

**TEXAS COLLEGE**  
**Employee Handbook: Policies, Procedures,**  
**and Operations**

**Parameters of the Employee Handbook**

**The contents of this handbook do not constitute an agreement or contract between the employee and employer (Texas College). This information is presented to provide the policies and procedures of the College and is not intended to be all inclusive.**

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## INTRODUCTION

This Employee Handbook has been prepared to familiarize you with Texas College's history, philosophy, employment practices, and policies.

The Employee Handbook cannot answer every question; nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this handbook will help you feel comfortable with us. We depend on you -- your success is our success. Please do not hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Texas College a good place to work.

We ask that you read this document carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with Texas College and our policies.

Texas College's policies, benefits and rules, as explained in this handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be notified. A copy will also be placed on campus bulletin boards.

## **HISTORICAL OVERVIEW OF TEXAS COLLEGE**

Texas College was founded on January 9, 1894, by a group of committed ministers and laity, as a part of the educational ministry of the Christian Methodist Episcopal Church (then known as the Colored Methodist Episcopal Church). It represented an expression of their faith as they sought to educate the children of former slaves and prepare them for a new life following emancipation. The school is located in Smith County on what was originally a 101-acre farm site north of Tyler. Its physical plant was two frame buildings.

Initially, Texas College was a school devoted to elementary, agricultural, mechanical and normal courses. Reverend O. T. Womack and Reverend W. B. West served as the first and second Presidents of the institution; and under their leadership, general improvements were made and other frame buildings erected.

In 1905, Reverend S. W. Broome was elected as the third President of the College, and under his leadership the school quickly came to prominence in the educational system of the Christian Methodist Episcopal Church. It was during this time also that the institution was officially incorporated and a college department was included in the regular curriculum. The first class graduated in May of 1909.

In the fall of 1911, Professor G. L. Tyus was elected as the fourth President of the College. Under his leadership, several improvements were made, including the installment of running water, a sewer system, and a three-story brick dormitory for male students. During this period, the College was strongly supported by the leadership of the Christian Methodist Episcopal Church, with the preachers and churches often raising "educational monies" for the various building projects at the school.

Reverend C. C. Neal succeeded Professor Tyus as the fifth President of the College in 1914. He resigned a year later. From 1915 through 1936, under the leadership of Presidents W. R. Banks (1915-1926) and C. C. Owens (1926-1931), Texas College became fully accredited as a junior college by the State Department of Education and enjoyed an immense period of educational growth and development. Several new buildings were constructed. The curriculum of the College expanded to include new programs of concentration; and, the institution experienced an unparalleled increase in enrollment and in the number of qualified teachers on staff.

Dr. Dominion R. Glass became the eighth President in 1931, serving an unprecedented thirty years. In 1932, under Dr. Glass' leadership, Texas College was fully accredited as a senior college by the Texas State Department of Education. In 1933, it was granted a "B" rating by the Southern Association of Colleges and Schools, and was upgraded in 1948 to an "A" rating.

Three brief administrations followed the 30-year reign of the Glass presidency: President Robert L. Potts, 1961-1963; Dr. B. W. Doyle, 1963-1964; and President Dr. Horace C. Savage, 1964-1967. Greater stability was achieved again in June of 1967, when Dr. Allen C. Hancock, an alumnus, was elected as the twelfth President of the College. It was during his administration that first-time formal academic accreditation was received from the Southern Association of Colleges and Schools. Campus expansion began with the construction of two dormitories, a science building and extensive renovations to other buildings. President Hancock retired in May of 1980.

In June 1980, another alumnus, Dr. Jimmy Ed Clark, was elected to the presidency. He immediately initiated a program of growth for the College. President Clark served from 1980-1985. He was followed by a one-year interim President, Dr. John P. Jones, also an alumnus.

Dr. David H. Johnson was elected as the fifteenth President in 1986. His administration was cut short by his death in 1990. The baton was passed to Dr. Maurice Cherry as the sixteenth President. After only 14 months, he resigned. President Cherry was followed by Dr. A. C. Mitchell Patton, an alumnus, who assumed presidency of Texas College in July 1992. After Dr. Patton's resignation in July 1994, an interim President, Dr. Ronald Cunningham was appointed. Dr. Cunningham served until October 1994.

Dr. Haywood L. Strickland was elected the nineteenth President on October 1, 1994. President Strickland brought extensive higher education administration and fund raising experiences to Texas College at a critical juncture in the history of the College. He brought the school from the brink of demise and placed it on the road to recovery.

Dr. Billy C. Hawkins became the 20<sup>th</sup> President of Texas College on December 1, 2000. Two days after arriving at Texas College, Dr. Hawkins found himself before the Southern Association of Colleges and Schools Commission's annual meeting to outline a plan to improve the College's enrollment, finances and stability. Dr. Hawkins' presentation and assurances gained the College another year of candidacy for accreditation and he immediately went to work putting his plan in action. On Monday, December 10, 2001, the verdict came and Texas College was re-affirmed as a member of the Commission on Colleges of the Southern Association of Colleges and Schools. At the business meeting the following day, the college's name was read before the full body receiving its accreditation back retroactive as of January 1, 2001. Under his leadership, the College has begun two new programs: The SUCCESS Program and the Single Parents Support System. Through these programs and other new initiatives, the College marches forward into the new millennium with "The Beginning of a New Tradition."

Texas College is located in the Eighth Episcopal District. Bishop Marshall Gilmore, the Presiding Prelate of the District, and the forty-first Bishop of the Christian Methodist Episcopal Church, is chairman of the College's Board of Trustees. Texas College's governance is carried out by its Board of Trustees, which may consist of a maximum of 27 members.

Texas College has always maintained strong programs in teacher education and liberal arts. More recently, the College has developed rapidly growing programs in business, computer science, social work and the social sciences. Offering the Bachelor of Arts and Bachelor of Science degrees, Texas College provides thirteen major programs of study. Courses required for career options in pre-law, pre-medicine, and pre-dentistry are also offered. In addition, the College offers an Associate of Arts degree in Early Childhood Education.

## TEXAS COLLEGE STATEMENT OF MISSION

Texas College is a residential, coeducational, historically African-American, baccalaureate degree-granting college of the liberal arts founded in 1894 by a group of ministers interested in offering a quality education to African American youth. It operates under the auspices of the Christian Methodist Episcopal Church. The institution seeks to provide a program of educational study and experiences designed to contribute to the intellectual, social, physical, emotional, and spiritual development of each student. It seeks to provide a system of student support services that will greatly enhance the probability of student success.

Texas College attempts to develop individuals who are critical thinkers, who are prepared to function effectively in the information age, and who become concerned and active participants in all facets of society, making positive contributions toward the betterment of the global communities. To accomplish this end, the College offers:

- ◆ A curriculum in arts and sciences.
- ◆ Special programs to help each student in the elimination of various difficulties which tend to impede progress toward total development.
- ◆ Programs, which satisfy requirements in fields which have a relatively high employment demand and/or lead to preparation in a professional career.
- ◆ Opportunities to stimulate intellectual curiosity, affirm individual value and self-worth, develop an awareness of diverse cultural values, increase aesthetic appreciation and spiritual values.

These programs are designed to culminate with the acquisition of the associate and baccalaureate degrees and lead to an independent, life-long learning experience.

Texas College has an "open admissions" policy that permits it to serve a broad-based, traditional and non-traditional student clientele. Many of these students are African American and first-generation college students needing substantial academic reinforcement. The College seeks to address the support needs of all students by providing a comprehensive enrichment program designed to enhance academic performance and development, including:

- ◆ Early Assessment of Learning Needs
- ◆ Academic Advisement
- ◆ Study Skills Assistance
- ◆ Tutoring
- ◆ Accelerated Study
- ◆ Personal Guidance
- ◆ Mentoring
- ◆ Financial Assistance

Texas College seeks to fulfill its mission through the efficient operation and use of physical and human resources, its fiscally sound management of financial resources, and its administering to the educational and support needs of each student. At the heart of the College's effort to fulfill its mission is the faculty who engage in instruction, scholarly and professional development, and service to the College and the community. The College seeks to recruit quality faculty and support personnel who are concerned with the total development of each student. In addition, the institution and the alumni work together in supporting the growth of the College and in improving and promoting institutional effectiveness.

Texas College is an institution that is dedicated to meeting the educational and developmental needs of its student clientele. It achieves its mission through faculty teaching, scholarship, and service activities on campus, in the community, and in the world.



**Texas College  
Organization Chart**

# EMPLOYMENT

## *Human Resources Administration*

The task of handling personnel records and related human resources administration functions at Texas College has been assigned to the Human Resources Office. Questions regarding benefits, compensation including wages, and interpretation of policies may be directed to the Human Resources Office.

### **Your Personnel File**

An up-to-date personnel file is important. Please notify your supervisor or the Human Resources Office as soon as possible if you have a change to any of the following items:

1. Legal name
2. Home address
3. Home telephone number
4. Emergency contact
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license
9. Military or draft status
10. Exemptions on your W-4 form

Coverage or benefits that you and your family may receive under Texas College's benefits package could be affected if the information in your personnel file is incorrect.

Texas College refers to your personnel file when information is needed to make decisions in connection with promotions, transfers, layoffs and recalls. You are encouraged to be sure your personnel file includes information about completion of educational or training courses, civic activities, and areas of interest and skills. You may see information, in your own personnel file. You must submit a written request to view or receive copies of all documents you have signed. Please make arrangements with the Human Resources Office to exercise this privilege if you wish.

## *Employment Classifications*

Employees are classified as full-time, part-time or temporary. Unless otherwise specified, the benefits described in this handbook apply only to full-time employees. All policies and procedures are still applicable regardless of classification. If you are unsure about your job classification, please ask your supervisor.

## **Full-Time Employees**

An employee who has successfully completed the Probationary Period (see the Employment Policies section for definition) and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not laid off for longer than one (1) year and were in good standing with the College at the time of the layoff.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

## **Part-Time Employees**

An employee who works less than a regular forty (40) hour workweek is considered a part-time employee. If you are a part-time employee you are not eligible for benefits described in this handbook, except as granted on occasion or to the extent required by provision of state and federal laws. All other policies and procedures are still applicable.

## **Temporary Employees**

Texas College may hire temporary employees for limited periods of time or for a specific project. An employee hired under these conditions is a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

If you are a temporary employee, you are not eligible for benefits described in this handbook, except as granted on occasion, or to the extent required by provision of state and federal laws.

## **"Non-Exempt" and "Exempt" Employees**

All employees are classified as either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

Exempt employees are administrators, supervisors, professional staff, technical staff, officers, directors, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

## ***Employment Policies***

## **Employment Process**

The President of the College or his designee has the sole authority to hire or remove all employees. When a department head or Vice President has a staff vacancy. A Personnel Requisition Form (PRF) must be presented to the President for approval to be filled.

Once the PRF form has been approved, a copy must be submitted to the Human Resources Department to be posted. Once the interview process has been completed and a candidate has been selected for recommendation, the bottom portion of the PRF is to be completed by the appropriate personnel, along with a letter of recommendation and submitted to the President for approval. All candidates recommended for employment are subject to criminal history checks.

