Student Employment and remain in good standing if a legitimate reason exists. Student-initiated termination requires that the student inform his or her supervisor, preferably giving two weeks' notice. Students who terminate their job in good standing will be eligible for rehire.

INVOLUNTARY TERMINATION

A Student's employment will be terminated when they are no longer maintaining enrollment of 6 credit hours for Fall and Spring Semesters and 1 credit hour for Summer Semester. A student's employment will also be terminated when their cumulative GPA falls below 2.0. Termination may be effective as early as the date of withdrawal from classes.

The Office of Student Financial Assistance will monitor a student's cumulative GPA and credit hours enrolled each term. Failure of the student employee to meet the minimum requirements will mean immediate termination of the student's position.

STUDENT EMPLOYMENT PROBATION

Occasionally there are extenuating circumstances in a student's life causing a student to drop below a 2.0 GPA. In such situations, if a supervisor believes that continued employment is in a student's best interest, the supervisor can request that a student be placed on Employment Probation.

Student Employment probation involves a written contract agreement between the supervisor and the student. Included in the contract will be a series of meetings (3 or more) between the supervisor and the student. These meetings are designed to allow the supervisor to support the student with encouraging dialogue regarding balancing their work load and academic study. These meetings are not intended for the supervisor to perform academic advising. The contract also states that the probationary period is for one term only after which the student is expected to attain a 2.0 GPA and to maintain a course load of six credit hours.

The request that a student be placed on employment probation must come from the supervisor. The decision on whether probation is allowed is at the discretion of the Office of Student Financial Assistance. The completed and signed probationary agreement is retained in the student's personnel file.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

STUDENT WORK PERFORMANCE

The occasion may arise where a student's performance on the job is less than satisfactory. The supervisor should provide guidance and feedback about the student's performance in these cases in order to afford the opportunity to improve. If the performance does not improve, it may become necessary for the supervisor to terminate the student's employment.

DISCIPLINE AND DISMISSAL CIRCUMSTANCES

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

- Insubordination
- Refusal to perform assigned tasks
- Unsatisfactory performance of duties or assigned tasks
- Failure to work assigned schedule
- Excessive tardiness (tardy 3 or more times in a month - 8 minutes or more)
- Excessive absence (absent 7 or more times in past year)
- Willful damage to college property and/or equipment
- Abusive behavior to co-workers, supervisors or subordinates
- Immoral, indecent or disorderly conduct
- Unauthorized release of confidential information
- Falsification of a time sheet/card or any employee record including employment application form. Punching a time card other than their own
- Theft or dishonesty
- Intoxication on the job or possession or drinking of intoxicating beverages on college premises
- Possession, use, or under the influence of illegal drugs on college premises
- Conviction of a serious crime
- Lying
- Physical abuse
- Taking unauthorized break periods
- Discourteous treatment of public or any other gross failure of good behavior in the performance of duty

APPENDIX A:

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID APPLICANTS

References:

- Federal Regulations: Title 34, Subtitle B, Chapter VI, Part 668, Subpart C, §668.34
- SFA Handbook, Volume 1, Chapter 1, Satisfactory Academic Progress

The College is required, by Federal regulations and State policy, to monitor academic progress toward a degree or certificate for all financial aid applicants. These standards ensure that only those recipients demonstrating progress toward the completion of their education continue to receive financial aid. This policy is applied consistently to all students regardless of enrollment status.

The Policy:

Students are considered to be meeting Satisfactory Academic Progress (SAP) standards if the following three requirements are met:

- Course Completion Rate
- Cumulative Grade Point Average
- Maximum Timeframe Standard

Compliance is measured at the end of each semester. Students who meet all three requirements are placed on **Good Standing**.

COURSE COMPLETION RATE REQUIREMENT

Students' total **earned** (completed) hours must be equal to or greater than **67% of the cumulative total** of students' **attempted** credit hours for **all periods of enrollment** at College of DuPage. Hours attempted are courses for which any grades appear on your college record, including transfer credits and remedial courses. All attempted hours are counted for all terms, even those for which a student did not receive financial aid, as well as those waived under the Grade Forgiveness Policy *.

