

EMPLOYEE HANDBOOK

Seward County
Community College/Area Technical School

LIBERAL, KANSAS

August 2011

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PREFACE

The personnel handbook is intended as a guide for all employees of Seward County Community College/Area Technical School. It contains information of a general nature as well as the procedures and policies under which the college operates. The handbook will provide uniform guidelines from which consistent actions can be taken when presenting educational programs and services to the Board of Trustees, people and constituency served by the college.

The information contained in this handbook will prove helpful to both faculty and staff. Edits to the Handbook will be provided to all employees via electronic files. Modifications to the handbook will be determined by the administration with input from the Board of Trustees and SCCC/ATS employees.

Other sources of information:

The *Seward County Community College/Area Technical School Catalog* and the *Student Handbook* provide general information about the college and its course offerings. They are available on-line at <http://www.sccc.edu/academics/catalog/index.html>.

The *Schedule of Classes* published each semester provides information on class offerings, registration, and final exam schedules. It is available at the information desk or on-line at http://www.sccc.edu/academics/course_schedule.cfm.

The *Board Policy Manual* contains actual policies and procedures of the College. It is available in each administrator and division chair office, Adult Learning Center director's office and the Library. Board Policies are also available in electronic version on the institutional file server "I" drive.

Important note: The Personnel Handbook is intended **only to provide information** to SCCC/ATS employees. The Handbook is subject to change as needed. Changes in Board policies, institutional procedures, and governmental regulations will result in periodic modifications, additions, and deletions. Every effort will be made to provide employees additional information as these changes occur during the school year. Therefore, unless otherwise stated, the policies and procedures listed may be changed from time to time as conditions change at the institution. It is the responsibility of all SCCC/ATS employees to remain aware of changes to Board policies.

Please read this handbook carefully.

SECTION I

INTRODUCTION

History

The vision of a new community junior college in southwestern Kansas grew out of the Kansas Community Junior College Act of 1965 and the positive action of the board members of the Liberal Unified School District No. 480. On September 15, 1967, State Superintendent W.C. Kampschroeder gave his approval for Liberal's application for Seward County Community Junior College. The date of October 24, 1967, was set aside for a county-wide election to determine whether the citizens wanted a community college. The final vote carried by a margin of 3.4 to 1.

The date of the Order of Establishment for Seward County Community Junior College was December 29, 1967. It was determined that classes could be offered after August 1, 1969. The college officially opened its doors to its first students on September 2, 1969. From an initial enrollment of 331 the college now serves more than 2000 full and part-time students.

Campus

The community college occupied temporary facilities in the old Epworth Hospital Building and Reno Hardware Store in downtown Liberal from 1969 until the fall 1973. The main campus, on north U.S. Highway 83, opened in August, 1973. In the fall of 1977, the Baughman Living Center was completed to provide on-campus student housing. Additional units were constructed adjacent to the Baughman Living Center in 1981. Apartment-style suites were completed in 1996, raising accommodations for on-campus students to 152. Student housing is located adjacent to the Student Activities Center.

On January 31, 1995, the voters of Seward County, Kansas, approved a plan to increase the size of campus facilities by sixty percent to create a more effective wellness and sports medicine area, agricultural facility (completed in 1997), additional classrooms, meeting and conference rooms, expanded cafeteria, bookstore, and centralized student services. As a result of the expansion, all administrative offices are in the Hobble building as well as admissions, financial aid, and counseling offices. The expansion to the Student Activities Center allowed for additional conference rooms, athletic department offices, and a state of the art wellness center. Expansion to the Hobble Academic Building and Student Activities Center was completed in 1998.

The main campus includes academic structures, student housing, maintenance, and outdoor athletic and physical recreation areas. The Hobble Academic Building houses administrative services, student services, faculty offices, Library, Academic Achievement Center, Interactive Distance Learning (IDL) classrooms, "smart" classroom, and labs/lecture halls/classrooms. The Shank Humanities Building houses the theater, music rehearsal areas, art studios, faculty offices, classrooms and special purpose rooms for the Division of Humanities. The Student Activities Center houses athletic offices, conference rooms, the gymnasium, wellness center, weight room, swimming pool, book store, student union and cafeteria. The Agriculture Building, houses classrooms, labs, an arena, and faculty offices. Located on the same forty acres is an outdoor biological classroom for wildlife and ecosystem studies. Brent Gould Field serves as home to Saints baseball and the semi-pro Liberal Bee Jays. A lighted tennis area, the softball field, and a Leadership Challenge course (constructed in 2005) round out the outdoor athletic and activity facilities. The student housing facilities include a conference/study room, computer lab, game room, and lounge areas for students. Laundry facilities are also available to all residents in the living centers. Student resident assistants and a housing director provide for the supervision and monitoring of the living centers.

Renovation of the Epworth Hospital building began in the spring of 1981 and was completed in the fall to house the Allied Health programs for the college. The building was named the Epworth Allied Health Education Center. The surgical technology program is located in a separate structure on the corner of 6th and Pennsylvania. That building has been used for a variety of purposes including the original SCCC bookstore, cafeteria, student union and also as classrooms.

Through a charitable donation of property located at 10th and Kansas, the Adult Learning Center was established in July 1992. The Colvin Adult Learning Center houses the adult education programs of Kansas State High School Diploma completion, English as a Second Language, literacy, and citizenship classes.

The Little Saints Child Care was established as an off-campus site in spring 1993. The facility was open to the SCCC students and the public for pre-school and child care services. The Board of Trustees approved the closing of the center in April 1999, with the last working day of the Little Saints Child Care center on June 18, 1999.

The College broke ground for the Cosmetology Building on December 21, 2000 and began offering cosmetology classes July 16, 2001. The laboratory was furnished, in part, through a cooperative effort with the J.C. Penney Corporation. A portion of the building was used by the Kansas Department of Human Resources as the Seward County Workforce Center. In the fall of 2005, that operation relocated to another site in Liberal, and the classroom was converted for cosmetology instruction.

Demolition of the Baughman Living Center structures and the construction of the 168 capacity Student Living Center in 2002 provided for a total capacity of 200 student residents in three buildings on campus.

In 2008, an agreement between the SCCC Board of Trustees and Unified School District 480 was reached which consolidated Southwest Kansas Technical School under the operations of SCCC effective July 1, 2008. The merger was approved by the Kansas Board of Regents, the US Department of Education, and the Higher Learning Commission of the North Central Association of Colleges and Schools. The addition of the tech school added approximately 40 acres of property and approximately 119,000 square feet of facilities to the SCCC/ATS campus. The facilities are primarily industrial program classrooms and labs, a truck driving range, and administrative offices. The official name was changed to Seward County Community College/Area Technical School.

In 2009 the college entered into cooperative agreements with the Kansas Small Business Development Center (KSBDC) and the Kansas Department of Commerce to house an outreach center for KSBDC and the Kansas Workforce Center in the area technical school facilities.

In the fall of 2010, SCCC/ATS was awarded a \$3.25 million dollar Hispanic Serving Institutions grant from the US Department of Education. The purpose of the grant was to establish new career and technical education programs. Those programs include corrosion technology (beginning fall 2011), process technology (beginning fall 2012) and radiology technology (beginning fall 2013). Those programs are intended to be located in the area technical school facilities and grounds.

Location

Seward County Community College/Area Technical School is located in Liberal, Kansas, on the southern edge of Seward County. Liberal is served by three U.S. Highways: (270, 83, and 54), the Union Pacific railroad, and a regional airline.

Southwestern Kansas is an area rich in wheat, oil and natural gas, and growing agriculture related industries such as cattle and swine feeding operations and meat packing. Seward County is one of the fastest growing counties in Kansas with a population exceeding 22,000. The area provides cultural diversity, art, museums and is a regional hub for shopping and medical services. Recreational opportunities such as golfing, hunting, fishing, hiking, and camping are easily accessible.

Organization

Seward County Community College/Area Technical School, Liberal, Kansas, is organized as a college district comprised of Seward County, Kansas with its own governing board. The members of the Board of Trustees are elected (at large) for four-year terms on an alternate election process (i.e., three positions are elected or re-elected every two years). Trustee positions which become vacant prior to the regular election cycle are filled by appointment or special election. This governing board, consisting of six (6) members, formulates

general policy for the college, provides for its financial support, arranges for adequate facilities, and employs a chief executive officer for the administration of the college. It is the function of the college president to oversee all of the educational divisions and departments of the college, and as chief administrative officer, to supervise, direct and promote all phases of college activities as delegated by the Board of Trustees.

It is the policy of the Board of Trustees to recognize and maintain the distinction between those activities that are appropriate to Trustees as the legislative, governing body of Seward County Community College/Area Technical School and those administrative activities which are performed by administrators and staff in the exercise of delegated responsibilities.

Educational Opportunities: (See SCCC/ATS Academic Catalog for complete details regarding course descriptions and programs of study.)

<http://www.sccc.edu/academics/catalog/index.html>

Degrees: (degrees require at least 64 credit hours of instruction)

Associate of Arts; Associate of Science; Associate of General Studies; Associate of Applied Science; Associate of Applied Science in Technical Studies

SCCC/ATS is a founding member of EduKan, an on-line consortium of six western Kansas community colleges, and associate degrees are available through the EduKan partnerships. (www.edukan.org).

Through a partnership agreement with Manhattan Area Technical College, the surgical technology degree is available for individuals in the Manhattan, Kansas area. Partnerships with Hutchinson Community College and Neosho Community College provide opportunities for degrees in Medical Lab Technology (Hutchinson) and Health Information Management (Hutchinson and Neosho).

Certificates: (certificates require less than 64 credit hours of instruction)

Accounting; Agriculture; Auto Body/Collision Repair; Automotive Business Management; Automotive Mechanics Technology; Business Administrative Technology; Computer Information Systems; Construction Trades Technology; Corrosion Technology; Cosmetology; Diesel Technology; Drafting and Design Technology; Fish & Wildlife Officer; Health Information Management; Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology, Law Enforcement Officer; Machine Tool Technology, Medical Assistant, Practical Nursing; Salesperson; Surgical Technology, and Welding Technology.

Through a partnership agreement with Manhattan Area Technical College, surgical technology certificate is available for individuals in the Manhattan, Kansas area.

Adult Education

Adult Basic Education (ABE) classes are offered for individuals who seek to improve their math and communication ability. English as a Second Language (ESL) classes are provided for adults seeking to improve their English language skills. Citizenship preparation classes are provided to assist individuals who desire to obtain their US citizenship. The Kansas State High School diploma (GED) can be obtained by completing courses in preparation for the GED exam and passing the GED exam administered at the Colvin Adult Learning Center.

Classes are offered during various times of the day and evening. Classes are taught at the Colvin Adult Learning Center located at 10th and Kansas in Liberal but are also offered at other sites and communities.

SCCC/ATS and Ft. Scott Community College collaborate to provide eligible GED students financial assistance to complete coursework and for the GED examination.

Continuing Education and Outreach Programs

Continuing Education programs are an important element in the Seward County Community College/Area Technical School concept of the “community college.” Opportunities are available through regional public and private universities, professional organizations, and industry partners.

In keeping with the philosophy of the institution, the Outreach Program is designed to afford citizens outside Seward County educational opportunities. This includes concurrent enrollment partnerships, credit and non-credit courses, seminars, workshops, recreational and cultural activities. Use of local community facilities and instructional expertise is a part of the total program.

The Dean of Outreach has the administrative responsibility for continuing education programs including Outreach Programs and Business and Industry customized training and seminars.

INSTITUTIONAL AUTHORIZATION

Seward County Community College/Area Technical School is approved by the Kansas Board of Regents and is authorized to grant degrees or certificates.

