

Music Institute of Chicago



**2024-2025
STAFF AND FACULTY EMPLOYEE HANDBOOK**

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PURPOSE OF HANDBOOK

This Staff and Faculty Employee Handbook (Handbook) provides an overview of employment policies and general work rules pertaining to employment with the Music Institute of Chicago (MIC). In addition, this Handbook provides a *general overview* of the benefits available to eligible MIC employees. The policies provide details on how we conduct business and how we expect all employees to conduct themselves as representatives of the Music Institute of Chicago.

The Staff and Faculty Employee Handbook is for your use and reference while employed by MIC and should be considered proprietary and confidential. MIC expressly reserves the right to revise, delete, or add policies to this Handbook at any time at its discretion, and to change or modify any of the employee benefits which are described herein without prior notice to employees.

This Handbook supersedes and replaces all previous Handbooks and policies and procedures, including, but not limited to, all email communications or written policies which may have previously been issued on the subjects covered in this Handbook.

Employment-at-Will Statement – STAFF

The Music Institute of Chicago is an “At-Will” employer, which means that your employment is voluntary, and you may terminate the employment relationship at any time, for any reason, with or without advance notice and with or without cause. Similarly, MIC may terminate the employment relationship at any time, for any reason - except for an illegal reason - with or without cause, and with or without advance notice.

Staff – Nothing in this Staff and Faculty Employee Handbook creates an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee, is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. The only exception to this policy is a written employment contract, signed by the President and CEO or Vice President and Chief Operations Officer, such as the faculty contracts, which govern the specific terms and conditions of employment for faculty.

Faculty – Upon hire, all faculty receive a written contract that outlines the terms and conditions of employment with the Music Institute of Chicago. The contract must be signed by the President and CEO, or the Chief Operations Officer, and the faculty member. Faculty contracts may be renewed annually.

Diversity Statement

To fulfil our mission of leading people toward a lifelong engagement with music, the Music Institute of Chicago provides a safe, welcoming, and respectful environment for its administrative staff, faculty, guest artists and teachers, students and their families, volunteers, and guests. Our institution is stronger within a diverse community, one that honors the unique knowledge and experiences of everyone.

Diversity in the workforce ensures that content choices, audience development, programs, plans, methodologies, goals, strategic thinking, and institutional challenges are addressed with the benefit of multiple viewpoints, backgrounds, and cultural traditions.

Within the scope of its mission, Music Institute of Chicago strives to conduct its activities and business with a vision of a fair and equitable society, one in which each individual matters, their rights are recognized and protected, and decisions are made in ways that are fair and honest. Please visit musicinst.org/diversity-inclusion for further details.

Student Privacy

The Music Institute of Chicago does not release any private student information without the explicit consent of the student or student's family, or an appropriate court order or legal warrant, and will refuse participation in any voluntary act or program that would make such information available to government officials or others.

Mission

- Founded in 1931, the Music Institute of Chicago (MIC) is a nonprofit organization that leads people toward a lifelong engagement with music by providing widely accessible resources for high quality music teaching, performing, and service activities.

Beliefs

- Music is an essential element of a strong, well-educated, and compassionate community.
- Music bolsters the brain, strengthens community bonds, and nourishes the human spirit.
- Live music and quality music education should be accessible to everyone.

What we do

- MIC offers the highest quality music education for all ages and levels of ability, including beginners, casual learners, aspiring professionals, and individuals whose opportunities are limited.
- MIC curates a series of performance events at Nichols Concert Hall featuring guest artists and faculty concerts, noteworthy educators, and student recitals.
- MIC offers music performances in the community in the service of good. Students and faculty are encouraged to perform for people who do not have easy access to live music because music is a powerful gift that musicians have the responsibility and the privilege to share.

OPEN DOOR POLICY

Research demonstrates a clear link between employee engagement and all aspects of organizational vitality, including productivity, quality, innovation, compliance, retention, customer loyalty, and the physical, psychological, and emotional well-being of employees. One of the most significant factors impacting employee engagement is the degree to which employees feel respected at work – especially by their immediate supervisor, co-workers and senior management. Disrespectful workplace behaviors will not be tolerated. It is the philosophy of MIC that most problems and misunderstandings can be solved through open communication.

An employee with any concerns or problems about their employment relationship at MIC should feel free to discuss them with his or her immediate supervisor. If the supervisor does not satisfactorily resolve the issue, the employee may also reach out to Human Resources or any member of the Senior Management Team.

All employee questions or issues will be addressed in a timely manner by the appropriate level of management. Issues will be treated with confidentiality to the degree possible and allowed by law. Retaliation toward any employee bringing issues to management's attention will not be tolerated.

INSTITUTE FOR THERAPY THROUGH THE ARTS (ITA)

The Institute for Therapy through the Arts is an excellent resource for MIC faculty members and families. A faculty member or staff member who believes a student or family may benefit from the services of ITA should inform the family about the therapeutic services that ITA provides.

EMPLOYMENT POLICIES – FACULTY and STAFF

MIC Employment Policy Statement

While some sections of this Handbook directly apply to staff only, and other sections apply only to faculty, policies apply to everyone because they align with our organizational mission and values. Therefore, all policies must be carefully read by all employees – *faculty and staff*. The policies provide a broad overview of how we conduct business and how we expect *all employees* to conduct themselves as representatives of the Music Institute of Chicago.

Nondiscrimination Policy

The Music Institute of Chicago is an equal opportunity employer, committed to diversity and inclusion in the workplace. We adopt employment policies that advance our vision of a workplace culture where employees are valued for their unique perspectives and participation in the activities and operations of the institution.

The Music Institute of Chicago makes hiring decisions based solely on qualifications, merit, and business, artistic, and pedagogical needs at the time, and prohibits discrimination and harassment based on race, color, religious creed, gender, sexual orientation, parental status, national origin, citizenship, ancestry, marital status, military discharge status, source of income, housing status, age, or disability. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, transfer, and other privileges of employment.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) of 2008 are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. A reasonable accommodation is a change to the workplace that allows an employee with a disability to do the main parts of the job. If an employee is only “regarded as” having a disability, no reasonable accommodation is required.

Under the ADA, a person has a qualified disability if he or she:

1. Has a physical or mental impairment (illness, injury or other condition) that substantially limits one or more major life activities,
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

Below is a detailed explanation of what is included in the legal definition of a disability.

- **The impairment “substantially limits” a major life activity.** Examples of major life activities are breathing, walking, talking, hearing, thinking, seeing, sleeping, caring for oneself, performing

manual tasks, and working. Major bodily functions are also included as major life activities in the ADA Amendments Act. For example, cancer affects normal cell growth, bipolar disorder affects brain function, and diabetes affects the endocrine system. A disability does not necessarily have to *severely* limit or *prevent* someone from performing a major life activity or prevent a major bodily function, but it does have to have a significant impact on the way the person lives. For example, a person who has arthritis that limits the use of his or her hands may be considered to have a disability. Not every impairment is a disability, however.

- **Even if a person uses medications, tools, or other therapies that improve symptoms, he or she still has a disability according to the ADA.** For example, employees with diabetes who use insulin to keep their blood sugar stable are still considered to have a disability even though their insulin reduces the effects of their diabetes.
- **A condition that fits the definition of disability when active but is in remission (not active) or only happens now and then, is still considered to be a disability.** For example, cancer that is in remission or a seizure condition that produces only occasional seizures are both covered disabilities, even though they may not affect someone at all.
- **A person who is “regarded as” having a disability is also covered under the ADA definition of disability.** “Regarded as” means that others may think a person has a disability due to the person’s appearance or other quality. For example, a woman whose face is badly scarred from an automobile accident applies for a job as a customer service representative. She is highly qualified for the job, but the interviewer does not want to hire her because he thinks customers will be uncomfortable looking at her. She is not substantially limited in any major life activity, but the interviewer is “regarding her as” if she has a disability.

Anti-Harassment Policy

MIC is committed to providing a work environment that is free of harassment. Any employee violating this policy is subject to discipline, up to and including termination. In keeping with this commitment, MIC maintains a strict policy prohibiting harassment of any form. All employees of MIC are required to be familiar with and comply with the policy of prohibiting sexual or other forms of unlawful harassment in the workplace. MIC also recognizes that false accusations of any form of harassment have serious adverse effects. Employees are expected to act honestly and responsibly in complying with and enforcing this policy. This policy also applies to vendors, suppliers, visitors, and anyone else on MIC property at any time for any reason.

Definition of Unlawful Harassment

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class. Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, gender identity, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment

Sexual harassment is illegal and will not be tolerated at the Music Institute of Chicago. Any employee violating this policy is subject to discipline, up to and including termination. The Equal Employment Opportunity Commission defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile or offensive work environment. The IHRA states that an employee’s “working environment” is not limited to the physical location where the employee is assigned to work. The working environment extends to other work sites including off-site, mobile, or moving or temporary work sites or locations.

The prohibition that MIC employees do not engage in sexual harassment applies to non-employees, such as contractors, consultants, patrons, vendors, and service providers. Non-employees can be victims of sexual harassment and/or perpetrators of sexual harassment.

Examples of Sexual Harassment

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment:

- Unwanted sexual advances, whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct.
- Displaying sexually suggestive objects, pictures, or cartoons.
- Unwelcome leering, whistling, sexual gestures, name-calling, or suggestive or insulting comments.
- Retaliating against anyone reporting sexual harassment or participating in an investigation.

Reporting Sexual Harassment

The choice of how to report an allegation of sexual harassment is a personal one. An individual who wants to report sexual harassment may pursue one or more of the following options:

1. Report the incident to MIC (details below).
2. Call the State of Illinois Sexual Harassment and Discrimination Helpline at 877.236.7703. You may also visit www.illinois.gov/sexualharassment.
3. File a charge with the Illinois Department of Human Rights.
The Illinois Department of Human Rights is the state agency responsible for enforcing the Illinois Human Rights Act, the state law which makes it illegal to engage in sexual harassment or retaliation.
 - Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
 - To file a charge, call IDHR or visit them online at www.illinois.gov/dhr or call them at 800.662.3942.
4. File a charge with the U.S. Equal Employment Opportunity Commission.
The United States Equal Employment Opportunity Commission (EEOC) is responsible for enforcing Title VII of the Civil Rights Act of 1964, the federal law that makes it illegal to engage in sexual harassment or retaliation.
 - Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).

- To start the process, call the EEOC at 800.669.4000 or visit their website at www.eeoc.gov.