- Grades of A, B, C, D, P and S are considered earned hours.
- Grades of F, I, R and W are NOT considered earned hours.
- W grades from the Spring 2020 semester using a COVID-19 drop code will not be included in the calculation.
- Students with an incomplete class at the end of a term who are placed on warning or suspension **must notify the Office of Student Financial Assistance when a grade change has been posted.**
- Repeated courses count as attempted hours and the higher grade is used in the GPA calculation.
- Non-credit courses are not counted in attempted hours or GPA.
- Below 1000 level courses and pass/fail courses count in the attempted hours.
- Students who receive a zero completion rate their first term will be immediately discontinued.

CUMULATIVE GRADE POINT AVERAGE REQUIREMENT

Each student must maintain a minimum cumulative grade point average of 2.0. All attempted hours are counted for all terms, even those for which a student did not receive financial aid, as well as those waived under the Grade Forgiveness Policy *.

Students that receive a zero GPA their first term will be immediately suspended.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

MAXIMUM TIMEFRAME REQUIREMENT

The maximum time frame students have to complete their degree or certificate is equal to 150% of the credit hours required for the completion of the degree or certificate (calculated as program length x 1.50). All attempted hours are counted for all terms, even those for which a student did not receive financial aid, as well as those waived under the Grade Forgiveness Policy *. It includes completed, failed and withdrawn classes. Transfer hours that are accepted count as both attempted and completed hours. Students may receive financial aid for up to 30 remedial credits, which are not computed into the maximum time frame requirement. Eligible ESL coursework is not included in attempted hours. The total attempted hours are not adjusted for a student who changes majors or pursues an additional degree.

Examples of maximum attempted hours:

- Certificate Program requiring 30 credit hours: $30 \times 150\% = 45$ Maximum Credit Hours Attempted.
- Degree Program requiring 64 credit hours: $64 \times 150\% = 96$ Maximum Credit Hours Attempted.

Students will be placed on Financial Aid Suspension Status once they have exceeded 150% of the required credit hours needed to complete their program. The College will notify students who are close to reaching the maximum time frame limit.

Note: *Students with a Bachelor's Degree must appeal to receive aid due to the maximum time frame standard associated with the Federal standards of Satisfactory Academic Progress.*

College of DuPage uses all attempted credits, including transfer credits, when calculating the maximum time frame for a student's program. Since College of DuPage only offers certificate and associate degrees, students that have already earned a Bachelor's Degree have exceeded the maximum time frame for the degree they are seeking at College of DuPage.

FINANCIAL AID WARNING

- Students failing to meet GPA and/or completion rate requirements are placed on Financial Aid Warning for one semester. While on Warning, students are eligible to receive financial aid. College of DuPage does not have a Satisfactory Academic Progress forgiveness policy. Students on warning will remain on warning even after an extended absence of enrollment.
- The Warning semester is meant to inform the student of academic problems.
- Students who meet both the GPA and completion rate requirements after the Warning semester will be returned to Good Standing.

FINANCIAL AID SUSPENSION

- Students who fail to meet GPA and/or completion rate requirements after the warning semester will be placed on Financial Aid Suspension. Students exceeding 150% of the required credit hours needed to complete their program will also be placed on suspension. College of DuPage does not have a Satisfactory Academic Progress forgiveness policy. Students on suspension will remain on suspension even after an extended absence of enrollment.
- While on Suspension, students are not eligible for any Federal and certain forms of State Financial Aid.
- Students that receive a zero-completion rate or zero GPA their first term will be immediately suspended.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

REINSTATEMENT OF FINANCIAL AID

If financial aid is suspended for failure to maintain the required 2.0 GPA and/or failure to successfully complete the minimum of 67% of all hours attempted or a zero-completion rate and/or GPA. Financial aid may be reinstated by:

- Enrolling at the student's own expense and successfully completing the appropriate number of credit hours needed to achieve the 67% standard and/or bring the GPA to 2.0.