Once the President has signed the recommendation portion of the PRF the candidate is eligible for employment. All new employees are required to provide Human Resources with the necessary paperwork within the required timeframe. If the required paperwork is not submitted within the appropriate time frame the employee's offer of employment could be terminated.

### **Anniversary Date**

The date of the first day you report to work is used to determine your "official" anniversary date. The employee anniversary date is used to compute various conditions and benefits described in this handbook.

### **At Will Employment**

All employment and compensation with Texas College is "at will" and can be terminated with or without cause, and with or without notice, at any time, at the option of either Texas College or the employee, except as otherwise provided by law.

### **Bonding Requirement**

Texas College may require that an employee be bonded under certain circumstances. In those cases, maintaining bondable status is the responsibility of the employee. Texas College will pay the cost of bonding. Failure to maintain these qualifications will result in transfer to another position, if available, or dismissal.

### **Business Hours**

Official business hours are 8:00 a. m. to 5:00 p. m. with an hour for lunch. Full time employees are required to work a forty (40) hour workweek. All full time employees are required to take a one (1) hour unpaid lunch period daily. You may not "work through lunch" in order to arrive late or to leave early or to work extra time without prior approval of your immediate supervisor.

### **Confidentiality of Information**

Your employment with Texas College includes an obligation to maintain confidentiality, even after you leave our employment.

Any violation of confidentiality seriously injures Texas College's reputation and effectiveness. Do not discuss matters regarding the business of Texas College with anyone who does not work for the College, and never discuss personnel transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated. If someone outside of Texas College or your department requests information and you are unsure about the appropriateness of providing the information, refer the request to your supervisor.

No one is permitted to remove or make copies of any Texas College records, reports or documents without prior management approval.

Disclosure of confidential information will result in disciplinary action up to and including dismissal.

## **Conflict of Interest**

Conflict of interest is defined as a “conflict between the private interests and the official responsibilities of a person in a position of trust (as a government official).” Conflicts of interest are not necessarily unwarranted, unethical, or illegal; nor are they always avoidable. Rather, it is the **failure** to disclose conflicts or potential conflicts that is unethical and may be illegal. Employees and Members of the Texas College Board of Trustees must protect the public trust accorded them. They are obligated to avoid conflicts of interest where possible or provide full disclosure if conflicts exist.

A conflict of interest is considered to exist if the Employee or Trustee member:

1. has existing or potential financial or other interests which impair or may reasonably appear to impair the Employee or Trustee’s loyalty to Texas College or his/her independent unbiased judgment in the discharge of his/her responsibilities to the College.
2. acts, votes, or in any way, takes part in a decision on a matter under consideration that relates directly to that Employee or Trustee (or to a family member ) where there is a financial or personal interest, or
3. acts, votes, or in any way, takes part in a decision on a matter under consideration that involves another organization or entity in which that Employee or Trustee (or family member has stock, partnership, trusteeship, office, directorship, employment membership, or potential financial interest.

For the purpose of this policy statement, a family member is defined as a spouse, parent, step-parent, sibling, step-sibling, child, or any other relative, if the latter resides in the same household as the Employee or Trustee.

Each employee or Trustee is required to complete and sign a disclosure form at the time of appointment, either disclosing conflicts of interests or indicating that none exist and update annually if there is any status change.

Failure to disclose potential and actual conflicts of interest, as provided herein, may subject the employee to College sanctions and the Trustee to Board sanctions.

## **Employment Obligations**

Employment at Texas College carries with it the obligation to participate in each of the College’s formal academic events. There are four such events each calendar year: the Opening Fall Convocation (September), Opening Spring Convocation (January), Founders’ Day Convocation (March), and Commencement (May). All faculty and degreed professional staff **are required** to participate in these activities adorned in full dress academic regalia and all non-degreed staff are required to be in attendance. The college may from time to time designate other events requiring Employee participation.

## **Customer Relations**

The success of Texas College depends upon the quality of the relationships between Texas College, our employees, our constituents, and the general public. Our constituents' impression of Texas College and their interest and willingness to seek our services is formed largely by the people who serve them. Regardless of your position, you are a Texas College ambassador. The more goodwill you promote, the more our constituents will respect and appreciate Texas College.

Below are several things you can do to leave the public with a good impression of Texas College:

1. Treat everyone with courtesy and respect.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Respond to questions promptly with businesslike replies and perform all competently.
4. Take great pride in your work and enjoy doing your very best.

These actions will support Texas College's continued success.

### **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You may be asked to submit a copy of your driving record to Texas College periodically. Any changes in your driving record must be reported to the Human Resources department immediately. Failure to do so may result in disciplinary action, up to and including possible dismissal.

### **Drug Free Environment**

Texas College requires that a drug-free educational and work environment be maintained. The College prohibits the manufacture, sale, distribution, possession, use or misuse of any controlled substance, illegal drug or alcoholic beverage. The possession, sale or use of mood altering substances in the workplace, or coming to work under the influence of such substances is a violation of safe work practices and College policy and will be subject to disciplinary action, up to and including dismissal.

### **Job Descriptions**

Texas College maintains a job description for each position. When duties and responsibilities required for a position are changed, the job description will be updated for your position. If you wish to see the job description, please ask your supervisor.

### **Nepotism**

The College permits the employment of persons from the same economic unit, or the same family, when their individual qualifications are such that they represent the best possible choice for a given position. Employees from the same economic unit, or from the same immediate family although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. These policies apply to all employment situations at the College, including grants and similar activities. The only exception to this would be with the express permission from the President of the College.

### **Non-Discrimination**

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student

inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall, 1st floor, 2404 N. Grand Avenue, Tyler, TX 75702, (903)593-8311, ext. 2243 office, (903)526-4426 fax; or, Texas College, Attn: Director of Human Resources, Martin Hall, 1st floor, 2404 N. Grand Avenue, Tyler, TX 75702, (903) 593-8311, ext. 2201 office, (903) 593-4277 fax.

## **Outside Employment**

Working for another employer on a continuing basis while employed at Texas College full-time is generally discouraged. The College requires that the appropriate vice president approve of outside employment in writing and that the outside work not interfere, compete or conflict with duties performed at Texas College.

Outside work must not be done on Texas College time, at Texas College, or with Texas College services, supplies or equipment. Texas College requires that confidential College information not be revealed and that an employee's position here not be used to obtain other work or business for personal gain.

## **Probationary Period**

Administrative and other staff will be required to complete a three (3) to six (6) month probationary period before becoming a regular College employee. During the probationary period, the supervisor will observe the employee's work. Before the expiration of the probationary period, the supervisor will make an evaluation of the employee's job performance to determine if the employee is performing work satisfactorily.

## **Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that: (1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form, and (2) all applicants who are hired must present required documents of identity and eligibility to work in the United States.

## **Security Checks**

Texas College may inspect all packages and parcels entering and leaving the premises and work areas with or without prior notice.

## **Sexual Harassment**

### **I. Policy.**

Texas College reaffirms the principle that its students, faculty, and staff have a right to work and pursue education in an environment free of sexual discrimination and sexual harassment. Sexual harassment seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. The policy adopted by Texas College attempts to sensitize, inform, and enforce a strict code of conduct for all members of the College community. Any constituent of the College who has knowledge of an offense is encouraged to report promptly all complaints about sexual harassment. Employees found to be in violation of this policy shall be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension or termination.

Sexual harassment is reprehensible conduct that absolutely will not be tolerated. The College

abhors the abuse potentially inherent in sexual relationships between faculty/staff members and students, as well as, between supervisors and subordinates. Moreover, the College recognizes that sexual harassment may occur between persons of the same institutional status (peers) Such instances of behavior between or among members of the educational community that create an unacceptable environment will not be tolerated.

#### **A. Definition and Examples of Sexual Harassment**

Sexual harassment is a form of sex discrimination, which is prohibited. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, and any other offensive behavior based upon sex when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions; and
3. submission to or rejection of such conduct interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or working environment.

Specific examples of behaviors that are encompassed in this definition and are considered forms of sexual harassment include but are not limited to the following:

1. gender harassment, including sexist statements and behavior that convey insulting, degrading, or sexist attitudes;
2. sexual bribery or coercion involving solicitation of sexual activity or other sex-linked behavior by promise of reward or threat of punishment, such as threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, letters of recommendation or other conditions of employment or academic life may be affected adversely by not submitting to sexual advances or that submission to sexual advances may favorably affect the same;
3. unwelcomed sexual propositions, invitations, solicitations, and flirtations;
4. unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities or remarks about previous sexual experiences; the unwelcomed use of sexually degrading language, jokes or innuendoes; unwelcomed suggestive or insulting sounds or whistles; obscene phone calls;
5. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area, that may embarrass or offend individuals; (Such material if used in an educational setting should be related to educational purposes.)
6. consensual sexual relationships where such relationships lead to favoritism toward a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees;
7. direct propositions of a sexual nature;

8. subtle pressure for sexual activity, one element of which may be conduct such as repeated and unwanted staring;
9. a pattern of conduct (not legitimately related to the subject matter of the course, if a course is involved or to employment, if employment is involved) that tends to bring discomfort and/or humiliation, which may include comments of a sexual nature, or sexually explicit jokes, statements, questions, or anecdotes;
10. a pattern of conduct that would tend to bring discomfort and/or humiliation to a reasonable person at whom the conduct was directed, which may include unnecessary touching, patting, hugging, or brushing against a person's body.

## **B. Responsibility**

All members of the College community, including independent contractors, vendors, and others conducting business with the College or on College premises, are responsible for ensuring that their conduct does not constitute sexual harassment of another member of the College community. Individuals who are aware of or have experienced an incident of sexual harassment should report the matter promptly to one of the officials designated to receive informal or formal complaints such as a supervisor, the Director of Human Resources or the appropriate vice president.

College administrators and supervisors have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. If these individuals have knowledge that sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, they must take immediate steps to ensure that the matter is addressed, even if the alleged problem is not within their specific area of responsibility. Faculty members, likewise, must inform the appropriate administrator, program director, division chair, or vice president who has supervisory authority over the individual whose conduct may be problematic.

## **C. No Retaliation**

Retaliation against a person who complains of sexual harassment is prohibited and constitutes a violation of institutional policy and federal law. Therefore, faculty, administrators, staff, applicants for employment, students, etc. may not be subjected to restraint, interference, coercion or reprisal for action taken in a sexual harassment matter; this includes filing a sexual harassment complaint, or serving as a witness, committee member, or investigator in a sexual harassment complaint.

## **D. False Accusation**

An employee of the College who makes a false and malicious complaint of sexual harassment will be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension, or termination.

Cases involving students who bring such false accusations will be remanded to the student judicial system for adjudication.

## **II. Procedures.**

The initial course of action for any faculty, staff, or student who feels that he/she is being sexually

harassed is for that individual to tell or inform the accused that the conduct is not welcomed and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Thus, to encourage individuals experiencing harassment to come forward, the College provides several channels of communication and both informal and formal complaint resolution procedures. The complainant may opt to pursue either the informal or formal procedures for complaint resolution.