MIC Sexual Harassment Reporting Procedures

Any employee or non-employee who believes he or she has been the subject of sexual harassment, or any form of harassment should report the matter as soon as possible to his or her immediate supervisor, Human Resources, or any member of senior management. An investigation will be undertaken to determine the facts in the timeliest manner possible. MIC will attempt to maintain confidentiality during the investigation but cannot guarantee absolute confidentiality. Information will be shared on a need-to-know basis only. All reports of harassment will be investigated and brought to resolution through the appropriate corrective disciplinary action, up to and including termination of employment where organizational policy has been violated, in the timeliest manner possible.

Required Training – Illinois Human Rights Act

Effective January 1, 2020, Illinois employers are required to provide all employees with sexual harassment prevention training by December 31, 2020, and annually thereafter.

Drug-Free Workplace

It is the policy of MIC to maintain a drug-free work environment that is safe and productive for employees, students and others having business with the organization. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for MIC is strictly prohibited. MIC also prohibits reporting to work or performing services while impaired due to the use of alcohol or consuming alcohol while on duty or during work hours. To ensure compliance with this policy, substance abuse screening may be conducted if there is reasonable suspicion that an employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Any employee violating this policy is subject to discipline, up to and including termination.

Legalization of Recreational Marijuana

Effective January 1, 2020, the Cannabis Regulation and Tax Act legalized the use of recreational marijuana in Illinois for persons 21 years of age or older. However, the above Drug-Free Workplace policy remains in effect and prohibits employees from being under the influence of marijuana while they are working or on call.

Smoke-Free Workplace

Smoking is not allowed in MIC buildings, campuses, or work areas at any time. Smoking includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Smoking is only allowed outside, beyond 15 feet of any MIC building.

Workplace Violence Prevention

MIC is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening

language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All MIC employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, Human Resources, or any member of the Senior Management Team. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against MIC, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

MIC always prohibits the possession of weapons on its property, including MIC buildings or parking lots. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons, martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

MIC reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

Animals in the Workplace

It is the policy of MIC to provide a safe and healthy work environment for all employees and visitors. Animals are prohibited from all Music Institute of Chicago facilities and premises except for authorized service animals. Service animals are defined as animals used to guide or aid persons with disabilities in the activities of independent living. The Americans with Disabilities Act further defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.

Electronic Self-Service Portal (Paylocity)/Personnel Records

Upon hire, an employee's personal information, such as name, address, telephone numbers and emergency contact information, is entered into our electronic human resources information system (HRIS); currently that system is Paylocity. All employees will be required to create an account in Paylocity. Employees are then responsible for updating their electronic records in Paylocity through the employee Self-Service Portal. Additional information that may be updated includes tax-filing status, dependents, and personal email address. The Self-Service Portal also stores information about benefits and provides employees with the ability to view and print pay stubs and actively participate in benefits Open Enrollments.

Access to Personnel Records

Employee records and files are maintained by Human Resources and are considered confidential. According to the Illinois Personnel Record Review Act, an employee may submit a written request to Human Resources to view their personnel records up to two times in a calendar year. Former employees who terminated service within the preceding year may also submit a request to review their personnel records. MIC will permit such records review within 7 working days after the request. If Human Resources is unable to meet the 7 working days deadline, it may take an additional 7 working days to respond. Personnel records are typically viewed in an MIC office. If meeting in an MIC office is a hardship to the employee, the records review meeting may be held in a mutually agreed upon location, more convenient to the employee or former employee. Upon request, copies of records may be made. MIC reserves the right to charge a fee for the copies. Certain records will not be provided to employees, including medical records, letters of reference or reference checks.

Nursing Mothers in the Workplace Act

MIC supervisors and managers will follow the provisions outlined in this law when notified of the need by a nursing mother. An employee may also notify Human Resources to request any provisions of the law. MIC will:

- Provide reasonable break time to an employee who needs to express breast milk for her nursing infant child each time the employee has the need to express milk for one year after the child's birth. The break time may run concurrently with any regular break time already provided to the employee.
- Not reduce an employee's compensation for the time used for the purpose of expressing milk or nursing a baby.
- Provide reasonable break time as needed by the employee unless doing so would create an undue hardship.
- Make reasonable efforts to provide a room or other location, near the work area, *other than a bathroom*, where an employee can express her milk in privacy.

STANDARDS of CONDUCT

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain or gain for a relative as a result of MIC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Faculty – Teaching Conflict of Interest

As long as you are on the faculty at the Music Institute of Chicago, you agree not to teach any former or current private or group students of the Music Institute of Chicago unless they are registered through the Music Institute of Chicago. Furthermore, you agree not to teach any former or current private or group students of the Music Institute of Chicago for at least twelve months after the termination of your employment for any reason at the Music Institute of Chicago. For purposes of this agreement, former students shall include any private or group students who were enrolled at the Music Institute of Chicago

during the prior school year. Lastly, siblings of MIC students who were referred to you by the Institute may only be taught through MIC.

External Requests for Information

The Music Institute of Chicago does not release any staff, faculty, or student information without the written consent of the employee, student or student's family, or an appropriate court order or legal warrant, and will refuse participation in any voluntary act or program that would make such information available to government, law enforcement officials or others.

Code of Conduct

The orderly and efficient operation of MIC's business requires that all employees adhere to and are subject to appropriate standards of behavior. Employees are expected to act legally, ethically, and morally in all areas of employment.

As members of the MIC community, faculty and staff are expected to interact with each other with civility, respect, and consideration. Demeaning, intimidating, threatening, or violent behaviors that affect the ability to teach, work or live in the community are unacceptable. The full version of the Code of Ethics and Conduct is located on the Paylocity Self-Service Portal in the *Company* section.

Fraud Policy

MIC and its employees must always comply with all applicable laws and regulations. MIC will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes payments for illegal acts, indirect contributions, rebates, and bribery. Employees who are uncertain about the application or interpretation of any legal requirements or who observe violations of MIC's fraud policy should refer the matter to their supervisor and/or the Vice President and CFO, or the President and CEO.

Confidential Information

Management, faculty, and staff members are required to respect individuals' rights to privacy and to treat as confidential all information supplied to them on that basis. The Music Institute of Chicago prohibits disclosure and discussion of confidential information obtained from official records, either during or after employment with the organization (unless an employee is authorized to do so). Such information includes:

- Personal and official information about students, including academic records.
- Financial information about students.
- Personal and financial information about past, current and prospective donors, as well as information about specific gifts and donations from alumni and other friends.
- Information regarding the Music Institute of Chicago's business transactions.
- Personnel records of Music Institute of Chicago employees, except as may be required by law.

Policy on Immigration Enforcement

1. Immigration officers or other law enforcement personnel *may not* enter campus buildings unless they have a *warrant*. A warrant is a document issued by a court or government agency. There are two types of warrants, one for when they are coming to make an *arrest*, and another for when they have signed permission from a judge to *search* a campus building.
2. MIC personnel should refuse entry to law enforcement (unless they are responding to an emergency) unless they present a valid arrest or search warrant. MIC personnel are also not required to provide any information, verbal, written or electronic, to the officer.
3. If a warrant looks like it was issued by *Immigration and Customs Enforcement (ICE)* but not a court, you have the right not to let the officer enter the school.
4. If the warrant was issued by a court and signed by a judge, and authorizes a search of the premises, you should let the officer into the school.
5. In any case of this kind, you should immediately contact the President's office – direct line (847) 448-8309; VP and Chief Operating Officer (847) 448-8311; or President's cell phone (847) 644-8309.

Whistleblower Policy

Any employee who, during the course of employment, believes that he or she has been requested or required to engage in an illegal or unethical act, or to engage in improper activity or who observes such activity, should report that information immediately, to Human Resources or to the President and CEO who will promptly undertake an investigation of the allegations.

Further, any employee who has any suspicion of illegal or dishonest or fraudulent activity on the part of officers should report their suspicion to the Chair of the Board of Trustees at MICBoardChair@musicinst.org. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action, up to and including termination of employment. Confidentiality is a priority, and every effort will be made to protect the confidentiality of any person who submits information about such activities. However, MIC may be required by law or necessity to reveal the identity of a complainant.

The whistleblower shall receive acknowledgement within five business days of the initial report regarding the investigation, disposition, or resolution of the issue. If the investigation of a report that was done in good faith is not to the whistleblower's satisfaction, he or she has the right to report the event to the appropriate legal or investigative agency.

Retaliation by any officer, trustee, or agent of MIC against any individual who seeks advice, raises a concern, or reports misconduct, or any violation of law or regulation is strictly prohibited, and will not be tolerated. The Board of Trustees will take appropriate action against any individuals engaging in retaliatory conduct against any person who has reported such a violation or otherwise acted in good faith in accordance with MIC's Whistleblower Policy. Retaliatory actions include suspension or termination of employment, demotion, threats, harassment, or any other form of discrimination.

This “anti-retaliation” policy is not intended to protect a person who is involved in wrongdoing about which he or she is making a report or to protect any person who intentionally makes a false report. Neither is it intended to shield an employee who may be on a Performance Improvement Plan from the normal disciplinary actions that are appropriate for such a plan.

EMPLOYMENT AT MIC – FACULTY AND STAFF

Fiscal Year

MIC conducts business on a fiscal year basis for financial and employment considerations. The fiscal year is September 1st through August 31st. Certain benefits may be offered on a calendar year basis or an alternative plan year, depending on the needs of the organization and federal compliance guidelines.

Recruitment and Hiring

The goal when filling vacant positions is to hire individuals who have the best skills, abilities, and/or experience to perform the duties of the job. Decisions regarding the recruitment, selection, and placement of employees are based on job-related criteria. Most vacancies are posted internally; qualified current employees are encouraged to apply, based on the guidelines below. (There may be exceptions, such as for senior level positions or as dictated by current business needs).

Internal Job Posting Guidelines

Open positions will be posted immediately on the MIC website, which is accessible to all MIC employees. Email alerts may be sent from supervisors for some positions, but not all. Open positions may be simultaneously posted internally and externally.

- An employee’s most recent performance review rating must be *Fully Successful* or higher.
- Employees must have been in their current position a minimum of 12 months. Exceptions may only be made by senior management.
- Employees must notify their current supervisor of intent to apply for opening.

The supervisor or manager of the department with the opening, in conjunction with Human Resources, will coordinate interviews with internal candidates. Employees will generally have five business days to apply for internal openings.

Human Resources will provide a written offer letter, confirming all offers of employment to new staff members. Faculty will receive a written employment contract. Prior to starting work, employees must comply with all new hire procedures, which include, but are not limited to, completing an Application for Employment and online onboarding tasks, consenting to background and reference checks, providing the appropriate I9 documents and complying with the federal government’s E-Verify process.