SCCC/ATS is accredited by the following accrediting agencies:

- Higher Learning Commission of the North Central Association of Colleges and Schools (Academic Quality Improvement Project [AQIP] participant)
- Kansas State Board of Nursing
- National League for Nursing Accrediting Commission, Inc.
- American Medical Association's Committee on Allied Health Education Accreditation
- National Accrediting Agency for Clinical Laboratory Sciences
- Committee on Accreditation for Respiratory Care
- Accreditation Review Committee on Education in Surgical Technology
- Kansas State Board of Cosmetology
- Association of Collegiate Business Schools and Programs (ACBSP)

SCCC/ATS is certified with the following agencies:

- National Automotive Teaching Excellence Foundation - automotive technology
- National Automotive Teaching Excellence Foundation - auto body collision repair
- National Automotive Teaching Excellence Foundation - diesel technology
- Pivot Point International - cosmetology

MISSION, PHILOSOPHY, PURPOSE, Board Policy #101

<u>MISSION</u>
Seward County Community College/Area Technical School will provide opportunities to improve and enhance each person's life through a variety of higher education programs and related services for the development of better futures.
<u>PHILOSOPHY</u>
Seward County Community College/Area Technical School is a quality learning-centered institution that believes: <ul style="list-style-type: none">• A well-educated citizenry is a responsible citizenry;• Knowledge is dynamic and evolutionary;• Education and learning are lifelong activities;• Higher education is an investment in future societies, and the college plays a major role in this endeavor;• Every human being is valuable regardless of gender, age, race, creed, cultural background, socioeconomic status, knowledge, or physical and emotional adjustment;• Individuals are unique and deserve the opportunity to develop their optimum potential for learning and living; and• The college, as an integral community component, responds to the interests and needs of the community.
<u>INSTITUTIONAL PURPOSES/FUNCTIONS</u>
Seward County Community College/Area Technical School will offer: <ul style="list-style-type: none">• COLLEGE/UNIVERSITY TRANSFER courses and programs that will assure a quality higher education curriculum to meet the needs of students who wish to transfer to other colleges and universities;• CAREER AND TECHNICAL EDUCATION that will assure programs meet the occupational objectives and the needs of a changing work force;• GENERAL EDUCATION COURSES that contribute to the student's educational and cultural growth;• CONTINUING EDUCATION/COMMUNITY SERVICES including off-campus activities, adult basic education, continuing education, work-force development, use of facilities, and cultural opportunities;• STUDENT SERVICES that will address the financial needs of students and enhance the educational, physical, social, and cultural qualities of students through counseling services, housing and food services, academic advising, student government and other activities;• DEVELOPMENTAL EDUCATION that will assure that the institution identifies individual needs, appropriate courses, and tutoring to help each student succeed;• ECONOMIC DEVELOPMENT by providing institutional leadership in promoting economic development in the region;• ASSESSMENT that will assure student educational achievement and growth through appropriate, systematic and periodic measurement; and• INTEGRITY that will assure institutional honesty in our practices and relationships.
<u>STRATEGIC VISION:</u>
The College will address its mission through a commitment to employee development and effective methods of creating awareness, addressing diversity, advancing technology, assessing student learning, and advocating workforce development,.
<u>INSTITUTIONAL VALUES:</u>
The College values excellence, teamwork, operational integrity, a caring atmosphere, performance accountability, and dedication to its mission.

Date of Adoption: 7/16/1996

Revised: 09/08/09

Updated Accreditations: 06/21/04

Related Administrative Rules & Regulations:

Section II

WHO TO SEE

Absence of Faculty	Division Chair/Dean of Instruction
Absence of Student (excessive)	Dean of Student Services
Academic Calendar.....	Dean of Instruction
Activity Calendar	Director of Student Life and Leadership
Activity Funds (agency funds)	Administrative Assistant/Fiscal Officer
Address Change	Director of Human Resources
Admissions.....	Director of Marketing
Audio-Visual Equipment.....	Director of Library
Board of Trustees Policies	President
Bookstore.....	Director of Bookstore
Budget.....	Dean of Finance and Operations
Campus closing	President
Cancellation of Classes	Division Chair/Dean of Instruction
Change of Grade	Registrar
Chaperones for College Activities.....	Dean of Student Services
Clubs and Organizations.....	Dean of Student Services
Compliance officer	Dean of Finance and Operations
Computers (e-mail, troubleshooting)	Director of Information Technology
Contracts, Teaching/Staff	Dean of Instruction/Director of Human Resources
Course Content.....	Division Chair
Credentials.....	Dean of Instruction/Dean of Outreach
Credit cards.....	Dean of Finance and Operations
EduKan	President
Expense Claims	Dean of Finance and Operations
Grades	Registrar
Information Desk (Central).....	Receptionist
International Students	Assistant Registrar
Intramurals	Director of Student Life and Leadership
Insurance	Director of Human Resources/Office of Finance and Operations
Keys	Director of Buildings/Grounds/Security
Library Resources.....	Director of Library
Mail	Receptionist
Pay.....	Director of Human Resources
Printing.....	Director of Public and Alumni Relations
Publicity.....	Director of Public and Alumni Relations
Purchasing	Division Chair/supervisor
Repairs (physical plant)	Director of Buildings, Grounds, and Security
Room Assignments.....	Division Chair/ Dean of Instruction
Security	Security Supervisor
Scheduling of Vehicles.....	Administrative Assistant/Fiscal Officer.
Scheduling of Facilities	Administrative Assist. Dean of Outreach
Scholarships	Director of Financial Aid
Student Housing	Director of Student Living Center
Student Workers.....	Director of Financial Aid
Social Activities for Students.....	Director of Student Life and Leadership
Student Conduct	Dean of Student Services
Student Enrollment	Registrar
Student Records/Files.....	Registrar
Student Financial Aid.....	Director of Financial Aid/Financial Aid Officer
Student Government.....	Director of Student Life and Leadership
Summer School	Division Chair /Dean of Instruction
Supplies	Division Chair/Supervisor
Teachers' Retirement (KPERs).....	Director of Human Resources
Telephones	Director of Multi-media Technology

Textbook Purchasing Division Chair
Transcripts (student) Registrar
Use of College Equipment Dean of Finance and Operations
Workmen's Compensation Director of Human Resources

SECTION III

PERSONNEL DUTIES AND RESPONSIBILITIES

General Statement

Instruction and overall student progress are the central functions of the College. The central task of administration is to foster an organization for the faculty and students which will best attain the purposes of the College.

Board of Trustees

On December 19, 1967, the voters elected six people to serve on the first Board of Trustees. The board meets regularly on the first Monday of every month at 7:30 p.m. in the board room of the Hobble Academic Building at Seward County Community College/Area Technical School. All regular and special meetings of the Board of Trustees are open to the public. Responsibilities of the trustees include the selection of a president, the establishment of a basic policy of the community college district, and the overall welfare of the College.

Board of Trustees

		<u>Term Expires</u>
Ron Oliver	Chair	June 30, 2013
Rick Brenneman	Member	June 30, 2015
Marvin Chance, Jr.	Vice Chair	June 30, 2015
John Engel	Member	June 30, 2015
Sharon Hobble	Member	June 30, 2013
Dustin Ormiston	Member	June 30, 2013

Administrative Officers

		<u>Office Phone</u>	<u>Cell</u>
President	Dr. Duane Dunn	620.417.1010	620.629.5588
Dean of Instruction	Cynthia Rapp	620.417.1012	620.482.4822
Dean of Finance and Operations	Dennis Sander	620.417.1018	620.629.3732
Dean of Student Services	Celeste Donovan	620.417.1016	620.629.5589
Dean of Outreach	Dale Reed	620.417.1014	620.629.3106

Each of the administrative officers of the college has responsibilities as identified in the [Organizational Structure, Board Policy #301](#).

Purpose:

The organizational structure of Seward County Community College/Area Technical School provides clarity of responsibility, chain of communication, supervisory roles, and a visual approach to planning, decision-making, and procedural implementation of Board policies.

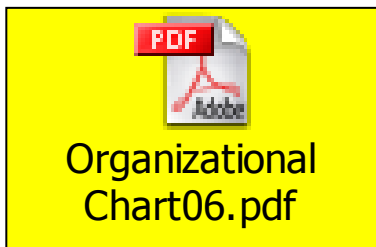
The administrative authority of the College is directed to the President via appointment by the Board of Trustees. The President reports directly to the Board and supervises the Deans and others as indicated in the organizational chart.

SCCC/ATS has an administrative structure of the President, and four Deans,. The Dean of Instruction is responsible for the academic mission of the college including supervision of faculty and learning services. The Dean of Student Services is responsible for the student management mission of the college including admissions, records, counseling, financial aid, activities, and housing. The Dean of Finance and Operations is responsible for the operational aspects of the college including fiscal operations, facilities, security, auxiliary enterprises, and human resources. The Dean of Outreach is responsible for the outreach and community education mission of the college including off-campus instruction and customized training for business and industry.

All employee positions at Seward County Community College/Area Technical School have a position description which provides clarity of employee function and role. Administration of the college is responsible for modifications to the position descriptions in order to meet the flexible needs of the college in providing instruction, student services, and operational requirements necessary to meet the mission of the College. A copy of the position description is available and on file in the SCCC/ATS Human Resources department. Position descriptions are reviewed periodically, posted when a vacancy occurs, and meet the criteria of the United States Office of Civil Rights and the Equal Employment Opportunity Commission.

The administration assumes responsibility for the development of position descriptions, accuracy of the descriptions in meeting the responsibilities of the position, and alignment with Board policies and state and federal regulations. Administration has authority to modify position descriptions to meet the necessary functions of positions including technological changes, reporting structure, etc. New positions must be approved by the Board of Trustees.

Date of Adoption: 1969
Revised: 3/20/97; 11/03/03; 04/03/2006

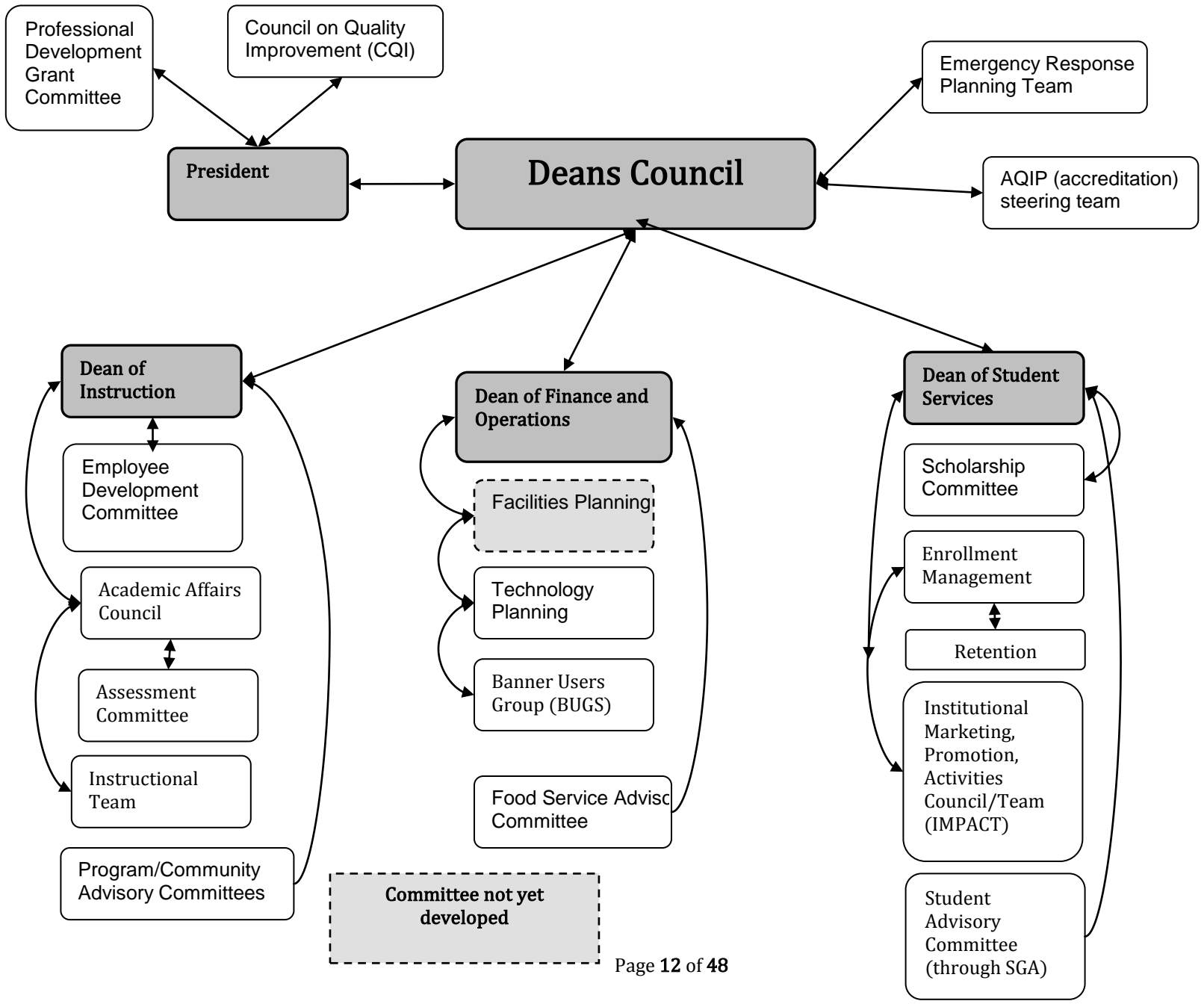


(For visual of Organizational Chart, click on the PDF icon.)

