

LAKE LAND COLLEGE  
**NEW EMPLOYEE ORIENTATION GUIDE**

**LAKE LAND**  
COLLEGE





**WELCOME** to the Lake Land College family. Today, you join a unique team of individuals committed to our students, our values and to each other. Our culture is driven by our vision to engage minds and change lives through the power of learning.

As you become familiar with your position, I encourage you to think innovatively in your work and always put students at the forefront of your actions. Lake Land College is uniquely positioned to provide an outstanding educational experience to our students and communities through state-of-the-art programming, pioneering partnerships and unparalleled service.

I am sure you learned in your interview that Lake Land College is a caring place for our students, as well as our employees. We celebrate each others' successes, help out one another when there's a need and join together to take advantage of opportunities and overcome challenges. We value working together so much, we adapted a European word – team-ship – as one of our values. I encourage you to get involved with a committee of interest or volunteer for one of our many community services projects or scholarship fundraisers.

Lake Land College is a thriving entity that offers endless potential for your professional and personal growth. Be patient your first year and take time to learn the many facets of the college community, as the work we do often impacts others throughout the college.

I encourage you to walk the halls of the college and take time to personally witness the power of learning. Whether you are a faculty member or a staff member, you have an opportunity every day to change the life of a student. The power of learning is yours to share.

Woven in our institutional fabric is a commitment to open communication. I welcome your visit and encourage your emails. I look forward to meeting you soon and wish you a wonderful first week at Lake Land College!

- Dr. Josh Bullock  
President

## OUR MISSION

Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong educational needs and economic development of the diverse communities we serve. Our college fulfills this mission through:

- ♦ University transfer education
- ♦ Workforce development
- ♦ Community and continuing education
- ♦ Technical and career education
- ♦ Intellectual and cultural programs

## OUR VISION

Engaging minds, changing lives, through the power of learning.

## OUR VALUES

Our college fulfills this vision through its values.

### CARING

- ♦ I treat others as equals.
- ♦ I hear and recognize the ideas/beliefs of others.
- ♦ I recognize a job well-done.
- ♦ I respect my own and others' work-life balance.
- ♦ I bring a positive attitude to each situation.

### COMMUNICATION

- ♦ I follow through by returning phone calls and acknowledging correspondence with others, in a timely manner.
- ♦ I listen to feedback to help me grow.
- ♦ I speak directly with those involved.
- ♦ I use the open door policy.
- ♦ I withhold judgment until the entire idea is expressed.
- ♦ I share all appropriate information that can be shared.

### TEAMSHIP

- ♦ I work for the good of the group.
- ♦ I hold myself and others accountable.
- ♦ I celebrate individual and team success.
- ♦ I identify, utilize, and challenge strengths in myself and others.
- ♦ I regularly support team members.

### INNOVATION

- ♦ I evaluate current processes and constantly look for new and better ways to improve.
- ♦ I solve problems with old and new ideas.
- ♦ I openly voice new ideas.
- ♦ I integrate my experiences into my daily work. I constantly improve!
- ♦ I share with others what I have learned from my past experiences.

### EXCELLENCE

- ♦ I support and encourage personal and professional growth.
- ♦ I practice high ethical standards.
- ♦ I exhibit passion and enthusiasm in my daily tasks.
- ♦ I accept no less than the highest levels of integrity in myself and others.
- ♦ I go above and beyond.

## ABOUT LAKE LAND COLLEGE

Lake Land College (LLC), located in Mattoon, Illinois, serves the second largest community college district in the state with a total population of 189,869. The Lake Land College district comprises all or part of 15 counties and 31 public school districts in rural East-Central Illinois. About the size of Connecticut, the district spans 3,961 square miles and depends predominately on an agriculture and small manufacturing economic base. Of the 58 communities within Lake Land's district, only three towns have populations over 10,000 and only one, Charleston (21,039), home of Eastern Illinois University, has a population that exceeds 20,000. Sixty-two percent of district residents live in outlying areas or in small, rural towns with populations under 4,500. The average household income of the district is \$43,017, compared to the state average of \$55,735 and the national average of \$51,914. Approximately 16% of district residents over the age of 25 hold a bachelor's degree, compared to the state and national averages of 30%.

Lake Land College was founded in the state of Illinois in 1966. Originally offering classes in temporary buildings to students from 13 area school districts, it now operates on a 308-acre main campus with ten major buildings, in two extension centers, on the Internet, and at more than 25 other off campus sites, including 23 adult and 2 juvenile correctional centers. Annual enrollment has grown from 1,412 in 1968 to more than 20,000.

The College currently offers over 100 technical degrees and certificate programs leading to immediate employment after graduation, and over 50 pre-baccalaureate college transfer programs. In April 2012, Lake Land College was named as one of the nation's 120 best community colleges by the Aspen Institute College Excellence Program for achieving and continually improving student success for the second year in a row.

Lake Land College employs more than 1,000 individuals including more than 400 full-time employees, making the College one of the top 10 employers in the Mattoon area. Lake Land College employees value their involvement in community and economic development activities throughout the district. The college is directly involved with area schools with programs such as TRiO Educational Talent Search and Dual Credit classes. Many employees also volunteer and serve on area school boards, school activities and community agencies.