Hire Date/Anniversary Date

The first day an employee reports to work is their date of hire *and* anniversary date; these dates are used interchangeably. The date of hire is used to compute eligibility for benefits and the accrual of paid time off and other benefits.

Rehire

Former employees who were rated as fully successful performers in their last role and are eligible for rehire, may apply for open positions.

Service Restoration Rules for Eligible Employees

1. If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes.
Example: Jane is hired on June 3, 2017, and voluntarily resigns on January 5, 2018. Jane is rehired on April 23, 2018. Because Jane did not complete one full year of service prior to rehire, she is treated as a new employee and will not be credited with any prior service.
2. If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in company benefits plans will be bridged if the employee is rehired and the period of prior company service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans.
Example: Marcus is hired on September 3, 2008, and is involuntarily laid off on March 12, 2016. Marcus is rehired on October 15, 2018. Because Marcus' prior service is longer than his period of absence, Marcus is credited with his previous seven years and six months of service.
3. If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded the period of prior company service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.
Example: Angel is hired on December 9, 2015, and is involuntarily laid off on March 12, 2016. Angel is rehired on October 15, 2018. Because Angel's prior service is less than her period of absence, she will be treated as a new employee and will not be credited with any prior service.

Service Date Adjustment

When recognition of prior service is granted, a rehired employee's company service date will be adjusted in accordance with the service restoration rule.

Example: Marcus is rehired on October 15, 2018, and is credited with seven years and six months of prior service. Marcus' adjusted hire date is May 15, 2011.

FLSA Employment Classifications

The Fair Labor Standards Act (FLSA) is the federal wage and hour law that classifies most jobs as exempt or non-exempt. The FLSA mandates that employers pay employees (1) at least the federal minimum wage, and (2) overtime at a rate of one-and-one-half times the employee's regular hourly rate for all hours worked over 40 hours in any single workweek for positions classified as non-exempt. Positions classified as exempt are not subject to this overtime provision.

MIC Workweek

The MIC workweek is the fixed 168-hour period between Sunday at 12:00am and Saturday at 11:59pm.

MIC Employment Classifications – Staff

To determine eligibility for benefits, overtime status and to ensure compliance with federal and state laws and regulations, MIC classifies its employees as indicated below. (MIC may review or change employee classifications at any time).

Regular Employees

Regular staff employees work for and are paid directly by the Music Institute of Chicago. They do not have an end date to employment and may be eligible for MIC benefits.

Regular, Full-Time

Full-time staff work a 40-hour work week. These employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits plan.

Regular, Part-Time

Part-time staff are regularly scheduled to work fewer than 40 hours per week. Part-time employees are eligible for some of the benefits offered by MIC and are subject to the terms, conditions, and limitations of such benefits plan.

Non-exempt

Regular staff in non-exempt positions are paid on an hourly basis and must receive overtime pay for any hours worked over 40 hours in a workweek. Employees must receive prior approval from their supervisor before working overtime.

Exempt

Regular staff in exempt positions are paid on a salary basis, receive the same salary every pay period regardless of hours worked, and are not eligible for overtime pay. Positions classified as exempt must meet the duties tests defined by the FLSA. In general, exempt employees tend to perform relatively high-level duties with respect to the organization's overall operations.

MIC Faculty – Special Exempt Classification

Faculty

The FLSA also defines certain special categories of exempt employees, including “learned professions.” Exempt work defined as learned professions typically means work which is predominantly intellectual, requires specialized education, usually advanced degrees, and involves the exercise of discretion and judgment. The salary basis requirement does not apply to certain professions that pay on an hourly basis, including teachers. MIC faculty are classified as exempt learned professionals and are paid an hourly rate. Faculty may be full or part-time. Faculty employment classifications are explained below. Information regarding faculty eligibility for health insurance can be found later in this document.

MIC Employment Classifications – Faculty

Part-time

Faculty members who teach fewer than 54 hours per pay period are classified as part-time employees.

Full-time

Faculty members who teach at least 54 hours per pay period consistently for a minimum of three months are classified as full-time employees.

Each hour of teaching assumes 60 minutes of lesson preparation, evaluation time, administrative, or other institutional activities, such as:

- Participation in Music Institute concerts
- Performance classes and workshops
- Attendance at school recitals and concerts
- Attendance at student performances and competitions
- Participation in all-school and departmental events
- Student recording sessions
- Parent conferences
- Student evaluations
- Faculty meetings
- Registration and office administration
- Room set-up and clean-up
- Music Institute-related telephone calls
- Professional development
- Participation in sexual harassment prevention training
- Participation in mandated reporter training

Additional hours may be earned toward this total in the following ways:

- Faculty members who serve MIC in various administrative capacities beyond their teaching.
- Faculty members who participate in MIC community events.

Independent Contractors

An independent contractor hired by MIC contracts with the organization to perform a particular duty or to work on a particular project for a specified period of time. MIC does not take any deductions from the pay of an independent contractor. MIC does issue a 1099 Form to all independent contractors that are paid at least \$600 per calendar year. An independent contractor is not eligible for any employee benefits, such as medical, dental, life and disability insurance, or for any paid or unpaid time off benefits.

Seasonal Workers

Seasonal workers are hired to provide extra help during a particular season or time of year. They are usually hired on a part-time basis, but are entitled to overtime, which must be approved in advance by their immediate supervisor.

Temporary Workers

Temporary workers are typically hired to cover for absent employees, to fill temporary vacancies, or to fill gaps in the workforce.

Internships

An internship is a professional learning experience occasionally provided by MIC that offers meaningful, practical work related to a student's field of study or career interest. Interns typically work a part-time schedule, supervised by a department supervisor or employee. A student intern may receive school credit with proper documentation.

An intern will receive a job description at the beginning of their assignment and a performance review at the end of the internship.

Work Schedule and Breaks – Staff

Lunch Breaks

Regular Full-time, 40 hours per week

Regular full-time employees who work at least 7.5 continuous hours per day are entitled to a 30-minute paid lunch break. Employees entitled to a lunch break are strongly encouraged to take their lunch break away from their workstation or office. The lunch break must occur no later than 5 hours after the employee's start time. Lunch breaks may not be taken at the end of the workday. For example, if your workday is 9:00 am to 5:00 pm, your lunch break must be over by 2:00 pm.

Part-time, less than 40 hours per week

Part-time employees who work at least 6 hours per day are entitled to an optional 30-minute *unpaid* lunch break – at the employee's discretion.

Contingent Workers (Seasonal, Temporary, Intern)

Contingent staff who work at least 7.5 continuous hours in a single workday are entitled to a 30-minute *unpaid* lunch break, which should be taken away from their workstation. The lunch break must occur no later than 5 hours after their start time.

Timekeeping – paid rest breaks are not recorded on timecards. Any regular employee on a non-exempt position, or contingent worker on an hourly position, who takes an unpaid lunch break, must record the beginning and ending time of their lunch break on their timecard, in addition to recording the time they begin and end the workday.

Rest Breaks – Staff

Regular full-time, 40 hours per week

Employees who work at least 7.5 hours per day are entitled to two 15-minute *paid* rest breaks. Breaks may be taken mornings, afternoons, or combined with the 30-minute *paid* lunch break. The two 15-minute rest breaks may not be added to the end of the workday. For example, if your workday is 9:00am-5:00pm, you may not take your two 15-minute breaks within an hour of the end of your workday.

Regular part-time, less than 40 hours per week

Part-time employees who work at least 4 hours per day are entitled to one 15-minute paid rest break. Part-time employees who work at least 6 hours per day may take one 15-minute paid rest break instead of the 30-minute unpaid lunch break.

Contingent Workers (Seasonal, Temporary, Intern)

Contingent staff who work at least 4 hours in a single day may take one 15-minute *paid* rest break. Paid rest breaks are not recorded on timecards. Contingent workers who work at least 6 hours may opt to take a 30-minute unpaid lunch break instead of one 15-minute paid rest break.

Overtime – Staff

Staff employees in non-exempt positions who work more than 40 hours in one week must be paid overtime at the rate of one and one-half times their regular hourly rate of pay. However, employees must receive advance approval from their supervisor to work overtime. (Employees in exempt positions are not eligible for overtime pay.) Working unapproved overtime hours may subject the employee to disciplinary action. Hours worked for the calculation of overtime will include neither vacation or holiday hours, nor hours away from work due to sickness, even when this time is paid. Employees must record all time worked over and above their normal schedule, on their electronic timecard, at the time the work occurs.

Recording Time Worked – Staff

Staff employees in non-exempt positions must electronically record time worked using their electronic timecard in Paylocity. Paid lunch breaks are not recorded. Full-time employees who work at least 7.5 hours in a single workday will only record the time they begin and end work.

Recording Time Worked – Faculty

On July 1, 2017, a new law became effective in Cook County – the Cook County Earned Sick Leave Ordinance. Staff and faculty must work a minimum number of hours to qualify for paid time off under this law. **Due to the requirements of this law, faculty are required to electronically record all time worked using the employee timecard in Paylocity.** *Faculty are only required to enter the **total number of hours worked** each day.* Faculty are not required to enter a start or end time, nor are they required to record time taken for breaks. (The law is explained in more detail later in the Handbook).

Pay

MIC complies with state and federal minimum wage laws. MIC also complies with the Equal Pay Act of 2003 and its 2019 amendments. The Equal Pay Act of 2003 prohibits employers from paying unequal wages to men and women for doing the same or substantially similar work, requiring *equal* skill, effort, and responsibility, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender. Under the 2019 amendment, employees will be compared to others in jobs that require *substantially similar* skill, effort, and responsibility. Under the law, factors that account for differences in pay must be job related and consistent with business necessity and not be based on or derived from a differential in compensation based on race or another protected characteristic.

Paydays/Direct Deposit of Paychecks

Non-exempt employees are paid semi-monthly, on the 15th and last day of the month. Exempt employees are paid monthly, at the end of the month. MIC will not provide any payroll advances or extend credit to employees.

Direct deposit is the preferred method of payment to employees for time worked. However, employees may state their preference to be paid by check instead of direct deposit. Direct deposit may

be selected as part of the initial online onboarding process, or at a later time. The institution reserves the right to discontinue Direct Deposit privilege at any time.

Discrepancy in Pay

If an employee feels that there are any discrepancies or mistakes in their paycheck, they should contact the Payroll Specialist. Corrections to paychecks will be made as quickly as possible.

Payroll Deductions/W2 Form

Federal and state laws require MIC to make certain payroll deductions on behalf of each employee. Deductions generally include federal and state income tax and FICA taxes (Social Security and Medicare). Other deductions will be made based on an employee's voluntary enrollment in various benefit plans, which may include medical, dental, life insurance and 403(b) retirement plans. In addition, MIC is required by law to recognize and make deductions from an employee's paycheck for certain court orders, liens or wage assignments or wage garnishments.