Administrative Committees and Councils

Administrative committees are appointed by the President upon recommendation of the Dean's Council. Faculty members are selected to serve on committees for faculty involvement and faculty professional growth. Copies of all minutes will be filed in the President or the appropriate Dean's office depending upon the function of the committee.

- Academic Affairs Council
 - Assessment Committee
 - Instructional Team
- Advisory Committees (Program and Community)
 - Accounting
 - Agriculture
 - Automotive Business Management
 - Automotive Collision Repair
 - Automotive Technology
 - Business Administrative Technology
 - Business & Industry
 - Colvin Adult Learning Center
 - Computer Information System
 - Corrosion Technology
 - Cosmetology
 - Criminal Justice
 - Diesel Technology
 - Drafting Technology
 - Fine Arts Council
 - Health Information Management
 - Heating, Ventilation, Air Conditioning, and Refrigeration
 - Marketing/Mid-Management
 - Machine Tool Technology
 - Medical Assistant
 - Medical Laboratory Technician
 - Natural Gas Compressor Technology
 - Nursing
 - Respiratory Therapy
 - Surgical Technology
 - Truck Driving
 - Welding Technology
- AQIP (accreditation) steering team
- Banner Users Group (BUGS)
- Council for Quality Improvement (CQI)
- Deans Council
- Employee Development Committee
- Emergency Response Planning Team
- Enrollment Management Committee
 - Retention
- Facility Planning
- Food Service Advisory Committee
- IMPACT (marketing and promotion)
- Professional Development Grant Committee
- Scholarship Committee
- Student Advisory Committee (through Student Government Assoc.)
- Technology Planning



SECTION IV

Definitions and Procedures

ABSENCES

Employees are expected to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must contact their supervisor before their starting time. If the absence is to continue beyond the first day, the employee must notify their supervisor on a daily basis unless otherwise arranged. It is the responsibility of the employee who is absent to notify the supervisor. Absence of three consecutive work days without notifying the supervisor may be cause for termination.

The Dean of Instruction and division chair will cooperate with the instructor in making provisions for classes to meet when the instructor is absent.

Supervisors are required to email sick@sccc.edu for absences due to illness of an employee or family member. The supervisor is responsible to ensure that an e-mail is sent to sick@sccc.edu each day of absence or until HR has been notified of an arrangement between the employee and supervisor.

The employee must complete and submit a Leave Request form to their supervisor.

See [Fringe Benefits and Family and Medical/Sickness Leaves of Absence, Board Policies #619 and 620](#).

Form may be obtained by going on-line at (<http://www.sccc.edu/go/hrforms>)

ACADEMIC RANK

All faculty members of Seward County Community College/Area Technical School carry the rank of instructor.

ACADEMIC YEAR

The period of time in a fiscal year beginning in July and ending in June and containing the academic sessions held during consecutive Fall, Spring, and Summer semesters.

ADJUNCT FACULTY

Adjunct faculty are individuals who hold temporary teaching appointments. Adjunct faculty members are employed to teach on a per credit hour, per course, or contact hour basis. (Teaching load will not exceed 12 credit hours per semester.) Adjunct faculty members do not qualify for most SCCC/ATS employee benefits. For the purposes of this handbook, the terms "adjunct" and "part-time" faculty are interchangeable except in rare specific circumstances.

ADMINISTRATIVE EMPLOYEE

An "Administrative Employee" as defined in K.S.A. 72-5413(d) is a person employed by the Board of Trustees in an administrative capacity and who is acting in that capacity, and who has authority, in the interest of the Board of Trustees, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct employees or to adjust their grievances, or effectively to recommend a preponderance of such actions, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (K.S.A.72-5413(d)) Deans at SCCC/ATS are considered senior level administrative employees.

ADMINISTRATIVE OTHER EMPLOYEE

The College employs personnel who are exempt from wage and hour regulations and may have supervisory responsibilities. This employee is considered an exempt employee and is assigned to a job grade with other employees of similar key elements of the job. The employee is under general supervision of a senior level administrator or director and is expected to function without direct or constant supervision.

ADMINISTRATIVE RESIDENCY

The Board of Trustees has deemed it necessary for senior level administrative employees to establish permanent residency within the boundaries of Seward County, Kansas throughout their period of employment. Residency promotes interest, loyalty and knowledge of the county's conditions by creating a

feeling of a greater personal stake in the college's progress.

[See Residency, Board Policy #608.](#)

AFFIRMATIVE ACTION

In order that the Seward County Community College/Area Technical School may more closely move to complete compliance with Executive Order 11246-11375, an affirmative action program is hereby set forth.

The college will:

1. Take affirmative action to insure that applicants are employed and during employment are treated without regard to race, color, religion, sex or national origin.
2. Move to obtain a commitment and active cooperation of all faculty and staff toward non-discrimination.
3. Modify and improve employment programs to assure adequate employment of minority employees throughout the campus.
4. Revise and update affirmative action plans to conform to Federal Regulations, to assure full compliance and to give full consideration and opportunities to minority groups and women.
5. Work closely with the State Commission on Human Rights and other agencies in implementing this Affirmative Action Program.

[See Affirmative Action, Board Policy #102.](#)

ANNUAL LEAVE

Annual leave is provided to individuals employed in full-time 12-month positions.

- a. Salaried/exempt employees earn leave at 2 days per calendar month worked.
- b. Hourly/non-exempt employees earn leave at 1 day per calendar month worked.
 - After working two full fiscal years an hourly/non-exempt employee will earn 1 ½ days of leave per calendar month worked.
- c. Annual leave is available after it is earned during the fiscal year worked. The Leave Request Form may show a negative balance.
- d. Annual leave may be taken after the first full calendar month worked.
- e. Employees are not allowed to "borrow" against future annual leave.
- f. Leave can be carried over for one fiscal year beyond which it was earned.
- g. A maximum of ten days may be taken at one time unless in an emergency situation.
- h. Annual leave earned and credited at the end of the fiscal year, will be paid upon separation provided all of the employee's professional obligations have been fulfilled.
- i. To request annual leave, complete a Leave Request Form, then forward to supervisor. The supervisor will forward the request to the appropriate administrator who will then forward to Human Resources Office for processing. Leave requests are to be submitted in the number of hours absent from work to the closest quarter hour.
- j. Leave requests which are not approved by the supervisor do not need to be sent to Human Resources. Supervisors are responsible for informing an employee if a request is not approved.

For more information see [Frequently Asked Questions](#) located at www.sccc.edu/go/hrforms or contact Human Resources.

AT-WILL EMPLOYMENT

Classified (non-exempt) and Exempt Staff (salaried) employees are considered at-will. At-will employment is an employment relationship which either party can terminate the relationship with no liability.

ATTENDANCE AT COLLEGE FUNCTIONS

Implied in the designation “community college” is the expectation that instructors and all employees are willing to give more freely of their time than is the case of a university or four year college. To be sure, there is no expectation that faculty or employees attend all functions; but they are urged to be sensitively aware of their obligations to attend as many as time and opportunity allow.

BACKGROUND CHECKS

Background checks are required for all new hires. This includes all full-time, part-time, temporary and volunteers with the exclusion of student workers. The search committee chair or supervisor will verbally make an offer of employment to the successful candidate. *The committee chair must inform the candidate that the offer is contingent upon the results of the background check.* Absolutely no prospective employee may begin work until the Human Resources office has verified the background check and notified the supervisor.

The background check is processed by a third party administrator (external agency) and will take from three (3) to fourteen (14) working days to process. Forms are located on the college web site at www.sccc.edu/go/hrforms and are made a part of the interview process.

If a background check is returned with unfavorable results the Finance and Operations Office will notify Human Resources that a pre-adverse action has been ordered. The candidate will receive a pre-adverse notification from the college’s third party administrator of their rights under the Fair Credit Reporting Act. The candidate is given the opportunity to review a copy of the report with the third party administrator and dispute inaccurate information. If no response is received, the employer will order an Adverse Action and a no hire decision is made. Human Resources will notify the search committee chair or supervisor of the background results and in writing rescind the contingent employment offer to the candidate.

A background check is required for all rehires separated for longer than one (1) year.

Partnerships, collaborative grants, or other arrangements in which employees of another organization are involved with SCCC/ATS instruction or other college activities should address employee background checks. Administrative personnel should pursue inclusion of employee background checks when developing such partnerships, agreements, or other collaborative arrangements.

BLOODBORNE PATHOGENS POLICY

The College endeavors to maintain a safe and healthy working environment for its faculty, staff, and students. In support of this goal, the College is committed to developing and implementing health and safety program for the benefit of its employees and students.

In accordance with this commitment the College created guidelines for College employees and students who work with, or who may be at risk, occupationally or academically for exposure to, blood borne pathogens or other potentially infectious materials. These guidelines will specify procedures to provide College employees and students with education and training about blood borne pathogens and identify procedures and precautions that will reduce the likelihood of accidental exposure to these infectious substances. The Allied Health Division Chair will oversee the implementation of this policy.

[See Exposure Control Plan for Blood borne Pathogens, Board Policy 607.](#)

BUDGET DEVELOPMENT

Each organizational unit will be assigned a budget at the beginning of each academic year. This budget appropriation is based on the budget request submitted by the department early in the spring semester. All budget requests will be submitted to the Dean of Finance and Operations through each of the Administrative offices. The preliminary budget will be reviewed by the Administrative Deans and the President prior to completing a formal budget presentation to the Board of Trustees.

The funds allocated to each unit are to be spent for the maximum improvement of the department. All budget expenditures must be approved by the department supervisor, the administrative dean and/or the

President, and processed through the Dean of Finance and Operations. All expenditure requests are processed using the electronic purchase requisition system.

CAMPUS CLOSING

Announcements regarding campus closings due to severe weather, road conditions, or other emergencies will be broadcast on local radio and television stations. A decision to close will normally be made in advance of start time.

Radio stations: KKBS (fm) 92.7
 KJIL (fm) 99.1
 KSLs (fm) 101.5
 KSCB (fm/am) 102.5/107.5/1270
 KSMM-FM (La Mexicana) 101.5
 KULY (am) 1420
 KSMM (The Rocket) (am) 1470

Television stations: KBSD (Dodge City)/KWCH (Wichita) CBS
 KUPK (Garden City)/KAKE (Wichita) ABC
 KSNG (Garden City)/KSNW (Wichita) NBC
 KVII (Amarillo) ABC
 Cable Channel 17 — Liberal

Other - SCCC/ATS Webpage
 SCCC/ATS electronic entrance marquee sign

During a weather related closing, all full-time employees are paid their normal pay. Overtime wages will be paid to those hourly/non-exempt employees required to work for time longer than their regular schedule.

CELL PHONES

Cell phones are issued from the Multi-media Office with approval submitted by email from the employee's supervisor.

Cell phones are turned in to the HR Office, upon separation from the College.

CHANGES IN PERSONAL STATUS

It is important to maintain accurate up-to-date employment records. If a change occurs in dependent status, name, beneficiary, emergency contact, address, phone number, etc., please report the change to the Human Resources Office. A change in address and phone number should be reported to the employee's supervisor.

CHANNEL 17 - CABLE TV – USE AND SCHEDULING

The scheduling of Cable Channel Announcements for Channel 17 is the responsibility of the Director of Multi-media.

CLASSIFIED EMPLOYEE

The College employs personnel who are non-exempt from wage and hour regulations. A non-exempt employee is paid hourly. This employee is considered a "Classified Employee" and is assigned to a job grade with other employees of similar key elements of the job. The employee is under direct supervision as opposed to general supervision and, as such, may be directed or supervised on a continual basis. Classified employees are at-will employees as defined on page 16 of this handbook.