In addition, Lake Land College offers and promotes student activities, career exploration and guidance, job location services and special initiatives with area elementary and secondary schools.

## WHAT YOU NEED TO KNOW

Our goal is to ensure that you are familiar with the resources available; therefore, this guide was developed to provide information to assist you in your day-to-day life at Lake Land College. Please use this guide in conjunction with your orientation materials, Board Policies and contracts.

Accounts Payable	217-234-5412
Audio-Visual	217-234-5268
Bookstore	217-234-5420
College Nurse/Health Services	217-234-5276
Eastern Region Center (Marshall)	217-826-8494
Human Resources	217-234-5410
Human Resources-Benefits	217-234-5000
Information Systems & Services Help Desk	217-234-5261
Kluthe Center	217-540-3555
Mailroom	217-234-5544
Maintenance/Physical Plant	217-234-5284
Maintenance (Emergency)	217-254-7046
Payroll	217-234-5216
Print Shop	217-234-5264
Police Department 24 hour line	217-234-5066
Emergency (on campus)	911
Subway	217-234-5272
Western Region Center (Pana)	217-562-5000
Workforce Development Center	217-235-2222

All phone numbers and additional contact information can be found online at [lakelandcollege.edu/employee-directory](http://lakelandcollege.edu/employee-directory).

## EMPLOYER PROVIDED COVERAGE

The following are basic benefits provided by Lake Land College to full-time employees.  
The costs of these benefits are paid by the college.

Medical/RX/Dental/Vision	Please refer to plan document for coverage details.
Life Insurance	Paraprofessional/Custodial- Basic \$40,000 Support Staff/Faculty/Supervisory/ Administration- Basic \$40,000, VP-\$50,000
EAP	Employee Assistance Program available through Sarah Bush Lincoln Health Center.

## OPTIONAL COVERAGE

Full-time employees may elect the following optional benefits sponsored by Lake Land College.  
Employees assume the cost of these benefits.

Medical/RX/Dental/Vision	Employees may elect to purchase dependent coverage under Lake Land's group plan. Certain conditions apply.
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### Supplemental

Life & AD&D Insurance	
Employee	Can elect a maximum of 5x income up to \$750,000
Dependent	Spouse: Can elect up to an amount of \$375,000 in increments of \$5,000, not to exceed Employee Optional Coverage Children: Can elect up to \$10,000 in increments of \$2,500
Flexible Spending Accounts (FSA)	Both Dependent and Health FSAs are available.
Health Savings Account	Full-time employees enrolled in the Lake Land College qualified High Deductible (HSA) Health Plan (HDHP) are eligible to open a Health Savings Account.
Retirement Plans	403(b) & 457(b) All employees may contribute to Lake Land College's 403(b) & 457(b) plans.
Education	Full-time employees, their spouses, civil union partners and unmarried dependent children under 23 years of age are eligible for a tuition waiver for Lake Land College classes.  Full-time employees are eligible for a partial tuition reimbursement to further their education.  Part-time employees are eligible for tuition waivers based on service to the College.

## PAID TIME OFF AND HOLIDAYS

Paid time off (includes holiday, vacation, sick, personal leave and other days the College is closed) applies to full-time employees only.

### LAKE LAND COLLEGE PAID HOLIDAYS INCLUDE

January 1	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	December 25
Independence Day	

## VACATION LEAVE

Vacation hours are accrued monthly based on years of service and classification. Please refer to the board policy or your union contract for details on your particular vacation policy.

## SICK LEAVE

Sick hours are accrued monthly. Please refer to board policy or your union contract for details on your particular sick leave policy.

## PERSONAL TIME

Personal hours are provided to all full-time employees. Please refer to your individual policy or union contract for details on your particular personal leave policy.

## HUMAN RESOURCES

217-234-5410

[lakelandcollege.edu/human-resources](http://lakelandcollege.edu/human-resources)

Open 8 a.m. - 5 p.m., Monday-Friday, when the College is open.

## PAYROLL OFFICE

217-234-5216

Employees are paid on a bi-weekly basis, every other Friday. To determine the pay period and the corresponding pay date, please refer to the Pay Dates document located at S:\Campus Forms\Accounting.

Paychecks are deposited into an account through direct deposit, or employees may elect to have their checks sent to the mailing address that is on file in Human Resources.

## EMPLOYMENT POLICIES

Employment under Contract

S:\Contracts

Employees under a contractual agreement will want to review their specific union contracts. The contracts can be found on the shared drive (S:) at the location above.

## BOARD POLICY MANUAL

[lakelandcollege.edu/board-of-trustees](http://lakelandcollege.edu/board-of-trustees)

All employees are required to review board books to check for board policy changes.

## LAKE LAND COLLEGE IDS

Bookstore

217-234-5420

Hours: 8 a.m. - 5 p.m.

All employees are encouraged to get their Lake Land College ID soon after they begin employment. The ID can be obtained in the Bookstore and will allow the employee access to the Fitness Center, the ability to get a library card, discounts, etc.

## S:DRIVE

The S:drive is a shared drive used by Lake Land College employees to store information and forms that may be useful to all employees. Most employees will have access to the S:drive to view documents, but will not have access to save onto the S:drive.