At the end of each calendar year, employees will receive a Wage and Tax Statement (W2 Form), which summarizes an employee's income and deductions for the year. W2 forms will be available on the employee Self-Service Portal in Paylocity. Employees may also request that W2 forms be emailed or mailed to their homes. Questions regarding the W2 Form should be addressed to the Payroll Specialist.

Business Expenses

MIC will reimburse ordinary and necessary expenses for staff travel, business meetings and entertainment incurred in the performance of assigned job duties. Any questions of the reasonableness of an expense must be discussed in advance with a supervisor or manager. To be reimbursed, employees must obtain proper approval and submit an expense report no later than 30 days after incurring the expense.

Appearance/Dress Code Guidelines

Employees contribute to the culture and reputation of the Music Institute of Chicago and their appearance should present a favorable impression with students, parents, and co-workers. MIC in general, is a casual work setting and the dress code is also casual. The casual dress code means that employees may wear clothing that is comfortable, informal and practical for work, but not distracting or offensive to others. "Typical" casual attire may include khakis, jeans (not ripped or torn), slacks, capris and cropped slacks, t-shirts, casual blouses, shirts, tops, sweaters, skirts, and dresses. Shorts are not allowed at work. An employee's attire should also be conducive to and appropriate for the performance of their assigned job and work environment. In addition, certain circumstances may require a more "business casual" dress style. Special office or off-site events, meetings with clients, donors or vendors are examples where casual dress may not be appropriate. Business casual dress "typically" includes slacks or khakis, dress shirt or blouse, open-collar or polo-type shirt, optional tie or seasonal sport coat, a knee-length dress or skirt, tailored blazer, knit shirt or sweater.

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the MIC logo, sports teams, university names or fashion brand names are generally acceptable. Clothing that is too short or too revealing is inappropriate and will not be allowed at any campuses and buildings of the Music Institute of Chicago. While sneakers or sandals

may be acceptable shoes, flip flops are not appropriate for the office. Finally, common sense should govern. Employees may be advised about inappropriate dress, which could require them to return home to change clothes.

LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993, (FMLA), requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. MIC employees (full-or part-time) are eligible for FMLA if they have worked for MIC for at least 1,250 hours in the past twelve (12) months. The 1,250 hours must be actual work hours. Beginning August 1, 2017, the 12 weeks unpaid FMLA leave will be computed on a “rolling” 12-month basis (or 12-month period). Under the rolling 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months. Employees were notified of this change in May of 2017.

FMLA leave may be granted for any of the following reasons:

- (1) The birth of a son or daughter, and to care for and bond with the newborn child within one year of birth.
- (2) For placement with the employee of a son or daughter for adoption or foster care, and to bond with the newly placed child within one year of placement.
- (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition, including incapacity due to pregnancy and for prenatal medical care.
- (4) Because of a serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care.
- (5) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.
- (6) To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

NOTE: In addition, eligible employees may take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (referred to as military caregiver leave). An eligible employee is limited to a *combined* total of 26 work weeks of leave for *any* FMLA-qualifying reasons during a single 12-month period.

Whenever possible, the employee is required to provide advance leave notice and medical certification if required. The employee should notify Human Resources of the leave request. Taking FMLA leave may be denied if requirements are not met. The employee ordinarily should provide 30 days advance notice when the leave is foreseeable. MIC requires medical certification to support a request for leave because of the serious health condition of an employee and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Once an employee has provided MIC with satisfactory notice of his or her need for FMLA leave and has furnished sufficient information for the employer to determine whether the leave qualifies under FMLA, MIC must promptly—typically within five business days—notify the employee that his or her requested leave will be counted under FMLA. This designation may be verbal or written. If the

designation is verbal, however, it must be confirmed in writing no later than the following regularly scheduled pay day or, if that is less than one week after verbal notification, the subsequent payday. During an FMLA leave, if an employee has medical and other health coverage, MIC will maintain the employee's coverage under any group health plan as long as the employee continues to pay his or her portion of the benefit plans. All employee portions of insurance premiums must be remitted in a timely manner. Insurance premiums must be received by MIC on or before the payroll deadline for the month. Failure of any employee to provide for the timely payment of any benefit will be cause for cancellation of the benefit.

Upon return from an approved FMLA leave, employees will be restored to their original position or an equivalent position with equivalent pay, benefits, and other employment terms. The use of FMLA leave does not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. An employee on FMLA does not accrue paid vacation, sick, or personal time.

Certification

MIC requires medical certification to support a request for leave because of the serious health condition of an employee and may require second or third opinions (at the employer's expense), and a fitness for duty report to return to work. In addition, medical certification is required when the leave request is for the serious health condition of the employee's parent, spouse, son or daughter, and for military family leave.

Certification is not required for leave requests to bond with a healthy newborn child or a child placed from adoption or foster care. However, MIC may request documentation to confirm the family relationship.

Equal Application

The right to take leave under FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption, or foster care of a child.

Active employee

In situations where the employer/employee relationship has been interrupted, such as an employee who has been on layoff, the employee must be recalled or otherwise be re-employed before being eligible for FMLA leave. Under such circumstances, an eligible employee is immediately entitled to further FMLA leave for a qualifying reason. A Department of Labor summary of the FMLA, titled "Employee Rights Under the FMLA" is in the Paylocity Self-Service Portal.

MIC Faculty - Family Medical Leave Policy

This benefit is available for full-time faculty members. It provides up to one week (5 business/teaching days) of paid time off per fiscal year to eligible faculty members, for their own serious health condition, the serious health condition of a close family member or for the birth or adoption of a child. Eligible faculty members must complete a Certification Form and return to HR (HR@musicinst.org) with a copy to the Dean (eabraham@musicinst.org). The Faculty – Family Medical Leave Request and Certification Form is available on the employee Self-Service Portal in Paylocity.

Illinois School Visitation Rights Act

Under this law, certain employees are eligible to take unpaid leave during a school year to attend school conferences or school activities if (1) the activity cannot be scheduled during non-work hours and (2) the employee has exhausted all other leave time or accrued paid time off except sick leave or disability leave. To qualify for this leave, the employee must have been employed for six consecutive months and worked an average of one-half of the hours of a full-time employee. The law requires unpaid leave of up to eight hours during a school year and no more than four hours may be taken on a single day. The employee must provide MIC with a written request for leave at least 7 days in advance. In an emergency, 24 hours' notice is required. A school administrator must provide the employee with documentation of the school visit.

Voting Leave

Employees may take 2 hours off to vote if the employee's work schedule begins less than 2 hours after polls open and ends less than 2 hours before polls close. Employees are not penalized for taking voting leave and voting time will not be deducted from pay. Employees must notify supervisor of voting leave prior to the day of an election.

Military Leave (State and Federal)

MIC employees are granted leaves of absence for military or reserve duty. If an employee is called to active military duty or the Reserve or National Guard Training, they should submit copies of their military orders to their supervisor as soon as possible. The supervisor must promptly notify Human Resources.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that protects from discrimination or retaliation an employee who gives proper notice of the need for a military related absence. It requires employers to reinstate employees who take up to five years off of work for military service, with all the promotions, raises, and other benefits they would have received had they worked through their military time off. It also prohibits employers from firing employees without cause for up to one year after they return from service. In addition, an employer is prohibited from requiring the employee to use their paid time off benefits for the military absence; however, the employer must allow the use of paid time off if the employee requests it.

Illinois employees who are also members of the State or National Guard or Reserves, in effect, have two jobs: a position in the private sector and military service. If you are called to active duty, you might be absent from your civilian job at MIC for months. But while you are gone, federal and Illinois laws protect your job rights at MIC. Illinois law goes further than federal law. Illinois protects not only employees who are already members of the military, but also employees who leave their jobs to join the military.

Non-exempt *staff* employees

Since non-exempt employees are only paid for hours worked, they will not be paid for time served in the military.

Exempt employees

According to the FLSA (The Fair Labor Standards Act), deductions for partial week absences for exempt employees due to military leave are prohibited. If an exempt employee works any portion of a workweek, the employer must pay the employee their full weekly salary as if they had worked the entire week. However, the employer can offset any amount received by the exempt employee as military pay for a particular week against the salary due for that week without loss of exemption. In

other words, the salary of an exempt MIC employee cannot be reduced because of military leave, but MIC can offset (deduct) amounts received by the employee as military pay. Faculty are also eligible for Military Leave.

Illinois Child Bereavement Act (CBLA)

Eligible employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid bereavement time following the death of a child. Employees are entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a 12-month period. "Child" is defined as "an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in locos parentis.

Employees may use child bereavement leave for the following purposes: (1) to attend the funeral, or alternative to a funeral of a child; (2) to make arrangements necessitated by the death of a child; or (3) to grieve the death of a child. Leave under the CBLA must be taken within 60 days after the employee receives notice of the death of a child.

To take leave, an employee must provide at least 48 hours' notice of their intention to take leave under the CBLA, unless it is not reasonable and practicable. The employee must provide reasonable documentation of a child's death, such as a death certificate, published obituary, written verification of death, burial, or memorial services from a mortuary, funeral home, or similar places.

An employee is eligible for the leave after 1,250 hours of service with MIC during the prior 12-month period. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act and may not exceed unpaid leave time allowed under that law (FMLA).

Illinois Victims' Economic Security and Safety Act (VESSA)

The Illinois Victims' Economic Security and Safety Act (VESSA) provides an eligible employee who is a victim of domestic, sexual or gender violence, or who has a family or household member who is a victim of domestic, sexual or gender violence, with up to 12 weeks of unpaid leave per any 12-month period to address issues arising from domestic, sexual or gender violence. VESSA leave may be taken intermittently or on a reduced work schedule.

Specifically, an employee may take VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
- Obtain victim services, psychological or other counseling services.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence.
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

The employee must provide MIC with notice of the intention to take leave at least 48 hours in advance when possible.

MIC will require certification that VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee's family or household member is a victim of domestic or sexual violence. An employee may satisfy such a certification requirement by providing a sworn

statement of the employee, and upon obtaining such documents the employee shall also provide MIC with: Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance; a police or court record; or other corroborating evidence.

MIC will maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

ATTENDANCE and PUNCTUALITY – Staff

Attendance and punctuality are important to the efficient operations of any business. Good attendance and punctuality are expected of all employees. Each employee is responsible for being present and ready to work at their scheduled start time each day. Excessive absenteeism and/or tardiness are performance issues which may result in disciplinary action.