COBRA- -Consolidate Omnibus Budget Reconciliation Act (Continuous Coverage of Health Insurance)

COBRA continuation coverage is a continuation of health coverage when coverage would otherwise end

because of a life event known as a “qualifying event.” Specific qualifying events are listed below. COBRA continuation coverage must be offered to each covered individual who is covered by the health plan. A covered individual is someone who will lose coverage under the health plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be a covered individual. Under the health plan, covered individuals who elect COBRA continuation coverage **must pay for** coverage and make payment directly to the carrier with an additional administrative fee of two percent.

If you are an employee, you will become a covered individual if you will lose your coverage under the health plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

A spouse of an employee will become a covered individual if they lose their coverage under the health plan because any of the following qualifying events happens:

1. Spouse dies;
2. Spouse’s hours of employment are reduced;
3. Spouse’s employment ends for any reason other than his or her gross misconduct;
4. Spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. Spouse becomes divorced or legally separated from employee.

[More information may be obtained from your supervisor or Human Resources.](#)

COMMENCEMENT

Commencement is the only required college function for full-time faculty, administrators and administrative other employees. Individuals needing to be excused from commencement may submit a letter of request, attached to a completed vacation/sick leave request form to the Dean of Instruction for consideration and approval. An excused absence from commencement will be applied towards annual or personal leave. An employee’s wages will be docked per FLSA regulations for unexcused absences and after leave has been exhausted.

COMPENSATORY TIME (COMP TIME)

Compensatory time (comp time) is earned by non-exempt (classified) employees for actual hours worked beyond 40 per week.

1. Comp time will be awarded in lieu of monetary overtime pay.
2. Comp time is given at a rate of one-and one-half hours for each hour of employment over 40 actual hours worked in a week.
3. Comp time must be pre-authorized by the immediate supervisor before time is earned.
4. Comp time is requested by completing a Leave Request form.
5. Comp time accrued may be paid at the discretion of Dean of Finance and Operations, budget permitting.
6. Comp time accrued will be paid upon separation from SCCC/ATS.

[More information may be obtained by contacting the Human Resources Office.](#)

Also, see [Overtime](#).

COMPUTER USAGE

A user of the College Network Computer System--defined as a computer, computer system, computer network (including any outside networks accessible through the College such as the Internet), computer software, computer program, data base, or any part thereof--hereby agrees to abide by the procedures and policies of the College and the State and Federal laws. Outlined in the policy are expected standards of conduct on the use of the College network computer system and the disciplinary actions taken for not adhering to those standards. All terms and conditions as stated in the document are applicable to all users of the network. The policy is intended to be illustrative of the range of acceptable and unacceptable uses of

the computing systems and Internet and is not intended to be exhaustive.

See [SCCC/ATS Network Computing Use, Board Policy #519](#).

CONTRACTUAL AGREEMENTS (Faculty and administrators)

Full-time Faculty and Administrators shall be issued salary contracts on an annual basis. Contracts for employees of the college are acted upon by the Board of Trustees. Such contracts shall contain specified dates of employment, a description of the employee's assignment and the annual salary rate at which he/she will be compensated. Contracts are to be returned to the Human Resources Office. A copy will be filed in the President's office, an original is filed in the Human Resources Office, and an original of the contract will be returned to the employee.

When a faculty member joins the Seward County Community College/Area Technical School staff, he/she understands that his/her contract carries the provision that preparatory work in the fall and spring, final examinations, completed reports and graduation ceremonies in the spring are included in the contract period.

COUNSELING OF EMPLOYEES

An employee's violation of College or department policies and procedures may be corrected by the supervisor bringing such violations, abuse, etc. to the attention of the employee. However, when such violations become chronic, lead to major infraction of the College or department policy or procedure, or otherwise become a distraction to the efficiency of department operations, the supervisor should complete a counseling form and recommend appropriate means of resolving the deficiency. Employees who feel they have been incorrectly counseled may follow the grievance procedure.

See the [Counseling Form and Employee Grievance Procedures located at http://www.sccc.edu/go/hrforms](http://www.sccc.edu/go/hrforms).

CREDIT CARDS

A college credit card may be issued through the Dean of Finance and Operations. Permission for use of the card is granted by the appropriate administrative supervisor. College credit cards are not to be used in order to circumvent the requisition/purchase order procedures.

Personal use of a college credit card, regardless of the type of credit card, is not permitted and will be treated as misappropriation of public funds. Such misappropriation of public funds may result in immediate employment termination and other remedies as prescribed by Kansas law.

Credit cards are turned into the HR Office upon employee's separation of employment.

See [Credit Card Policy, Board Policy #521](#).

DATING AND RELATIONSHIPS

The College is committed to creating an environment where the greatest amount of academic freedom and/or collegiality between those in authority and those supervised or taught is achieved. To achieve this end, it is important to delineate clear boundaries where potential compromised situations may develop that could lead to charges of sexual harassment or a hostile work environment.

See [Employee/Student Relationship Policy, Board Policy #623](#).

DEATH BENEFIT

At the option of the Board, a professional (faculty/administrative) employee contracted annually with at least six (6) prior years of full-time employment at SCCC/ATS, who dies while employed, may be eligible to receive, as a death benefit payable to his/her spouse or other designated beneficiary, the balance of his/her contract or \$5,000 whichever is the greater. Policy effective retroactive to January 1, 1992.

See [Death Benefit to Spouse or Designated Beneficiary, Board Policy #621](#).

DIRECT DEPOSIT

A direct deposit is the electronic transfer of payment to an account in any U.S. bank or credit union. All employees except student workers are required to participate in direct deposit for issuing of wages. Each employee is required to submit a Direct Deposit Authorization form to the HR Office. The form is located at www.sccc.edu/go/hrforms. The direct deposit will remain in effect until changed by updating the Direct Deposit Authorization form. Changes must be submitted by the 10th of each month.

Each month a password secured direct deposit statement will be e-mailed to the employee's SCCC/ATS e-mail account prior to payday. The statement will show the number of hours paid, gross wages, deductions, net wages, leave used and leave balances,

If a bank or credit union rejects the Direct Deposit transaction because of a closed account or incorrect account information, then a manual check may be issued, but only after the money has been returned to the College. The return transaction can take up to three to five (3 to 5) business days to process.

Benefits of Direct Deposit are the prevention of lost or stolen checks, no unclaimed or un-cashed checks, assurance of when funds will be deposited, reduced operating costs, and improved productivity.

Student workers are encouraged but not required to participate in Direct Deposit.

DISABILITY INSURANCE

Short-term disability:

All active full-time employees are covered with an insurance policy paid by the College. The insurance provides 24-hour coverage for disabilities that occur because of accident or illness. Coverage is for the first 180 days of disability.

More information may be found in the employee insurance booklet. Booklet may also be found at www.sccc.edu/go/hrforms.

Long-term disability:

All active KPERs contributing employees are covered. Coverage starts after 180 days of disability and no longer receiving compensation from the College.

See Fringe Benefits, Board Policy #619.

More information may be found in the employee's KPERs disability document, at www.kpers.org or by contacting the Human Resources Office.

DRIVER'S LICENSE

In accordance with the College's vehicle insurance policy, all employees driving a College vehicle must have a current valid driver's license on file with the Finance and Operations Office.

See Travel Procedures for more information.

DRUG FREE WORKPLACE

The College recognizes that the use or distribution of illegal drugs constitutes a hazard to the emotional, social and physical health of all employees and is a threat to a positive campus learning environment. Realizing that drug abuse could have an adverse effect on the College, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the college workplace.

See Drug Free Workplace, Board Policy #624.

DUE PROCESS

The Board recognizes the college has responsibility for statutory due process as set forth in K.S.A. 72-5439.

[See Due Process, Board Policy #609.](#)

EARLY RETIREMENT

Full-time employees may elect to take early retirement from Seward County Community College/Area Technical School at the end of the fiscal year (June 30), if the employee meets the eligibility requirements for early retirement during the fiscal year. Early retirement is strictly voluntary, and no employee shall be required to take early retirement. Requests for early retirement are subject to Board of Trustees approval contingent upon available funding.

[See Early Retirement, Board Policy #606.](#)

[More information may be obtained by contacting the Human Resources Office.](#)

EMERGENCY PROCEDURES

It is important to be prepared for emergencies which may arise during your course of employment. Improve your emergency response by planning ahead.

1. Read the Emergency Procedure Manual and keep it readily accessible.
2. Know the evacuation plan for your building including tornado safe areas.

[When dialing for off-campus assistance, dial 9 \(for an outside line\), then 911.](#)

EMPLOYEE RECOGNITION EVENTS

Annually, the College will recognize employees for years of service according to 5-year increments. The recognition ceremony will be held in May. The recognition certificates, gifts, etc. will be purchased through the President's office.

Individual "going away" and retirement parties will be scheduled at the discretion of the office or area of the individual who is either leaving SCCC/ATS or retiring.

EMPLOYMENT OF RELATIVES

[See Nepotism.](#)

EMPLOYMENT PRACTICES AND PROCEDURES

The College administration shall seek to actively involve the proper levels of organization before offering employment to an individual for a given position. It is the policy of the College to hire and promote qualified staff without regard to race, religion, color, national origin, gender, age, or disability.

The Seward County Community College/Area Technical School administration shall seek input from the proper levels of organization before offering employment to an individual for a given position: e.g., it is expected that the division chair and the Dean of Instruction provide input and evaluation with respect to candidates for faculty employment.

[See Employment/Hiring Practices, Board Policy #614 and Screening Committee Procedures located at \[www.sccc.edu/go/hrforms\]\(http://www.sccc.edu/go/hrforms\).](#)

EQUIPMENT, USE OF

As a public educational institution, it is important that it be clearly understood that the facilities and equipment of Seward County Community College/Area Technical School exist for instruction, general operations and other such endeavors as benefit the total College. Under no circumstances may any college equipment or materials be removed from the campus by any employee for private or personal use, without express permission of the appropriate administrative official. Neither may such material or equipment be used on campus by any employee for purposes of personal gain.

Violations of this regulation may result in immediate termination.

[See Use of College Equipment, Board Policy #615.](#)

EVALUATIONS

[See Performance Appraisals.](#)

EXEMPT EMPLOYEE

Exempt employees are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions; usually applies to administrative, executive, or professional employees based on duties performed and compensation. Exempt employees are expected to fulfill the duties of their positions regardless of hours worked.

FACILITY USE

The College is a public institution and, therefore, the public is encouraged and invited to utilize the College facilities. The use of rooms and buildings is determined on an as needed basis and all public use of rooms is arranged through the Administrative Assistant to the Dean of Outreach, who issues a user agreement to the individual/group requesting use of the room/building. Specific guidelines related to appropriate use of the room, safety measures, custodial requests, etc. are included in the user agreement. The Board of Trustees approves the fee schedule for room/facility rental on an annual basis. The Dean of Outreach coordinates any changes or modifications to that fee schedule.

[See Policies for Facility Use, Board Policy #509.](#)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to the student's *educational records*. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading.
3. The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that the FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seward County Community College/Area Technical School to comply with the requirements of FERPA.

[See FERPA Policy, Board Policy #423.](#)

FAMILY MEDICAL and LEAVE ACT (FMLA)

The Family and Medical Leave Act is intended to help employees deal with medical emergencies by enabling them to leave their employment up to 12 weeks with the assurance that, upon return, they will retain their current position or standing.

An individual is covered by the Act if that person was employed for at least 12 months (the 12 months do not have to be consecutive) and had at least 1250 hours of service with the employer during the previous 12-month period.

An eligible employee is entitled to 12 weeks of unpaid leave for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth or placement from adoption or foster care;
3. The immediate family member (spouse, child, parents, parents-in-law, grandparent, grandchildren or a relative who makes their home permanently in the household of the employee) with a serious health condition;
4. The employee's own serious health condition.

Leave shall normally be unpaid leave. However, if the employee has any paid leave, such as vacation, personal, sick or disability leave that is available for use, the paid leave shall be used first and counted toward the annual family and medical leave.

Advance Notice: An employee must provide notice of their intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.

Military Family Leave Entitlements are available to eligible employees with a spouse, son, daughter, or parent in active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week entitlement to address certain qualifying exigencies.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

[See Family & Medical/Sickness Leave of Absence, Board Policy #620.](#)

[See the FMLA General Notice located in Appendix A.](#)

[More information may be obtained by contacting the Human Resources Office.](#)

FISCAL YEAR

The financial operating year beginning July 1 and ending June 30.