## ATHLETIC EVENTS

217-234-5333

[lakelandcollege.edu/ss/at/athletics](http://lakelandcollege.edu/ss/at/athletics)

All employees receive free admission to College athletic events. Employees will need to present their college ID to be admitted free of charge.

## ATM

There is a First Mid-Illinois Bank ATM available in the Student Center building located next to the Accounting Office.

## AUDIO VISUAL DEPARTMENT

217-234-5268

The Audio Visual Department has a wide range of equipment for employees to check out. AV is available to assist employees in their audio visual needs for meetings or presentations. Equipment that can be checked out includes:

TV

Carousel Slide Projector

Portable Sound System

Laptop Computer

Boom Box/CD

mp4 Camcorder

Camcorder (Digital and VHS)

Multi-media Projector

VCR & DVD Player

Digital Camera

Film Strip Projector

Cassette Player/Recorder

## **CATERING SERVICES**

217-234-5475

S:\Campus Forms\Dining Services

All on-campus catering, including the Kluthe Center, must be provided by a vendor that has been Board approved. This applies to both College and non-College functions. Please refer to the list and menus on the S:drive or call the Director of Auxiliary Services for further information.

## **CREDIT UNION**

Area Educational Credit Union

217-234-7817

aecu.coop

Employees of Lake Land College are eligible to be a member of the Area Educational Credit Union, located at 812 Charleston in Mattoon. Services available through the Credit Union include savings, loans, credit cards, and notary services. For more information please refer to their website, or contact them directly.

## **COMMUNICATION AVENUES**

### **Laker Low Down**

lakerlowdown@lakelandcollege.edu

The Laker Low Down is a weekly electronic newsletter that is distributed to all employees via email. The Laker Low Down includes information on special events, employee announcements, points from the President, celebration and recognitions, and general informational items. Employees can submit articles to the above address for publications in the newsletter.

### **Employee Meetings with Cabinet**

To communicate important updates on College activities, the President's Cabinet will conduct informational meetings during the months of September, October, November, February, March, April and July. For the "all staff" meetings, employees may choose from one of two meeting time options. The meetings will be held during the week of the third Wednesday of the month at the following times:

- Tuesday, 3 p.m. – Administrators, Supervisors and Chairs
- Wednesday, Noon – All Staff (Option Time 1)
- Wednesday, 3 p.m. – All Staff (Option Time 2)

### **Employee Bargaining Group/Association Meetings with Cabinet**

To facilitate discussion of items of importance or resolution of issues specific to each employee association group, meetings will be held as follows:

1. Faculty:
  - a. Monthly "Grapes to Wine" meetings with faculty association leadership and members of cabinet as needed for issue resolution.
  - b. All faculty - forum discussions are on higher education issues. Forums jointly facilitated by the faculty association president and vice president for academic services at a standing meeting time of 11 a.m. on the third Wednesday of the month in September, October, November, February, March and April.
2. Paraprofessional:
  - a. Monthly executive committee meetings with the president.
3. Custodial
  - a. Meetings as needed with vice president for business services.
4. AFSCME:
  - a. Meetings as needed with vice president for workforce solutions and community education.

**Meetings above are not intended for contract negotiations.**

## **MARKETING & PUBLIC RELATIONS**

217-234-5233

The Marketing & Public Relations (also known as MPR) manages, controls and centralizes communication and marketing efforts for the college. Marketing & Public Relations is responsible for managing the visual and communication style for all aspects pertaining to the Lake Land brand. MPR coordinates the efforts of all internal and external people who communicate Lake Land's messages and identity including all academic, non-academic, administrative and athletic units, as well as commercial vendors. You are encouraged to call this office to schedule your new employee portrait and any time in the future for help in publicizing and photographing an event or news item.

## **EDUCATIONAL ASSISTANCE**

### **Tuition Waiver/Full-Time**

Human Resources

217-234-5000

[lakelandcollege.edu/internal/policymanual/0523.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0523.pol.pdf)

Full-time employees, and their dependents, are eligible for tuition waivers for credit classes offered at Lake Land College. Dependents include spouses and unmarried children under the age of 23. The student is responsible for all registration and course fees associated with the class. For more information, please refer to Board Policy 05.23 at [lakelandcollege.edu/internal/policymanual/chpt\\_index.cfm?chpt\\_no=05](http://lakelandcollege.edu/internal/policymanual/chpt_index.cfm?chpt_no=05).

### **Tuition Waiver/Part-Time**

Human Resources

217-234-5000

Adjunct

[lakelandcollege.edu/internal/policymanual/0505.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0505.pol.pdf)

Part-time

[lakelandcollege.edu/internal/policymanual/0506.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0506.pol.pdf)

Part-time employees and adjunct faculty are eligible for tuition vouchers for credit courses offered at Lake Land College. Part-time employees can receive a one credit tuition voucher for each full semester worked. Adjunct faculty may receive a tuition voucher for the number of credits they teach, up to a maximum of three credits a semester. These vouchers are nontransferable and expire one year from the date of issuance. For more information, part-time employees should refer to Board Policy 05.06 located at [lakelandcollege.edu/internal/policymanual/0506.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0506.pol.pdf). Adjunct faculty should refer to Board Policy 05.05 located at [lakelandcollege.edu/internal/policymanual/0505.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0505.pol.pdf).

