



Employee Handbook

EFFECTIVE 7-1-2018



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WELCOME FROM THE PRESIDENT

Welcome to the NTC family! We are excited to have you on our team of dedicated professionals.

As part of the NTC team, I invite you to explore all that NTC has to offer. As an employee of the College, every day you contribute directly to our success, growth and continued positive impact. As the community's College, we all have an obligation to consider our learners as we go about our daily work.

In this Handbook, you will find useful information that will help ensure you have a positive employment experience. If you have questions, I encourage you to contact our Human Resources team.

I trust your experience here will be challenging, enjoyable and rewarding and I wish you success.

Best regards,



Lori A. Weyers, Ph.D
President

ALL EMPLOYEE INFORMATION

Introduction

ABOUT NTC

NTC is a customer-focused, accessible provider of innovative lifelong learning that builds a globally competitive workforce. The College's 5,900 square mile, 10-county district includes six convenient campus locations in Wausau, Antigo, Medford, Phillips, Spencer, and Wittenberg, as well as a Public Safety Center of Excellence, a Wood Technology Center of Excellence and an Agriculture Center of Excellence. The Wausau Campus also features a Center for Health Sciences, Center for Business & Industry, Center for Geriatric Education, Information Technology Entrepreneurial Center (iTEC Lab), STEM Center and an Advanced Manufacturing and Engineering Center of Excellence. With more than 190 program options, NTC is committed to being the community's college. Dedicated to delivering accessible educational opportunities, the College offers a variety of flexible course and program options, including Virtual College, Winterim Courses, Late and Anytime Start Courses and online courses. In addition, NTC has over 400 transfer opportunities with over 50 University of Wisconsin and private four-year universities, creating a seamless path for lifelong learning. By establishing a close connection with the community, the College fills a critical and growing need for a skilled workforce by providing comprehensive, quality education and training.

VISION

Northcentral Technical College: Building futures as your college of choice, one learner, one employer, and one community at a time.

MISSION

Northcentral Technical College provides high-quality, learner and employer focused, educational pathways committed to enriching lives and strengthening the economy.

COMMUNITY BENEFIT STATEMENT

Northcentral Technical College benefits communities throughout its District.

1. Learners have the knowledge and skills essential to obtain, maintain or advance in employment and higher education.
2. Employers have an available and skilled workforce.
3. Communities have the capacity to foster domestic and global economic growth.

CORE BELIEFS/VALUES

These guiding principles and values are inherent at Northcentral Technical College

Learner Focus

We believe in and promote an engaging life-long learning environment that supports learners as they realize their educational and career goals.

Continuous Learning

We believe in and promote the continuous improvement of learning, support systems and processes to meet learner, employer and community needs.

Ingenuity

We believe in and promote a learning environment that fosters innovation and entrepreneurship.

Access

We believe in and promote flexible educational opportunities to serve all learning communities.

Service to Community

We believe in and promote service to our communities through leadership, collaboration and volunteerism.

Diversity

We believe in and promote an inclusive environment that celebrates, embraces and respects individual differences.

Culture of Professionalism

We believe in and promote a culture of knowledgeable, forward-thinking, accountable, caring and collaborative employees who act with integrity and respect.

Advocacy

We believe in and promote the success of our learners, employers, and communities.

STRATEGIC DIRECTIONS

Innovation and Growth– The College implements new products or services to meet current and future stakeholder needs.

Strategic Partnerships – The College becomes the preferred strategic partner of area businesses and industries, K-12 districts, local communities, entrepreneurs and other institutions of higher education to support learning and economic development, establishing NTC as an educational leader.

Continuous Quality Improvement - The College develops innovative ways to continually improve learning, support systems, and processes, and the responsible use of natural resources that enhance organizational effectiveness and demonstrates sustainability. The College encourages and supports professional growth and team development throughout the organization.

Fiscal Strength – The College prudently manages and strengthens its financial resources in order to thrive in a complex and changing environment.

Student Success – The College promotes student retention, degree completion, career and job placement and engages a diverse student population through its programs, support services, and campus settings.

MEDIA STATEMENT

As a public institution, NTC and its programs, activities and plans are of special interest to the general public. The news media are critical to building understanding and appreciation of NTC among its constituents.