#### **A. Informal Complaint Resolution**

Persons feeling aggrieved under the College's policy against sexual harassment are encouraged to seek informal resolution. Anyone may seek advice, information or counseling on matters related to sexual harassment without lodging a formal complaint. Such informal discussions may begin departmentally with academic or administrative department heads or with the Director of Human Resources. It is the obligation of all members of the College community to report each informal complaint to the Director of Human Resources who will make sure the person seeking information and advice is informed about the options for complaint resolution available under this policy. It is at this point that the informal resolution process, if sought, begins. The Director of Human Resources (who functions also as the institutional compliance officer) will inform the President of the complaint, facilitate the process, seek resolution of the allegations, and/or advise the complainant of continuing rights.

The aim of informal complaint resolution is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. The agreed upon resolution is noted for the files in the human resources office with copies to the complainant, the respondent, and the President.

In seeking informal resolution, the Director of Human Resources will promptly (within three (3) working days after the complaint is registered) inform the accused of complainant's allegations and engage in mediation to affect a mutually acceptable resolution. If successful resolution has not been achieved within ten (10) working days from initiation of the process, the complainant will be informed about additional options for action available under this policy.

The specific steps employed in seeking informal resolution to a complainant of sexual harassment are delineated below:

Step 1. Any individual who feels that he/she has been the victim of sexual harassment may make an oral or written complaint to his/her director supervisor, faculty adviser, the Director of Human Resources or the appropriate vice president for informal resolution. Informal discussions and mediation may be employed in resolving the perceived harassment or unprofessional conduct. However, the use of informal procedures is not a prerequisite to the initiation of formal grievance procedures.

Step 2. The supervisor, advisor or vice president shall report the complaint within twenty-four (24) hours (or the next working day) to the Director of Human Resources who will investigate the complaint and conduct informal sexual harassment procedures if agreed upon by the complainant.

Step 3. The Director of Human Resources will give written notification of the complaint to the accused within three (3) working days and provide him/her an opportunity (not to exceed three (3) working days) to respond.

Step 4. If mediation seems appropriate and the complainant agrees, the Director of Human Resources will attempt to mediate a resolution. The complainant may accept the resolution or initiate formal proceedings. The informal procedures must be completed within thirty (30) days from the original date of the complaint.

All proceedings in this process – investigation and/or hearing – remain confidential to the extent allowed by law. The person to whom the complaint is brought may discuss it with those involved in the resolution of the complaint.

## **B. Formal Complaint Resolution**

When informal procedures do not achieve an outcome satisfactory to the parties or when the complainant prefers, formal procedures may be initiated. The filing of a written complaint is required in order to initiate a formal investigation into a complaint of sexual harassment and to make a determination about whether a violation of College policy prohibiting sexual harassment has occurred.

Formal complaints of sexual harassment against a member of the faculty or staff of the College are filed with the supervisor, Director of Human Resources or the appropriate vice president. The supervisor or vice president to whom a complaint is addressed should forward it to the director or human resources immediately, who upon receiving the complaint will inform the President that a complaint has been filed, conduct an impartial preliminary investigation into the matter within five (5) working days and will provide the respondent with a written statement of the allegations to which a response is required within (3) working days.

The Committee on Sexual Harassment, a standing committee of the College appointed by the President each academic year, hears each case where formal complaint resolution is sought, renders a judgment and recommends the sanction in cases where the allegation of sexual harassment is judged to be “founded”. The Committee on Sexual Harassment receives its charge, procedural guidelines and all relevant information pertaining to the case from the Director of Human Resources.

The Committee on Sexual Harassment, in consultation with the Director of Human Resources will investigate the complaint to establish whether there is a reasonable basis for believing that a violation of this policy may have occurred. The investigation may involve oral interviews and/or written statements from the complainant, the accused, and any witnesses who may be able to provide pertinent information about the facts of the case.

In the course of the investigation, the accused will be afforded the full opportunity to respond and provide evidence to refute the allegations.

The Committee’s findings resulting from its investigation of the case may fall into three categories:

- 1. Unsubstantiated:** If the complaint is determined to be unsubstantiated (i.e., a probability exists that the offense did not occur and/or that the accused did not commit the offense), the complaint usually will be regarded as resolved. However, the complainant may appeal this decision to the President first and finally to the Board of Trustees.
- 2. Negotiated Settlement:** In some cases, the filing of a formal complaint and investigation may result in an opportunity for a negotiated settlement of the case.

Analogous to a “consent decree,” such a settlement might not involve an official determination as to whether a case was substantiated or unsubstantiated and might not involve an admission of guilt on the part of the accused. However, an agreement by all parties to resolve the matter under certain negotiated conditions might be sufficient to preclude further official action.

3. **Substantiated:** If the complaint is determined to be substantiated (i.e., a probability exists that the offense occurred as represented and that the accused committed the offense), the committee recommends appropriate sanctioning and submits findings and recommendations to the President.

The President will review the committee’s decision and recommendations and will inform the complainant, the respondent and the Director of Human Resources of the final disposition of the complaint. To the extent allowed by law, all aspects of the complaint will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution.

The specific steps employed in the proceedings of a formal complaint resolution are delineated below:

- Step 1. Any person who feels that he/she has been the victim of sexual harassment may make a written complaint to the supervisor, faculty advisor, and Director of Human Resources or appropriate vice president.
- Step 2. The supervisor, faculty advisor, vice president shall report the written complaint to the Director of Human Resources who will conduct a preliminary investigation of the complaint and give written notice of the complaint to the accused within three (3) working days and will report the complaint to the President. The notification will identify the complainant, state the allegations (but will not provide the written complaint), and explain that the Committee on Sexual Harassment will adjudicate the complaint. The accused must provide a written response within three (3) working days to the Director of Human Resources.
- Step 3. Within five (5) working days after receiving the response from the accused, the Committee on Sexual Harassment will convene a hearing at which the complainant and the accused are present. Both individuals will have an opportunity to present their evidence and to call witnesses who can provide information pertinent to the case. These proceedings are not those of a court of law; however the complainant and/or accused may have a legal counsel present who serves in an advisory capacity only. During the proceedings, the legal counselor or advisor may not address the committee, the accused, or any of the witnesses. If either party elects to bring counsel, he/she must, within seventy-two (72) hours of the scheduled hearing, notify the Director of Human Resources in writing of the intent to bring counsel to the hearing. Attorneys or other representatives are not permitted to record the hearing.
- Step 4. The Committee may dismiss the complaint at any point if it is found to be without merit. If the complaint is not dismissed, the committee shall present a written report that summarizes the evidence, sets forth the decision rendered and the rationale for it, and makes recommendations to the President for final disposition. The formal complaint procedures must be within forty-five (45) days from the date the formal (written complaint) procedures was initiated.
- Step 5. The disciplinary actions (if the complaint is determined to be “founded”) may include verbal or written reprimands; suspension with or without pay; demotion or transfer;

or termination depending upon an assessment of each individual case and the recommendation of the Committee on Sexual Harassment. All disciplinary actions must be approved by the President.

Step 6. The complainant of the accused may appeal the decision rendered directly to the President who will review the case and issue a final decision within ten (10) working days of the date the appeal is filed.

Step 7. The decision of the President may be appealed directly to the Board of Trustees provided the proper procedures have been followed. The decision of the Board of Trustees is final; however, the complainant or the accused retains the right to seek civil or criminal redress.

### **III. Applicability.**

#### **A. External Applicability**

The Texas College commitment to ensuring an educational and employment environment free of sexual harassment also extends to its relationship with non-employees who perform services for the College. The College will not tolerate inappropriate conduct by a non-employee toward any member of the College community on College premises or at any other location where the non-employee and the member of the College community are together because of assigned or College-sanctioned activities. Independent contractors, vendors, and others who do business with the College or are on College premises are expected to ensure compliance with this policy. The College will take appropriate remedial action if these entities fail to comply.

#### **B. Internal Applicability**

These policies and procedures are established solely as a method to govern the internal investigation and resolution of complaints about sexual harassment involving employees of Texas College. These policies and procedures are not intended to govern the resolution of cases involving complaints of harassment by one student against another student. Such cases are adjudicated by way of the student disciplinary procedures.

### ***Standards of Conduct***

Upon employment with Texas College, you must adhere to certain rules of behavior and conduct. The purpose of these rules is not restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

#### **Unacceptable Activities**

The College expects employees to act in a mature and responsible manner at all times. To avoid confusion, some of the more obvious un-acceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Texas College. If you have any questions concerning any work of safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation. Notwithstanding the following lists, all employment at Texas College is “at will.”

The following violations may result in immediate dismissal without warning.

- Willful violation of any Texas College rule; any deliberate action that is extreme in nature and is obviously detrimental to Texas College's efforts to operate properly and/or profitably.
- Willful violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment.
- Negligence or any careless action which endangers the life of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Texas College premises except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of firearms, weapons or explosives on Texas College property.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Texas College premises or when representing Texas College; fighting, or horseplay or provoking a fight on Texas College property, or neglect damage of property.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing Texas College employees or students on or off the premises.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of Texas College property of fellow employees, constituents, or visitors in any manner.
- Theft of Texas College property or the property of fellow employees; unauthorized possession or removal of any Texas College property, including documents, from the premises without prior permission from management; unauthorized use of Texas College equipment or property for personal reasons; using Texas College equipment for profit.
- Dishonesty; falsification or misrepresentation on your application for employment or other work records; alteration of Texas College records or other Texas College documents.
- Violating a non-disclosure agreement; providing confidential or proprietary Texas College information to other organizations or to unauthorized Texas College employees; breach of confidentiality.
- Malicious gossip; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do so.
- Immoral conduct or indecency on Texas College property.

- Conducting a lottery, game of chance or gambling on Texas College premises.

The following activities, as well as violations of any Texas College rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive nor does it create a contract of employment.

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or ethnic jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
- Sleeping, loitering or loafing during work hours.
- Excessive personal phone calls during work hours.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on Texas College property without permission of an Officer of Texas College.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Obscene or abusive language; indifference or rudeness towards a client; any disorderly/antagonistic conduct on Texas College premises.
- Failure to immediately report damage to, or an accident involving Texas College equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on Texas College premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use your time sheet; alteration of your own time sheet or records or attendance documents; punching or altering another employee's time sheet or records, or causing someone to alter your time sheet or records.

## **Disciplinary Actions**

Employees who are in direct violation of Texas College's rules or policies may be subject to the following disciplinary actions. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

- ▶ Verbal Warning
- ▶ First Written Warning
- ▶ Final Written Warning
- ▶ Dismissal

A copy of all warnings or reprimands will be sent to the Human Resources Office for inclusion in the employee's permanent personnel file. There are circumstances where the above progression may be accelerated or immediate termination is warranted. This policy does not alter the at-will nature of your employment.