If an employee is unable to report to work or knows they will arrive late, the employee must call in to the supervisor's work number and advise their supervisor before the start of their shift each day, unless on an approved leave of absence. Notifying a fellow employee is not sufficient. If an employee cannot call in themselves because of illness or incapacitation, the employee must have a responsible person call on their behalf. If the employee's supervisor is not available when they call in, the employee may leave the supervisor a voice mail message. If an employee is unable to personally speak to their supervisor or leave a voice mail message, and the supervisor's cell phone number is known, the employee may call the supervisor's cell number. If unable to speak to the supervisor, the employee may leave a voice mail message and/or send a text message. Only if unsuccessful at reaching their supervisor through the methods listed here, the employee must call the main MIC phone number, 847-905-1500, and ask to speak with a manager or Human Resources to inform them of the absence.

If an employee fails to notify MIC after three (3) days of consecutive absences, or 3 consecutive days of scheduled work shifts, MIC will presume that the employee has voluntarily resigned, and the employee will be terminated from employment.

Employees with job descriptions that allow for remote work must notify and receive supervisor approval for working out of the state of Illinois. These employees must work a minimum of two days in the office.

Paid Time Off – Full Time Staff

Holidays

Full-time staff are entitled to the following 12 holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day

- Five days during the Winter Break as determined by MIC's Calendar. During the two-week Winter Break, each full-time staff employee must work a total of three days in order to receive the five paid holidays. Individual work schedules should be arranged with the appropriate supervisor.

Vacation

Full-time staff employees' paid vacation leave will be earned pro-rata over the fiscal year of MIC which begins on September 1st of each calendar year and ends on August 31st of the following calendar year. Vacation leave will begin accruing on the date of full-time hire or the date a part-time employee transitions to full-time status. Vacation leave is determined by length of service as of the employee's anniversary date as a full-time employee.

- During the first 5 years of full-time employment, employees will earn vacation at the rate of 10 days per year and will accrue vacation at the rate of .84 days per month.
- After completing 5 years of service, i.e., on the fifth anniversary of the date of full-time employment, employees will earn vacation at the rate of 15 days per year and will accrue vacation at the rate of 1.25 days per month.
- After completing 10 years of service, i.e., on the 10th anniversary of the date of full-time employment, employees will earn vacation at the rate of 20 days per year and will accrue vacation at the rate of 1.67 days per month.

Vacation leave may be taken in either full-day or half-day increments. Requests for vacation must be submitted through Paylocity. All vacation leave must be approved by the employee's supervisor, and arrangements must be made to cover the employee's job responsibilities during their absence.

Vacation may be taken as it accrues. In addition, with supervisor's approval, vacation may be taken before it accrues, up to the employee's maximum eligibility each year.

A maximum of 5 vacation days may be carried over into the next fiscal year without approval. Employees may request additional carryover days. However, requests will only be granted with the approval of the supervisor and the President and CEO.

Vacation Payout or Payback upon Separation

Upon termination of employment from MIC, the employee will be paid for any accrued, unused vacation. MIC will deduct pay for the equivalence of any unearned vacation taken by a terminated employee. Breaks in service of more than one year will result in "starting over" for vacation entitlement. Exceptions to the vacation leave policy may be granted with approval of the supervisor and the President and CEO.

Personal Days

Regular full-time staff employees are entitled to four (4) paid personal days in each fiscal year, to be taken at the employee's discretion. Employees are allotted all 4 personal days at the start of the fiscal year, September 1st. Personal days may not be carried over to the next fiscal year; unused personal days will be lost, and employees will not receive compensation for unused days. Likewise, upon termination, unused personal days will not be paid as additional compensation.

New employees accrue Personal Days based on the following schedule:

Month of Hire	Personal Days Allotted
September – November	4
December – February	3
March – May	2
June – August	1

Requests for personal days must be submitted through Paylocity and approved by an employee’s supervisor.

Sick Days

Regular full-time staff employees are eligible for up to eight (8) paid sick days per fiscal year. Full-time staff accrue sick days as follows:

- At the rate of .67 days per month.
- Rollover. Up to eight (8) unused sick days will rollover into the next fiscal year, up to a maximum of 16 days per fiscal year.

Sick days may be used in accordance with the following guidelines:

- May be taken in full-day (8 hours) or half-day (4 hours) increments.
- For an employee's personal illness, well-care, medical or dental appointment, or other health-related matters.
- For illness, well-care, medical or dental appointment, or other health-related matter for an employee's spouse, children, mother, or father.
- If the employee is absent unexpectedly due to personal illness or a family member’s illness, the employee must notify his or her supervisor as soon as reasonably possible.
- If the employee remains absent for more than one day the employee must notify the supervisor of *each* subsequent days’ absence, unless on an approved leave of absence.

In addition, an employee not on an approved leave of absence who is absent for three (3) consecutive days must provide Human Resources with medical documentation or certification of the illness. If the employee is on leave under the Family and Medical Leave Act (FMLA), accrued sick, personal, or vacation days must be used initially as part of the FMLA leave. Employees are not paid for unused sick leave upon termination of employment.

Cook County Earned Sick Leave Ordinance

The Music Institute of Chicago complies with this ordinance which became effective July 1, 2017. The ordinance provides covered employees with one hour of paid sick time for every 40 hours worked, up to a maximum of 40 hours in a calendar year.

Employees are considered covered employees if they meet the following criteria:

- The employee must have worked a minimum of two hours in any two-week period. (Employees begin to accrue sick leave on either July 1, 2017, or after they have worked 2 hours in a 2-week period).
- A covered employee becomes eligible for earned sick leave if they meet the following criteria – the employee must have worked a minimum of 80 hours in any 120-day period.
- A covered employee may begin to use accrued sick leave under this Ordinance after 180 days of employment.

Covered employees may carry over a maximum of 20 unused hours to the following fiscal year.

Employees covered by the federal Family and Medical Leave Act (FMLA) may carry over an additional 40 hours of unused paid sick leave to use exclusively during a leave of absence covered by the FMLA.

Cook County Earned Sick Leave and Substitute Teacher Policy

Faculty members who have recorded their hours in Paylocity and accrued Earned Sick Leave consistent with the Cook County Earned Sick Leave Ordinance must notify the Office of the Dean of their intent to take Earned Sick Leave. If a Covered Employee's need for Earned Sick Leave is "reasonably foreseeable," notice is required seven days before the leave is taken. If the need for Earned Sick Leave is not foreseeable*, notice must be given as soon as possible on the day the Covered Employee intends to take Earned Sick Leave. Notice can be made via phone, e-mail, or text message to the Vice President and Dean of Academic Affairs at (847) 732-9605.

In the event of the need to take Earned Sick Leave, other than direct communication with the Office of the Dean, there is no expectation that faculty members will recruit, schedule, or otherwise communicate with their substitute teachers. Faculty may not use Earned Sick Leave to "substitute for themselves." Decisions regarding the assignment of substitute teachers are made solely by the Office of the Dean.

**The definition of reasonably foreseeable includes but is not limited to prescheduled appointments with health care providers for the Covered Employee or for a family member and court dates in domestic violence cases. Any notice requirement imposed by an Employer pursuant to this subsection shall be waived in the event a Covered Employee is unable to give notice because he or she is unconscious, or otherwise medically incapacitated. If the leave is one that is covered under the Family and Medical Leave Act, notice shall be in accordance with the Family and Medical Leave Act.*

Retaliation Prohibited

It shall be unlawful for any employer to discriminate in any manner or take any adverse action against any covered employee in retaliation for exercising, or attempting in good faith to exercise, any right under this Ordinance, including, but not limited to, disclosing, reporting, or testifying about any violation of this Ordinance. An employer shall not use its absence policy to count Earned Sick Leave as an absence that triggers discipline, discharge, demotion, suspension, or any other adverse activity.

A notice of this Ordinance has been placed in all MIC work/campus locations.

(Full-time staff employees are eligible for sick pay, which exceeds the guidelines of this ordinance).

Bereavement

In the event of a death in the employee's immediate family, a maximum of three (3) consecutive workdays of paid leave will be granted to full-time staff. In this case, immediate family includes the employee's spouse, children, parents, brother, sister, grandparents, grandchildren, parents-in-law, daughter- or son-in-law, siblings-in-law, nieces, and nephews. To be paid you must submit an obituary or wake/funeral card substantiating the death. Requests arising from ambiguous or extraordinary circumstances must be approved by the President and CEO.

Jury Duty

MIC will grant employees summoned for jury duty time off from work to perform jury service, regardless of the employment shift the employee is assigned to work at the time of the summons. An employee must give reasonable notice of required jury service to MIC by providing a copy of the summons within 10 days of the date the employee receives the summons.

While Illinois does not require employers to pay employees for time off for jury duty, full-time staff employees will receive regular pay for jury duty, typically, up to 10 workdays per 12-month period, once an employee has completed six (6) months of continuous employment. To be paid, full-time staff must present the court pay voucher and proof of actual service to Human Resources.

Flexible Time (Flextime)/Summer Hours

The general operating hours of the Music Institute of Chicago are Monday through Friday, 9:00 am to 5:00 pm. (Hours may vary by position and campus location.) All employees are expected to be at work during these hours, unless approved for a flexible schedule (flextime). All employees must secure supervisor approval in advance of the time off. Flextime is a work schedule that differs from an employee's regular work schedule.

An employee may request a flextime schedule that replaces their regular work schedule, including summer months only (Memorial Day through Labor Day). Requests for changes in work hours to a flex schedule on a regular or temporary basis will be reviewed and considered by a supervisor based on the needs of the department. Since many employees in the same department may request flexible summer hours, the department must be adequately staffed during regular operating hours before a supervisor will grant approval for flexible summer hours for any employee. Examples of summer flex hours for a regular 40-hour per week, for full-time employees may include, but are not limited to: four 10-hour days; four 9-hour days and one 4-hour day; or starting or ending workdays two hours earlier or later than normal.

EMPLOYEE BENEFITS

Summary of Employee Benefits

MIC provides a rich benefits package for full-time staff and faculty, and partial benefits for part-time staff and faculty. Full-time employee benefits may include voluntary medical, dental, vision, life insurance, short- and long-term disability insurance, a matching 403(b) retirement plan and MIC tuition reduction. Part-time employees are eligible for the 403(b) tax-deferred, non-matching annuity plan, MIC tuition reduction, and free admission for the employee and up to 2 guests for concerts at Nichols Concert Hall, except where otherwise noted. MIC may pay a portion of the cost of some of the benefits. Other benefits offered are fully paid for by the employee. MIC reserves the right to change the portion of benefits costs that it will pay during Open Enrollment or at any time.