The Marketing and Public Relations Team has been designated as the first and primary contact with the media. If you are contacted by the media, please refer them to the Marketing and Public Relations Coordinator, at extension 1509 or the Associate Vice President of Marketing, Public Relations, & Legislative Advocacy, at extension 1012.

While members of the media are welcome on NTC campuses, we ask that they contact the Marketing and Public Relations Team in advance of their visit so that they will have access to the areas, buildings and people necessary to complete their story. Employees are to directly refer media crews and reporters to the Marketing and Public Relations Team. .

ADMINISTRATIVE/OPERATING GUIDELINES

To access Administrative/Operating Guidelines:

1. Go to the NTC Intranet
2. Go to “Other Resources” on the bottom of the page
3. Select Administrative/Operating Guidelines
4. Click on the Search button using key words or Administrative/Operating Guideline number
5. Click on the Expand button to view all the Administrative/Operating Guidelines

For more assistance, contact the Help Desk at extension 1160.

Employment

AT-WILL EMPLOYMENT

Your employment with NTC is defined as an at-will relationship. This means you may resign from employment, and NTC may terminate your employment at any time, with or without cause, and with or without notice, subject to the conditions of individual employment contracts.

PRE- EMPLOYMENT FINANCIAL/CREDIT, CRIMINAL RECORDS CHECK

NTC has a long-standing commitment to recruit and employ the best available individuals for positions at the College. Therefore, the College or its designee will conduct a Pre-Employment background check. See Administrative/Operating Guideline #269 for more information.

EMPLOYMENT DECISIONS

All employment decisions (hiring, transfer, promotion, layoff, and such other decisions as determined by the College) will be based upon the following criteria:

- Qualifications (education and experience – length of service will be considered as part of experience)
- Professionalism and attitude
- Ability to work as a positive team member
- Previous performance (including supervisor evaluation)

RETURN TO WORK

The College is committed to providing our employees' a safe and healthy work environment, and should an employee become ill or injured on the job, it is the College's intention to assist the employee with the best return to work program. The Return to Work administrative/operating guidelines support the return of ill or injured workers to their regular assignments as soon as possible. The goal is to increase productivity and our employee's sense of job security, while reducing premium costs. See Administrative/Operating Guideline #270 for more information.

HIRING OF EMPLOYEES COLLECTING A WISCONSIN RETIREMENT SYSTEM ANNUITY

The Wisconsin State Statutes have specific requirements regarding hiring of employees collecting a Wisconsin Retirement System (WRS) annuity. Violations of State Statute jeopardize the employee's retirement annuity. Northcentral Technical College (NTC) has adopted a policy to assure compliance with the law so as to not jeopardize a retiree annuity by inadvertently not having a good-faith break in service.

Employees that retire from NTC or another WRS eligible employer and collecting a WRS annuity will not be eligible for hire at NTC until 3 months after their last day worked from the employer in which the retiree is collecting their retirement.

For example, if an employee retires from any WRS eligible employer and their last day of work is May 22nd, NTC would not discuss employment in any way with the retiree until August 20th and the eligibility date for hire would be the first pay period following the expiration of the 90 day break from the retiree's last day of work as a WRS employer. The law requires a good-faith break in service before an employee is rehired by another WRS employer. This three month requirement will assure compliance with the law.

Departments interested in hiring a retiree must obtain confirmation from Human Resources prior to entering into any discussions with the retiree. This step will ensure that the minimum legal requirements of State Statute are followed. Human Resources is responsible to track time and impact on the College and report concerns to the President and the Executive Leadership Team (ELT).

REHIRING OF FORMER EMPLOYEES

Full-time and part-time employees (not adjunct faculty) that leave employment from the College will not be eligible for rehire until three months after their last day worked. Exceptions to the three month requirement can be made by the President or designee.

Departments interested in hiring a former employee must obtain confirmation from Human Resources. Human Resources is responsible to track time and impact on the College and report concerns to the President and ELT.

OTHER EMPLOYMENT

The purpose of this Administrative/Operating Guideline is to ensure that students' education needs, and College initiatives and goals will not be compromised by NTC employees working other jobs outside of NTC that conflict with, or compete with, their employment at NTC. This Guideline applies to all regular full-time employees (full-year & school year). Temporary, Part-time, Limited Term Employee (LTE) and Adjunct employees are not subject to this Guideline. Temporary, Part-time, LTE and Adjunct employees that become regular full-time employees will become subject to this Guideline at that time.