### **Tuition Reimbursement/Full-Time**

Human Resources

217-234-5000

[lakelandcollege.edu/internal/policymanual/0534.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0534.pol.pdf)

Full-time employees are eligible to receive tuition reimbursement for all baccalaureate level, master level, and/or doctoral level credit courses completed at accredited institutions of higher education which are not available or offered at Lake Land College. For more information and forms please refer to [lakelandcollege.edu/bs/hr/forms/index.cfm](http://lakelandcollege.edu/bs/hr/forms/index.cfm) and select Tuition Reimbursement Program Procedure or Benefit Request Form.

## **EMERGENCY PREPAREDNESS**

S:\EMERGENCY

Lake Land College has made available emergency preparedness plans for the main campus and each College location. Flipcharts are available in each department/room on campus that relate to that location. Located on the S:drive at S:\EMERGENCY, employees can find more detailed emergency preparedness plans. Employees are encouraged to regularly review both the flipchart and the S:drive to make themselves aware and prepared in case of an emergency.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Sarah Bush Lincoln Employee Assistance Program  
217-258-4040 or 217-348-4040

Lake Land College has partnered with Sarah Bush Lincoln Employee Assistance Program to provide all full-time employees and their dependents with the opportunity for up to ten confidential counseling sessions, at no charge. The professionals at the EAP program can assist with issues including family conflict, depression and emotional illness, grief, stress management, workplace conflict, anger management and crisis intervention.

## **EMPLOYEE DISCOUNTS & PERKS**

### **Athletic Events**

217-234-5333

Employees are granted free admission to athletic events when they present their Lake Land College ID. Please refer to page 8 for more details.

### **Auto Repair**

217-234-5286

Employees can have their automobile repaired by the Automotive Department for a minimal fee and parts if the problem with the vehicle relates to the area of learning for the students during that semester.

### **Bookstore**

217-234-5240

Employees receive a 10% discount at the Lake Land College Bookstore.

### **Cosmetology**

217-234-5300

[lakelandcollege.edu/as/bus/cosmetology/index.cfm](http://lakelandcollege.edu/as/bus/cosmetology/index.cfm)

Lake Land College's Cosmetology department offers appointments for services such as hair color and style, nail care, skin care, and esthetics. For more information regarding services and appointment times, please refer to the website above.

### **Dental Clinic**

217-234-5249

[lakelandcollege.edu/as/ahd/dental\\_hygiene](http://lakelandcollege.edu/as/ahd/dental_hygiene)

Employees and their families can receive a dental exam, cleaning, x-rays, and fluoride treatments for a nominal fee through our Dental Program. Please call for an appointment.

### **Fitness Center**

[lakelandcollege.edu/fitness-center](http://lakelandcollege.edu/fitness-center)

The state-of-the-art Student Fitness Center is located on the north end of the Field House and is available for everyone with a valid Lake Land College ID. You may use the facility for recreation or register for PED 209/PED 210.

Operating hours are Monday through Thursday 7 a.m. - 7 p.m. and Friday 7 a.m. - 5 p.m. Please bring a towel, wear a t-shirt with sleeves and shorts must be an appropriate length. Please contact the staff for a more detailed set of guidelines at 234-5339 or stop by the Student Fitness Center and the staff will assist you.

### **Massage Clinic**

217-540-3535

Lake Land College's Massage Program offers employees one hour massages for \$20 at the Kluthe Center in Effingham. Please call the clinic to inquire about appointment times and availability.

## **Governmental Employee Discounts**

Employees of Lake Land College are eligible for discounts at businesses that offer governmental/state employee discounts. Employees will need to show their Lake Land College ID to receive the discount.

## **Verizon Wireless**

[verizonwireless.com/search/vzwSearch?Ntt=employee%20discount&nav=Global&gTab=](http://verizonwireless.com/search/vzwSearch?Ntt=employee%20discount&nav=Global&gTab=)

Verizon Wireless offers Lake Land College employees a discount on their Verizon Wireless cell phone bill. Employees will need to provide a paystub or deposit slip to receive the discount.

## **FAMILY MEDICAL LEAVE ACT**

217-234-5000

All employees who have worked for Lake Land for at least one year, for 1,250 hours over the previous 12 months are eligible for up to 12 weeks of unpaid, job protected leave for the following reasons:

- ♦ To care for the employee's child after birth, or placement for adoption or foster care;
- ♦ To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- ♦ For a serious health condition that makes the employee unable to perform the employee's job; or
- ♦ For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

For more information or a more detailed policy on FMLA, please call Human Resources - Benefits.

## **FIREARMS AND WEAPONS**

Lake Land College prohibits illegal or unauthorized possession of firearms/weapons on any property owned, leased or otherwise under the control of the college, or at college sponsored activities. The college prohibits use of such items, even if legally possessed or authorized, in a manner that harms, threatens, or causes fear to others. Carrying a firearm/weapon within a vehicle owned, leased or controlled by the college is prohibited.

### **Exceptions**

Sworn law enforcement officers and others authorized by law to carry and/or discharge a firearm shall be exempt from this policy.