If financial aid is suspended for failure to maintain the required 2.0 GPA and/or failure to successfully complete the minimum of 67% of all hours attempted and/or exceeding 150% of the credit hours require to complete a program or a zero-completion rate and/or GPA. Financial aid may be reinstated by:

- Receiving approval for Probation status based on a successful appeal submitted to the Financial Aid Appeals Committee.

FINANCIAL AID PROBATION

- This status is assigned to students who have successfully appealed their Suspension.
- Eligibility for financial aid is reinstated on a probationary basis, for the period covered in the student's approved educational plan. If students fail to meet the requirements of the approved appeal they will once again be placed on Financial Aid Suspension.
- Students who are meeting the requirements of their approved educational plan, but have not yet reached Good Standing Status after the plan expires, may continue to be eligible for aid on a term-by-term basis under Probation Status after a new educational plan has been submitted and approved. Students remaining on Probation Status must continue to meet the requirements of their approved appeal each term, or they will once again be placed on Financial Aid Suspension.

APPEAL PROCESS

Students may appeal their suspension status if circumstances beyond their control (i.e. serious illness or injury, death of an immediate family member, etc.) prevented them from maintaining a 2.0 GPA and/or completing 67% of their attempted coursework and/or completing a program within 150% of the maximum time frame or completing zero coursework.

Circumstances that will not be considered in an appeal include, but are not limited to, being unprepared for college, not aware of SAP policy, lack of attendance due to work, etc. All appeal circumstances **must be fully documented**.

The appeal must:

1. Clearly state the extenuating circumstances for failure to meet the SAP requirements.
2. Clearly state what has changed in your situation that will allow you to successfully complete all future attempted classes.
3. If appealing the Maximum Time Frame Requirement, you must explain the reason for exceeding the Maximum Time Frame Requirement.
4. Include all supporting documentation.
5. **All students must submit an educational plan or course plan as approved by an advisor or counselor.**

Documentation of the circumstances and an educational plan **must** be submitted before an appeal will be considered. When your appeal is **complete**, you may submit your appeal to the Office of Student Financial Assistance.

Appeals and supporting documentation must be submitted to the Office of Student Financial Assistance by September 30th for the Fall semester, February 28th for the Spring semester, and June 30th for the Summer semester. Appeals are considered for the semester in which they are submitted, and are never

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

retroactive to previous terms. Appeals submitted after the current term due date may be considered for the following term.

Federal regulations require the Financial Aid Committee to consider several factors when reviewing an appeal, including whether or not a student will be able to meet GPA and/or course completion rate requirements within the student's allowable Maximum Time Frame. All appeal documentation must be submitted directly by the student. The Committee will not contact third parties (doctors, counselors, family members, etc.) for additional information. All Committee deliberations are confidential, and the decisions of the Committee are final.

Students are limited to two (2) approved SAP appeals during their entire enrollment at College of DuPage.

* Grade Forgiveness Policy:

https://cod.edu/registration/records/forms/petition_for_failing_grades.aspx

If you meet the following criteria there will be a notation on your official transcript indicating that you have been granted forgiveness for the failed course(s).

- Only F grades will be considered.
- A period of at least 36 months of non-enrollment has elapsed since the end of the last term of grades to be forgiven (excluding non-credit classes).
- Upon return, a minimum of 12 consecutive semester hours with no grades of 'D', 'F', 'S', 'I', or 'X' and no more than two 'W' grades must be earned at College of DuPage before forgiveness will be considered. In addition, a student must earn the same number of credit hours with a grade of 'C' or better equal to the number of credit hours of 'F' grades to be forgiven.
- A maximum of 25 quarter hours or 18 semester hours of 1000-level courses and above will be forgiven.
- Forgiveness will be granted one time only for each student.

Refer to Standards of Academic Progress in the Academic Information section of the current College of DuPage Catalog for additional information.

