

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

Submitted for: Action.

Summary: This item submits for Board action proposed amendments to the personnel policies previously adopted by the Board on February 3, 2004. The proposed amendments are intended to accomplish two objectives: (1) update the travel policies to comply with the administrative rules adopted by the Higher Education Travel Control Board; and (2) avoid duplication of efforts by the Chairs of the Illinois Community College Board and the Illinois Student Assistance Commission who currently provide time sheets to their respective agencies and the Board of Higher Education.

Action Requested: That the Illinois Board of Higher Education adopt the proposed amendments to the personnel policies for the Board and its staff as presented in this item.

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

The Illinois Board of Higher Education (IBHE or Board) adopted personnel policies on February 3, 2004 pursuant to Section 5-5 of the State Officials and Employees Ethics Act. (5 ILCS 430/) The Act requires the Board to adopt personnel policies for public universities and for the Board and its staff. The policies must include the following: (1) work time requirements, (2) documentation of time worked, (3) documentation for reimbursement for travel on official State business, (4) compensation, and (5) the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits.

The proposed amendments to the personnel policies for the Board and its staff will (1) update the travel reimbursement policies to comply with the administrative rules adopted by the Higher Education Travel Control Board; and (2) revise the documentation of time worked to avoid duplication of efforts by the Chairs of the Illinois Community College Board (ICCB) and the Illinois Student Assistance Commission (ISAC) who currently provide time sheets to their respective agencies and the Board of Higher Education.

Please note that this item amends the personnel policies for the Board and its staff. This item does not propose amending the personnel policies for the public universities.

Travel Reimbursement

Pursuant to the State Finance Act, the Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel. In 2004, the IBHE incorporated the administrative rules adopted by the HETCB into the personnel policies for travel reimbursement and adopted those policies. Subsequently, the HETCB adopted amendments to these rules to provide more detailed guidelines on state travel.

The staff recommendation is to update the existing personnel policies for the Board and its staff to include the amended HETCB guidelines. A summary of the amendments and the related administrative rules adopted by HETCB are shown in Table 1.

Board Member Time Sheets

Since 2004, Board members have submitted a time sheet for the previous two months at each meeting of the Board, pursuant to the personnel policies. This policy has resulted in

duplication of effort by the Chairs of the ICCB and ISAC (or their alternates) since these chairs also are required to complete time sheets for these same activities for their respective boards.

Board staff has consulted with the Executive Ethics Commission to discuss this requirement of the Ethics Act. The advice is that such double reporting is not necessary, so long as the ICCB and ISAC Chairs are reporting that same time to their respective State agencies. In such case, the time need not be reported separately to the IBHE.

In an effort to avoid duplication, the staff is recommending that the Board adopt an amendment to the existing personnel policies to give the ex officio members (or their alternates) the option of reporting such time to their respective agencies. If, of course, any of these individuals would prefer to continue to report to IBHE, the Board staff would continue to accept such reports. Each of these ex officio members (or their alternates) still would be required to report their IBHE time to either their agency or to IBHE.

The personnel policies, as amended, will be filed with the Executive Ethics Commission in compliance with the State Officials and Employees Ethics Act.

Staff Recommendation

The staff recommends the adoption of the following resolution:

The Illinois Board of Higher Education hereby adopts the amendments to the sections of the Personnel Policies for the Illinois Board of Higher Education and its Staff as detailed in the attached Appendix A.

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

Table 1. Summary of Proposed Amendments

Category and Subcategory	Proposed Amendment(s) (Yes or No)	Brief Explanation (Related administrative rules adopted by Higher Education Travel Control Board)
<i>Reimbursement for Travel on Official State Business</i>		
Mileage	No	Language is consistent with the administrative rules adopted by the Higher Education Travel Control Board (80 Ill. Adm. Code 3000.220)
Mileage Rates	Yes	Delete the rate amount for 2003 since rate has changed. Add “The current rate can be found on the Higher Education Travel Control Board website.” (80 Ill. Adm. Code 3000.300)
<i>Meals</i>	Yes	Add language to clarify eligibility. (80 Ill. Adm. Code 3000.510 and 3000.Appendix A)
<i>Per Diem</i>	Yes	Delete title. Add language to clarify eligibility. (80 Ill. Adm. Code 3000.500 and 3000.Appendix A)
<i>Lodging Allowance</i>	Yes	Delete rate amounts for 2003 since the rates have changed. Move information to the <i>Lodging</i> category. (80 Ill. Adm. Code 3000.400 and 3000.Appendix A)
<i>Modes of Transportation</i>		
Reimbursement rates for privately owned vehicle	Yes	Delete July 1 effective date and replace with “effective date of the change in federal rate”. Add “The current rate can be found on the Higher Education Travel Control Board website.” (80 Ill. Adm. Code 3000.300)