## **FOOD AND DRINK RESTRICTIONS**

[lakelandcollege.edu/internal/policymanual/0910.pol.pdf](http://lakelandcollege.edu/internal/policymanual/0910.pol.pdf)

According to Board Policy 09.10, food and drink, with the exception of water in a sealable container, shall be prohibited in the theater, main level in the Learning Resource Center also known as the library and all college classrooms and labs.

## **HEALTH/DENTAL/VISION INSURANCE**

217-234-5000

All full-time employees are eligible for health, dental and vision insurance. Lake Land College offers a self-funded insurance program that is administered through a third party administrator. For more information contact Human Resources at the number listed above.

## **HEALTH SERVICES**

217-234-5276

[lakelandcollege.edu/ss/cln](http://lakelandcollege.edu/ss/cln)

The College Nurse is available for the staff, as well as students, for services such as Hepatitis B vaccines, non-prescription medication, allergy shots, blood pressure and glucose checks, weight checks and first aid. Health Services partners with Sarah Bush Lincoln Health Center for the Mobile Mammography and Coles County Health Department to provide on-site services for Lake Land College Employees.

## **INFORMATION SYSTEMS & SERVICES**

217-234-5261

### **ISS Helpdesk**

For technical issues that arise with an employee's PC or an operating system, the employee should email ISS at [helpdesk@lakelandcollege.edu](mailto:helpdesk@lakelandcollege.edu). This is also the avenue that employees use to request data reports that are needed in their line of work.

### **IRIS/LAKER HUB**

[lakelandcollege.edu](http://lakelandcollege.edu)

IRIS is a link on Lake Land's website that is used to see your specific employment information. This can include an employee's pay advices, leave time balances, budget information and position summary. Faculty and adjuncts can also login under the faculty link to retrieve information related to the classes they are teaching (i.e. class rosters and book lists). Because you log on with your own user ID (set up by the ISS dept) and password (which you change to something you choose the first time you log in), it is a secure and confidential site. To get to IRIS, please go to Lake Land's homepage, listed above, and click on the IRIS link listed under college links.

### **LAKER MAIL**

[mail.lakelandcollege.edu](mailto:mail.lakelandcollege.edu)

Employees can access their email when they are away from their desk by going to the website above and clicking Employees.

### **LAKER POINT**

Laker Point is located in the Luther Student Center. Laker Point houses both Subway and vending machines that offer meal choices for Lake Land employees and students. There are also tables and a big screen television for employees to go and enjoy their lunch.

Full vending services can also be found in the West Building, along with soda machines located throughout campus.

### **LIBRARY**

217-234-5367

[lakelandcollege.edu/as/lr/index.cfm](http://lakelandcollege.edu/as/lr/index.cfm)

The Virgil H. Judge Learning Resource Center provides employees with access to a large selection of books, audio and video tapes, CDs, DVDs and periodicals. Although a number of the items are housed locally, the Library is also a member of SHARE that allows employees access to the online catalogs of more than 80 libraries in the surrounding area. To receive a Library Card, please visit the Circulation Desk located in the Learning Resource Center. You will need a Lake Land College ID to register for your library card.

## **MAINTENANCE/PHYSICAL PLANT**

217-234-5284

The Lake Land College Physical Plant is responsible for maintaining the aesthetic, structural and mechanical aspects of the campus, Kluthe Center and Workforce Development. This includes any set-up or tear downs for events at the College. Employees should also call the Physical Plant if they are in need of obtaining keys, furniture or name plates.

## **MAILROOM**

217-234-5544

The Lake Land College Mailroom provides services for intercampus mail, USPS, Fed-Ex, UPS and DHL. The Mailroom will also send out employees' personal mail. If postage is not provided at the time of mailing, the Mailroom will provide postage and the employee will be billed. The Mailroom can also assist in the packaging of parcels.

## **PRINT SHOP**

217-234-5264

[lakerprint.myprintdesk.net](http://lakerprint.myprintdesk.net)

The Lake Land College Print Shop provides a wide range of printing services to Lake Land. The Print Shop can assist employees with large print jobs, mailings, press quality jobs and posters.

## **RECYCLING PROGRAM**

217-234-5284

Lake Land College offers single stream recycling collection bins both on-campus and at the Kluthe Center for campus and community use. Single stream recycling means that all recyclables can be placed in the same bin, no sorting is required.

## **RESERVATIONS, CONFERENCE ROOM OR CLASSROOM**

To reserve a room for a meeting/event please refer to the Room Reservation Contact file located at S:/Room Reservation Contact.

## RETIREMENT PLANS

### 403(b) & 457(b) Retirement Plan

On-campus: 217-234-5000

Wells Fargo Advisors: 217-345-9500

[tsacg.com/individual/plan-sponsor/illinois/lake-land-college](https://tsacg.com/individual/plan-sponsor/illinois/lake-land-college) (403(b) only)

All employees are eligible to enroll in Lake Land Colleges 403(b)-457(b). Employees can choose from our participating investment providers and elect to have funds withheld either pre or post-tax. Lake Land College has partnered with the Charleston Wells Fargo Advisors to assist our employees with the 403(b)-457(b) enrollment and investment process. Employees can contact Human Resources - Benefits at 234-5000 or Wells Fargo at 217-345-9500 for more information.