**APPENDIX B:
COLLEGE OF DUPAGE ANTI-HARASSMENT POLICY
PROHIBITION OF DISCRIMINATION AND HARASSMENT
(POLICY 3.10 AND 3.11)**

Prohibition of Discrimination and Harassment

The College is committed to providing a safe, tolerant, and inclusive educational and employment environment. It is the College's intent to comply with all applicable state and federal laws regarding non-discrimination and non-harassment, including but not limited to: the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; the Illinois Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/1 et seq.; the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq.; the federal Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, and related regulations, including 34 C.F.R. Part 100; the federal Education Amendments of 1972, as amended, 20 U.S.C. § 1681, and related regulations, including 34 C.F.R. Part 106; the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and related regulations, including 34 C.F.R. Part 104; and the federal Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq., and related regulations, including 28 C.F.R. Part 35.

The College will not tolerate discrimination or harassment of any kind. No Student, Employee, Trustee, or visitor will discriminate against or harass a Student, Employee or visitor on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity and expression, or any other unlawful basis.

Individuals found to have violated this Policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by Illinois law or by Board Policy. Individuals who retaliate against any other individual for filing a complaint or participating in an investigation regarding allegations of violations of this Policy shall be subject to disciplinary action.

The President and/or his or her designee is charged with developing and promulgating Administrative Procedures consistent with this Policy to facilitate the College's prohibition of discrimination and harassment.

Prohibition of Sex Discrimination, Sexual Harassment, Sexual Violence, and Relationship Violence

Statement of Policy. The College does not discriminate on the basis of sex in the education programs and activities it operates and is committed to maintaining a safe and healthy educational and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression ("Sex Discrimination"), and free from Sexual Violence (to include sexual assault) and Relationship Violence (to include domestic violence, dating violence and stalking). The College prohibits Sex Discrimination, Sexual Violence and Relationship Violence (hereinafter collectively referred to as "Prohibited Conduct"), as set forth herein, and is committed to taking action, to the extent possible (i) to stop behavior that violates this policy; (ii) to take remedial action to overcome the effects of said conduct and ensure equal access to its educational programs and activities; (iii) to prevent its recurrence; and (iv) to prevent and respond to retaliation against anyone who, in good faith, reports or is involved in the investigation into or resolution of allegations of Prohibited Conduct. In so doing, the College will administer prompt, fair

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

and impartial investigations and disciplinary proceedings to respond to reports of Prohibited Conduct, provide equal and timely access to information that will be used in any informal and formal proceedings and meetings related to said reports, and offer and implement interim measures to protect and support those directly involved and affected by the alleged behavior, to include the survivors/victims of Prohibited Conduct ("Complainants") and those accused of said behavior ("Respondents"). In implementing this policy, the College acknowledges that every Complainant has the right to be taken seriously and every Respondent has the right to know that guilt is not presumed.

Definitions. For purposes of this Policy, the following terms shall have the meanings set forth below:

• **Prohibited Conduct.** Prohibited Conduct includes the following conduct, as further defined herein: (1) Discrimination On The Basis Of Sex; (2) Sexual Harassment; (3) Dating Violence; (4) Domestic Violence; (5) Sexual Assault; (6) Sexual Violence; and (7) Stalking.

• **Discrimination On The Basis Of Sex.** Discrimination On The Basis Of Sex means an individual's exclusion from participation in or denial of the benefits of any educational program or activity on the basis of sex.

• **Sexual Harassment.** Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an Employee conditioning the provision of an aid, service or benefit of the College on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.

• **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant based on the reporting party's statements, with consideration given to the length of the relationship, type of the relationship, and the frequency of interaction between persons in the relationship. Dating Violence COLLEGE OF DUPAGE General – Anti-Discrimination and Harassment Policy Manual Policy No. 3.11 includes, but is not limited to sexual or physical abuse or threat of such abuse, but does not include acts covered as Domestic Violence (defined below).

• **Domestic Violence.** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

• **Sexual Assault.** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

• **Sexual Violence.** Physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

• **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

emotional distress.