### Verbal Warning

A verbal warning will consist of a meeting between the supervisor and the employee to discuss the unacceptable behavior. The supervisor will verbally notify the employee of his/her behavior and will try to work out a solution to the problem.

### Written Warning

A written warning is a formal adverse action that becomes a part of the employee's permanent record. It is a specific statement describing the employee's unacceptable behavior or job performance and cites supporting evidence. The employee will have an opportunity to defend his/her actions and rebut the opinion of the supervisor at the time the warning is issued.

### Final Written Warning

A final written warning is a formal action that includes a reprimand which is given to the employee by the supervisor.

### Dismissal

Prior to dismissal pertinent facts will be reviewed, and the employee usually will receive an opportunity to explain his or her conduct before any decision is reached. The President or another member of senior management will give a second opinion concerning the unacceptable behavior or substandard performance before dismissal occurs. The appropriate vice president will evaluate each case recommended for dismissal and will submit recommendations to the President for final approval.

## **Conflict Resolution or Complaint Resolution Procedure**

It is the policy of the College to treat employees in a fair and impartial manner. An employee who had a problem, complaint, or dispute should make every effort to resolve the matter through an informal discussion with the immediate supervisor within ten (10) days of the occurrence or cause of such matter. The supervisor will take the matter under consideration and attempt to resolve it verbally or provide a satisfactory explanation within five (5) working days, unless additional time is needed to gather relevant information.

If the employee's matter is unresolved or not resolved to the employee's satisfaction through the

informal procedures, the aggrieved employee may request, in writing, a hearing with the department head within five (5) working days following the supervisor's informal response.

Within five (5) working days of receiving the employee's written request, the department head may arrange a meeting with the employee to present a personal and complete description of the situation. Thereafter, the department head will take the matter under consideration, and will conduct all appropriate and necessary investigations or evaluations of the facts related to the situation, and render a written decision, response, or explanation as expeditiously as possible, but not to exceed ten (10) working days.

If the employee is not satisfied with the outcome of the department head's response, the employee may file a copy of the same written request to the appropriate vice president. Within five (5) working days of receiving the employee's written request, the vice president and the human resources director may arrange a meeting with the employee to allow the employee to present a personal and complete description of the situation. Thereafter, the vice president and the human resources director will take the matter under consideration, including any necessary investigation or evaluation of the facts related to the situation, and render a written decision, response, or explanation as expeditiously as possible, but not to exceed ten (10) working days.

If the employee is not satisfied with the outcome of the vice president's response, the employee may file a copy of the same written request to the President within five (5) working days of such response. The President or his designee will discuss the matter with the employee and investigate the basis of the problem within fifteen (15) working days after receipt of the request; or the President will empanel a hearing committee to review the grievance. Thereafter, the President or his designee will provide the employee with a final decision within five (5) working days.

If the employee is satisfied at any given step in the process, the grievance procedure is considered settled. If an employee fails to respond within the time limits specified, the grievance process shall be considered settled and not subject to further appeal or consideration.

### **Dismissal**

Employment and compensation with Texas College is "at will." Employment may be terminated with or without cause, and with or without notice, at any time, at the option of either Texas College or the employee, except as otherwise provided by law.

If your performance is unsatisfactory, you will be notified. If satisfactory change does not occur within a prescribed period of time, you may be dismissed. Some incidents may result in immediate dismissal.



## **COMPENSATION AND PERFORMANCE**



## **Wage and Salary Policies**

Texas College has policies to ensure wages and salaries are comparable to those of similarly-situated employees in our industry and geographical area. Our wage and salary policy is designed to attract and retain the best-qualified people available.

Texas College Employees will be paid through the institutional payroll system. No person may be paid directly out of petty cash or any other such fund for work performed. Any exceptions to this policy must be approved by the President of Texas College.

### **Computing Pay**

If you are an exempt "salaried" employee, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, Texas College will compute your time on the basis of: 12-month employees = 2,080 hours; 11-month=1760; 10-month employees = 1,600 hours; and 9-month employees = 1,440 hours.

### **Deductions from Paycheck (Mandatory)**

Texas College is required by law to make certain deductions from your paycheck each time one is prepared. Among these mandatory deductions are your federal income tax payments and contributions to Social Security. These deductions will be itemized on your check stub. The amount of these deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor or the Human Resources Office immediately, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Texas College is ordered to make such deductions. Three (3) or more garnishments will result in dismissal.

### **Deductions (Other)**

It may be possible for you to authorize Texas College to make additional deductions from your paycheck, for charities like the United Negro College Fund (UNCF), United Way, etc. Contact the Human Resources Office for details and the necessary authorization forms.

### **Docking from Wages**

The wages of any "non-exempt" employee who is tardy for work will be "docked" for the time not worked. Three incidents of lateness during a 90-day period will be considered a "tardiness pattern" and will result in disciplinary action in addition to the "docking" of pay. A record of all lateness and absenteeism is maintained in your personnel file.

### **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He or she will take the necessary steps to research the problem and ensure

that any necessary correction is made properly and promptly.

### **Overtime Pay**

It may be necessary for you to perform overtime work in order to complete a job on time. All overtime worked must be approved in advance by your supervisor and vice-president(s). All hours worked in excess of the forty (40) hour workweek will be paid at a time and one-half rate.

### **Pay Cycle**

Payday for exempt employees is on the first of each month and every other Friday for non-exempt employees.

### **Reporting Time Pay -- (Inclement Weather & "Acts of God")**

If the College has to close during the course of a day due to adverse conditions, employees will receive credit for the day. No employee should leave the College without supervisory approval when weather conditions are questionable. The Office of the President or senior administrator will give notice of any intent to close the College.

Adverse conditions include inclement weather, fire, flood or some other "Act of God", power/utility failure, an inoperable computer system, or lack of work.

### **Termination Pay**

Texas College hopes that you will give at least two weeks notice in the event you intend to leave the College's employment. Upon resignation, retirement, death, removal or other termination of employment, employees who have been employed for six months or longer shall be paid for a maximum of 160 vacation leave hours. Such pay shall be computed at the employee's base rate of pay at the time of separation. No compensation will be paid for unused sick leave.

All College property must be returned before the final paycheck is issued.

### **Timesheets and Records**

The College is obligated by law to keep accurate records of the time worked by "non-exempt" hourly employees. This is done by using time sheets.

Your time sheet determines how much the payroll department will pay you. You check out for all absences, including any appointments unrelated to your employment. All employees are required to keep the office advised of their departures from and returns to the premises during the workday.

You are responsible for the accuracy of your time sheet. Remember to record your time. You are not permitted to check in more than fifteen (15) minutes before your scheduled starting time nor more than fifteen (15) minutes after your scheduled quitting time without your supervisor's approval.

No one may record hours worked on another employee's time sheet. Tampering with or altering another employee's time sheet is cause for disciplinary action, including dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your supervisor immediately.



## ***Performance Evaluation***

Your supervisor is continuously evaluating your job performance. Daily interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

In addition to interaction with your supervisor, Texas College conducts a formal performance evaluation once a year for each employee. New employees may be reviewed more frequently. An evaluation may also be conducted in concert with a promotion or change in duties and responsibilities.

## ***Work Schedule***

The normal workweek consists of five (5) eight (8) hour days, Monday through Friday for all employees except the security personnel whose workweek is Monday through Sunday. Your schedule of daily work hours will be assigned to you by your supervisor. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervisor.

### **Absence or Lateness**

Texas College is aware that emergencies, illnesses, or personal matters may arise that cannot be scheduled outside your work. Vacation, sick, and personal leave has been provided for these purposes.

If you are unable to report to work or if you will arrive late, please contact your supervisor immediately. Give your supervisor as much time as possible to arrange coverage for your position. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor.

When you call in to inform Texas College of an unexpected absence or late arrival, ask for your supervisor. For late arrivals, please indicate when you expect to arrive for work. Notifying the switchboard operator or a fellow-employee alone is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, leave the information with another supervisor.

Absence from work for three (3) consecutive days without notifying your supervisor or the human resources administrator will be considered a voluntary resignation.

### **Attendance**

Consistent attendance is expected from each employee. You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours. You should remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your workstation, please let your supervisor know where you are going and how long you expect to be gone.

Inconsistent attendance or excessive absenteeism may result in disciplinary action including dismissal.

## **Breaks**

You receive two (2) fifteen (15) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. Your supervisor will determine the exact time of these breaks. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break.

In the unlikely event of a college emergency or other unusual occurrence, your supervisor may ask you to change or postpone your break in order to finish a particular project.

## **Excessive Absenteeism or Lateness**

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive. Tardiness or leaving early is as detrimental to Texas College as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

## **Meal Breaks**

If you work longer than four (4) hours, you will receive an unpaid meal break. The time when meal breaks are scheduled varies among departments, depending on the needs of each department. Your supervisor will give you your lunch period schedule.

You are expected to take your full-allotted time for meals. You should not perform any work during your regularly scheduled meal breaks, unless specifically requested to do so by your supervisor.

## **Record of Absence or Lateness**

If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit documentation from your doctor in order to return to work. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any costs associated with this documentation.

Your supervisor will make a note of any absence or lateness, and an appropriate explanation, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

# **BENEFITS**

***The Benefits Package***

Our benefits program is a solid investment in Texas College and its employees. It not only insures the loyalty of current employees, and helps to attract talented employees who can help Texas College grow. Texas College will review the benefits program periodically and will make modifications as appropriate.

### **Eligibility for Benefits**

If you are a full-time employee, you will receive the benefits described in this handbook as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will receive those benefits, which are required by law to be afforded to you, provided that you meet the eligibility requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits. Nine-month faculty and staff are entitled to holidays and semester breaks, in lieu of vacation leave. Nine-month employees do not accrue vacation leave or sick leave.

## ***Holidays, Vacations and Leaves of Absence***

Time off for any reason during the workday will count first against your allotted vacation leave, as appropriate, in hourly, quarter-day, half-day or full-day increments. Once you have used all of your earned vacation, personal, and sick leave, any time off will be considered leave without pay.

### **Holidays**

Only full-time employees are eligible for holiday pay.

#### Recognized Holidays

The following holidays are currently recognized by Texas College as paid holidays:

1. Christmas Eve
2. Christmas Day
3. Day after Christmas
4. New Year's Day
5. Martin Luther King, Jr.'s Birthday
6. Good Friday
7. Easter Monday
8. Memorial Day
9. Independence Day

10. Labor Day
11. Thanksgiving Day
12. Day after Thanksgiving

### Holiday Policies

An employee may take time off to observe a religious holiday in exchange for a holiday listed above. Leave for such purposes may be approved by the supervisor at least ten business days in advance.

All national holidays are observed on the day designated by common business practice.

In order to qualify for holiday pay, employees must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

Hourly employees required to work on a holiday recognized by the College will be compensated at a rate of time and a half.

Employees are not eligible to receive holiday pay when on an unpaid leave of absence.

The President or his designee must approve exceptions to this policy.