The employee's share of premiums for benefit plan participation will typically be deducted from their paycheck once per month, at the end of the month, on a pre-tax basis. If earnings are not sufficient in a particular pay period to cover the premiums, the employee will be billed for the uncovered balance. If the payments are not made in a timely manner, the employee's participation in the benefit plan(s) will be terminated and future participation will be denied until the next Open Enrollment period. In such circumstances the employee may be eligible for COBRA coverage (see below).

MIC reserves the right to add or delete benefit plans without prior notice as determined by the needs of the organization. In all cases, if there is a conflict between the terms spelled out in plan documents and this or any other documents, the plan documents will prevail. Specific details about the current year's benefit plans offered are available in the separate Current Year's Summary of Benefits chart, on the employee Self-Service Portal in Paylocity.

Open Enrollment – Full-time Faculty and Staff

The annual Open Enrollment period allows eligible employees to add or change their benefits coverage. Open Enrollment is typically an online process and occurs several weeks prior to a plan's effective date. Open Enrollment is the only time during the year that employees may make changes to their benefits coverage, except in special circumstances, explained in the next section.

Qualifying Life Event

Employees who experience a "Qualifying Life Event" will be allowed to enroll in benefits coverage that was previously declined when initially eligible – upon hire or during the annual Open Enrollment period. Qualifying life events include, but are not limited to marriage, divorce, the birth, adoption, or placement for adoption of a child, the loss of coverage due to a spouse losing coverage or losing coverage under parents' insurance plans. Employees must promptly notify Human Resources if they experience a qualifying life event because they must enroll in coverage within 31 days of the event. For specific details regarding special enrollments, please refer to musicinst.org/office.com or the employee Self-Service Portal in Paylocity.

FACULTY ELIGIBILITY for HEALTH INSURANCE

Health insurance is a benefit that is provided for full time employees only. Faculty members become eligible for health insurance benefits after completing three consecutive pay periods (including summer session) with a total projected equivalent of at least 54 hours per pay period.

Formula

Teaching hours x 17 (one semester)/5 (pay periods) + admin hours/12 + additional work hours = total equivalent projected hours

Each faculty member who is interested in receiving health insurance benefits must notify HR, the Payroll Specialist, or the CFO in writing or by email of their intent to apply for health insurance after they have completed one month of eligibility. Health insurance may go into effect on the first of the month following the three-month eligibility period if the employee application for insurance is received in a timely fashion.

If in any pay period (excluding the summer session) the faculty member falls below the projected equivalent of 54 hours per pay period, a probationary grace period of one semester or five calendar months (whichever is greater) is triggered. Health insurance coverage will cease at the end of the probationary grace period, at which time the faculty member may apply for health insurance through COBRA. Faculty members can re-establish their full eligibility for health insurance at any time by completing three consecutive pay periods with a projected equivalent of at least 54 hours per pay period.

Definitions

Semester: The MIC academic calendar is divided into one fall and one spring semester, each consisting of 17 weeks and five pay periods, and one summer session, consisting of two pay periods.

Pay period: A pay period equals approximately one month. The calendar year consists of twelve pay periods.

Work hours: Work hours are accrued through teaching, administrative duties (determined in advance per each position), and other special pay services, such as community performances, recruiting, and community service activities.

Projected equivalent work hours: Teaching hours are projected over an entire semester. Administrative hours are spread equally over 12 months. Special Pay services are tracked on a monthly basis by the Accounting Department.

NOTE: It is the responsibility of faculty to maintain accurate records of their employment activities, including an accurate accounting of student schedules and lesson-lengths, administrative roles, and approved performance and community service activities.

Employee Assistance Program (EAP) – All Employees

The Employee Assistance Program (EAP) is a free resource designed to provide highly confidential and experienced help to employees when dealing with issues that may affect their lives and the quality of their job performance. Because MIC wants employees to be able to maintain a healthy balance between work and personal life, the EAP is available to all full-time employees. The counseling and referral services offered through the EAP may help employees better manage life's challenges and MIC encourages employees to use this valuable resource whenever they have such a need.

Employees who use the EAP are assured the information disclosed in their sessions is confidential and not available to the Music Institute of Chicago, nor is MIC given any information on who chooses to use the services. A supervisor may suggest but may not require an employee seek the service of an EAP, in certain situations. EAP may be accessed online or through a toll-free telephone number. For questions or to obtain the flyer with the current EAP website and telephone number, employees may contact Human Resources. EAP information is also on the Paylocity Self-Service Portal.

MIC Tuition Reduction – All Employees

Full and part-time faculty and staff are eligible for the following discounts on tuition for private and group lessons:

- Full-time employees and their immediate family will receive a 40% discount.
- Part-time employees and their immediate family working a minimum of 6 hours per week will receive a 10% discount.
- Grandchildren of full-time employees will receive a 25% discount.
- Grandchildren of part-time employees working a minimum of 6 hours per week will receive a 10% discount.
- Employees, age 65 or over (faculty, staff, or non-employees), will receive a 15% discount on lessons for themselves, for lessons taken after 3:30 p.m., Monday through Friday or on weekends. (No senior discount will be given for lessons taken before 3:30 p.m., Monday-Friday.)
- Any adult student over age 18, employee or not, taking a private lesson from a standard rate faculty member that ends before 3:30 p.m., Monday through Friday, *in MIC studios*, receives a 15% discount.

*No “stacking” of discounts is allowed. i.e., if a full-time faculty member, over age 65, takes lessons after 3:30 p.m. on a Monday, they would be entitled to *either* the 40% employee discount *or* the 15% senior discount, but not both. Presumably, they would select the 40% discount. Likewise, full-time faculty or staff taking lessons before 3:30 p.m. are not entitled to both the 15% discount and the 40% employee discount.

Other Benefits

Faculty members who maintain a minimum of 6 teaching hours per week are entitled to discounted rental rates at Nichols Concert Hall.

SEPARATION FROM ORGANIZATION

Resignation/Termination

Should an employee decide to end their employment with MIC, a minimum of two (2) weeks' written notice is requested to allow sufficient time to locate a replacement. A minimum of four (4) weeks written notice is requested for Manager, Director, and Vice President level positions.

Upon termination or resignation, employees are responsible for the return of all MIC tools, equipment, keys and other property, which may have been assigned to them. Separating employees will be requested to complete an Exit Interview Questionnaire and to participate in an Exit Interview, typically with Human Resources.

Requests for employment verification should be directed to MIC's Human Resources Department. MIC typically verifies position title and dates of employment.

Severance Pay Policy – Staff

The purpose of MIC's severance pay policy is to provide financial benefits to certain employees who lose their positions involuntarily under severance qualifying conditions. MIC will provide severance benefits to full-time and part-time employees whose employment is terminated due to changes in operations, campus relocation or closing, or a reduction in staff for other economic reasons. If the employee is offered another position at MIC and the employee accepts the offer, no severance will be paid.

If an employee resigns, abandons the job, fails to return from an approved leave of absence or initiates termination voluntarily, the employee will be ineligible for severance pay. In addition, employees will be ineligible for severance benefits if they are terminated for misconduct, unsatisfactory performance, or other causes, determined solely at MIC's discretion.

The amount of severance pay an employee receives will be based on the following criteria:

- Full-time or part-time status.
- Completion of at least one year of continuous employment at MIC.
- Employee will be entitled to one week's pay for each full year of continuous service; calculations will be based on the average weekly wage for the preceding 12 months.
- The total amount of severance pay may not exceed 26 weeks.
- Severance payments will be paid in the pay period following the termination date, in most situations, less required taxes, and deductions.
- Employee will be required to sign a release prepared by MIC to receive distribution of severance payment.

COBRA - Continuation of Health/Medical Coverage (Eligible Staff and Faculty)

COBRA – The Consolidated Omnibus Budget Reconciliation Act of 1985 is a federal law that requires most employers sponsoring group health plans to offer covered employees and their families the opportunity for a temporary extension of health coverage, typically, up to 18 months. COBRA is only available to employees who lose coverage upon separation from MIC. Under COBRA the employee is responsible for the full cost of a group medical or dental plan (i.e., the employee and employer cost), plus a 2% administrative fee. The MIC COBRA plan is managed by our benefits plans administrator, Better Business Planning (BBP). Human Resources will notify BBP of terminations of employees eligible for COBRA; BBP will then follow up with the employee. Employees with questions concerning COBRA may contact Human Resources.

EMPLOYEE COMMUNICATIONS

Telephone/Internet Use

Good telephone etiquette is important when interacting with each other and the public. Employees should identify themselves and the office in a pleasant and helpful voice. Employees should be courteous and confine the conversation to the subject at hand.

Personal Cell Phones at Work

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of MIC phones, and some flexibility will be allowed in using personal cell phones. However, excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. We expect employees to keep personal cell phone calls to a minimum. If a lengthy cell phone call is needed employees should make or receive such calls during lunch or rest breaks, away from the workstation.

Cell Phone Use While Driving

In Illinois it is unlawful to use a hands-held “electronic communication device” while driving, including cell phones, personal digital assistants, tablets, or laptop computers – even if you are just touching or holding it. A first offense will cost the driver a \$75 fine, and the fine escalates with each subsequent offense. Effective July 1, 2020, a new law increased penalties to a \$1,000 fine plus a one-year license suspension if a driver is distracted and causes an accident that results in bodily harm or death.

Therefore, while driving during MIC business, the use of hands-held cell phones or other electronic devices is prohibited. Violations of this policy may lead to disciplinary action, up to and including termination.

Office Equipment Use

Photocopier:

Employees may occasionally need to copy materials for personal reasons, a privilege not to be abused. Excessive use of either the copy machine or the fax machine for personal reasons is unacceptable conduct and may result in disciplinary action.

It is the policy of MIC that the copy machines are not used to duplicate any materials which would result in the violation of federal copyright statutes.

Electronic Systems Usage Policy

- MIC reserves the right to limit and/or deny access, or refuse the provision of any product or service, to any person, organization, network, Internet address or geographic area it so desires.
- MIC strictly prohibits transmission and/or receipt of illegal and or offensive materials, information, images, data, etc., through the MIC network.
- While using the telephone system, Internet, and/or network or related service, employees may not:
 - Post, upload, transmit or receive any pornographic images, content or materials.
 - Post, upload, transmit or receive any offensive, sexist, racist, inconsiderate, irresponsible, malicious, violent, or criminal content of any kind.