• **Consent:** Consent means a freely given agreement to sexual activity, and consent may be withdrawn at any time. A lack of verbal or physical resistance, or submission resulting from the use or threat of force does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to sexual activity with one person does not constitute consent to sexual activity with another person. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent under the circumstances, which includes, but is not limited to, situations where: (1) the person is incapacitated due to drug or alcohol use or influence; (2) the person is asleep or unconscious; (3) the person is underage; and/or (4) the person is incapacitated due to a mental disability.

• **Complainant:** The person(s) alleged to have been directly affected by the Prohibited Conduct (i.e., the alleged victim), whether or not that person is the one who reports the conduct or files a Formal Complaint related to the conduct.

• **Confidential Advisor:** A person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of Sexual Violence with the training, duties and responsibilities described in section 20 of the Illinois Preventing Sexual Violence in Higher Education Act. The duties and responsibilities of a Confidential Advisor include, but are not limited to informing Complainants of reporting options, possible outcomes, available resources and services, and their rights and responsibilities regarding orders of protection and similar orders; providing confidential services to the Complainant; and serving as a liaison between the Complainant and others to secure supportive and protective measures and accommodation, or as appropriately requested by a Complainant.

• **Pastoral Counselor:** A Person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

• **Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of the counselor's license or certification.

Implementation & Oversight. The Board, or the President at the direction of the Board, shall designate one or more Employees, as Title IX Coordinators, who will be charged with oversight of this Policy for the College. The Title IX Coordinator(s) shall be responsible for:

1. Overall coordination and oversight of reports and complaints alleging Prohibited Conduct to ensure consistent practices and standards in the handling of said reports/complaints;
2. Overall coordination and oversight of investigations into allegations of Prohibited Conduct;
3. Effective implementation of any remedies and interim supportive and protective measures;
4. Coordination of recordkeeping that ensures that the College can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them;
5. Promoting a College environment free from Prohibited Conduct;
6. Ensuring that there are no other policies or publications that state that the College treats applicants, students or employees differently on the basis of sex, except as such treatment is

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

permitted by law; and

7. Developing and implementing Procedures consistent with this Policy and relevant state and federal laws, including without limitation:

- a. Definitions of Prohibited Conduct described above and of Consent;
- b. Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- c. Options for assistance following an incident of Prohibited Conduct;
- d. Procedures for reporting and confidentially disclosing Prohibited Conduct;
- e. Complaint investigation, resolution, and appeal procedures;
- f. Awareness, prevention and education programming provided to College students and employees; and
- g. Training and education provided to the Title IX Coordinator; Department of Human Resources; College Police; victim advocates; and employees or anyone else involved in responding to, investigating or adjudicating reports of Prohibited Conduct.

Reporting & Investigating. The Title IX Coordinator(s), in consultation with the President and the Chief of the College Police Department, shall be responsible for developing, promulgating, and publishing comprehensive Procedures for the reporting and investigation of acts of Prohibited Conduct which shall include, at a minimum:

1. Meeting with the Complainant to take a report, privately and at a local place and time of his/her choice;
2. Identifying and locating witnesses to the alleged acts;
3. Assisting and interviewing the Complainant;
4. Contacting and interviewing the Respondent;
5. Contacting and cooperating with law enforcement, where applicable;
6. Providing information regarding the importance of preserving physical evidence of Sexual Violence; and
7. Providing information regarding the availability of a medical forensic examination at no charge for victims of sexual violence.

Such procedures shall be published on the College's website and made available in hard copy form at the College Police Department, the Student Affairs Office, the Student Counseling and Advising Center, and the office of the Title IX Coordinator(s).

The College encourages anyone who believes they have been a victim of or witness to Prohibited Conduct to talk to someone regarding the incident so that they can receive support and the College can investigate and address the incident appropriately. Written or verbal reports (in person, by phone, via mail, etc..) of Prohibited Conduct can be made by anyone and should be directed to one of the College's Title IX Coordinators(s) utilizing one of the reporting mechanisms described on the College's website. The College offers options for:

Confidential Reporting: The ability to report prohibited conduct to an individual who has a duty to protect, to the extent permitted by law, the identity of and information about the persons reporting or

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

directly involved in the incident. Those individuals who can provide confidentiality do not have a duty to disclose personally identifiable information to the Title IX Coordinator or others unless there is an immediate danger to the reporting individual or others.

