

**ARTICLE IX
WORKING CONDITIONS**

A. Probationary Period

All employees shall serve a probationary period of six (6) months. Evaluation of a new employee's work performance shall be made on the proper form by the immediate supervisor after sixty (60) days, 120 days, and six (6) months of employment. The evaluation must be reviewed with the employees. Upon satisfactory completion of the primary probationary period, the individual shall become a permanent employee. Employment shall continue until termination by resignation, retirement, dismissal, or reduction in force.

B. Work Week

Full-time employees, given their professional status, are expected to work 37.5 hours per week. Such hours include breaks as required by law but not meal periods.

C. Payroll

Payroll checks, at the option of the employee, may be mailed to his home, bank, or other designated address.

The Office of Human Resources makes every attempt to pay all its employees consistent with the payroll schedule. To eliminate the risk of lost or stolen checks, ensure funds are available on payday and as a convenience to all employees, net pay will be directly deposited to employees' bank or credit union accounts. For those employees without a bank account, CCC agrees to continue to provide their paychecks as is done currently. All employees are expected to enroll in the direct deposit program, and in any case those employees that can access direct deposit should do so by 1/1/2009. All employees are expected to open an account with a financial institution that will allow direct deposit.

D. Professional Development Fund

Employees shall be a part of the same Professional Development Fund that is contained in Article VII, Section M. of the faculty contract. Employees may be allowed professional development monies not to exceed \$1,200 per fiscal year for qualified, expenses. These expenses shall include tuition, course fees, course books, course supplies and membership in professional organizations. For the purpose of this Agreement, employees of the district office shall be covered under the Harold Washington College professional development fund.

E. Teaching Assignments

Employees may apply to teach credit courses as part time lecturers in the City Colleges. Qualifications of employees for teaching in the City Colleges shall be according to Appendix D.III.A of the Union-Board faculty agreement.