### **Vacation**

Vacation for eligible employees is regarded as important for the morale and general well-being of employees, their families, and the College. Employees are encouraged to take their vacation leave annually. Vacation will be scheduled at the mutual convenience of the employee and the College with the prior approval of the employee's supervisor and unit head. All full-time administrative staff and general staff employees are eligible to receive vacation leave at full salary. Part-time and temporary employees are not eligible for paid vacation leave.

All new eligible employees will begin earning vacation from the date of hire. Vacation accrual begins the month the employee begins working, provided the date of employment is the fifteenth of the month or earlier; otherwise, accrual begins the following month. Vacation may not be taken during the first six months of employment.

Employees requesting vacation must complete a request form at least two weeks prior to the vacation dates. The completed request form must be approved and signed by the employee's supervisor and the unit head. It is the supervisor's responsibility to deliver the signed form to the payroll office, and to notify the employee of the approved leave. Vacation leave taken before the approved request form is completed with all the appropriate signatures will be considered an unauthorized leave. Such leave will be counted as leave without pay.

### **Sick Leave**

Sick leave is leave that is granted for personal illness or injury of the employee or the employee's child. Any sick leave in excess of three (3) days may require a physician's certificate. If a pattern of sick leave becomes unusual/abusive, the employee will be notified. After such notification is given, the employee may be required to present a physician's certificate as evidence to support sick leave absence even if absent for just one day. If you are out on approved extended sick leave, and all of your sick leave is exhausted during this time, you are then eligible to use vacation leave or leave without pay.

Vacation and sick leave are accrued at the end of a pay period, not at the beginning. Thus, you may not use leave that has not been accrued prior to the end of the respective pay period. Vacation and sick leave accrue at the rates shown below:

Accrual Rates - Vacation and Sick Leave

<b>Date of Employment</b>	<b>Bi-weekly Employee</b> (rate per pay period)	<b>Monthly Employees</b> (rate per pay period)	<b>Vacation Days</b>
Less than 4 years	3.08 hours	6.67 hours	10 days
4-9 years	4.62 hours	10 hours	15 days
10 or more	6.16 hours	13.33 hours	20 days

Vacation and sick leave accrue on a fiscal year basis from July 1 through June 30. A maximum of 160 hours of vacation leave and 160 hours of sick leave may be carried forward from one fiscal year to the next. Employees are granted twenty-four (24) hours of personal leave annually on July 1. There is no accrual of personal leave; nor is an employee entitled to be paid for unused hours of personal leave. Leave time ceases to accrue once the maximum is reached until some accrued time is used.

**Payment in Lieu of Vacation**

The purpose of offering a vacation benefit is to provide you with time off to relax; therefore, no additional wages or salary will be paid to you in lieu of taking a vacation.

**Funeral (Bereavement) Leave**

In the event of the death of an employee's immediate family member (**parent, child, spouse, grandparent, sister, brother, mother-in-law, father in-law, grandmother in-law, grandfather in-law, daughter in-law, son in-law, sister in-law, brother in-law**), the College will endeavor to give the employee a reasonable amount of time off two (2) days if the funeral is in town and three (3) days if the funeral is out of town (90 miles or more). For family members such as aunt, uncle, niece, nephew, aunt in-law, or uncle in-law the employee will receive one (1) day if the funeral is in town or out of town -for mourning and other matters related to such death. The employee's supervisor must be contacted and approve the request for leave.

With your supervisor's approval, you may take up to one full day of vacation leave or leave without pay to attend funerals of other relatives and friends.

**Jury Duty**

It is your civic duty to report for jury duty whenever summoned. If you are summoned for jury duty, the College will permit you to take the necessary time off and help you avoid financial loss because of such service. You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day that you are not required to serve, you will be expected to return to work. In order to receive your full salary or wages during jury duty, you will need to:

- 1) Attach the court ordered jury summons to your leave of absence form requesting jury duty leave.
- 2) Remit to Texas College the total amount paid to you by the court for your jury service. This amount should be paid at the cashier's window in the Business Office.

### **Personal Leave**

The policy for personal leave provides unscheduled leave for emergency reasons, and may be granted for short time periods (determined by employee and supervisor) not to exceed four (4) consecutive hours. Such requests must be approved by the immediate supervisor. Such leave may not exceed a total of 24 hours for any purpose within the fiscal year (12-month period). Any leave of more than half a day (4 hours) must be classified either as vacation leave or sick leave. Personal leave cannot be accumulated. Nine-month faculty and staff may incur one day of personal leave per semester. This leave is not cumulative.

### **Family and Medical Leave Act**

On August 5, 1993, the Family and Medical Leave (FMLA) Act requires employers with 50 or more employees to offer their workers up to 12 weeks of unpaid leave for their own illnesses, to care for the employee's spouse, son, daughter, or parent with a serious health condition, or for the birth or adoption of a child.

To be eligible to take FMLA an employee must have worked for Texas College for at least 12 months and for at least 1,250 hours during the year preceding the start of the leave. Exempt employees are presumed to have met the 1,250 hours of service requirement as long as they have worked for the College at least 12 months.

Employers must permit employees to maintain health insurance coverage during the leave period and must reinstate the employee to the same or an equivalent job when the leave period ends.

### **Maternity Leave**

Female employees will not be penalized because of absence from work or illness due to pregnancy. The period of maternity leave with pay shall not exceed thirty (30) working days. Maternity leave without pay, normally not to exceed one year, may be granted to all full-time regular employees upon formal request and approval by the appropriate vice president.

Accumulated sick and vacation leave and leave without pay may be used to cover this approved absence. Since circumstances in each case will vary, the decision as to when an employee will begin maternity leave will be made jointly by the employee and the supervisor with the advice of the employee's physician. The employee shall apply in writing to her supervisor for leave, and she is obligated to return to duty at the end of the approved leave period. If the employee finds she cannot return to work, she should notify the College immediately. Failure to return to work upon expiration of the leave of absence may result in dismissal.

### **Voting Leave**

Texas College encourages you to exercise your right-to-vote. You should arrange to vote before or after regular working hours; however, if necessary, you may take up to two hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor at least one week in advance.

## **Military Leave**

An employee may be granted military leave without pay for duty served in the United States Armed Forces.

For temporary military duty, such as the Army Reserve or National Guard, an employee may choose to take leave without pay or use any accumulated vacation leave.

If summoned for active duty by the government during a disaster or civil disturbance, leave with pay is allowed up to five working days and all remaining leave is available without pay.

## **Personal Leave of Absence**

In limited circumstances, Texas College may grant a personal leave of absence. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or Texas College. Your supervisor will submit your request for final approval.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and sick leave and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a personal leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

## **Educational Leave of Absence**

An educational leave of absence may be approved for the purpose of professional or cultural development if the desired improvement is of mutual benefit to the employee and the College.

Employees may be eligible for educational leave for two (2) semesters following six or more consecutive years of active service or for one semester following three or more consecutive years of such service. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved.

The compensation for the period of leave approved shall not exceed 75% of the salary the employee will receive during the current fiscal year. In those cases where the employee receives outside compensation for educational leave, such payment is to be approved by the President. Outside compensation and paid leave shall not exceed the amount paid to the employee as regular salary.

In order to receive educational leave with pay, the employee must agree in writing to return to the institution for at least one-year of further service following the leave period.

## **Returning from a Leave of Absence**

You must notify Texas College at least fifteen (15) days prior to your expected return date that you intend to return from a leave of absence. When you return, you will be placed in your regular position if required by law or if the position is available. If Texas College had to eliminate or fill your position while you were on leave, you will be assigned to another open position for which you are properly qualified. If no such position exists, you will be placed on layoff status.

If you do not return from your leave of absence on the day indicated in your original application or in any approved extension, or within three (3) days of release by your doctor if you have been on a disability leave of absence, you will be considered to have voluntarily resigned from employment with

Texas College as of the day on which you failed to report to work.

### **Accepting Other Employment or Going into Business**

If you accept other employment or go into business while on certain leaves of absence from Texas College, you will be considered to have voluntarily resigned from employment with Texas College as of the day on which you began your leave of absence.

### **Insurance Premium Payment During Leaves of Absence**

Texas College will continue to pay the institutional share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Texas College, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

### **Unauthorized Leave**

If an employee does not return to work or inform and/or make arrangements with the supervisor, this absence is considered to be unauthorized leave and is taken without pay. The supervisor may subject the employee to disciplinary action. Unauthorized leave for three (3) consecutive working days without notice is treated as a resignation.

## ***Insurance Coverage***

### **Health Insurance**

Texas College is interested in the health and well being of both you and your family and offers a comprehensive health and life insurance program. The College provides group health insurance. An employee is eligible to participate in the group insurance plan on the date employment commences. If an employee fails to enroll in the plan within 30 days of the eligibility date, the employee will become insurable on the following open enrollment period.

The following benefits are currently provided, as described in the literature provided by the College's insurance carriers:

- ◆ Group Term Life Insurance
- ◆ Accidental Death and Dismemberment Insurance
- ◆ Medical and Surgical Coverage
- ◆ Medical Health Care Coverage
- ◆ Dependents Health Care Coverage

In the event of the termination of your employment with Texas College or loss of eligibility to remain covered under the group health insurance program, you and your eligible dependents may have the right to continued coverage under the College's health insurance program for a limited period of time at your own expense pursuant to COBRA. (This does not affect the conversion privilege as stated in the insurance policy.) Consult the Human Resources Office for details.

### **Dental Insurance**

Dental insurance coverage currently is available to all regular full-time employees of Texas College.

Please consult the Human Resources Office for details.

### **Life Insurance**

If you are a regular full-time employee of Texas College, you may obtain life insurance coverage. This insurance is payable only in the event of your death. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Human Resources Office. Consult the Human Resources Office for details on the life insurance program.

### **Termination of Insurance**

Insurance coverage will terminate when the insurance policy terminates, when you fail to make an agreed contribution to the premium when due, when you cease to be eligible for coverage under the terms of the group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance.

***Government Required Coverage***

### **Workers' Compensation Insurance Coverage**

The Workers' Compensation Law was designed to provide employees with benefits for injuries received, in connection with your employment. Currently, the College does not have Workers' Compensation Insurance. However, if you are unable to work because of a job injury, Texas College will pay for your medical expenses and continue to pay your regular salary for a reasonable period of time to be determined.

### **Unemployment Compensation**

Texas College pays a percentage of its payroll to the Unemployment Compensation Fund. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and are willing and able to work. You should apply for benefits through your local Unemployment Office as soon as possible.

### **Social Security/Medicare**

The United States government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a portion of your weekly wages to the trust fund from which benefits are paid. As your employer, Texas College is required to deduct this amount from each paycheck you receive.

***Other Benefits***

### **Retirement Plan**

Texas College has an Employees' Retirement Plan to provide eligible employees with a monthly pension benefit upon retirement. The Plan includes provisions for regular retirement at age 65. A person may voluntarily retire from the College, if he chooses, before the age of 65.

Texas College offers a retirement plan for all faculty and staff through the Teacher's Insurance and Annuity Association (TIAA) - College Retirement Equities Fund (CREF).