### State Universities Retirement System (SURS)

On-campus: 217-234-5000

SURS: 1-800-275-7877

[surs.org](https://surs.org)

The State Universities Retirement System of Illinois (SURS) provides retirement, disability, death and survivor benefits to eligible SURS participants and annuitants. Eligible employees of the college will contribute 8% of their earnings to SURS. Full time employees pay 0.5% of earnings to fund a health insurance plan devised for community college retirees. SURS members must choose one of three retirement options:

- ♦ Traditional Benefit Package
- ♦ Portable Benefit Package
- ♦ Self-Managed Plan (SMP)

New members must choose a retirement plan within six months from the date SURS receives their certification of employment from the employer. Once made, your choice is permanent and cannot be changed. Information is sent to all new members, along with an election form, to assist in making your choice. If a new member fails to choose within six months, you will be permanently enrolled in the Traditional Benefit Package.

### SURS Members DO NOT Participate In Social Security

Unlike many other public pension systems, SURS is the sole source of retirement income for its participants. The state/ employer does not contribute to Social Security on the employee's behalf and there is no coordinated benefit for SURS-covered employment from Social Security upon retirement.

In addition, retirees who may qualify for Social Security benefits from other non-SURS covered employment may be affected by the Windfall Elimination Provision or the Government Pension Offset, resulting in an off-set of their Social Security benefit. For more information regarding the Windfall Elimination Provision or the Government Pension Offset please refer to the IRS website, [irs.gov](https://irs.gov). Employees will pay a Medicare tax of 1.45% of gross earnings.

## SMOKING AND USE OF TOBACCO PRODUCTS

[lakelandcollege.edu/internal/policymanual/0909.pol.pdf](https://lakelandcollege.edu/internal/policymanual/0909.pol.pdf)

Lake Land College is concerned with providing a healthy and productive work environment for its employees and students. Smoking and the use of tobacco products shall be prohibited on any property owned or operated by the college and in college vehicles.

More details can be found at Board Policy 09.09, located at the website above.

## STUDENTS

[lakelandcollege.edu](https://lakelandcollege.edu)

For information about services or general information that pertains to students, please refer to the Lake Land College Catalog or to the Lake Land College website.

## **TRANSPORTATION NEEDS**

217-234-5284

If an employee is in need of using a college vehicle or renting a vehicle for College business, the request should be made through the Physical Plant office or directly with Enterprise. All drivers are required to have a valid Illinois driver's license and submit a copy to the Physical Plant's office.

Employees can also make reservations through Enterprise for personal use, and receive the Lake Land discount. Employees would need to reserve any vehicle for personal use on their personal credit card.

## **WELLNESS PROGRAMS**

On-campus: 217-234-5000

Employees and their spouses who are enrolled in Lake Land's health insurance have the opportunity in the fall semester to participate in a wellness screening. The screening allows employees to have their health risk measured by means of a questionnaire and on-site blood draw. The results allow employees to monitor their health factors and will give the employees the tools they need to manage their health. If an employee chooses not to participate, the College does require the employee to pay a portion of their health benefits until the wellness screen has been completed and confirmation submitted to Human Resources. All results are kept confidential and not provided to the College.

### **Fresh Start**

On-campus contact: 217-234-5000

Lake Land College has partnered with Sarah Bush Lincoln Healthy Communities Division to bring our full-time employees the Fresh Start program. Fresh Start is a voluntary program that allows employees to meet with a health care professional, monitor their health measures, and set goals each year. If an employee reaches their goals they are eligible for monetary awards. A mid-year assessment is required for program participants.

Fresh Start participants are also eligible for smoking cessation assistance. For more information, please contact the Human Resources office at the number above.

## **WHISTLE-BLOWING AND FRAUD REPORTING**

217-465-5041

[lakelandcollege.edu/internal/resources/whistleblower.cfm](http://lakelandcollege.edu/internal/resources/whistleblower.cfm)

To ensure that Lake Land College's standard of ethics is maintained, individuals are encouraged to report or disclose any allegations of wrongdoing. The reports can be made anonymously by either calling the confidential number or visiting the site listed above. The definition of wrongdoing includes, but is not limited to:

1. Crimes or violations of the law or governmental regulations.
2. Fraud or financial irregularity.
3. Improper use of College funds, property or assets.
4. Corruption, bribery or blackmail.
5. Endangering the health or safety of an individual.
6. Harming College property.

## WORKER'S COMPENSATION

### Human Resources

217-234-5000

- ♦ Report all work-related injuries or occupational illnesses as soon as physically possible to your supervisor, or Human Resources.
- ♦ Complete the Lake Land College Employee Injury Report the same day, or next business day whenever possible.
- ♦ The College has partnered with Sarah Bush Lincoln's Occupational Health department. You will be assisted by SBL if you need medical attention. If an employee chooses their own provider it is important to indicate the injury is work related to expedite the process.
- ♦ If an injured employee should experience problems with their recovery, be dissatisfied with medical treatment, or need assistance understanding Worker's Compensation you may contact the Senior Human Resources Generalist (extension 5000) or Human Resources Director (extension 5210) to provide information, assistance and/or support.
- ♦ Any time off work due to the injury/illness will be through the direction of the treating physician and a provider's note must be provided to Human Resources to take the time off without the use of the employee's sick time.
- ♦ To assist in rapid recovery it is helpful to cooperate with the efforts of the medical provider and the College for your return to work.