FLEXIBLE SPENDING ACCOUNT (Salary Reduction (125) Plan)

The medical reimbursement and dependent care assistance programs are designed to permit the employees to set up accounts to pay for non-reimbursed medical, dental, prescription drug and vision expenses, not reimbursable by any other source, and dependent care for children or other eligible dependents with tax-free dollars. Employees participating in this tax-savings program can pay for eligible medical expenses before taxes and therefore, increasing take-home pay. Open enrollment occurs once a year normally the first week of May. Changes can not occur after June 30 for the new benefit year starting July 1 and ending June 30 of the next year. The decision to participate is irrevocable until the next open enrollment period unless the employee experiences a qualifying event under Federal Law.

[More information may be obtained by contacting the Human Resources Office.](#)

FRINGE BENEFITS

Benefits are provided for Seward County Community College/Area Technical School Employees in order to attract and retain quality personnel. The benefits are a significant part of the total compensation package and the Board of Trustees commitment to college employees. Employee benefits include allowances for leave, assistance with medical/dental expenses, income protection due to disability, and retirement benefits.

Additional employee benefits include:

1. Employee and immediate family have free admittance to sporting events with an SCCC/ATS photo identification card.
2. Employee and immediate family have free admittance to the swimming pool during designated "open swim" hours. (Open swim hours are posted on the SCCC/ATS website, the Wellness Center, and at the pool.)
3. Voluntary deductions may be taken out of employee's pay, such as savings, United Way, tax-sheltered annuities and contributions to the Development Foundation. The deductions are established through Human Resources Office.

[See Fringe Benefits, Board Policy #619.](#)

[See "Open Enrollment for Benefits" in this section of the handbook.](#)

FULL-TIME EMPLOYEE

A full-time employee is defined as an employee who regularly works 30 hours or more per week. Full-time faculty are required to work a minimum of 32 hours per week including 30 credit hours contract year.

FUNERAL (BEREAVEMENT) LEAVE

Sick leave may be used for bereavement. Bereavement covers the following individuals: spouse, brother, sister, children, parents, parents-in-law, grandparents, and grandchildren or a person who makes their home permanently in the household of the employee.

Two days of bereavement are allowed as a deduction from the employee's sick leave balance for individuals not covered as immediate family or household.

GRANT INCENTIVE

The research, preparation and submission of proposals for external funding from private, state and federal sources is a very competitive process and requires a significant amount of time and effort. In order to encourage Seward County Community College/Area Technical School employees (full and part time) to engage in this activity and foster an entrepreneurial spirit, Seward County Community College/Area Technical School has established a "Grant Incentive Program" as a means to recognize and compensate successful external funding efforts from college employees. Any compensation received from the Grant Incentive Program is separate from the employee's contracted salary.

[See Grant Incentive Program, Board Policy #616.](#)

GRIEVANCE PROCEDURE

The college is committed to a fair and equitable treatment for all employees. This can best occur when the employee and supervisor have developed a sound working relationship and a willingness to discuss in a rational manner any problems that may arise. When issues or circumstances develop in which working relationships or decisions adversely impact an employee's ability to work, the employee may find it necessary to file a complaint. Formal written complaints should be filed with the supervisor indicating the issue or circumstance and the employee's dissatisfaction with the supervisor's decision or action. If the supervisor and the employee are unable to resolve the issue the employee may file a grievance with the supervisor according to the college's grievance procedures. The grievance and appeal procedure is provided as a means of resolution between the employee and the supervisor for the purpose of solving problems in a prompt, orderly, and fair manner.

[See Employee Grievance Procedure located at www.sccc.edu/go/hrforms](http://www.sccc.edu/go/hrforms)

HEALTH/DENTAL INSURANCE

Group health and dental insurance is offered to all full-time employees. Coverage starts on the first day of the first full month of employment. The portion paid is the cap set by the Board of Trustees, or the single membership premium, whichever is less. Coverage for the employee's family is the difference between the single and family premium, which will be deducted from monthly pay. The employee's decision to participate in the pre-taxing of the premium is irrevocable until the next open enrollment period unless the employee experiences a qualifying event under Federal Law.

[Summary of benefits is located at www.sccc.edu/go/hrforms](http://www.sccc.edu/go/hrforms)

[More information may be obtained by contacting the Human Resources Office.](#)

HOLIDAYS

The following legal and religious holidays are recognized and may be made available to employees as paid leave days:

- Labor Day
- Columbus Day
- Thanksgiving (3 days)

Christmas Day (2 days)
New Year's Day
Martin Luther King, Jr. Day
Pancake Day (local holiday)
Good Friday
Memorial Day
Independence Day

Teaching faculty shall observe holidays indicated in the academic calendar published in the college catalog pertaining to the length of their contract.

Board of Trustees may, at their discretion, allow for additional paid days of leave during the winter break (December/January) with that decision made on an annual basis.

Employees (non-faculty) are required to submit, to their supervisors, appropriate leave forms or documentation of authorized work that is to be completed during winter break.

[See Fringe Benefits, Board Policy #619.](#)

HUMAN SEXUALITY AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The college will work closely with the Seward County Health Office, the Southwest Medical Center, the Southwest Guidance Center, and other appropriate agencies to provide information to students and employees concerning human sexuality and AIDS.

Each student and employee will have an opportunity to participate in such courses, seminars, and other institutionally sponsored educational and informational activities. Establishing these activities shall be the joint responsibility of the Administrative Council, Guidance Services Office, and the Division of Allied Health.

[See Human Sexuality and Acquired Immune Deficiency Syndrome Policy, Board Policy #601.](#)

IDENTIFICATION (PHOTO) CARD

A photo ID card is provided and may be used at the Library, Wellness Center, and to attend College events. Identification cards are obtained at the Library.

IDENTITY THEFT PREVENTION

In response to the growing threat of Identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA). The Federal Trade Commission established the "Red Flag" rules which require the College to implement policy and procedures regarding identity theft prevention.

The purpose of the Policy is to detect, prevent and mitigate identity theft in connection to a new or existing covered account. A covered account is a consumer account designed to permit multiple payments or transactions and any other account for which there is a reasonably foreseeable risk of identity theft. Covered accounts include all student and employee accounts and loans administered by the College.

[See Identity Theft Prevention, Board Policy #511](#)

INTELLECTUAL PROPERTY

The purpose of this Intellectual Property Policy is to foster and encourage innovation, creativity, and dissemination of knowledge while defining individual and institutional ownership rights and the distribution of revenues and other benefits that result from the creation and commercialization of intellectual property.

[See Policy on Intellectual Property, Board Policy #625.](#)

JURY DUTY

Employees are to inform their supervisor upon receiving notice of when and where to serve. After serving,

submit a Leave Request for time missed along with a copy of the summons. Time will be paid and not counted towards leave. Payment received for jury duty belongs to the employee.

Form may be obtained by going on-line at www.sccc.edu/go/hrforms.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs)

The Kansas Public Employees Retirement System is a plan of retirement, disability and survivor benefits provided by law for Kansas public servants and their beneficiaries. Membership in KPERs is mandatory for all employees in covered positions. Membership begins on the first day of employment.

Per K.S.A. 74-4940, payment of employees, subject to continuing contract must be paid in not less than 12 monthly installments. For more information see Lump Sum Payment.

Benefit specific information may be obtained by contacting Human Resources Office or on-line at www.kpers.org.

KEYS

The college maintains a key control system to ensure the safety and security of buildings and occupants. Keys for specific areas may be obtained by the following procedures: (Violation of these procedures may result in disciplinary action.).

Procedure for requesting keys

The supervisor will initiate a Key Request (located on the web at www.sccc.edu/go/hrforms) and submit to the appropriate administrator for approval. Upon administrative approval, the director of buildings, grounds and security will issue the keys along with a key receipt to the appropriate supervisor. The key receipt is signed by the employee indicating receipt of the keys. All keys should be retained in the possession of the person to whom they were issued.

Management of keys

- No key shall be duplicated, sold, loaned, or altered.
- Any lost keys must be reported immediately, in writing, to the supervisor. The supervisor will forward report to the appropriate administrator, director of buildings and grounds.
- Found keys are to be submitted to the director of buildings, grounds, and security.
- Upon the termination of an individual's employment at SCCC/ATS all keys must be turned in to the Director of Human Resources.

LEAVE REQUEST

Both full- and part-time employees are required to complete a leave request form to record time missed during their regular work schedule. The leave request is used for times missed, but is not limited to:

- Annual/vacation
- Sick leave
- Leave without pay
- Family and Medical Leave
- Personal Leave
- Comp time
- Jury Duty
- Flexible scheduling of work hours (including non-work days)
- Special leave arrangements
- Commencement for exempt employees

Leave Request forms may be obtained by going on-line at <http://www.sccc.edu/go/hrforms>.

LIFE INSURANCE

Part-time permanent employees working more than 630 hours in a calendar year will have term-life coverage of 150% of their annual wage under KPERS coverage.

Full-time employees are covered under two separate term life insurance policies.

Coverage through KPERS consists of benefits equal to one hundred and fifty percent of the annual rate of compensation. The premium is paid by the employee as part their contributions to KPERS.

More information about the KPERS life insurance coverage may be found at www.kpers.org.

An additional term-life plan is paid entirely by the College. This coverage is 100% of the annual salary, rounded to the highest one thousand dollars with a maximum of \$150,000. Reduction of the benefit occurs upon age 65.

See Fringe Benefits, Board Policy #619 or contact the Office of Human Resources. Insurance booklet is located at <http://www.sccc.edu/go/hrforms>

LOCKED OUT

If an employee is locked out of a classroom or office, he/she should call Maintenance/Security for assistance. (620.417.1240)

LUMP SUM PAYMENT

All members in College employment who are subject to the Kansas continuing contract law shall be paid their contractual compensation in not less than 12 equal installments. Upon written authorization from the faculty member, subject to Kansas continuing contract law, the College will pay the balance of employee's contract in one payment upon completion of all contractual obligations. The authorization from the faculty member must be filed with Human Resources not later than April 1 of the school year. A signed written authorization will remain in effect until revoked in writing by the member. Payment will occur in May or June following the employee's contract end date and after all contractual obligations are met. (K.S.A. 74-4940)

MATERNITY LEAVE

A leave of absence shall be granted to all full-time employees for maternity purposes. Such leave for childbirth shall be treated as a temporary disability and governed by the Board policy concerning sick leave. Sick leave benefits will be paid only for the time period in which a physician certifies the employee to be disabled and only to the extent of the number of days accrued. Leave with or without pay for maternity purposes will not exceed six weeks except for medical complications substantiated by a physician's statement.

In compliance with the Family Medical Leave Act of 1993, employees may be eligible for medical leave without pay for up to 12 weeks of leave each fiscal year, in compliance with provisions of the law. In all cases, an employee will be required to use available accumulated paid sick leave before unpaid medical leave will be approved.

See Family and Medical/Sickness Leaves of Absence, Board Policy #620 or contact the Office of Human Resources.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

All professional personnel are encouraged to join professional organizations in their fields. Membership in such organizations is, however, on an individual basis.

Professional employees may become members of the Professional Employees Association (PEA). Membership is defined in Article II, Section I of the Constitution. Minutes of the Professional Employees Association meetings are circulated to all members of the association. (Annual dues are required and may be paid via payroll deduction)

See Constitution of Seward County Community College Professional Employee Association, Board Policy #610.

NEPOTISM

The college seeks to foster an environment in which people are treated with respect and trust. Employment of family members may be problematic because such situations can create a conflict of interest, an appearance of favoritism, and an increased potential for a hostile work environment. Because of these concerns, the college is sensitive to circumstances in which relatives of employees might be hired, transferred, or promoted to positions in which one relative might have influence over a relative's employment, performance review, salary administration, promotion, or other employment-related decisions.

See Personnel – Nepotism Policy, Board Policy #613.

NON-DISCRIMINATION

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College/Area Technical School are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

See Nondiscrimination, Board Policy #114.

NON-EXEMPT EMPLOYEE

Non-exempt positions are support staff positions in clerical/secretarial, technical/para-professional and maintenance/service areas. These positions are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act. They are paid on an hourly basis and must receive compensatory time or overtime for hours worked in excess of 40 hours a week. Time cards must be submitted for time worked. These positions are considered “at will” employment.