Normal retirement age under the TIAA-CREF plan is 65, with retirement occurring on the last day of the fiscal year in which the participant attains age 65. Total fixed contributions to the plan for each covered individual is 5% of the employee's regular salary. If an employee elects to participate in the plan the College will match the contribution with 5% of the employees' regular salary. The plan participant elects the proportion of total contributions to the plan to be allotted to TIAA (a fixed rate program) and CREF (a variable rate program).

The College will continue to match the participant's retirement annuity plan during paid leaves of absence. Full details pertaining to the operation of the retirement plan are provided in a document issued upon employment or are available on request from the Human Resources Office. The details regarding Texas College and employee contributions, vesting, administration, investments, etc. are provided in the separate literature for the Employees' Retirement Plan.

### **Tuition Exemption**

An employee who has been full-time for at least one year may enroll in two (2) courses per semester at Texas College at a reduced rate of 50% of the cost of tuition. One course (maximum of four semester hours) may be taken during the regular workday.

The spouse and children of an employee who has been full-time for at least two (2) years may attend the College at a reduced rate of 50% of the cost of tuition. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes.

The exemption does not include the cost for special fees such as activity fees, health fees, laboratory fees, late registration fees, student self-assessed fees, and room and board.

Employees who qualify will be limited to those who are currently employed.

## **OTHER POLICIES**



### **Bulletin Boards**

Bulletin board postings are the College's "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin boards. Please form the habit of reading the bulletin board postings regularly to stay abreast of new information.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin boards. If you want to have notices posted on Texas College bulletin boards, see your supervisor for instructions and approval.

### **College Facilities**

External organizations may request the use of Texas College's facilities. Generally, those groups will be charged a rental fee for the use of facilities and may be required to purchase insurance to cover any liabilities that may arise. All external individuals or groups using College facilities must sign a contract releasing the College of any liability. Outside individuals or groups sponsoring major events on campus must present a certificate of liability insurance in addition to holding the College harmless to any claims for personal damages. In some circumstances, the College should be named as an additional uninsured party on such policies.

### **Correspondence Management**

It is extremely important that the College be appropriately represented to public and private agencies, philanthropic entities, governmental units, grant-sponsoring agencies, and other external agencies. Therefore, it is important that all offices receiving requests to make representative statements regarding College concerns receive approval to respond from the Office of the President. Only the President has authority to speak on behalf of the College.

### **Dress Code/Personal Appearance**

You are expected to dress and groom yourself in accordance with accepted social and business standards. For example, Sundresses, with bare backs and/or shoulders, undershirts, and shorts, for men or women are not appropriate working attire. You are expected to be suitably attired and groomed during working hours or when representing Texas College.

If your supervisor feels your attire is inappropriate, you may be asked to leave and not return until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your supervisor has the authority to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

### **Exit Interviews**

In instances where an employee voluntarily leaves employment, Texas College management may wish to discuss your reasons for leaving and any other impressions you may have about the institution. You may be asked to grant us an exit interview. It is hoped that this exit interview will help ensure amicable separations, and provide insights into possible improvements. Information will remain strictly confidential and will in no way affect any reference information that Texas College management will provide another employer about you. All College property (I.D. cards, keys, books, equipment, etc.) must be returned at the exit interview. Any indebtedness to the College must be resolved before the final check is released.

### **Expense Reimbursement**

You must have your supervisor's written authorization (requisition/purchase order, etc.) prior to incurring any expenses on behalf of Texas College. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your supervisor. Taxes incurred will not be reimbursed.

If you are asked to conduct Texas College business using your personal vehicle, you will be reimbursed based upon the rate per mile specified by the College.

### **First Aid and Accidents**

Federal law requires that the College keep records of all illnesses and accidents, which occur during the workday. The law requires that you report any illness or injury on the job, no matter how slight. If

you hurt yourself or become ill, please contact your supervisor for assistance. OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

### **Food Services**

Faculty and staff are welcome to dine in the campus cafeteria at the guest rate provided dining does not occur when the employee should be working. Faculty and staff **must pay for meals served in the dining hall**. Special event services or catering may be arranged with the food service director.

### **Gifts**

Advance approval from the office of the Vice President of Business and Finance is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give gifts to customers or suppliers, except for approved promotional "premiums" (t-shirts, coffee mugs, pens, key chains, etc.) imprinted with the Texas College logo.

### **Grievances**

Texas College will investigate employee grievance(s) and seek a solution to the grievance(s) in a timely fashion. College employees have the right to appeal a personnel action without fear of reprisal or penalty. A grievance is an allegation of unfair or unjust treatment. The presentation of a grievance should be as follows:

1. An employee who has a problem should first attempt to resolve it informally within the department. The supervisor has the responsibility to attempt to settle the issue and respond to the employee within five (5) working days.
2. If the immediate supervisor's response is unsatisfactory to the employee, the employee should seek assistance at the next administrative level. A request for a hearing should be made within five (5) working days of receiving the response from the immediate supervisor. A response from this level shall not exceed five (5) working days.
3. If the response from the next administrative level is unsatisfactory to the employee, the employee should present his/her grievance to the appropriate Vice President who has the task of reviewing all the facts and holding discussions deemed necessary. The Vice President will make a recommendation to the appropriate administrator(s) or supervisor within five (5) working days. In the absence of objection or appeal by either the employee or supervisor, the recommendation of the Vice President will be implemented within fifteen (15) working days of the referral of the grievance.
4. If the decision reached in Step 3 is unsatisfactory to any of the involved parties, the matter will be referred to a Grievance Committee. The request for a hearing should be submitted within five (5) working days after the decision of the vice president is announced. The President of the College will appoint a chairperson to conduct the hearing, and review all the facts.

### **Final Appeal**

If the employee is dissatisfied with the Grievance Committee's decision, he/she may appeal in writing within five (5) working days to the President. The employee may submit written evidence and/or have witnesses to appear at his/her hearing. All information presented and a transcript of the hearing must be filed with the Vice President. The President shall notify all parties of the decision within

fifteen (15) working days of the hearing.

### **Handling of Funds Received**

The Handling of Funds Received Policy sets safeguards for the institution's financial resources and ensure the reliability of the financial records.

Any College employee who receives cash and/or checks, which are intended for the benefit of Texas College, must bring or send said cash and/or checks to the Business Office immediately upon receipt. Checks will include, but are not limited to, the following:

- Personal Checks
- Money Orders
- Cashiers Checks
- Scholarship Checks
- Drafts
- Checks from Vendors

In the case of student loan checks received by the Student Financial Aid Office, checks will be delivered to the cashier immediately after processing by the Financial Aid Office.

Exceptions to this policy must be approved by the President or the Vice President for Business and Finance.

### **Keys**

After the normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.

Faculty, staff and students may be issued keys to campus buildings upon the recommendation of the supervisor, department head, and vice president in accordance with established procedures.

Keys are issued for entry to campus buildings for the purpose of conducting official business only.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to institutional property resulting from failure to do so.

Special assignment of keys, where required, (such as to contractors, auditors, consultants, etc.) may be authorized by the President.

All keys issued remain the property of the College and shall be returned under the following conditions: (1) transfer to another department or building; (2) termination of employment; (3) written request from supervisor or department head; (4) leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their key if authorized to have access to the building during the leave period; and (5) at the end of the academic semester. It is the responsibility of the supervisor to ensure that all keys are returned.

In no case is a key to be transferred from one individual to another or obtained from any source other than from the authorized institutional officer. When any transfer or duplication of a key is made or used without official consent, the key shall be recovered and the individual(s) involved reported to the appropriate supervisor for disciplinary actions.

The loss or theft of any key is to be reported immediately to the supervisor, who in turn will notify physical plant.

Applications for keys are made on a Key Record Form. Keys may be obtained from physical plant by presenting an approved Key Record Form. Forms are available in physical plant.

### **Layoff and Recall**

In the event of a reduction in workforce, employees will be laid off based on level of skills and abilities as well as seniority. For example, if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision. However, recalls from layoff status, will occur in the reverse order. Recall will be made by mail to the last known address or by telephone call. Failure to respond to the recall within two (2) days of notice will be considered a voluntary resignation. Laid off employees must keep Texas College informed of any change in mailing address or telephone number. Employees will lose their seniority if laid off for more than three (3) months.

If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your supervisor or the Human Resources Office to establish your continued interest in returning to work.

### **Mail Service**

The mailroom receives and processes mail daily for all campus departments. Mail pickup from the offices in Martin Hall is made twice a day. Other departments on campus are serviced via mailboxes located in the mailroom. Outgoing mail must be accompanied by billing cards, which are available in the mailroom.

### **Parking**

A limited number of on-campus parking spaces are available for registered vehicles. Upon registration of vehicles with the Security Office, employees will receive a parking permit that, when properly affixed to the vehicle, authorizes parking in designated areas. Fines are assessed for violation of parking regulations. In some cases, improperly parked vehicles may be towed. Parking and traffic regulations are described in full in a document, which may be obtained from the Security Office.

### **Personal Phone Calls and Mail**

Personal long distance calls are not permitted and other (non-long distance personal calls) are to be kept to a minimum. Telephone calls must not interfere with your work. You are permitted to make limited local area calls on Texas College telephones for essential personal business during lunch or "break" periods only. Please do not abuse this privilege. Emergency calls may be made at any time. Incoming urgent calls will be directed to you.

Do not use Texas College as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter.

## **Personal Use of Texas College Property**

In some instances, employees may be allowed to borrow certain Texas College tools or equipment for their own personal use while on College premises. In no instance may this property be used off the premises, or without prior management approval. Texas College is not liable for personal injury incurred during the use of Texas College property for personal projects. As a Texas College employee, you accept full responsibility for any and all liabilities for injuries or losses, which may occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you will pay for any damages that occur while using the equipment or tools for personal projects.

## **Petty Cash/Prepaid Invoices**

For some purchases under \$250.00 for which immediate payment is appropriate and invoices that require prepayment, employees may request funds in advance. The requisitioner executes a regular requisition and checks the box marked "**Check Request**". Items to be purchased must be itemized on the requisition.

Under no circumstance should an employee who anticipates receiving reimbursement for any item(s) purchased, make the purchase in advance and subsequently request reimbursement. Lack of documentation of expenditures will result in a payroll deduction. The petty cash fund is not to be utilized to circumvent the normal purchasing procedures.

The employee is required to submit original receipts for petty cash purchases/prepayments to the Business Office within ten (10) working days after receiving the check. Failure to provide documentation of expenditures will result in a payroll deduction.

## **Physical Plant Services**

The Physical Plant Department is responsible for the maintenance and repair of the physical plant of the College. Requests for services of the department should be made in writing via the Work Order Form.

Your request will be assessed and assigned a priority; emergency, routine or major repair/renovation. Emergency requests are attended to immediately; routine requests are filled in the order in which they are received by the department; and major repairs/renovations are assessed against the College's plans for undertaking such projects.