- Restrict or inhibit any other user from using and enjoying the network and its services.
- Post, upload, transmit or receive any unlawful, fraudulent, threatening, abusive, defamatory, obscene or otherwise objectionable or harmful content or data of any kind.
- Post, upload, transmit or receive any program, information or software that contains a coded virus, worm, Trojan horse or other harmful, disruptive or destructive component.
- Post, upload, transmit or receive any data, code, applet, program, images or content to gain access to unauthorized areas of the MIC network or servers.
- Post, upload, download, transmit or receive materials in violation of another party's copyright, intellectual property or other legal rights.
- Transfer any MIC data to their personal device without written approval from the COO.

All traffic through our website and network may be logged for security purposes and we reserve the right to refuse to transmit, list, post, upload or receive any information, data or content that is unacceptable, offensive or in violation of these policies.

MIC maintains an option for the prosecution of offenders for damages to our network, brand label and customer relationships arising from any network misuse or any of the aforementioned illegal activities. MIC also reserves the right to prohibit any user who, at the organization's sole discretion violates the terms of this policy, from using the Internet, network and or related services. Such prohibition may occur without notice to the user.

Depending on the type of records or files, whether in electronic, paper or other format, created with computer, voice mail or other office systems provided by MIC, could be considered the property of MIC. MIC management reserves the right to review any such files at any time and to use the content of such files as evidence in enforcing compliance with this policy.

Violation of this policy will result in disciplinary action up to and including termination, based on the severity and circumstances of the violation.

Information Technology (IT)

IT security is a cybersecurity strategy that aims to prevent unauthorized access to an organization's assets, such as networks, computers, and data. It also protects the confidentiality and integrity of sensitive information and keeps hackers out.

Email

All employees are assigned an MIC email address. Email is the primary mode by which we communicate all information to faculty and staff. Staff will receive email via Microsoft 365 (former Office product) on their assigned laptop or desktop device. Faculty will be required to log into any internet browser to check MIC email.

The email system is the property of the Music Institute of Chicago. All emails are archived in the cloud in accordance with our records retention policy, and all emails are subject to review by the organization.

MIC provides Datto Unified Backup to provide continuity & disaster recovery needs.

The MIC email system is the Institute's property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using MIC hardware and software.

Electronic mail is like any other form of organization-wide communication and may not be used for harassment or other unlawful purposes. Your email account is an MIC-provided privilege and is MIC property. Remember that when you send an email from the MIC domain, you represent the organization.

Account Setup

Staff are assigned a username, MIC email address, and temporary password to obtain access to the MIC network via Microsoft 365 on a dedicated device. Staff may personalize their password after initially logging in to the system. Full-time and part-time staff will be assigned a dedicated desktop or laptop, and other equipment including laptop bag, charger, wireless mouse and keyboard combo, docking station, and monitor(s). Upon receipt of new equipment, employee must sign the "Employee Equipment Form". Faculty will be assigned a username, MIC email address, and temporary password to obtain access to the MIC network on Microsoft 365 via an internet browser of their choice. Faculty may personalize their password after initially logging into the system. Faculty may use their username and password to log into campus computers to read e-mail, access the Internet, access ASAP, or create and print documents. Staff will be provided access to appropriate SharePoint sites.

Faculty members must provide their personal email address when hired to initiate the account set-up. A Microsoft automated password will be emailed to the personal email account. Please notify the Chief Operating Officer if your personal e-mail address changes and update your email address in Paylocity via the Self-Service Portal. Email instructions will be provided to all MIC staff and faculty upon hiring. Faculty members who do not access their email from an internet browser will be missing important information from the President, Dean, and other members of the Senior Management Team.

Faculty and staff are advised not to open any questionable emails, also referred to as phishing emails, or any unsolicited messages sent in bulk by email. Upon hiring, all employees are enrolled in the Ntiva Phishing Prevention Training that provides lessons on how to identify fraudulent email. Emails of this nature should be forwarded to the Chief Operating Officer for a formal review process when the employee is unsure of the content or attachment.

Cybersecurity

MIC provides multi-layered cyber security measures to ensure a safe IT environment. In addition to robust firewall protection against phishing scams, faculty, like staff, will now use multi-factor authentication (MFA) when using multiple devices. MFA will ensure secure log-ins.

Multi-Factor Authentication

All faculty and staff are automatically provided multi-factor authentication --an electronic authentication method in which a user is granted access to a website or application only after successfully presenting two or more pieces of evidence to an authentication mechanism. This two-step verification process will work to prevent malware, phishing, and ransomware attacks. MFA will be set up on your cell phone upon hiring.

All new IT equipment will be distributed after the employee signs the Employee Equipment Form and returns it to the COO.

Blind Carbon Copy (Protecting Privacy of Email Addresses)

For security and privacy reasons, policy mandates the use of the Blind Carbon Copy (BCC) feature when sending an email message to a large group of people.

How to Use BCC Feature

- Type your name in the “*To*” field.
- Click on the *CC* field, to gain access to the BCC field.
- Type the recipient’s email address or the group name, such as *All Faculty* or *All Campus Staff* in the search bar.
- Click on BCC, then *OK*.

Benefits of Using BCC

Using the *BCC* field to send an email message to a large group of people has several benefits, including:

- The privacy of email addresses is protected in the original message. Recipients will receive the message but will not be able to see the addresses listed in the *BCC* field.
- When an email is forwarded, the addresses of everyone in the *To* and *CC* fields are also forwarded along with the message. However, addresses that have been placed in the *BCC* field are not forwarded.
- If you have placed a large list of recipients in the *To* or *CC* field, all of them will receive the reply. By placing recipients in the *BCC* field, you can help protect them against receiving unnecessary replies from anyone using the Reply All feature.
- When you reply to a *BCC* message, only the sender of the message receives the reply.
- Many viruses and spam programs are now able to sift through mail files and address books for email addresses. Using the *BCC* field acts as an anti-spam precaution. It reduces the likelihood that recipients will receive a spam message or a virus from another recipient’s infected computer.

Voice Mail

All staff who use a physical phone will be assigned a voice mailbox and are expected to check it regularly and respond promptly to messages. Employees who use a cell phone, who direct voice mail to email, or who use a “soft phone” on their device, are also expected to respond to voice messages in a timely manner.

Social Media

The term social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether associated or affiliated with the Music Institute of Chicago, as well as any other form of electronic communication. The same principles and guidelines found in MIC rules, policies and procedures apply to an employee's social media activities online.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects MIC's legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.¹

PERFORMANCE MANAGEMENT – Staff

Performance Management at MIC is an ongoing process of establishing performance expectations, mutual goals, providing feedback, and evaluating employee performance. The performance management process begins with an accurate position description. Annually, managers should review all position descriptions in their department for accuracy. Managers and employees share responsibility for setting goals, monitoring performance, and reviewing and evaluating results. Written performance reviews are required twice per year. The annual performance review is typically conducted during the summer months. The semi-annual review is typically conducted during December and January. However, supervisors are strongly encouraged to provide each of their employees with ongoing, regular feedback, preferably weekly, but at least monthly. Supervisors and employees should keep a "performance" file to document feedback discussions and to store examples of work performance. (Review dates may be adjusted for new employees).

PERFORMANCE EXPECTATIONS – Faculty

Faculty Guidelines for Fulfilling Professional Expectations

Specific Job Performance Expectations:

Apart from regular teaching duties, faculty members are evaluated on a specific set of professional responsibilities. Each section represents a specific action (or choice of actions) expected of every faculty member. Each item can be assessed with a yes/no answer. Please note how each expectation is to be reported. Failure to meet these expectations may affect future compensation increases. Reasonable accommodation will be made for special or extenuating circumstances.

¹Under the federal National Labor Relations Act, employees are granted a right to engage in "concerted activity." Although concerted activity is often thought of as an activity aimed toward unionization, it can be nothing more than two or three employees uniting to complain about something. The National Labor Relations Board ruled in late 2015 that any employer rule banning the use of cell phones or other devices for recording, as well as the posting of photographs and recordings on social media, must make an exception for taping (or posting) in the exercise of protected "concerted activity." The policy as stated here protects employees' rights under this ruling.

1. Return signed contract to the Vice President and Dean of Academic Affairs no later than August 15, 2024. Contracts may be mailed, delivered in person, or scanned/emailed.
Nothing required of faculty except to return contract by the deadline.

2. Submit an accurate teaching schedule for Fall Semester 2024 to the Registrar's Office and the appropriate Campus Director(s) no later than August 15, 2024, using the provided Wufoo form for Fall Teaching Schedules.

Report discrepancies (unregistered students, lesson lengths, number of lessons, withdrawals, Suzuki/traditional designation, etc.) with your monthly Pay Sheet to your campus director and the finance department within two weeks of receipt. Reporting on teaching schedules is tracked automatically by the Registration & Billing Manager. Nothing is required of faculty except to submit teaching schedule.

3. Complete the Faculty Self-Evaluation Form and return to the Dean's office no later than December 1, 2024. (This form is available at musicinst.org/office.) *Nothing is required of faculty except to return self-evaluation form by the deadline.*

4. Participate in student recruitment and retention activities.

There must be evidence of at least three of the following activities:

- Offer your students at least two performance opportunities per year. (studio recitals, departmental recitals, campus recitals, Suzuki Sundays, community service performances, etc.)
- Recruit at least one new student in any area (private lessons or group classes) to the school by communicating any new inquiry or referral (including newly recruited siblings) to the Dean's office. Each referral will be reviewed by the Dean. The referred student must enroll in lessons at MIC in order for the faculty member to receive credit for the referral. In addition, faculty members receive a \$100 stipend for each new private instruction referral who registers at MIC. Stipend is triggered after 6 lessons have been taught. *Please note that although group class referrals satisfy these professional expectations, they do not generate a stipend.*
- Working closely with a Campus Director, refer your students to your MIC colleagues when they are no longer the "right fit" for you.
- Demonstrate that you have applied best practices for the retention of your students in the spring semester.
- Include a reference to your status as a faculty member at MIC in your biography when you are performing, presenting, or guest teaching offsite.

Faculty must inform the Dean's office about performance opportunities for their students, as well as recruitment and retention activities. A simple email is all that is required. The deadline for reporting is April 15, 2025.

5. Attend at least two of the following activities:

1. General faculty meeting – September 6, 2024
2. Departmental meetings (as scheduled)
3. Town Hall meetings

Faculty must inform the Dean's office about meeting attendance through RSVP's and sign-in sheets or through subsequent emails. The deadline for this reporting is April 15, 2025.

6. Participate in at least one professional development activity at MIC and/or independently and report this activity to the Dean. Please note that Faculty Development grants are available by application through the Dean's office.

Faculty must inform the Dean's office about professional development activities. A simple email or memo is all that is required. The deadline for this reporting is April 15, 2025.