Category and Subcategory	Proposed Amendment(s) (Yes or No)	Brief Explanation (Related administrative rules adopted by Higher Education Travel Control Board)
<i>Lodging</i>		
Allowances	Yes	Add “The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website.” (80 Ill. Adm. Code 2900.70)
Preferred Hotel Listing	Yes	Add paragraph about the negotiated special rates, use of special rates, taxes are not included in rates, and rates can be found on the Central Management Services website. (80 Ill. Adm. Code 3000.400 and 3000.Appendix A)
<i>Reimbursable/Non-Reimbursable Expenses</i>		
Reimbursable Expense	Yes	Add “hotel internet charges when used for official business.” (80 Ill. Adm. Code 2900.65)
Non-reimbursable Expense	Yes	Add “charges associated with locksmith service.” (80 Ill. Adm. Code 2900.65)
<i>General</i>	No	
<i>Work Time Requirements and Earning and Accrual of Benefits</i>		
Work Schedule	No	
Holidays	Yes	Delete citation, technical amendment.
Vacation Time for Civil Service Staff	No	
Vacation Time for Professional Staff	No	
Personal Days	No	
Sick Leave	Yes	Add language to clarify guideline from the State University Civil Service System.
Disability	No	
Funeral Leave	No	
Jury Duty or Other Court Appearances	No	

Category and Subcategory	Proposed Amendment(s) (Yes or No)	Brief Explanation (Related administrative rules adopted by Higher Education Travel Control Board)
<i>Documentation of Time Worked and Time Sheets</i>		
Board Members	Yes	Add "Ex officio members of the Board (the Chair of the Illinois Community College Board and the Chair of the Illinois Student Assistance Commission, or their alternates) shall have the option of submitting such time sheets either to the Board or to their respective agencies."
Attachment A, B, & C	No	

APPENDIX A

**PERSONNEL POLICIES FOR
THE BOARD OF HIGHER EDUCATION
AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

REIMBURSEMENT FOR TRAVEL ON OFFICIAL STATE BUSINESS

Mileage

As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through headquarters” is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples of reimbursable mileage expenses are as follows:

1. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
2. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

Mileage Rates

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

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

MEALS

Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this allowance. Travel of 18 hours or less during the same calendar day or when a night's lodging is not required:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast (must leave before 6:00 a.m.)	\$5.50	\$6.50
Lunch	No allowance	No allowance
Dinner (must return after 7:00 p.m.)	\$17.00	\$19.00

PER DIEM

Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance. A travel period is defined as overnight or in excess of 18 hours.

	<u>In State</u>	<u>Out-of-State</u>
Quarter Day	\$7.00	\$8.00

Quarter Days are as follows:

- 12:00 midnight to 5:59 a.m.
- 6:00 a.m. to 11:59 a.m.
- 12:00 noon to 5:59 p.m.
- 6:00 p.m. to 11:59 p.m.

	<u>In State</u>	<u>Out-of-State</u>
Total Per Diem Rate (per day)	\$28.00	\$32.00

When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

LODGING ALLOWANCE

Location

[NOTE: This information is available online as explained in the Lodging section below]

In State

Chicago Metro Area and Cook County*	\$155.00
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~~The State of Illinois has negotiated a rate of \$130.00, not including tax, with certain hotels in Cook County. Employees should attempt to obtain this lower rate before reserving a room at the maximum allowance. For a list of hotels included in the State negotiated rate see *State Negotiated Rate Hotels*.~~