See time card procedures at www.sccc.edu/go/hrforms.

NON WORK DAYS: Those individuals whose employment is based on a 207 and 227 day employment are provided 2 personal leave days but no annual leave. Since annual leave is not provided, the employee submits leave requests as “non work” days (i.e. a 207 day employee has **41** non-work days per fiscal year and a 227 day employee has **21** non-work days per fiscal.) Non-work days cannot be carried forward from one fiscal year to another.

1. Employees covered:
 - a. employment based on 227 days per fiscal year and 21 non-work days
 - b. employment based on 207 days and 41 non-work days
 - c. individuals employed through Grants will have employment (including non-work days) based upon the operational year as specified in the grant.
2. Days of Employment:
 - a. Monday through Friday plus commencement
 - b. Time worked on Saturday and Sunday is considered time needed to complete the responsibilities of the job description.
3. Non-work days
 - a. Taken in full-day or half-day increments
 - b. Non-contract days must be used
 - c. Leave Request form required for time taken
 - d. Non-work days do not carry over to the next fiscal year

OFFICE and WORK HOURS

Office hours for administrative, professional and clerical staff are typically from 7:45 a.m. to 4:45 p.m. Summer work hours are subject to change and will be determined by administration and approved by the Board of Trustees no later than January of each year.

Colvin Adult Learning Center is open 8:00 a.m. to 9:00 p.m. Monday through Thursday. Friday and weekend office hours vary according to class schedules.

Instructional faculty will maintain a minimum of 32 hours Monday through Friday on campus or in clinical instruction weekly as agreed upon between PEA and the Board of Trustees.

OPEN ENROLLMENT FOR BENEFITS

“Open enrollment” is a period of time when full-time employees may enroll or change coverage for health/dental and pre-taxed optional insurance coverage.

- Open enrollment for health/dental insurance will be announced each year by Human Resources and communicated to all eligible employees.
- Open enrollment for optional insurance* normally occurs the first week in May with the final changes made no later than noon of the last working day of June.

**The college may coordinate with a third party to offer additional insurance at the employee's expense. The insurance premium may be included as part of the Section 125 reduction plan and deducted from the employee's pay each month. It is the employee's responsibility to administer their personal optional insurance coverage/claims.*

OPEN RECORDS

Individuals requesting open records information will need to contact the Freedom of Information Officer (Dean of Finance and Operations).

[See Public Records, Board Policy #106.](#)

OUTSIDE EMPLOYMENT

The first and major responsibility of the College employee shall be to the institution. An employee shall not engage in outside employment or interests which will infringe upon his/her duties and/or performance as an employee of the college. Additionally, a conflict of interest shall be avoided between employment with the college and outside interests, or other employment.

OVERTIME

Overtime is earned by non-exempt (classified) employees for actual hours worked beyond 40 per week.

1. Over-time is given at a rate of one and one-half for each hour of employment over 40 actual hours worked in a week.
2. Overtime must be pre-authorized by the immediate supervisor before time is accrued.
3. Overtime will need to be initialed and explained by both the employee and supervisor on the time card.
4. An overtime authorization must be completed and received in the Human Resources Office before overtime is paid.
5. If overtime is earned and an authorization has not been received for overtime payment, overtime will be rolled to compensatory time.

[Also, see Compensatory Time and Overtime Agreement of Understanding located at www.sccc.edu/go/hrforms.](#)

PART-TIME EMPLOYEE

A part-time employee regularly works 29 hours or less per week.

PAY DAY

Non-exempt (classified) employees are paid from the 11th of the month through the 10th of the following month. Time cards are to be signed by the employee and immediate supervisor and forwarded to the Human Resources Office. Time cards must be received by the Human Resources Office on the 11th of the month. *(Some “grandfathered” non-exempt employees are paid with time running from the 1st through the last day of the month. Time cards must be received by the Human Resources Office by the 5th of the following month.)*

Administrators, faculty, and other exempt employees are paid from the 1st day of the month through the last day of the month with no time cards required. Employee’s supervisor may request exempt employees to document time on a timecard or any other means.

Payroll deadline is the 10th of each month. Work responsibilities completed after the 10th will be paid the following month.

Pay is distributed on the 22nd of each month. When the 22nd is a Saturday, Sunday, or Holiday, pay is distributed on the preceding Friday. All personnel utilizing direct deposit will receive notifications of deposit through a password secure e-mail on or before the 22nd of each month.

PERFORMANCE APPRAISALS

Kansas Statutes (K.S.A. 72-9003 et.seq) and Board policies require that each full-time employee’s performance be evaluated. Basic elements of the performance process are:

1. Professional exempt and non-exempt employees are evaluated during their first 90 days of employment and once each fiscal year (July 1 to June 30).
2. Administrative employees are evaluated by the 60th day of each semester and once each fiscal year.
3. Faculty employees are evaluated by the 60th day of each semester for the first two years of employment, then once a year for the next two years and thereafter every third year as per state statute.

See [Administrative Performance Appraisal, Board Policy #611](#) and [Performance Appraisal Policy, Board Policy #618](#).

PERSONAL LEAVE

Full-time positions of less than 248 days (twelve (12) months) receive two days of personal leave each fiscal year. Personal leave cannot be accumulated beyond the fiscal year in which it is earned. A Leave Request form must be signed by the supervisor and submitted to the Human Resources Office.

Individuals employed for 215-247 days receive two and one half days of personal leave per fiscal year.

Leave is pro-rated for employees who begin employment after July 1 of the fiscal year.

The leave request form may be obtained at www.sccc.edu/go/hrforms.

PERSONNEL FILES

Personnel files are maintained in the Human Resources Office in order to meet state and federal employment laws as well as national, regional and state accrediting organizations.

Personnel records shall include but not be limited to the following:

- | | |
|-------------|--|
| I-9 | All employees shall complete an I-9 form required by the Federal Government. |
| Transcripts | All employees, excluding student workers, shall have current transcript(s) of college credits on file in the Human Resources Office. |

Application All employees, excluding student workers, shall complete an application including personal data as may be required for proper and effective use.

PROFESSIONAL GROWTH AND DEVELOPMENT

It is the intent of Seward County Community College/Area Technical School to provide a positive environment for employee professional growth and development. Professional employees shall be given opportunities to make continuing progress in their areas of specialization and are expected to take advantage of such opportunities.

See the following Board Policies: [Compensation Policies for Continuing Education, #604](#); [Professional Development Grant, #605](#); [Sabbatical Leave Policy, #612](#) and [Professional Development Grant for Part-time/Adjunct Faculty, #626](#).

PROFESSIONAL EMPLOYEE

A "Professional Employee" means any person employed by the Board of Trustees in an educational or instructional capacity.

PROFESSIONAL NEGOTIATIONS

The Board of Trustees, administration, and Professional Employees Association (PEA) have approved procedures for annual process for the consideration of faculty contracts.

See [Constitution of Seward County Community College Professional Employees Association, Board Policy #610](#).

PURCHASING PROCEDURES

All requests to purchase are initiated via the electronic requisition system. Each departmental/division secretary is able to enter the information in the system. Approvals are required by the division chair/department supervisor, Deans and the President.

Preference will be given, where quality and price are comparable, to the purchase of products and services offered for sale by firms, corporations, or individuals with offices or plants located in the Seward County Community College/Area Technical School service area.

BOOKSTORE PURCHASING PROCEDURE

Each division shall develop procedures explaining how instructors obtain supplies and materials through the Bookstore. All special order supplies should be approved by the supervisor. The procedures and control of these purchases are the responsibility of the supervisor. **Students may never make purchases for the division on their own authority.**

BIDS AND PRICE QUOTATIONS

Competitive bids or price quotations will be solicited by the Dean of Finance and Operations, with the approval of the Administrative Cost Center, and in accordance with the Board of Trustees' policies and the following guidelines:

- A. \$1 to \$4,999. Quotations may or may not be solicited as determined by the person responsible for the Administrative Cost Center's budget of expenditures.
- B. \$5,000 to \$9,999. The Dean of Finance and Operations and the Administrative Cost Center will attempt to obtain at least three (3) written quotations.
- C. \$10,000 and Up. The Administrative Cost Center, with the approval of the Dean of Finance and Operations, will produce specifications. The Dean of Finance and Operations will solicit competitive sealed bids and present the same to the Board of Trustees.

Purchasing requirements **will not** be artificially divided by using multiple purchase orders to circumvent the bidding process. (Board Policy #505 adopted 11/06/06)

Instances in which bids are not required:

1. In the event of an emergency in any college operating unit necessitating immediate purchase of an article or service,
2. In the event the Board of Trustees deems it in the best interest of the college not to bid, such as the purchase of land, buildings, etc., or
3. The delineation of emergency purchases procedures to appropriate college personnel.

The college credit card is not to be used for departmental purchases without prior expressed written permission by the appropriate administrative supervisor..

[See Bidding Procedures, Board Policy #505.](#)

RELEASE OF EMPLOYEE INFORMATION

All active and terminated employees' personal information will be regarded as confidential and every reasonable precaution will be taken to assure the privacy and confidentiality of employee information.

[See Release of Information on Employees, Board Policy #602.](#)

RESIGNATION

Non-exempt employees are requested to submit a written resignation to their supervisor within 10 working days before the effective date, unless the employee and supervisor agree to less time.

Exempt employees, other than administrators and faculty, are requested to submit a written resignation to their supervisor within 15 working days before the effective date.

Administrators and faculty are under statutory notice as set forth in K.S.A. 72-5411et.seq. and K.S.A. 72-5437 et.seq.

RETIREMENT

All employees filling covered positions, as defined by KPERS, contribute a percentage of their gross wage to Kansas Public Employees Retirement System (KPERS). As a member of KPERS, you may retire upon meeting eligibility requirements as found at www.kpers.org.

Each year the employee will receive an annual statement from KPERS.

More information may be found in the KPERS Designated Agent Manual, www.kpers.org or by contacting the Human Resources Office.

The College also offers an Early Retirement Plan for employees. [See Early Retirement, Board Policy #606.](#)

SABBATICAL LEAVE

The College encourages the professional development and growth of its professional employees. The Board recognizes that many varieties of professional growth and development are possible and that many of these modes of growth are of such a nature that they cannot be undertaken while a professional employee is engaged in full-time service for the college. Therefore, a sabbatical leave may be granted for any activity which, in the judgment of the Board, will contribute to the goals of professional development for the professional employee and to the betterment of the college and the community. It will be the responsibility of the professional committee to demonstrate clearly how a particular work, study, or travel plan will accomplish these goals to benefit the college and community.

An employee is eligible for sabbatical leave under the following conditions:

1. Is employed under a "Primary Contract with Professional Services" contract,

2. Is employed full-time on a 9, 10, 11, or 12 month contract,
3. Is paid a monthly salary, and
4. Has been employed at SCCC/ATS for six continuous years.

See [Sabbatical Leave Policy, Board Policy #612](#).

SALE OF TEXTBOOKS TO OUTSIDE BUYERS

Purchased, unsolicited, review or desk copy textbooks sent to an employee of SCCC/ATS at the College address are considered SCCC/ATS property and may not be sold for personal gain.

Any textbook deemed to be a duplicate, unusable, or out of date may be disposed of by the following methods:

1. Placed in the SCCC/ATS Library. *The SCCC/ATS Librarian will determine if the book is suitable for cataloging. If not, the Library will return the book to the appropriate instructional department.*);
2. Placed in a departmental library for use by faculty and/or students;
3. Placed in a “give away” area for students, faculty, public individuals to use; or
4. Sold to a “textbook buyer”.

Books sold to a “textbook buyer” must be disposed of according to the following procedures:

1. Books are to be accumulated by the Division Secretary.
2. Arrangements for the “textbook buyer” to pick up texts are made by the Division Secretary. Division Secretaries are encouraged to communicate with each other to coordinate book sales.
3. Sale revenues of books are deposited to the appropriate instructional division from which the books are accumulated.
4. Division Secretary will submit revenue to the SCCC/ATS Business Office for a receipt indicating deposit in the Division funds.

Employees are discouraged from ordering texts which will likely not be used in their classrooms, labs, or departments.