In order to assess Other Employment for potential conflict, NTC requires that all Other Employment of full-time workers be approved prior to engaging in the Other Employment. See Administrative/Operating Guideline #282 for requirements.

Compensation and Benefits

EMPLOYEE PAY CLASSIFICATIONS

NTC employees are designated as either non-exempt or exempt from federal and state wage and hour laws.

- **Non-exempt Positions:** These are hourly positions. Administrative Support Professional (ASP), Technical Support Professional (TSP), Facility Support Staff (FSS), Confidential and CNU are classified as non-exempt. Non-exempt employees are compensated either in pay or compensatory time at a rate of 1.5 times their regular hourly rate of pay for all hours worked beyond 40 hours in a workweek in accordance with applicable wage and hour laws. Non-exempt employees are hired for a specific schedule and must fulfill the obligation by a combination of worked time and paid time off.
- **Exempt Positions:** Exempt employees are salaried employees. Middle Leaders, Salaried Non-Represented, Faculty, Faculty Other Professionals, and Adjunct Faculty are exempt. Exempt employees are not paid overtime in accordance with applicable wage and hour laws for work performed beyond 40 hours in a workweek.

Definition of Employees – Refer to the addendums for each employee group for definitions. Limited Term Employee (LTE) hires are employees hired with no guarantee of continued employment.

COMPENSATION

Compensation is set using various mechanism including but not limited to discretionary market adjustments, CPI, internal and external equity, and other factors determined by ELT.

PAYDATES AND DIRECT DEPOSIT

Employees will be paid on a bi-weekly basis through direct deposit. If a payday falls on a holiday, employees shall be paid on the last working day preceding the holiday. Employees are required to have their paycheck direct deposited into a checking or savings account of their choice.

403(B)

The College offers to eligible employees an opportunity to contribute to a 403(b) tax-deferred savings plan. Employees have an opportunity to select from a preapproved list of 403(b) vendors.

Additional information about the 403(b) tax deferred savings plan may be found on the NTC intranet.

457(B)

The Wisconsin Deferred Compensation Program (WDC) is an employee contribution supplemental retirement savings program authorized under Section 457(b) of the Internal Revenue Code (IRC). Eligible employees may elect between either a pre-tax or after-tax (Roth) option.

Additional information about Wisconsin Deferred Compensation may be found on the NTC intranet.

JURY DUTY

Employees who receive a summons for jury duty shall immediately inform their immediate supervisor and Human Resources of the time, date and court where the employee is to report.

NTC regularly scheduled employees who are selected for jury duty will receive compensation for hours missed due to jury duty. The total compensation will not exceed the total daily hours the employee was scheduled to work during the time of jury duty. See the Human Resources section on the NTC intranet for the complete guideline.

HIPAA – COMPENSATION AND BENEFITS

NTC is committed to upholding the regulations of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Under HIPAA, any plan containing protected health information is required to protect the privacy of the information it gathers about employees and dependents while providing coverage for health-related services. See Administrative/Operating Guideline #268 for more information.

FAMILY MEDICAL LEAVE ACT (FMLA)

The College will comply with Federal and State Medical Leave Acts, providing benefits to employees based on eligibility. See Administrative/Operating Guideline #283 for more information.

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985)

Federal law gives certain persons, known as Qualified Beneficiaries, the right to continue their health care benefits beyond the date that they might otherwise terminate.

Information about health insurance continuation will be provided at the time of loss of a qualifying insurance plan (i.e., health, dental, vision).

WISCONSIN RETIREMENT SYSTEM (WRS)

As a WRS-participating employer, NTC will enroll all employees that meet WRS participation standards.

Contributions to the Wisconsin Retirement System are mandatory for qualified employees and employers. The contribution rate is provided each year by the Wisconsin Retirement System.

Employee contributions to the Wisconsin Retirement System are deducted from the employee's biweekly payroll on a pre-tax basis.

SOCIAL SECURITY ALTERNATIVE PLAN

Under IRC Section 3121 Social Security Alternative Plan casual employees and adjunct faculty not eligible for enrollment in the Wisconsin Retirement System (Employee Trust Fund) are enrolled in a Social Security Alternative retirement annuity plan. For more information on the Social Security Alternative Plan, please contact the Benefits Coordinator at extension 1755.