## **Procurement Procedures**

The purchase requisition is used to initiate the purchase of goods and services (subscriptions, repairs, supplies, equipment, etc.) and is completed by the requisitioner. Employees must have written authorization (requisition, purchase order, etc.) prior to incurring an expense on behalf of the institution. Texas College will assume no obligation to pay for any purchase unless the order was authorized and approved. The purchasing cycle encompasses seven steps:

- (1) Requisition
- (2) Encumbrance
- (3) Purchase Order
- (4) Accounts Payable

- (5) Receiving Depot
- (6) Invoice
- (7) Payment

The required signatures and sequence of signatures for the four primary procurement activities are shown in Figure 1. Presented in Figure 2 is a procurement grid, which lists common procurement activities, the type of form necessary to carry out the transaction and the location of the form.

Figure 1: <b>REQUIRED SIGNATURES</b>			
<b>Travel Request</b>	<b>Contract</b>	<b>Personnel Action</b>	<b>Requisition</b>
Traveler	Supervisor	Supervisor	Requisitioner
Supervisor	Contractor	Unit Manager	Supervisor
Unit Manager	Unit Manager	*Grant Director	Unit Manager
*Grant Director	*Grant Director	Vice President	*Grant Director
Vice President	Vice President	Human Resources Officer	Vice President
Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer
	President	President	Purchasing Agent

- IF APPLICABLE

Figure 2:

**PROCUREMENT GRID**

<b>Request to/for</b>	<b>Form Required</b>	<b>Location of Form*</b>
Purchase goods/services	Requisition	Business Office
Purchase professional services	Contract	Business Office
Use campus facilities	Request for meeting/event	Student Affairs
Advance payment	Requisition	Business Office
Travel	Travel Request	Business Office
Travel advance	Travel Request	Business Office
Travel reimbursement	Travel Expense	Business Office
Plant services	Work Order	Physical Plant
Office keys	Key Record	Physical Plant
Parking permits	Vehicle Registration	Security
Personnel request	Personnel Requisition	Human Resources Office
Personnel Assignment	Personnel Action	Human Resources Office
Food services	Requisition	Business Office
Use campus vehicle	Request for Use of College Vehicle	Human Resources Office
Computer/Tech Problems	IT Work Order	Information Tech. Dept.

**\*All forms are available on the college website at [www.texascollege.edu/forms](http://www.texascollege.edu/forms)**

**Promotion Policy**

It is Texas College's policy to advise all employees about advancement opportunities by means of bulletin board postings or other suitable methods. Please submit your request for consideration for a specific position directly to your supervisor. Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified

to fill a position of greater skill and responsibility. Texas College will always continue to look outside for potential employees as well.

### **Property and Equipment Care**

It is your responsibility to understand the machines you use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Texas College. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you do not deem unsafe, nor should you adjust or modify the safeguards provided.

### **Registration of Campus Events**

To avoid scheduling conflicts on campus, all organizations (student, faculty, administrative, staff and community) and College offices are requested to coordinate their activities through the Office of Student Affairs or the President's Office, which has the responsibility for keeping the College calendar. Request for scheduling an activity and/or space must be requisitioned at least two (2) weeks in advance.

### **Resignation**

While we hope both you and Texas College will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with Texas College. If you anticipate resigning your position with Texas College, you are expected to notify your supervisor at least two (2) weeks in advance of the date that you must leave.

### **Return of Texas College Property**

Any Texas College property issued to you or placed in your specific work area for use, such as keys, supplies, equipment, tools or uniforms must be returned to Texas College at the time of your dismissal or resignation, or whenever it is requested by your supervisor or designated administrator. You are responsible for any lost or damaged items. The value of any property issued and not returned will be deducted from your paycheck.

### **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Texas College activities. The College strives to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor or department head may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk -- do not run.
- Use stairs one at a time.

- Report to your supervisor if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Smoking is not permitted in any of the campus buildings.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid “horseplay” or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Wear gloves whenever handling castings, scrap, barrels, etc.
- Avoid bringing children to the workplace.
- Operate motorized equipment only if authorized by your immediate supervisor. All operators must be licensed by Texas College.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

## **Security**

Maintaining the security of Texas College buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- \* Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- \* Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- \* When you leave Texas College's premises make sure that all entrances are properly locked and secured.

## Smoking

Texas College is a "clean air" campus. Smoking is not permitted in any of the campus buildings.

## Solicitations and Distributions

In order to minimize personal inconvenience and interference with the orderly operations of the College, no employee shall sell, solicit, or promote subscriptions, pledges, memberships or other types of support for any drives, campaigns, causes or organizations nor distribute or circulate leaflets, pamphlets, circulars, cards or other literature on institutional property during working hours (8:00 a.m. - 5:00 p.m.) or in work areas, unless specifically authorized by the President or his designated representative. Employees should not solicit monies, goods or services from anyone or any organization on behalf of Texas College without prior notification to and approval from the Office of the President.

Failure to adhere to this policy may result in disciplinary actions.

## Theft

Theft of any type will not be tolerated by Texas College. Although taking small items of Texas College property may seem inconsequential, the cumulative effect can be very large. Losses from theft immediately affect the College's ability to increase salaries and can jeopardize the financial stability of the institution.

Property theft is the unauthorized use of Texas College services or facilities or personal use of Texas College property. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable:

- 1. Use of Texas College copy machines for personal use.** The office copiers are not provided as a free service to employees. If you wish to use a Texas College copier for personal use obtain authorization from your supervisor and follow the established procedure for reimbursement to the College. Failure to do so is property theft.
- 2. Use of computers.** Texas College's computers are to be used exclusively for business purposes unless you receive permission from your supervisor to use computers for personal reasons during non-business hours.
- 3. Taking of Texas College property.** No item purchased or supplied by Texas College should ever be removed from Texas College premises without express authorization of your immediate supervisor and the proper paperwork. This rule applies to all Texas College property. All employees may be subject to random searches as they leave Texas College facilities. Your supervisor has been given detailed instructions on the circumstances in which he or she can authorize you to borrow Texas College equipment. A checkout procedure will be used, and if you fail to return any item removed on schedule, the value of the items will be charged against your paycheck and you may be subject to disciplinary action for theft.

## Penalty Clause

The penalty for unauthorized possession or removal of Texas College property is immediate dismissal. All examples of unauthorized possession or removal of Texas College property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If you are dismissed because of unauthorized possession or removal of Texas College

property, the reason for your dismissal will be provided to any future employer that contacts the College. In addition, you may be subject to prosecution.

### **Traffic Violations**

If you are authorized to operate a Texas College vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations incurred.

### **Transfers**

Transfers from one position to another may be required or requested from time to time. Such transfers (up, down, or laterally) may be made with a possible adjustment in pay. Transfers for more than thirty (30) days will be considered permanent transfers.

### **Travel**

Employees are encouraged to participate in professional activities and associations. When travel is required, all reasonable expenses for official travel shall be reimbursed in accordance with the institutional travel policies. A Travel Request Form must be completed and approved five (5) working days prior to departure.

Travel: Advance - A cash advance equal to estimated out-of-pocket costs may be requested. Travel advances should be requested and approved at least five (5) working days prior to departure. Travel advances are given under the following conditions:

Traveler uses personal credit card or personal funds to prepay allowable travel expenses.

Students and employees who accompany student groups are also eligible for travel advances.

To pay registration fees for seminars, conferences and conventions that are required in advance.

To provide the traveler with funds for incidental costs not covered by credit cards, e.g., taxi fares, parking, tolls, etc.

The traveler is required to submit original receipts for a travel advance to the Business Office within five (5) working days after the travel "return date". Failure to provide documentation of expenditures will result in a payroll deduction. Student accounts will be charged for untimely submissions or undocumented/unallowable expenses.

### Travel: Submission of Expense Vouchers

All Travel Expense Vouchers must be submitted to the Business Office within five (5) calendar days after returning from the trip. Only those approved Travel Expense Vouchers submitted to the Business Office within the above-specified time period with the approved Expense Account Copy of the Travel Request Form attached will be honored by the College. There will be no reimbursement for prior year expenses. Exceptions must be approved by the Chief Fiscal Officer or the President.

### Travel: Meals

**Receipts are not required for meals. (Does not apply if using Federal Funds.)**

Travelers may be reimbursed for meals according to the following schedule:

Daily Meal Reimbursement

If you travel overnight on official business, you may be reimbursed up to \$25 per day as follows:

\$6 - for breakfast

\$9 - for lunch

\$10 - for dinner

Partial-Day Meal Reimbursement

If you are absent from your official workstation on official business for less than twenty-four (24) hours, partial-day meal reimbursement is:

\$ 6 - More than four (4) hours, but less than eight (8) hours;

\$15 - Eight (8) or more hours, but less than twenty-four (24) hours.

Travel: Lodging

**Itemized original receipts are required for all lodging expenses.**

The cost of overnight lodging (room, tax, and tip) obtained at a commercial facility will be reimbursed to the traveler if authorized travel is farther than sixty (60) miles from the traveler's home or official work site.

Travelers are reimbursed for only a single room rate unless the other party is a College employee on authorized travel. If lodging receipt states more than one person occupancy, please indicate the single room rate on the receipt or provide the names of the College traveler(s) who shared the lodging.

The maximum reimbursement rate for in-state lodging is \$75 (room, tax, and tip) per night.

The maximum reimbursement rate for out-of-state lodging is actual cost of a single room as long as the cost is not unreasonable or exorbitant.

Travel: Use of Personal Vehicles

All travel expense vouchers involving the use of College or personal vehicles must be processed as authorized on the approved Request for Use of College Vehicle Form. In cases where an institutional vehicle is requested and approved on the Request for Use of College Vehicle and is not available to the prospective traveler at the time of departure, the prospective traveler may seek authorization from his/her supervisor to use a personal vehicle. The Human Resources office will provide the prospective traveler with a statement of non-availability.

Shown in Figure 3 are the current rate expenditures and the supporting documentation required for travel.

Figure 3:		
Expenditure	Current Rate	Supporting Documentation
Airfare	Coach or economy class fare accommodations must be used when available on scheduled trips	Ticket stub
Train	Coach or economy class fare accommodations must be used when available on scheduled trips.	Ticket stub
Automobile (mileage)	\$ .28 per mile - for use of personally owned vehicles - The mileage allowance permitted by the College is the current board approved rate.	Number of miles (beginning and ending miles on speedometer) and receipts for parking and tolls
Auto Rental	Written approval of the appropriate vice president prior to departure is required for the rental of vehicles. Only the cost of rental of subcompact or compact models is reimbursable, unless (1) non-availability is documented, (2) the vehicle will be used to transport more than three persons or (3) the cost of a larger vehicle is no more than the rental rate for a subcompact or compact.	Rental receipt
Hotel	Actual cost of a single room	Lodging receipt
Meals	See Travel Period	See Travel Period
Other Expenses (Taxi, Registration Fees, Parking)	Actual Costs	Original receipt

### Unauthorized Employment

Any supervisor, administrator, or official of Texas College who either willfully or unintentionally allows, coerces, or otherwise permits a prospective full-time, or substitute employee to begin working prior to obtaining official approval, perpetuates a violation of College policy that shall be cause for disciplinary action.