SCHEDULING AND DELIVERY OF INSTRUCTIONAL TECHNOLOGY

1. Satellite downlinks, webinars, and video conferences are arranged through the Director of Multi-media Technology
2. Instructional Television Programs and Courses:
 - a. Use of Southwest Plains Regional Service Center (HSPN) IDL System to deliver programs or courses:
 - i. Course Scheduling is the sole responsibility of the Dean of Outreach, with final approval from the Dean of Instruction;
 - ii. Room Scheduling is the responsibility of the Administrative Assist. to the Dean of Outreach with final approval from the Dean of Instruction.
3. Technical Assistance for the IDL Classroom:
 - a. The Director of Multi-Media Technology is responsible for providing technical assistance in the classroom. The technical assistance will include the following activities:
 - i. Insure the classroom is operational and make appropriate adjustments to system for quality delivery;
 - ii. Contact originating site for adjustments and;
 - iii. Assist group in the classroom with technical problems as they occur.
4. Technical Assistance for the IDL classroom will be based upon the following information provided:
 - a. Date, time, location, title of instructional activity;
 - b. Name of contact person and telephone number to discuss compatibility of delivery systems;
 - c. Type of delivery system used to transmit program/activity;
5. Use of SCCC/ATS IDL classrooms by outside vendor/company:

- a. Scheduling of IDL classrooms is the responsibility of the Administrative Assist. to the Dean of Instruction, with final approval of services by the Dean of Outreach.
- b. Technical Assistance will be provided by the Director of Multi-Media Technology
- c. Rental fees may apply

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at the College. Sexual harassment of employees or students of the college by members of the Board of Trustees, administrators, professional and support personnel, students, vendors, or any others having business or other contact with the college is strictly prohibited.

[See Prohibition of Sexual Harassment, Board Policy #603.](#)

SICK LEAVE

Full-time employees earn 10 days of sick leave per fiscal year and may accumulate unused sick leave to a maximum of 40 days. Faculty who begin mid-year and non-faculty employees, who begin after July 1, earn sick leave days at a prorated rate for the fiscal year.

1. An employee earns sick leave pay at the rate of .833 days per full month worked.
2. For work related injury or illness, any sick leave accumulated will be used to make up the difference between the Worker's Compensation benefits and what the employee would have received for a day's wages.
3. An employee with accumulated unused sick leave forfeits any and all sick leave benefits upon separation from the College.

Employees may use sick leave for the following reasons:

1. Illness of the employee.
2. Illness or death of immediate family (spouse, brothers, sisters, children, parents, parents-in-law, grandparents and grandchildren).
3. Illness or death of a person who makes their home permanently in the household of the employee.

To request sick leave complete a Leave Request form, then forward to direct supervisor. The supervisor will forward the request to the appropriate administrator who will forward to the Office of Human Resources for processing.

Note: Faculty leave time will be processed to the nearest quarter hour up to a whole day of absence. A whole day of absence, no matter the number of hours scheduled, will be noted as 8 hours for processing by the Human Resources Office.

Non-faculty employees are to request leave time according to the number of hours not at work to the nearest quarter hour.

[See sick leave procedures at www.sccc.edu/go/hrforms](http://www.sccc.edu/go/hrforms)

Note: In compliance with the Family Medical Leave Act of 1993 (FMLA), employees may be eligible for medical leave without pay for up to twelve (12) weeks of leave each year, in compliance with provisions of the law. For purposes of the FMLA, the employee's year will begin when leave is granted under this act

SMOKING

Per Board Policy 524 and Kansas law, smoking or use of lighted tobacco products is prohibited within 10 feet of any building entrance, any building air intake, in college vehicles, or on any moveable college equipment.

SOLICITATION OF EMPLOYEES

To protect employees against fraudulent involvement and interruption of their job responsibilities, and to insure that the property of the college is not used for personal monetary gain, soliciting of employees on college property is prohibited unless written permission has been granted by the Deans Council.

Complaints by employees regarding solicitation should be directed to his/her immediate supervisor.

STUDENT INJURIES

Incident	Contact
<p>Employee injury (includes student workers)</p> <p>Completion of incident report is required within 24 hours of a work related injury/illness</p> <p>For minor work related injuries, HR will make a appointment with the assigned work comp doctor</p>	<p>Director of Human Resources, administers worker's compensation; 417-1121</p>
<p>Athletic Injury</p>	<p>Athletic Trainer administers athletic insurance, 417-1554</p>
<p>Student Injury</p> <p>Normally covered by student's personal insurance</p>	<p>Contact Division Chair/Dean of Student Services;</p> <p>Allied Health: 417-1700 Business Division Chair: 417-1350 Humanities Division Chair: 417-1450 Industrial Technology: 417-1651 Mathematics, Science, HPER: 417-1500 Dean of Student Services: 417-1016</p>
<p>Student injury in college vehicle</p>	<p>Dean of Finance and Operations: 417-1018</p>

As always... assess the situation (before calling the contact person) call 911, if the situation warrants

STUDENT ORGANIZATIONS

Every student organization or club is required to have a faculty/staff sponsor. It is the responsibility of the sponsor to attend the meetings of the organization, to counsel the group in formulating its policies and in programming its activities. The sponsor is to supervise the funds of the student organization and see that all activities are executed in accordance with college standards.

Organization funds are administered by the Dean of Finance and Operations; funds can be withdrawn by submitting a requisition via the electronic requisition system.

Before a club can become active as a college organization it must present a constitution to the Student Government Association for approval.

Upon approval, the club will be recognized as a college organization and may have a representative in SGA and advertise its meetings. All club meetings requiring use of college facilities must be scheduled through the Director of Student Life and Leadership.

Club/organization trips are not budgeted items and are the responsibility of the club/organization. Clubs/organizations may request the use of college vehicles for trips using the standard Activity Scheduling Application form. Such requests will be prioritized and approved according to availability of college vehicles.

STUDENT WORKERS

The student worker program is considered self-help aid, which provides a means of earning money to cover a portion of the student's college expenses while gaining practical work experience. The student must qualify through the FAFSA (Free Application for Federal Student Aid). A student is normally employed for the academic year and up to ten (10) hours per week.

Students are allowed to work no more than two on-campus positions. One of the positions may be a student worker position and the other would be outside the work study program e.g. Ambassadors, lab assistants, maintenance, and grant positions. Students are not allowed to work more than a combined total of fifteen (15) hours per week.

Each position will have its own time card and the assigned hours for each position cannot crossover. *Example: The weekly assigned hours for the student worker position are ten (10) and lab assistant are five (5). The student cannot work 11 hours as student worker and 4 hours as lab assistant.* Hours not worked in each position during the week are lost unless special arrangements have been agreed upon.

Students employed on college payroll are not allowed to work more than 29 hours per week with the exception of summer employment.

Resident Assistants are not eligible for employment through the student worker program.

TAX SHELTERED ANNUITY

An eligible employee may supplement retirement benefits by making contributions to a 403b plan offered by the College and administered by a third party. Contribution to the retirement annuity will be matched up to the amount designated by the Board of Trustees. Additional amounts may be contributed into a group supplemental retirement annuity, but will not be matched.

Contributions deducted from an employee's pay will enable the employee to reduce income tax liability by deferring income.

The Board of Trustees retains the right to discontinue the annuity.

[See Fringe Benefits, Board Policy #619.](#)

TEACHING LOAD

Faculty teaching load is defined according to the Memorandum of Understanding between PEA and the Board of Trustees.

Determination of faculty overload will be made in the spring semester. Payment for overload will be made at the close of the spring semester.

Determination of division chair overload will be made in the summer session. Payment for overload will be made at the close of the final summer session.

Overload pay shall be at the rate of \$500 per credit hour.

Two class contact hours in excess of 24 contact hours shall constitute one credit hour of overload.

TRAVEL PROCEDURES

Whenever possible, college vehicles will be used for travel. An Scheduling Application must be filed for permission to travel; and approval for all travel is required before registration and reservations are made including airfare. The request should be filed at least 5 days in advance of the absence date and always in

time to clear any regular channels for approval.

A Certificate of Insurance for the College will be kept in the glove compartment of each college owned vehicle. When private vehicles are used to transport students or faculty members, proof of insurance must be filed with the Office of Finance and Operations prior to making a trip.

Mileage reimbursement will be paid only with prior administrative approval and in cases when a college vehicle is not available. Reimbursement for the use of privately-owned vehicles on official college business has been set at the current governmental rate. In special circumstances, and upon prior electronic or written approval, gasoline credit cards may be issued for college personnel using personal cars. If a gasoline credit card is issued, mileage will not be reimbursed.

1. If an employee is directed by the administration to represent the college or to attend a meeting on behalf of the college, they will be reimbursed for authorized expenses incurred.
 - a. Travel will be made by college vehicle. If a vehicle is not available, the employee may be authorized to use his/her personal vehicle.
 - b. If travel is by college vehicle, the vehicle scheduling application will be made through the Administrative Asst. to the Dean of Finance and Operations. A gas card PIN is available in the business office.
 - c. If travel is approved for use a personal car, a college gas card may be issued. (*Under certain circumstances, and with administrator approval, the employee may be reimbursed mileage at the current government vehicle rate.*)
 - d. All authorized expenditures will be reimbursed only when claims are submitted with supporting documentation.
2. If an employee seeks permission to attend a professional meeting, the request must be approved by the division chair/supervisor, or appropriate administrator, and, if students are involved, by the Dean of Student Services.
3. In cases when no reimbursement is claimed, the request must be approved by the division chair/supervisor and the appropriate administrator.
4. Scheduling
 - a. All requests are submitted electronically.
 - b. Travel requests (Scheduling Application) must be on file in the Educational Services Office three (3) working days prior to making the trip. Requests made on shorter notice will be honored only if vehicles are available.

Due to frequency of travel by the coaching staff, two cars will be assigned to the athletic department. Scheduling requests are required for these vehicles and initiated in the Athletic Director's office.
 - c. Names of all students and individuals traveling must be listed on the travel request. (The Dean of Student Services should be notified of any changes to this list after initial filing).
 - d. Emergency contact information and an itinerary of the trip must be indicated on the travel request including how the group may be contacted if the trip is scheduled beyond one day.
5. Priorities for Vehicle Use
 - a. The following general priorities pertain to the scheduling of all vehicles:
 - i. Advance regularly scheduled events for student groups (i.e., athletic events, student competition events, student performances).
 - ii. All other events for student groups.
 - iii. All other college related activities.
 - iv. Non-college sponsored events or activities in the college service area as approved by the Dean's Council.
 - b. Conflicts in scheduling of activity buses will be resolved using the following criteria:
 - i. Number of students involved.
 - ii. Distance to be traveled.
 - iii. Number of days involved in activity.

6. Driver's Authorization
 - a. All employees driving college vehicles must have a copy of their current driver's license on file in the HR Office or the Office of Finance and Operations before checking out the vehicles.
 - b. Non-college personnel driving college vehicles must also have their driver's license, and proof of insurance on file in the Office of Finance and Operations prior to checking out the vehicles. Drivers of the activity buses must hold a Commercial Drivers License (CDL) for the operation of the vehicles and must be authorized to operate the buses by the Dean of Finance and Operations. The College will obtain a Motor Vehicle Report on all individuals who drive college owned vehicles.
 - c. Kansas law and insurance regulations require a CDL to drive all vehicles over 15 passengers. This applies even if there are no passengers being transported.

7. Bus Driver Expenses

The College will be responsible for the cost of the full time driver's salary, when he/she is utilized on an activity trip. In some cases, however, there may be a conflict with the trip, or the driver. In this instance, the group requesting the trip will be responsible for the driver's salary, room and board.

8. Vehicle Check-out/In Procedures

Keys may be checked out from the Educational Services Office prior to or on the day of departure. After completion of each trip, the vehicles are to be filled with gas prior to returning them to the parking area of the College. Gas card PINs are available from the Office of Finance and Operations.