WORKER'S COMPENSATION

The College provides comprehensive worker's compensation insurance as required by law at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical treatment. Worker's compensation provides benefits as required by law.

Employees who sustain work-related injuries or illnesses must inform their supervisor and complete a Maxient Report. Maxient is found on the home page of the Intranet.

WELLNESS CENTER

To promote employee wellness and healthy lifestyles, the College provides an employee Wellness Center to all regular employees. The Wellness Center is located on the Wausau Campus. Aerobic and Cardio equipment are available for use by all employees. For more information about the Wellness Center and to obtain a waiver form, please contact the Human Resources Department at ext. 1755.

COMMON BENEFITS (MIDDLE LEADER, FACULTY, FACULTY-OTHER PROFESSIONAL, ADMINISTRATIVE SUPPORT PROFESSIONAL, TECHNICAL SUPPORT PROFESSIONAL, FACILITY SUPPORT STAFF, CONFIDENTIAL, SALARIED NON-REPRESENTED)

Eligibility for the following benefits is dependent upon when an employee was hired into a position. For employees hired into a position prior to July 1, 2012, eligibility is based on the position scheduled to work at least 20 hours per week. For positions hired on July 1, 2012 or after, eligibility is based on working at least 30 hours per week. The College follows Affordable Care Act Guidelines regarding health insurance eligibility.

Example #1: An employee was hired October 8, 2000 into a position that works 20 hours per week and was, therefore, eligible for coverage. On August 5, 2012, that employee is hired into a different position that works 25 hours per week. They are no longer eligible for coverage.

Example #2: An employee that is grandfathered with part-time benefits will remain grandfathered with benefits if their hours change in their current position within the range of 20-30 hours per week. Their pro-rated premium contribution will change accordingly.

Additional information can be found on the NTC Intranet or by contacting Human Resources at extension 1755.

See group-specific section for additional benefits by employee group.

1. Health Insurance

The College maintains a health insurance plan for eligible employees and their qualifying dependents.

The College and the employee share responsibility for the monthly premium. Part-time contribution is based on hours worked per week and eligibility.

2. Health Savings Account (HSA)

The College offers a Health Savings Account (HSA) for eligible employees.

The HSA plan allows eligible employees to voluntarily set aside pre-tax dollars to pay for qualifying medical expenses.

3. Dental Insurance

The College maintains a dental insurance plan for eligible employees and their eligible qualifying dependents. Part-time contribution is based on hours worked per week and eligibility.

The College and the employee share responsibility for the monthly premium.

Part-time employee contribution is prorated based on hours worked per week.

4. Section 125 Plan

The College offers a Section 125 flexible spending plan for eligible employees.

This plan allows eligible employees to voluntarily set aside pre-tax dollars to pay for qualifying medical expenses and dependent care cost.

5. Health Insurance Opt-Out Plan

The College offers an Opt-Out plan for employees eligible for health insurance in lieu of electing health insurance.

Qualifying employees electing opt-out at the time of eligibility, or during the Benefits Open Enrollment period, will receive an opt-out payment in lieu of participation in the health insurance plan. The medical opt-out payment is considered taxable income.

This benefit is pro-rated for eligible part-time employees electing opt-out. Eligible employees electing the Opt-Out Plan are required to provide proof of other insurance at the time of enrollment.

Employees covered by the College's group health plan under another family member is not eligible for Opt-Out. Employees hired prior to January 1, 2017 and is currently enrolled in Opt-Out are grandfathered.

6. Life Insurance

The College provides term life insurance and accidental death and dismemberment (AD&D) coverage for eligible employees.

Additional life insurance may be purchased by employees covered under the College plan.

7. Long term Disability Insurance

The College provides long term disability coverage for eligible employees.

8. Voluntary Accident and Critical Illness Coverage

The College offers all regular and full time employees the opportunity to purchase accident and/or critical illness voluntary benefit coverage.

VOTING

An employee who is eligible to vote in an election and who finds it impossible to vote during non-working hours may be absent from work for up to three hours to vote. Such time is unpaid. The employee must notify their supervisor prior to Election Day.

MILITARY

The College complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) with regard to employees who undertake military service. USERRA addresses reemployment, discrimination and health insurance continuation. Information regarding USERRA can be found on the US Department of Labor's website at <http://www.dol.gov/elaws/userra.htm>.