PROGRESSIVE DISCIPLINE POLICY/PERFORMANCE IMPROVEMENT PLAN (PIP)

Progressive discipline is an organized process for addressing workplace behavior and performance issues that need to be corrected to ensure satisfactory performance and a productive work environment. It follows a clear progression of disciplinary actions that will be taken when an employee exhibits unacceptable behavior or performance. An employee's immediate supervisor generally leads each step of the process. Human Resources must be notified whenever an employee is placed on a Performance Improvement Plan. The goal of the Progressive Discipline Process is to provide an employee with a clear explanation of the problem, an opportunity to improve, and the potential consequences of not improving. The document used for addressing performance issues is known as the Performance Improvement Plan (or PIP).

The *typical* progressive discipline process follows these progressively serious steps, and is documented on a Performance Improvement Plan:

Disciplinary Record of Verbal Counseling

A Disciplinary Record of Verbal Counseling is documentation of verbal counseling given to an employee regarding their conduct or performance at work. This record maintains an accurate history of an employee's behavior and the company's responses; clarifies the nature of an issue, articulates expectations for improvement, and notes potential consequences if performance does not improve; holds the employee accountable and ensures they are aware of the seriousness of the situation; and serves as a reference if further disciplinary actions are needed or if there are disputes about past counseling.

Written Warning(s)

A formal written warning to the employee will be issued if the verbal discussion does not result in positive changes in the employee's performance or behavior. It must include an action plan or identify the steps the employee must take to correct the problem and show significant improvement. Based on the employee's progress, a supervisor *may* decide to issue one, two or three written warnings to an employee. Written warnings must be signed and placed into the employee's personnel file.

- **Written Warnings:** The first written warning is generally in effect for 30 days. If significant improvement is not observed by the supervisor, the warning may be extended or amended at the discretion of the supervisor. Each successive written warning *may be* extended for *up to* 30 additional days.
- **Suspension (with or without pay):** Suspension is generally reserved for major infractions or for situations that require investigation before further action is taken. It can serve as a final warning to the employee that if behavior and/or performance is not improved, termination will likely be the result.

- Termination: When an employee has not corrected behavior or significantly improved performance, the employee may be terminated. Human Resources must be consulted if termination is likely.

NOTE: While the progressive discipline process is encouraged and, in most circumstances, will be followed, a supervisor, in conjunction with Human Resources may expedite the process to *any succeeding step at any time*, if the employee has not shown serious effort towards correcting the problematic behavior or performance issue.

WORKPLACE SAFETY and SECURITY

The following health and safety policies have been adopted for the protection of students, faculty, and staff. The Music Institute of Chicago will conform to all aspects of local, state, and federal laws in these areas.

OSHA

The Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor (DOL). OSHA was created to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance. Most employers with more than 10 employees, such as MIC, are required to keep a record of any serious work-related injuries and illnesses and to post a report annually. (Minor injuries requiring only first aid treatment do not have to be recorded). Each February through April, MIC will post a summary of any injuries and illnesses recorded the previous year. The summary will be posted near all other required employment-related posters.

Safety Guidelines

As MIC returns in full or in part to in-person teaching, all employees are expected to meticulously follow all rules established by MIC administration regarding the health and safety of MIC faculty, staff, contractors, students and families, including, but not limited to, the use of face coverings, handwashing and hand sanitizing requirements, studio assignments, disinfecting personal teaching areas, social distancing, transparent studio dividers, and teaching schedules. In addition, faculty agree to avoid MIC facilities when sick or when they know they have been in contact with individuals with confirmed cases of COVID-19; to inform MIC staff if they encounter an MIC student or family member not following published safety rules; and agree to abide by MIC safety rules, and other recommendations of the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH).

Emergency Preparedness

Because the Music Institute of Chicago is committed to the safety of its students, parents, visitors and employees, an Emergency Preparedness Manual has been created, along with an Emergency Action Plan for each campus. The Manual is designed to provide guidance and direction to employees on the appropriate actions to take in the event of workplace emergencies. Prepared employees will respond appropriately in an emergency, panic less and help minimize potential loss of life or serious injury. Senior management, Human Resources, faculty, and all employees must play an active role in preparing for and responding to emergencies. Employees are required to sign an acknowledgement, indicating their receipt and review of the Manual.

In addition, each MIC location has established daily office closing procedures that all employees must become familiar with, particularly employees with the responsibility of closing the office at the end of each workday. Emergency preparedness training will also be provided to employees.

As part of emergency preparedness, an Emergency Evacuation Team has been created at all locations. The members of each team are committed to assisting in the safe and orderly evacuation of everyone at their respective location.

911

In the event of a serious accident or injury, **911 must be called immediately**. Any accident which involves loss of work time, medical treatment or the spilling of blood must be reported immediately to the Campus Director, who will inform Senior Management and Human Resources.

Accident/Incident Report

Any accident or significant incident at any site must be recorded immediately on the appropriate Accident or Incident Report form. Human Resources or the Vice President and CFO must be notified as soon as practical after the event. Notification is not to take precedence over the notification of police, fire department or paramedics, *as appropriate*. If there is *any doubt* about whether an incident should be reported, Human Resources must be consulted.

First aid kits are in the faculty lounge at the Winnetka Campus and at the reception desks at Evanston East, Lake Forest, and Central Administration. These kits must be checked periodically and restocked as necessary by the Campus Directors or by Human Resources at Central Administration.

Fire Extinguishers

Fire extinguishers are in all MIC locations and are inspected annually by an accredited vendor.

Inclement Weather

If MIC must be closed due to inclement weather, a message will be placed on the MIC auto-attendant and the MIC website to notify staff, faculty and students of the closing.

Worker's Compensation

Workers' compensation insurance, paid for entirely by MIC, protects all employees in the event of occupational injury or illness related to work. In case of serious workplace accidents or injuries, 911 should be called to provide immediate medical care. *Any* work-related accident or injury should also be reported to the supervisor immediately following the incident. The supervisor must immediately forward injury reports to Human Resources. Failure to report the accident/injury in a timely fashion could delay insurance payment of medical bills and/or wages or result in the denial of a workers' compensation insurance claim.

Child Abuse Policy

MIC will not tolerate any form of verbal, physical, or psychological abuse of its students. No one with a criminal history involving child abuse or any other felony may be employed by MIC. Any employee who violates these prohibitions will be subject to immediate termination.

Mandated Reporters

All MIC employees must be particularly aware of their responsibility as “Mandated Reporters.”

In the State of Illinois, all professionals who interact with children are classified as “Mandated Reporters.” This means that *all MIC faculty and staff* are obligated to report suspected child abuse, and MIC is not permitted to interfere with that report. Instances of suspected abuse should be reported to the Illinois Department of Child and Family Services at 1-800-25ABUSE.

Failure to report suspected abuse endangers the life of a child, and has serious consequences:

- Criminal charges will be filed.
- Other charges, such as conspiracy to commit a crime or accessory to a crime, may be filed.
- Lawsuits may be filed by parties acting in the child’s interest against both faculty and individuals, and MIC as an institution.

If any Music Institute of Chicago employee observes *staff or faculty behavior* that may be construed as abusive, the employee must report such behavior to the President and CEO or the Chair of the Board of Trustees, who will investigate the report in conjunction with the appropriate authorities.

If the investigation confirms that no abuse has taken place, the incident and results of the investigation will not become a part of any employee’s personnel file.

If the investigation confirms that abuse has or may have taken place, the President or Chair of the Board of Trustees will notify the proper governmental authorities and take whatever other action may be necessary to protect MIC and its students.

Employees must notify MIC immediately of any criminal abuse statute, investigation, or arrest for an off-the-job violation. The President will then take whatever action may be necessary to protect MIC and its students. Employees who are convicted of off-the-job child abuse will be considered to be in violation of this policy and subject to immediate termination of employment.

USE OF MIC PROPERTY

Employees are responsible for the proper care of equipment and property belonging to MIC. Employees who lose, or misuse equipment or property will be responsible for replacement costs. MIC equipment may be used to work from home, but the employee must provide written notice to their Supervisor via MIC email if they intend to work out of the state of Illinois. No facilities, equipment, or supplies furnished by MIC may be used for personal activities without prior written approval from management.

Employees required to drive as part of their job assignments must maintain a valid state driver’s license. If the employee is using their personal vehicle for MIC business, they also need to provide

evidence of current auto insurance coverage. Any change in an employee's driver's license status must be reported immediately to their supervisor.

PERSONAL PROPERTY and VISITORS

In keeping with the academic/business environment MIC seeks to maintain in its facilities and offices, employees must respect the work environment by keeping personal affairs separate from their work. Employees may not invite friends or relatives into work facilities and offices to conduct personal business during working hours. Employees must not use MIC identification, stationery, supplies or equipment for personal matters.

MIC will not be liable for the loss of employees' personal property. Valuable instruments, electronics, mobile devices, purses, music scores, etc. should not be left in unsecured areas.

FOR FURTHER INFORMATION

The following documents are related to information found in this Handbook and are filed on the Paylocity Self-Service Portal and on the MIC intranet – musicinst.org/office

1. Code of Ethics and Conduct
2. Employee Rights Under the Family and Medical Leave Act
3. MIC Faculty-Family Medical Leave Act Request and Certification Form



FACULTY AND STAFF EMPLOYEE HANDBOOK

ACKNOWLEDGEMENT AND RECEIPT

I hereby acknowledge receipt of the Music Institute of Chicago’s Faculty and Staff Employee Handbook (Handbook). I understand and agree that it is my responsibility to read and abide by the rules and policies within the Handbook. I understand that the Faculty and Staff Employee Handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither the Handbook, MIC practices, nor other communications create an employment contract or term and should not be construed as being part of any contract.

I understand that staff employees of the Music Institute of Chicago are “At-will” employees. I further agree that this document shall not bind MIC to employ me now or hereafter and that my employment may be terminated at any time, by me or the organization with or without reason or notice.

I also understand that the Music Institute of Chicago expressly reserves the right to revise, delete, or add language and policies to the MIC Faculty and Staff Employee Handbook at any time at its discretion.

FACULTY EMPLOYEES: Faculty members should understand that they are also required to read and abide by the rules and policies contained in the Faculty and Staff Employee Handbook. *However, the employment of faculty members is governed by an employment contract, which is a separate and distinct document.* The signature of a faculty member on this Acknowledgement page only applies to the Faculty and Staff Employee Handbook.

My signature below (electronically or in ink) acknowledges receipt of the Music Institute of Chicago’s Employee Handbook, located on Paylocity and on the MIC intracompany website at musicinst.org/office, in the Human Resources section.

Employee’s Name (Print)

Employee’s Signature

Date Signed by Employee

Signed copy to be placed in employee’s personnel file.