9. Travel Advancement

Advances are made from approved budget. Receipts and excess cash should be returned to the business office within 48 hr. of return. *(NOTE: Departmental credit card charges which are incurred due to a failure to submit receipts for processing are the responsibility of the individual employee.)*

10. Reimbursement of Expenses
 - a. Expenses will be reimbursed only when prior written approval was received for travel and proper expense vouchers or detailed receipts are attached to the claim. A proper detailed receipt will contain a) name of vendor, b) vendor address, c) time of the day of the transaction and, d) itemization of purchase(s). *(NOTE: The College will not reimburse for alcohol, tobacco products, or movie rentals.)*
 - b. An expenditure reimbursement form with receipts showing all expenses claimed must be submitted to the supervisor upon return of trip.
 - c. If travel does not include an overnight stay then meal reimbursements will be included as part of the employee's earnings and recorded as such on the direct deposit statement. Those reimbursement "earnings" are then taxed as part of the employee's annual wage/salary earnings and included on the employee's W2 tax statement.
 - d. Supervisors are expected to carefully monitor travel expenses and reimbursement requests. Excessive expenses may be denied by the supervisor and the cost then becomes the responsibility of the employee.
 - e. Intentional abuse of travel including excessive expenses, etc. may be cause for disciplinary action including suspension and/or termination.

TRAVEL AND TRAINING-PAYMENT OF NON-EXEMPT EMPLOYEES

In the normal course of employment a non-exempt employee may need to travel to attend workshops, seminars, etc. Under the Fair Labor Standards Act (FLSA) a non-exempt employee must be paid for all hours the employee is "suffered or permitted to work." The Travel and Training-Payment of Non-Exempt Employees document located at www.sccc.edu/go/hrforms was created to assist supervisors with the requirements of the FLSA.

TUITION BENEFITS

Seward County Community College/Area Technical School encourages self development/self improvement to develop a better educated employee and a more highly skilled workforce by providing educational assistance.

All full-time employees and dependent family members are eligible for tuition assistance for credit courses (does not apply to non-credit offerings).

In order to receive this assistance:

1. The employee or the dependent family member must be admitted to SCCC/ATS and submit an application for tuition benefit each semester.
2. All recipients will be responsible for all credit hour fees and applied course fees, designated for those hours. (*NOTE: Exception is the Individual Health and Conditioning class for employees only.*)
3. Tuition will only be paid for those students who remain in class after certification or its equivalent and while the SCCC/ATS employee maintains employment through that same semester certification date.
4. Maximum payment is for credit course work less than 12 credit hours each semester per dependent family member.
5. Dependent family member is defined as a spouse or children, who are claimed on the employee's annual tax return.
6. A late start class requires a new tuition benefit form to be completed.
7. Student has an overall GPA of 2.5. (*Requests for exceptions may be presented to Deans Council by the employee's supervisor.*)
8. EduKan course tuition benefit is provided at the in-state SCCC/ATS tuition rate.

In-state adjunct instructor or a member of their dependent family is eligible for limited tuition assistance.

In order to receive this assistance:

1. The employee or dependent family member must apply for benefits each semester.
2. All recipients will be responsible for all credit hour fees and applied course fees designated for those hours.
3. Tuition benefits equal to the number of hours taught for the semester with a maximum of three (3) credit hours.
4. Definition of a dependent family member is a spouse or child(ren), who are claimed on the employee's annual tax return.
5. Tuition will only be paid for those students who remain in class after certification or its equivalent and while the SCCC/ATS employee maintains employment through that same semester certification date.
6. A late start class requires a new tuition benefit form to be completed.
7. Tuition for EduKan classes will be paid at the SCCC/ATS tuition rate.

Note: This benefit may reduce the award for those individuals receiving federal financial aid and/or institutional scholarships.

[For more information contact the Human Resources Office.](#)

[Tuition benefit forms are available at www.sccc.edu/go/hrforms.](http://www.sccc.edu/go/hrforms)

VEHICLE USE

Any non-employee requesting to drive or be a backup driver for one of the College's vehicles must provide a current driver's license and proof of insurance directly from their insurance carrier (proof of insurance card is not acceptable). Proof of insurance may be faxed directly to the Business Office at 620-417-1089 or mailed to the College attention Business Office.

See Travel Procedures and Regulation of Smoking Board Policy #524, for more information.

VIOLENCE

The safety and security of employees, students and patrons are of the utmost importance to the College. The College has a policy of zero-tolerance towards violence. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's educational pursuits, work performance or the College's ability to execute its mission will not be tolerated.

[See SCCC/ATS Policy Against Violence, Board Policy #520.](#)

VOLUNTEER WORKERS

Volunteer workers must sign a "statement of volunteer" before performing services. Services performed are strictly on a volunteer basis. The volunteer will not receive remuneration or benefits such as but not limited to, workers' compensation coverage, unemployment compensation, retirement benefits, or tenure. Volunteers must clear a background check prior to volunteering and a completed an I-9 form with documents must be on file with the HR Office

Employees may volunteer services to the College. Services performed cannot be of the "same type" as current employment and services must be sporadic. When in doubt about the volunteer's status contact the HR Office.

WELL PAY

The college recognizes some employees may lose encumbered sick leave upon reaching the maximum number of days allowed for encumbered sick leave. This policy provides for payment of unused encumbered sick leave to eligible full-time employees.

[See Well Pay, Board Policy #627.](#)

WELLNESS BENEFIT

To encourage a healthy lifestyle the College will pay the tuition and additional fees for the Individual Health and Conditioning class offered at the College's Wellness Center for full-time employees.

[See Wellness Center Tuition Grant, Board Policy #622.](#)

WORK-RELATED ILLNESS OR INJURY

All College employees are covered by Worker's Compensation. This includes all part-time, adjunct, and student employees. Injuries incurred while on duty for Seward County Community College/Area Technical School **must** be reported within 24 hours to your immediate supervisor and Human Resources. Prompt action of reporting illnesses or injuries is required under law. The college requires that a Report of Accident be filed by the employee and returned to the Human Resources office within ten (10) days.

Injuries that occur while "off-duty" are not covered by Worker's Compensation.

College employees are covered by Worker's Compensation Insurance. The College provides this coverage at no cost beginning with the first day of work.

1. If an employee is unable to work because of work-related injury or illness, the employee will receive pay protection up to the amount allowed by Worker's Compensation laws of Kansas.
2. If injured on the job, the employee must report injury to the supervisor immediately.

[For more information contact your supervisor or the Human Resources office.](#)

Section V

Frequently requested information

(Specific information regarding Board Policies and administrative procedures can be found within Sections III of this Handbook.)

Cancellation of Class

Cancellation of a class must be authorized by the division chair and the Dean of Instruction.

Change of Address

Employees are responsible for reporting any change of address or phone numbers to the supervisor and the Human Resources Office.

End of Semester

Faculty receive a checkout sheet at the end of the semester. The check out is required to be completed and signed by the Division Chair, Library, Registrars Office and Dean of Instruction. The sheet is filed in the Dean of Instruction's office.

Fax Machine

Fax machines are provided for use by college personnel to conduct college business.

Distribution of the fax number to outside individuals and firms should be determined based upon professional use to minimize unwanted information.

Limited use of the fax service will be available to the public and for personal use by employees. Fees will be charged for this service. Information regarding current charges and services will be made available to interested individuals by the Library staff.

Keys

Requests for keys are made through the employee's supervisor.

Mail

Mail boxes are located in the south end of the Hobble Academic Building; on the first floor in Epworth Allied Health Center; and in the employee break room at the area technical school main building

In-coming mail is distributed each day to the mail boxes in the Hobble Academic Building at approximately 9:30 a.m. and distributed to the other buildings by noon. Out-going mail is picked up daily by the post office at 5:00 p.m. at the mailbox located to the south of the Hobble Academic Building.

Campus mail for inter-school communication should be clearly identified. Special campus mail envelopes are available for this purpose. Supplies of these envelopes may be secured from the receptionist.

Pay Dates

All employees are paid once per month—on the 22nd. Should the 22nd fall on a Saturday or Sunday payday will be on the Friday just prior to that date.

Photo Copiers and Commercial Printing

There are two high volume copy machines located in the Library. The two copy machines are available during normal operating hours of the Library. Library technicians will be available to assist in the event

difficulties occur in the operation of the copy machines. Workshops will be scheduled for new personnel as necessary.

Various departments throughout campus have a photo copier for use in their department(s).

The copy machines are for college use only and are not to be used for personal or commercial use.

Coin-operated Copy Machine

A coin-operated machine is available in the Library for personal copies and student use. A limited amount of change is available at the circulation desk.

Smoking

In accordance with Kansas Law KSA21-4009, SCCC/ATS buildings are designated as a "Smoke-Free". Smoking is not allowed within 10 feet of a building entrance.

Telephone Usage

The college maintains an incoming WATS line to assist in communicating with our service area teaching staff and potential students. The number is 1-800-373-9951.

Only authorized personnel will have access to the use of long distance calls. An access code is required in order to place long distance phone calls. Access codes are maintained in the Multi-media Office.

Time Management

Employees are expected to be prompt and manage their work load efficiently to meet the responsibilities of their position. Abuse of time may result in reprimand and/or dismissal.

Faculty are to be prompt in beginning and ending classes and follow the regularly scheduled times. In planning classes, faculty are expected to use the entire class or lab period.

Wellness Center

Full-time employees are eligible to enroll in Individual Health and Conditioning at the Wellness Center at no cost. Contact the Office of Human Resources for more information.

Section VI

EMPLOYMENT CLASSIFICATION

Classification

Primary Professional

Job Title

Faculty contracted for:
12-month (248 days)
11-month (215 days)
10-month (195 days)
9-month (175 days)

Administrators:

President
Deans of Instruction, Finance and Operations, Student Services,
and Outreach

Administrative Other:
(exempt-staff)

ABE Assistant Director
Academic and Career Advisor
Admissions Coordinator
Adult Learning Center Instructor
Assistant Registrar
Assistant Wellness Director
Athletic Trainer
Coaches
Coordinator of Student Development/Counselor
Club Sponsors; HALO, Phi Theta Kappa, ATLAS, and Crusader
Directors
Division Chairs
GED Instructor
Maintenance Supervisor
Program Coordinators
Registrar
Safety and Security Supervisor
Student Development Coordinator
Student Living Center Manager
Systems Administrator

Administrative Asst. I:

President's Administrative Assistant

Administrative Asst. II:

Administrative Assistants to the Deans
Fiscal Officer

Classification

Classified Staff:

Job Title

ABE Child Care Provider
ABE Clerk
ABE Clerical
ABE Date Entry Clerk
ABE Examiner
ABE Instructor
ABE Paraprofessional
ABE Testing Coordinator
Academic Specialist
Accompanist
Accounts Payable Clerk
Accounts Receivable Manager
Adjunct Instructor (hourly)

Admissions Records Clerk
Assistant Bookstore Manager
Business and Industry Instructor (hourly)
Cashier
Cheerleading and Dance Coach
Computer Tech Support
Concession Workers
Financial Aid Advisor
Financial Aid Officer
GED Examiner
Human Resources Clerk
Information Systems Technical Support
Lab Assistant
Library Technician
Library Support
Lifeguards
Marketing and Merchandising Associate
Receptionist
Secretary to departments and divisions
Site Coordinator, Ulysses
Snack Bar Clerk
Sports Information Specialist/Alumni Support
Student Living Center Night Supervisor
Student Services Assistant
Student Services Support
SSS Grant Peer Tutors
SSS Grant Mentors
Testing Center Facilitator
Web Site and Portal Manager
Wellness Center Assistant

Maintenance I:

AC/Heating
Bus Driver
Carpenter
Custodian Supervisor
Electrician
Grounds Keeper
Mechanic
Plumber

Maintenance II:

Landscape
Outside and Inside Maintenance
Security Officer

Maintenance III:

Custodian
Summer Crew

Employment Status by Employee Classification

Primary Professional

- a. Classification is (excluded) exempt from Wage-Hour Regulations.
- b. Primary Professional employees (full-time faculty) will spend a minimum of 32 hours on campus each week over a five day period.

Administrators and Administrative Other

- a. Classifications are excluded (exempt) from hourly and overtime regulations.
- b. Work week consist of a minimum of 40 hours per work week, commencing on Monday and ending on Friday.
- c. Work performed during Saturday and/or Sunday is considered time worked to meet the responsibilities of the position and job description.

Administrative Assistant I & II, Classified Staff and Maintenance I, II & III

- a. Classifications are subject to Wage-Hour Regulations.
- b. Full-time employee will be required to work a forty-hour week.
- c. A part-time employee will work 29 hours or less each week.
- d. The work week will be considered Sunday through Saturday.
- e. Overtime pay shall be at the rate of one and a half (1 1/2) times the regular pay and must be authorized by the immediate supervisor before the performance of work.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Appendix A

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertifications supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor/Employment Standards
Administration/Wage and Hour Division