EMPLOYEE ASSISTANCE SERVICES (EAS)

All employees, their spouses and their household members may use Aspirus Employee Assistance Services. The contact number is 1-800-236-4457. Aspirus Employee Assistance Services is available for family or marital problems, alcohol or other drug abuse, financial concerns, emotional or behavioral difficulties or personal conflicts. Any contact with the organization is confidential.

Employee Conduct and Policies

EQUAL OPPORTUNITY EDUCATION AND EMPLOYMENT

No person may be denied admission to, participation in, employment at, the benefits of, or be discriminated against in any service, program, course, or facility of the NTC College because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, service in the armed forces, genetic testing, or use or non-use of lawful products off the College premises during non-working or non-class hours.

All College services will be provided in a non-discriminatory manner and in a climate which is conducive to, and supportive of, cultural and ethnic diversity. See Administrative/ Operating Guideline #233 for more information.

AFFIRMATIVE ACTION

The NTC College seeks to reach and maintain employment and enrollment levels for employees and students which are at parity. In order to accomplish this goal, Affirmative Action is required for women, racial/ethnic groups, and persons with disabilities throughout the College in job categories and educational programs. See Administrative/Operating Guideline #223 for more information.

NEPOTISM

This administrative/operating guideline addresses unacceptable employment relationships between College employees. Relatives of a currently employed worker generally will be considered for employment on the basis of their qualifications. However, where the hiring or employment of a worker's relative would result in the types of unacceptable employment relationships identified in the Administrative/Operating Guideline, the College will not consider or accept such applications for employment. See Administrative/Operating Guideline #205 for more information.

CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES AND/OR STUDENTS

This administrative/operating guideline exists for College employees when the interrelationships of staff members or the interrelationship of a staff member and a current student presents a conflict of interest or creates a power differential. The administrative/operating guideline is written to protect employees and students. It is designed to ensure that power is not abused and to maintain an environment that is free of sexual harassment, rather than to discourage constructive interpersonal relationships. See Administrative/Operating Guideline #206 for more information.

PERSONNEL FILES

The College maintains personnel files on each employee. To ensure that personnel files are up-to-date at all times, employees need to promptly notify the Human Resources Department of any changes in name, telephone number(s), home address, marital status, number of dependents, beneficiary designations, educational attainment, qualifications or any other similar information.

Employees may request to inspect or request a copy of their personnel file as provided under state law. Such request should be submitted to the Human Resources Department

Employees may forward information to be included in their personnel file related to their employment. Examples include: additional education, updated resume, and a response to disciplinary documentation.

COMPLAINT RESOLUTION POLICY

The purpose of this administrative/operating guideline is to provide for an internal complaint resolution procedure that is consistent with the requirements of state law and Board administrative/operating guidelines for resolving complaints concerning employee discipline, employee termination and workplace safety. This administrative/operating guideline is intended to serve as the written document that sets forth the process for the complainant and the College to use to process a complaint. See Administrative/Operating Guideline #278 for more information.

EMPLOYEE CODE OF CONDUCT/PROGRESSIVE DISCIPLINE

The College has adopted codes of conduct that are appropriate for all staff. The College will work with employees to address performance and behavior concerns. This may include developing a Performance Improvement Plan which outlines expected performance behavior, resources to improve performance and behavior, and timelines.

When appropriate, progressive disciplinary steps will be followed in employee disciplinary matters except in matters NTC determines needs to be addressed outside of the progressive system. This does not preclude the College from taking any appropriate action necessary as determined by the College.

Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise, NTC may need to make decisions related to employment in a manner other than as provided in this section. Any steps may be bypassed based upon the individual situation.

Disciplinary actions may take place in several forms. The forms of disciplinary actions are: Verbal Warnings; Written Warnings; Suspensions; Dismissals. Human Resources should be consulted beforehand when disciplinary action with an employee is necessary.

Employees have the right to representation in meetings that may result in disciplinary action. It is the employee's responsibility to arrange representation.

Verbal Warning

Verbal warnings may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal warning should be made and maintained in the supervisor's file for verbal warnings.

Written Warning

Written warnings take place between a supervisor and an employee when the behavior of the employee: is a repeated violation and verbal warning has been administered; hinders the progress of the department in which the employee works; or hampers the progress of NTC. Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to Human Resources for inclusion in the employee's file, and one copy maintained in the supervisor's file.

