





## GUIDELINES

The employee may elect to engage in outplacement services during regular work time. This time should be coded as regular work time on the em Non-exempt employees are not allowed to engage in outplacement services if the time is recorded as over-time.

## AUTHOR REFERENCE

Illinois Department of Employment Security

## HISTORY

08/27/2013 Revised; revised policy code number  
02/10/2020 updated policy template. No revisions recommended.

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Director of Human Resources	(773) 442-5200	<a href="mailto:m-maso@niu.edu">m-maso@niu.edu</a>

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.