Anonymous Reporting: The ability to make a report without including personally identifiable information such as the name or contact information for the reporter.

Electronic Reporting: The ability to submit a report electronically through the College's website.

In addition to making reports to the College, Complainants have a right to file or refuse to file: (i) claims of Sexual Violence and Relationship Violence to campus or local law enforcement; (ii) claims of Sex Discrimination, Sexual Harassment, and Retaliation to the U.S. Department of Education Office for Civil Rights; and (iii) claims of Sex Discrimination, Sexual Harassment, and Retaliation to the Illinois Department of Human Rights.

Notice of Rights. Upon receipt of a report of Prohibited Conduct, the College will provide the Complainant, if known, written notification of his/her rights and options to include the following:

1. The procedures the individual should follow if a crime has occurred, including: (a) the importance of preserving evidence that may assist in proving a crime or may be helpful in obtaining a protective order; and (b) how and to whom a report may be made.
2. A statement regarding how the institution may protect the confidentiality of Complainants and other parties including how it will handle requests for confidentiality and the effect confidentiality may have on the school's ability to respond.
3. A list of resources, including all of the following: (a) list of and links to existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and surrounding community; (b) the right to request and receive assistance navigating these services; (c) the name, address and telephone number of the medical facility nearest campus where a victim of sexual violence can receive a no cost medical forensic exam; (d) the name, address, telephone number, and website, if available, of community-based, State and/or national sexual assault crisis centers.
4. The Complainant's rights regarding notifying other school officials, law enforcement and College Police Department, including the right to: (a) notify or decline to notify; (b) privacy and methods for confidential reporting; and (c) request and receive assistance when notifying law enforcement.
5. The rights of Complainants and the responsibilities of the College regarding no contact orders, restraining orders, orders of protection or other similar orders issued by the court or the College.
6. The right to request accommodations and supportive and protective measures including: (a) a description of the range of Supportive and Protective measures available; (b) the process for requesting these measures and the right to receive assistance in making these requests; (c) a statement that these measures are available even if the Complainant refuses to report to law enforcement or file a formal complaint through one of the College's complaint resolution procedures; and (d) an explanation of how the privacy of the Complainant and other parties involved can be protected.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

7. A summary of the College's complaint resolution procedures following a report of Prohibited Conduct, including the range of sanctions up to and including suspension, expulsion or removal of any student or termination of any employee found to be in violation of this Policy.
8. A statement about the College's policy on Amnesty (as defined herein).
9. A statement prohibiting Retaliation (as defined herein).
10. The contact information for the College's Title IX Coordinator(s), Confidential Advisors, community-based sexual assault crisis centers, campus law enforcement, and local law enforcement.

Complaint Resolution. The College shall treat reports of Prohibited Conduct and the parties involved with courtesy, dignity, sensitivity, understanding, respect and professionalism. The Title IX Coordinator(s), in consultation with the President and the Chief of the College Police Department, shall be responsible for developing, promulgating, and publishing Procedures for the investigation and resolution of reports of Prohibited Conduct that takes these principles into consideration and also ensures that the guilt of a Respondent is not presumed. Such procedures shall include, at a minimum, the following provisions:

1. The method by which a Complaint may be made;
2. The party's right to request that the complaint resolution process begin promptly and proceed in a timely manner;
3. A requirement that all individuals whose duties include response to, investigation of, or resolution of complaints of Prohibited Conduct receive training as required by law;
4. Any rights the parties may have to request a substitution of an investigator, decision-maker or facilitator, and the circumstances under which that may be appropriate;
5. The right of Complainant and Respondent to receive notice of the identity of the individual(s) designated to make findings or impose sanctions prior to any meeting or hearing on allegations that may lead to findings, sanctions or remedies;
6. The College's procedures for requesting and receiving Supportive and Protective measures and accommodations before, during or after the complaint resolution process;
7. Any proceeding, meeting, or hearing shall protect, to the extent allowed by law, the privacy of the participating parties and witnesses;
8. The Complainant and Respondent shall have a fair and equal opportunity to provide or present evidence and witnesses on their behalf during the complaint resolution process;
9. The method by which the parties will be allowed to pose questions to other parties or to witnesses and the right of the parties to request that testimony occur in a separate rooms so long participants may simultaneously hear and see each other;
10. The right of both parties to have an advisor of their choice accompany them to any meeting or proceeding relating to a complaint of Prohibited Conduct as well as any rules associated with the advisor's involvement;

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

11. The parties' appeal rights;
12. The extent to which the College shall protect the identity of the Complainant, the Respondent, and any witnesses

Sanctions & Remedies. Individuals found to be responsible for Prohibited Conduct, Retaliation, or to have knowingly made a false report of Prohibited Conduct, may be subject to disciplinary action up to and including termination and/or expulsion from the College, as determined by Board or administrative action consistent with state and federal law, Policy, Administrative Procedures, and/or applicable collective bargaining agreement procedures. Multiple sanctions may be imposed for any single violation. In addition, an individual may be required to participate in educational seminars or activities, restorative justice, and/or encouraged to seek counseling or medical attention, in lieu of or in addition to the imposition of sanctions. In the event of suspension, withdrawal from classes, or expulsion, the sanctioned student is not entitled to a refund of tuition or fees.

Complainants are entitled to remedies that are designed to restore and preserve equal access to the College's educational programs and activities.

Resources.

Medical Forensic Examination. The College encourages anyone who believes they have been a victim of Sexual Assault, Sexual Violence, Dating Violence, or Domestic Violence to seek immediate assistance from a medical provider, including the treatment of any injuries, testing for and treating of sexually transmitted infections, and collecting and preserving of physical and other evidence. Under Illinois law, certain medical providers are required to alert police when an individual requesting treatment appears to have sustained injury as a result of a criminal offense. The victim may choose whether to speak with police and is not required to do so. The College's website has information about the facilities closest to campus where an individual may have a medical forensic exam performed at no cost.

Supportive & Protective Measures. The College recognizes the importance of Complainants as well as Respondents to feel safe and secure on Campus. Accordingly, a Complainant or a Respondent is entitled to request, receive assistance in requesting, and receive (to the extent reasonably available) Supportive and Protective Measures regardless of whether or not the Complainant chooses to file a Formal Complaint. These measures include, but are not limited to:

1. Changes to academic, living, dining, financial, transportation, and working situations; and
2. Assistance with obtaining and enforcing Campus no-contact orders, orders of protection, nocontact orders, and/or any other order entered by a State civil or criminal court.

The Title IX Coordinator should be contacted to assist with requests and ensure implementation.

Protections.

Amnesty. The College encourages reporting of Prohibited Conduct, and it recognizes that students and employees may be hesitant to report an act of Prohibited Conduct in certain circumstances, such as when the reporter's own conduct may violate other College policies (e.g., underage drinking or drug use). To balance that concern and provide for the safety of the College community, no disciplinary

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

action will be taken against an individual making a good faith report of Prohibited Conduct for the individual's own violation of other College policies that is revealed in the course of making such a report, unless the College determines that the violation was egregious (such as placing the health and safety of others at risk).

False Reporting or Testimony. Reports of Prohibited Conduct made pursuant to this Policy (and any corresponding procedures) that are later found to be intentionally false, made maliciously, or made with reckless disregard for the truth, or knowingly providing false or misleading testimony or evidence by a party or witness, shall constitute a violation of this Policy. This section does not apply to reports made or testimony given in good faith, even if the final disposition pursuant to the College's investigation and resolution procedures find that the reported conduct does not constitute Prohibited Conduct.