Other Metro Area Counties**	\$80.00
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Major Downstate Areas**	\$70.00
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Other Downstate Areas	\$60.00
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Out of State

Washington, DC***	\$150.00
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Other Out of State areas	\$110.00
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Out of Country

With receipts	Actual reasonable cost
Without receipts	State Department Foreign Per Diem Rates

~~** Definitions:~~

~~Other Metro Area Counties:~~

~~DuPage, Kane, Lake, McHenry, and Will~~

~~Major Downstate Areas:~~

~~Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago~~

~~Major Cities:~~

~~Belleville, Bloomington, Bourbonnais, Bradley, Champaign, Collinsville, Decatur, East Peoria, Fairview Heights, Kankakee, LaSalle, Normal, Pekin, Peoria, Peru, Rockford, Springfield, and Urbana~~

~~*** Also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George in Maryland~~

MODES OF TRANSPORTATION

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
5. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
6. The rental of an auto while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
7. Privately owned vehicles may be used when authorized.
 - a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
 - b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the ~~effective date of July 1 immediately following~~ the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).
8. Agency Heads may authorize the use of privately owned aircraft on State business

- a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher
- b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) (~~1994 edition, Government Printing Office~~) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (May 23, 1996, Federal Register, Vol. 63 #17361 #101, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

LODGING

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/allowances/). State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board.

Advance ~~This advance~~ approval of amounts in excess of the maximum amounts allowable is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for approval at the quarterly Higher Education Travel Control Board meeting. ~~Lodging rates and the preferred hotel listing can be found on the Higher Education Travel Control Board website.~~

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

REIMBURSABLE/NON-REIMBURSABLE EXPENSES

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least 7 consecutive days.
3. Storage and handling of baggage.
4. Taxis, including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or -change in plans.
6. Telephone calls to secure lodging.
7. Automobile tolls and parking fees.
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.
An employee shall be considered “on travel status” while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.
9. Hotel internet charges when used for official business.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets and charges associated with locksmith service.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.
9. Commuting expenses. “Commuting expenses” means the cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board’s website.
“Commuting mileage” means the actual round trip mileage between residence and headquarters.

GENERAL

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

Claims for reimbursement shall be supported by original receipts for railroad, bus, airplane (passenger coupon), lodging, and all other items in excess, individually, of \$10. Receipts are not required for meals on the per diem or per meal basis.

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

WORK TIME REQUIREMENTS AND EARNING AND ACCRUAL OF BENEFITS

Work Schedule

The regular work schedule established by the Illinois Board of Higher Education is a five-day, 37-1/2 hour week, with working hours from 8:30 a.m. until 4:30 p.m. daily with one-half hour for lunch.

Total working hours as set forth are the *minimum* expected from the professional staff. Due to more varied responsibilities including meetings, evening or weekend assignments, travel and other special duties, professional staff work hours may differ somewhat from civil service staff.

Holidays

~~Pursuant to the State Universities Civil Service System Act (Illinois Compiled Statutes 1998, Chapter 110, Act 70/45a.), the~~ The following holidays are observed by the Board: *New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*. The Act also specifies that five additional days to be designated by the agency shall be observed as official holidays for which staff will receive their usual compensation. Those additional five days include the Friday after Thanksgiving and four "floating" holidays to be chosen by employees on an individual basis. Floating holidays must be used during the calendar year and cannot be accumulated beyond the end of the year.

All professional staff observe the same holidays as civil service staff.

Vacation

Vacation Time for Civil Service Staff

Vacation time earned for civil service staff is based on years of state service. Computation of years of state service includes total years of service in the State Universities Civil Service System as well as years of service in other state agencies. An employee may accumulate leave in an amount equal to that earned in two years of service. The Personnel Officer shall notify employees on a quarterly basis of the total vacation leave earned and used. Civil service staff earn vacation days in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Not More Than</u>	<u>Earned in One Year</u>
0	3	12 working days
3	6	15 working days
6	9	18 working days
9	14	21 working days
14 and over		25 working days

Vacation Time for Professional Staff

Vacation time earned for all classifications of professional staff is based on years of state service. Computation of years of state service includes total years of service with other state of Illinois agencies. The maximum amount of accrued vacation that can be paid out at termination of employment is two times the rate of vacation being earned at that time. Professional staff earn vacation days in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Not More Than</u>	<u>Earned in One Year</u>
0	5	22 working days
5	10	25 working days
10 and over		28 working days

Personal Days

Any full-time employee may be absent for three (3) days without loss of pay during each calendar year. These personal days should be used by an employee for the conduct of legitimate transactions not possible to conduct at any other time. Any employee's unused personal days will be transferred to his/her sick days at the end of the calendar year.