## COMMUNITY OFFERINGS

### Shopping

- ♦ Village Square Mall, Effingham
- ♦ Kohl's, Effingham, kohls.com
- ♦ Tanger Outlets, Tuscola, tangeroutlet.com/tuscola
- ♦ Market Place, Champaign, marketplacemall.com/html/index2.asp
- ♦ Honey Creek, Terre Haute, honeycreekmall.com

### Movies

- ♦ RMC Cinema, Effingham, rmccinemas.com
- ♦ AMC Classic Mattoon 10, Mattoon, amctheatres.com
- ♦ Roxy Theater, Shelbyville, boarmansroxytheatre.com

### Theater

- ♦ Doudna Fine Arts Center, EIU, Charleston, eiu.edu/doudna
- ♦ Charleston Alley Theater, Charleston, charlestonalleytheatre.com
- ♦ Charleston Community Theater, Charleston, charlestoncommunitytheatre.com/
- ♦ Effingham Performance Center, Effingham, the-epc.org/
- ♦ Little Theater on the Square, Sullivan, thelittletheatre.org

### Outdoor Activities

- ♦ State parks, dnr.state.il.us/lands/Landmgt/PARKS/R3/region3.htm
- ♦ Fox Ridge, Charleston, dnr.illinois.gov/Parks/Pages/FoxRidge.aspx
- ♦ Hidden Springs State Forest, Strasburg, dnr.state.il.us/lands/landmgt/parks/r3/hsforest.htm
- ♦ Mill Creek, Marshall, clarkcountyparkdistrict.com
- ♦ Walnut Point, Oakland, stateparks.com/walnut\_point\_state\_park\_in\_illinois.html
- ♦ Wolf Creek, Windsor, dnr.state.il.us/lands/landmgt/parks/r3/wolfcreek.htm
- ♦ Frisbee Golf - Lake Land College and Sullivan, IL

### **Community nature areas/trails**

- ♦ Ballard Nature Center, Altamont, [ballardnaturecenter.org](http://ballardnaturecenter.org)
- ♦ Douglas Hart Nature Center, Mattoon, [dhnature.org](http://dhnature.org)
- ♦ Lincoln Prairie Grass Trail, Charleston
- ♦ General Dacey Trail, Shelbyville, [dacey.lakeshelbyville.com](http://dacey.lakeshelbyville.com)
- ♦ TREC, Trail Recreation Effingham County, [trectrails.com](http://trectrails.com)

### **Lakes**

- ♦ Lake Charleston
- ♦ Lake Mattoon
- ♦ Lake Paradise, Mattoon
- ♦ Lake Sara, Effingham
- ♦ Lake Shelbyville

### **Golf Courses**

- ♦ Meadowview, Mattoon
- ♦ Rogala, Mattoon
- ♦ Mattoon Country Club, Mattoon
- ♦ Effingham Country Club, Effingham
- ♦ Cardinal, Effingham
- ♦ Fox Prairie, Windsor
- ♦ Charleston Country Club, Charleston
- ♦ Bent Tree, Charleston
- ♦ Oak Terrace, Pana

### **Art**

- ♦ Tarble Arts Center, EIU, Charleston, [eiu.edu/~tarble](http://eiu.edu/~tarble)
- ♦ Arts on the Square, Charleston
- ♦ Sculpture on the Avenues, Effingham
- ♦ Frye Pottery Gallery, Shumway, [fryepottery.com](http://fryepottery.com)

### **History**

- ♦ Lincoln Log Cabin, Lerna, [lincolnlogcabin.org](http://lincolnlogcabin.org)
- ♦ Thomas Lincoln Cemetery, Charleston, [eiu.edu/~localite/coles/TLincoln/index.html](http://eiu.edu/~localite/coles/TLincoln/index.html)
- ♦ Lincoln-Douglas Museum, Charleston
- ♦ Monastery Museum, Teutopolis
- ♦ Corvette Museum, Effingham, [mygaragemuseum.com](http://mygaragemuseum.com)
- ♦ National Road, [nationalroad.org](http://nationalroad.org)
- ♦ Old State Capitol, Vandalia, [vandaliaillinois.com/oldstatecapital.html](http://vandaliaillinois.com/oldstatecapital.html)
- ♦ Aikman Wildlife Adventure, Arcola, [aikmanwildlife.com](http://aikmanwildlife.com)
- ♦ Ingram's Pioneer Log Cabin Village, Kinmundy, [iplcv.com](http://iplcv.com)
- ♦ Cross at the Crossroads, Effingham, [crossusa.org](http://crossusa.org)
- ♦ Looking for Lincoln Story Trail, [lookingforlincoln.com/storytrail](http://lookingforlincoln.com/storytrail)

## Lake Land College Lingo & Translations

### Buildings

WB	West Building
WH	Webb Hall
FH	Field House
NH	Neal Hall
NE	Northeast Building
NW	Northwest Building
JLRC	Virgil H. Judge Learning Resource Center
LH	Lensink Hall
LSC	Luther Student Center
BAC	Board & Administration Center

### Locations

EK	Effingham Kluthe
WDC	Workforce Development Center (WDC)