Retaliation Prohibited. Retaliation against an individual who makes a good-faith report alleging Prohibited Conduct, or who participates in the investigation or resolution of such a complaint is strictly prohibited. Retaliation includes, without limitation, threats, coercion, intimidation, or discrimination for the purpose of interfering with any right or privilege secured by law and this policy, and any materially adverse action taken against an individual as a result of the individual's participation in or assistance with the making of a good faith report of Prohibited Conduct, participation in or cooperation with or refusal to participate in or cooperate with the investigation and/or resolution of a report of Prohibited Conduct, and/or providing or refusing to provide testimony in connection with a report of Prohibited Conduct. Retaliation should be promptly reported to the Title IX Coordinator(s). Any acts of retaliation shall be grounds for disciplinary action, independent of any disciplinary action or interim measures imposed in response to the underlying report, and shall include the same potential penalties and disciplinary measures as those listed above. Whistleblower protections may be available to those reporting a violation of this Policy, including those provided under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Department of Human Rights Act. Methods for reporting Retaliation may be found on the College's website.

Training. The College will provide annual training to all College employees, students, and contracted service providers who are involved in: (1) the receipt of reports of Prohibited Conduct; (2) the referral or provision of services related to Prohibited Conduct; or (3) the College's investigation and complaint resolution procedures for reports of Prohibited Conduct.

Sexual Violence Task Force. The President or his/her designee shall establish a Campus-wide task force for the purpose of improving coordination between the College and the community to prevent Sexual Violence, and shall appoint members to the task force as provided in the Illinois Campus Security Enhancement Act, 110 ILCS 12/10(b).

Additional Information.

The following information shall be made available on the College's Website:

1. Contact information for the College's Title IX Coordinator(s), College Police Department, local law enforcement and community-based sexual assault crisis centers;
2. The various methods of reporting Prohibited Conduct;
3. Individuals to whom reports may be made and the extent of the person's obligation to disclose that report to others (e.g., to the Title IX Coordinator), including the identity of the person who made the

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

report. (Note that different types of employees have different abilities and obligations to maintain reports of Prohibited Conduct in confidence);

4. The name, title and contact information for any College offices or employees that ensure Confidential Reporting, including Professional Counselors, Pastoral Counselors and Confidential Advisors, along with a description of what confidential reporting means;

5. Information about the process for responding to reports;

6. Information about the rights of the Complainant and Respondent following a report;

7. Information about the College's investigation and complaint resolution procedures following a report, including the range of sanctions and remedies; and

8. Information about a range of resources available to those directly affected by the alleged conduct, to include: interim supportive and protective measures; the name, address and phone number for the medical facility closest to campus that can provide a no-cost medical forensic exam; and community- based, State and National sexual assault crisis centers.

STUDENT EMPLOYEE INFORMATION GUIDEBOOK

APPENDIX C:

STUDENT EMPLOYEE BOOKSTORE DISCOUNT

ELIGIBILITY

Students must meet all of the following criteria:

1. Current student employee
2. Maintain a 2.0 GPA or above
3. Not on disciplinary probation
4. Enrollment for at least 6 credit hours of college-level courses or acceptable remedial courses.
(Summer term a minimum of 1 credit hour)

PROCEDURES

1. Bring your class schedule to Human Resources (SRC 2134) for verification of eligibility.
2. Obtain your books at the College of DuPage bookstore.
 - Take your verified **schedule** along with a **picture ID** and your books to the checkout counter.

Remember to save your verified schedule. You will not be able to purchase additional merchandise at a discount without it.

RESTRICTIONS OF USE

- As of December 2022, the student employment discount is 20% and the discount is strictly for the student employee only. United States Government ID along with your verified HR stamped schedule must be presented at any time for purchase for the discount.
- Any employee found abusing this privilege will have it immediately revoked with no possible reinstatement.
- **The following items are excluded from the discount: software, sale items, and services provided throughout the customer service area.**
- Only purchases in the current semester are eligible for the discount.