Sick Leave

Those persons working at least half-time or more shall be eligible to earn credit for sick leave. The following provisions apply to earning and use of sick leave:

- An eligible employee shall earn credit for sick leave with full pay at the rate of one work day for each month of service. The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
- There shall be no limit in the amount of sick leave that may be accumulated.

- An eligible employee may use accumulated sick leave only when the employee is ill or injured or obtaining medical or dental consultation or treatment. Acceptable evidence of disability may be required before allowing the use of sick leave.
- Use of sick leave shall be limited to illness for employee, spouse, and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
- A former employee who separates in good standing and returns to employment within two years, shall have former accrued sick leave restored unless the time has been used by the State University Retirement System in the final retirement calculation (~~paragraphs 4 and 5 approved and added by the Merit Board at its Eighty-Fourth Meeting, June 11, 1980~~).
- Upon termination of employment for any reason, an employee is entitled to be paid for one-half of unused sick leave that accrued during the period of time from January 1, 1984 through December 31, 1997. Unused and unpaid sick leave may be accepted by another state agency to which an employee transfers subject to certain requirements. The Illinois Board of Higher Education may accept unused and unpaid sick leave accrued for an employee transferring from another state agency, provided the previous employer will furnish the Board with verification of such unused and unpaid sick leave. Under certain circumstances unused and unpaid sick leave may be credited as additional service credit at the time of retirement.

Disability

When an employee cannot perform the duties of the position because of illness, an employee must have established two years of service in the Retirement System to qualify for disability benefits. No minimum service is required if disability results from an accident. In order for disability benefits to commence, an employee must be off the payroll, must have exhausted sick leave benefits, and must have been actually off the job for sixty days. Benefits cannot begin more than 30 days prior to receipt of the application for such benefits made to the State Universities Retirement System. If disability is anticipated to be prolonged, vacation time should also be used before disability benefits begin.

General Leave Policy

Employees may be granted employment leaves, if approved by the Executive Director, without jeopardizing their employment with the Illinois Board of Higher Education. Leave requests shall be documented as appropriate to the type of leave.

Funeral Leave

Approval with pay will be granted to an employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or grandparents of the immediate family; and of one day to attend the funeral of a relative outside the employee's family or household.

Immediate family is defined as: father, mother, sister, brother, spouse and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Jury Duty or Other Court Appearances

An eligible employee shall be granted a leave of absence without loss of pay when called for jury duty or for other court appearances when subpoenaed as a witness. The Illinois Board of Higher Education will pay the salary of an employee on jury duty, and money received for such duties shall be turned in to the Board's Personnel Officer for deposit into the State Treasury.

DOCUMENTATION OF TIME WORKED AND TIME SHEETS

Each employee, other than Board Members, shall fill out electronically at the end of each work week, the time sheet shown as Attachment A, which will be filed electronically with the employee's designated timekeeper. Note that the statutory requirements of the State Officials and Employees Ethics Act require that time sheets be filled out to the nearest quarter hour.

The designated timekeeper will compile such information for the semi-monthly summary, which will be signed by the appropriate supervisor and then forwarded to the Associate Director of Office Administration, as shown on Attachment B.

The Associate Director of Office Administration will compile from such reports a calendar year employee time sheet for each employee (Attachment C) which will show the status of vacation days, sick days, personal days, and floating holidays for that year.

Pursuant to the State Officials and Employees Ethics Act and the direction of the Governor's Office, Board Members will complete a time sheet for the previous two months at each meeting of the Board. Ex officio members of the Board (the Chair of the Illinois Community College Board and the Chair of the Illinois Student Assistance Commission, or their alternates) shall have the option of submitting such time sheets either to the Board or to their respective agencies.