### Unauthorized Purchases

To ensure that all purchases made on behalf of the College are consistent with the College's mission and are in compliance with federal and institutional guidelines, and to ensure that vendors are paid in a timely manner, a policy pertaining to unauthorized purchases has been developed.

All purchases shall be made only after an approved Purchase Order has been issued to the vendor. Any deviation from this policy will constitute an unauthorized purchase.

Under no circumstances should an employee enter into a purchase contract, or obligate the College to any indebtedness, prior to the issuance of a Purchase Order to the vendor for the requested goods or services.

Individuals who make unauthorized purchases may be held personally liable for payment.

Any supervisor, administrator, faculty, staff member or official of Texas College who purchases

goods and services prior to obtaining official approval is subject to disciplinary actions.

All goods, except for specialty items, must be officially received in the Receiving Department prior to being delivered to their departmental destination(s). Any deviation from this policy will constitute an unauthorized receipt.

Under no circumstances should an employee assume possession of goods from a vendor, or obligate the College in any indebtedness, prior to proper delivery and receipt of said good in the College's Receiving Department.

Individuals who make unauthorized receipts may be held personally liable for payment.

Receipt (and subsequent use) of goods by an employee of Texas College without adherence to the receiving policy is subject to disciplinary action.

### **Use of Texas College Vehicle**

If you are authorized to use a Texas College vehicle for Texas College business, you must adhere to the following rules:

1. You must be a licensed driver and insurable by the College's insurance carrier.
2. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
3. You are responsible for paying any moving violation tickets. Also, please park appropriately -- parking violations will not be paid by Texas College.
4. You must keep the vehicle clean at all times, and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.
5. You must not allow persons not authorized or employed by Texas College to operate or ride in a Texas College vehicle.

### **Vendor Policy**

Any vendor desirous of selling merchandise on the campus of Texas College must obtain a vendor's permit. Vendor permits will be issued to sell merchandise that is not sold by the College through any of its retail operations. The cost of a vendor's permit shall be \$100 for athletic events and \$50 for non-athletic events. All student organizations that are officially recognized by the College shall be exempt from this policy. The College reserves the right to confiscate any and all merchandises being sold on the campus without a vendor's permit.

Any exception to this policy must be approved by the President or the Chief Fiscal Officer. The College reserves the right to reject any and all applications.

### **Visitors**

Texas College prohibits unescorted visitors in campus facilities. Visitors are not permitted on Texas College property without prior permission from your supervisor and visitors are not permitted in

working areas. If you are expecting visitors, please request permission from your supervisor and ask your visitors to see your supervisor when they arrive.

In order to prevent accidents –and other disruptions, regular visits by children in the workplace are prohibited. Failure to adhere to this policy may result in disciplinary action.

### **Violations of Policies**

You are expected to abide by the policies in this handbook. Failure to do so may lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this handbook. This list is not to be considered all-inclusive.



## **STANDING COMMITTEES OF THE COLLEGE**

The standing committees of Texas College are the:

Academic Council

Administrative Council

Committee on Athletics

Committee on Enrollment Management

Committee on Business and Finance

Committee on Human Resources

Committee on Institutional Planning and Assessment

Committee on Sexual Harassment

Committee on Student Affairs

These committees are formed annually at the beginning of each academic year by appointment of the President who shall appoint a chair from among the members of the respective committees. Administrative faculty are appointed to serve on various committees where responsibilities of the committees directly relate to the work of these offices.

Formal or informal recommendations from the faculty regarding committee assignments are expected from time to time. In some instances, such input is specifically requested. However, in accordance with contractual agreements, all full-time faculty are expected to share in the committee work of the institution.

Each standing committee elects a secretary from among its membership. Minutes and annual reports are submitted to the President at the end of the year. Committees submit recommendations for action at any faculty meeting.

Decisions reached by the faculty regarding these matters shall be forwarded to the vice president for academic affairs, who shall transmit them to the President. When approved by the President and the Board of Trustees, the decisions shall become the policies, practices and regulations of the College.

### **Academic Council**

The Academic Council is composed of the vice president for academic affairs as chair, head librarian, director of teacher education, director of developmental education, division chairpersons, and two students recommended by the council and approved by the Office of Student Affairs.

The Academic Council acts as an advisory body to the vice president for academic affairs. It is the discussion forum and clearinghouse for all academic matters, including course requirements, majors, general education, deletion of courses, and addition of new courses or programs. All academic problems/issues are referred to the Academic Council for clarification, resolution, and for recommendation to the faculty.

The Academic Council is required to meet on a regular basis and to prepare an annual report in May of each year describing its work during the year. Minutes of each meeting are to be included in this annual report.

### **Administrative Council**

The Administrative Council consists of first line managers, including vice presidents, division chairs, deans, directors, a faculty representative, and a student representative. Meetings are conducted by the President of the College or his appointed designee.

The Administrative Council improves the flow of information throughout all ranks of the College by keeping council members informed about all matters related to the College. The Administrative Council also improves institutional effectiveness and efficiency of operations by ensuring the timely accurate flow of information throughout the College.

The Council meets monthly and minutes are kept of each meeting.

### **Committee on Athletics**

The Committee on Athletics is composed of a chair who is not directly connected with the Athletics Department. The athletics director shall be a member of this committee along with other faculty and staff and two student representatives.

The Committee on Athletics functions to facilitate a balance between the academic and athletic demands placed upon the College's athletes. Its role is to review and recommend policies and procedures that affect the athletics program at the institution.

The Committee on Athletics is required to meet on a regular basis and to prepare an annual report in May of each year describing its work during this year. Minutes of each meeting are to be included in this annual report.

### **Committee on Enrollment Management**

The Committee on Enrollment Management is composed of the registrar as chair, director of financial aid, two faculty members and two student representatives.

This Committee on Enrollment Management serves in an advisory capacity to the President, and makes recommendations about all aspects of enrollment management, including admissions, orientation, recruitment, retention, student records (registrar) and financial aid. In this role the Committee:

1. considers and makes recommendations concerning proposed changes in policies governing admissions, recruitment, retention, student records, and financial aid.
2. reviews and rules on the admission of exceptional cases referred to it by the director of admissions.
3. reviews and rules on the re-admission of students who were not in good academic standing at the time of their withdrawal (This review process does not include consideration of students on disciplinary suspensions).
4. recommends eligible candidates for all academic awards, prizes and scholarships.
5. studies the latest trends and developments in the areas of admissions, recruitment, retention, student records, and financial aid.

6. recommends strategies for increasing and stabilizing enrollment at the desired level.
7. recommends strategies for improving retention.
8. Promotes close interrelationships among the offices responsible for the enrollment management functions and other related offices.
9. develops and implements the orientation program for new students.
10. performs special assignments as requested by the chair of the committee and/or the President.

The Committee on Enrollment Management is required to meet on a regular basis and to prepare an annual report in May of each year describing its work during the year. Minutes of each meeting are to be included in this annual report.

### **Committee on Business & Finance Policies**

The Committee on Business & Finance Policies is composed of the vice president for business and finance as chair, comptroller, director of information technology, grants accountant, director of financial aid, one faculty member from Business, and one representative from Development and Student Affairs.

The role of the Business and Finance Policies Committee is to: (1) develop and recommend policies concerning fiscal matters; (2) regularly review fiscal policies and recommend changes as needed; and (3) interpret, review and make recommendations concerning policy exceptions.

The Business and Finance Policies Committee is required to meet on a regular basis and to prepare an annual report in May of each year describing its work during the year. Minutes of each meeting are to be included in the annual report.

### **Committee on Human Resources**

The Human Resources Committee is composed of the human resources coordinator as chair, two representatives from Student Affairs, two faculty members, and one representative from Development.

The purpose of the Human Resources Committee is to review and make recommendations concerning policies related to employment, benefits, compensation, training and development.

The Human Resources Committee is required to meet on a regular basis and to prepare an annual report in May of each year describing its work during the year. Minutes of each meeting are to be included in the annual report.

### **Committee on Institutional Planning and Assessment**

The Committee on Institutional Planning & Assessment is appointed annually by the President of the College and is composed of the members of the President's Cabinet along with a representative cross-section of faculty and staff. One student serves on the Committee as well. It is chaired by the chief planning officer.

The Committee on Institutional Planning and Assessment ensures that institutional planning and assessment activities are ongoing, systematic, and appropriately focused. The Committee: 1) assists in formulating informed assumptions about the College's external and internal environment,

2) assists in identifying or developing assessment procedures or instruments, 3) monitors and assists in the implementation of strategic plans at the department/unit level, 4) promotes planning across campus, and 5) reviews the institutional strategic plan on an annual basis, assesses progress, and recommends modifications as warranted.

The Committee on Institutional Planning and Assessment is required to meet on a regular basis and prepare an annual report in May of each year describing its work during the year. Minutes of each meeting are to be included in the annual report.

### **Committee on Sexual Harassment**

The Committee on Sexual Harassment is appointed annually by the President of the College and is composed of a representative cross-section of faculty, staff and administrators. The Director of Human Resources serves as an ex-officio member of the committee.

The Committee on Sexual Harassment hears cases of sexual harassment involving employees of the College. The committee hears those cases where the complainant seeks a formal resolution of the complaint. The Committee on Sexual Harassment, in consultation with the Director of Human Resources, investigates the complaint to establish whether there is a reasonable basis for believing that a violation of the College's policy on sexual harassment has occurred. The committee gathers and considers relevant information, conducts a hearing, renders a judgment, and recommends a sanction in cases where the allegation of sexual harassment is judged to be "founded". All matters of the Committee on Sexual Harassment are treated in the strictest confidence.

The committee prepares a written report on each case it hears which is presented to the President.

### **Committee on Student Affairs**

The Committee on Student Affairs is composed of the vice president for student affairs as chair, residence hall council presidents, students, the SGA President and one other student, and two faculty members who are not directly connected with student activities.

The Committee on Student Affairs exists to:

- serve as a channel of communication between the students, the faculty, and the administration of the College.
- stimulate and guide student participation in policy and decision making in areas affecting student welfare.
- provide a means whereby students may communicate their ideas and concerns to the appropriate personnel of the College.
- give assistance to existing student organizations and guidance in forming new organizations.

The Committee on Student Affairs is required to meet on a regular basis and to prepare an annual report in May of each year describing its work during the year. Minutes of each meeting are to be included in the annual report.

# **SELECTED FORMS**

<b>SELECTED FORMS</b>
Contract (Professional Services)
Employee Leave Form
Exit Interview
Information Technology Work Order Form
Key Requisition Card
Payroll Deduction Authorization (Advancement/Prepayment)
Payroll Deduction Authorization (General)
Personnel Action Form
Personnel Requisition Form
Request for Meeting or Other Event
Request for Use of College Vehicle
Requisition Form
Solicitation Request
Travel Expense Voucher
Travel Request
Travel Activity Summary
Vehicle Registration Card
Work Request Form

\* All forms are available on the college website at [www.texascollege.edu/forms](http://www.texascollege.edu/forms)