### Departments

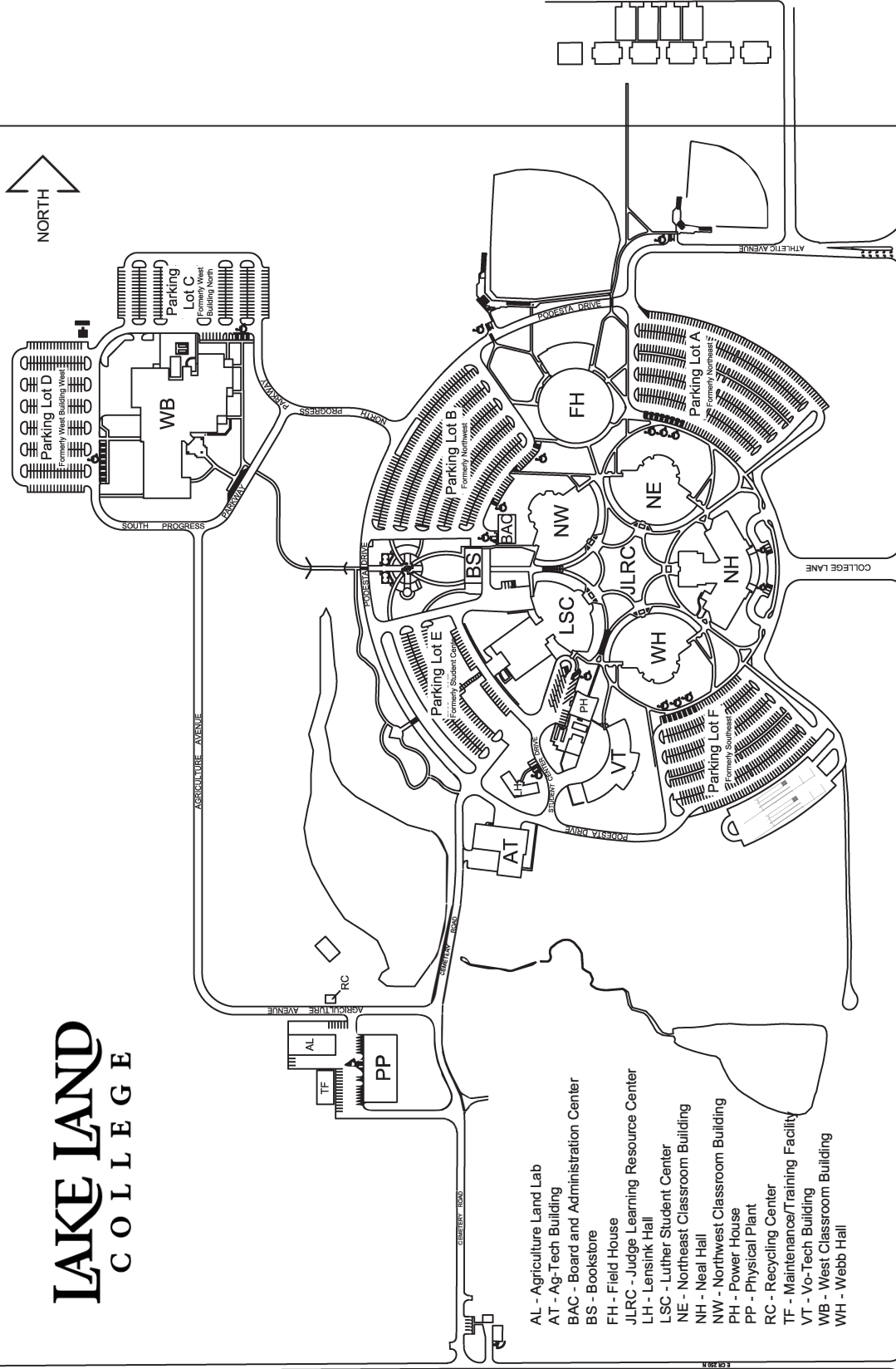
CBI	Center for Business & Industry
EMS	Emergency Medical Services Program
IDOT QC/QA	Illinois Department of Transportation Quality Control
ISS	Information Systems & Services
LAC	Learning Assistance Center
WLKL	Lake Land's Radio Station
TRiO-SSS	TRiO-Student Support Services
TRiO-ETS	TRiO-Educational Talent Search Program
LEAP	Lake Land College Early Advantage Program
MPR	Marketing & Public Relations
HR	Human Resources
LRC	Learning Resource Center or Library
SL	Student Life

### Miscellaneous

NEO	New Employee Orientation
LLD	Laker Low Down - Weekly electronic newsletter
SAB	Student Activity Board
SGA	Student Government Association
BOT	Board of Trustees
SOE	Supervised Occupational Education
ICCB	Illinois Community College Board
IBHE	Illinois Board of Higher Education
HLC	Higher Learning Commission
ISBE	Illinois State Board of Education (pronounced "Is Bee," this covers K-12)
P-20	Education spectrum from preschool (P) through grade school
SURS	States Universities Retirement System
EAP	Employee Assistance Program
BIT	Behavioral Intervention Team
Mascot	Laker Louie

**Notes:**

# LAKE LAND COLLEGE



U. S. Route 45

To Mattoon →