Suspension

Suspension, or release from duty, is a more severe action that may be used to continue investigations and/or for constructive improvement. Suspensions are issued when it is determined that a second warning would not suffice or that an initial incident is too severe for a warning yet not sufficiently severe for dismissal. Suspensions may vary in length, according to the severity of the offense or deficiency. Where a suspension has failed to produce the proper results, consideration should be given for a more lengthy suspension or the dismissal of the employee.

Copies of all suspensions should be distributed as follows: one copy to the employee, one copy to Human Resources for inclusion in the employee's file, and one copy maintained in the supervisor's file.

Suspension notices should indicate the following:

- a. the reason(s) for the discipline,
- b. the inclusive dates of the suspension,
- c. a suspension for investigation may be with or without pay

Dismissals

An employee's employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in NTC's judgment, the employee's continued presence would be contrary to the well-being of the College or its employees.

Behaviors That May Result in Disciplinary Action

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including dismissal for doing so. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee behavior. This list is not exhaustive.

- Displaying disrespectful and/or inappropriate behaviors toward a student, employee, supervisor, guest or NTC stakeholder;
- Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor or department head;
- Being inattentive to duty, including sleeping on the job;
- Falsifying a time card or other College record or giving false information to anyone whose duty is to make such record;
- Being repeatedly or continuously absent or late, being absent without notice or reason satisfactory to the College or leaving one's work assignment without appropriate authorization;
- No-call and no-show for three consecutive days is considered a voluntary resignation;
- Failing to report an on-the-job injury;
- Smoking on campus;
- Conducting oneself in any manner which is offensive, abusive or contrary to common decency or morality; carrying out any form of harassment including sexual harassment;
- Operating College-owned vehicles, equipment or private vehicles on College business without proper license or operating any vehicle on College property or on College business in an unsafe or improper manner;
- Appropriating College or student equipment, time or resources for personal use or gain;
- Computer abuse, including but not limited to, plagiarism, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive or annoying behavior on the computer and non-work related utilization of computer software or hardware;
- Misusing or willfully neglecting College property, funds, materials, equipment or supplies;
- Failure to follow administrative/operating guidelines;
- Viewing or distributing pornographic material during work time or using College resources;
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty;
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence;
- Interfering in any way with the work of others;

- Stealing or possessing without authority any equipment, tools, materials or other property of the College or attempting to remove them from the premises without approval or permission from the appropriate authority;
- Failure to report sexual misconduct;
- Marking or defacing walls, fixtures, equipment, tools, materials or other College property, or willfully damaging or destroying property in any way;
- Willful violation of safety rules or College administrative/operation guidelines;
- The College has adopted a zero-tolerance guideline for the use, concealment, creation, manufacture or possession of weapons and/or dangerous devices on the College campus. Violations of this guideline will result in immediate termination. See Administrative/Operating Guideline #275 for more information.

POLITICAL ACTIVITIES

NTC recognizes the appropriateness of employees being involved in partisan political activities of his/her choice. However, in a diverse educational environment it is not appropriate that College employees' use his/her position as a proponent for partisan views. Therefore, College employees will not engage in partisan activities within their scheduled work hours. The College encourages employees to exercise their full rights of citizenship in the community outside of scheduled work hours. See Administrative/Operating Guideline #221 for more information.

PROFESSIONAL DRESS

The College is requiring a business casual standard for work attire. The intent of this guideline is to provide the appropriate professional image to our learners and customers. Clothing that is appropriate for the beach, yard work, dance clubs, exercise sessions and sports contests are not appropriate for a business casual appearance at work.

Employee ID badges should be considered part of professional dress for security and customer service purposes.

The following examples are suggested for business casual attire:

- Slacks or khaki pants (any color denim fabric is not OK)
- Long-sleeved or short-sleeved shirts
- Polo/golf shirts
- Dress T-shirts (are acceptable if they do not include cartoons, slogans, or ads)
- Knit sweaters
- Tailored capris (shorts are not ok)
- Dresses or skirts (blue denim fabric is OK)
- Sport coats or blazers (blue denim fabric is OK)
- Conservative athletic or walking shoes, loafers, clogs, boots, flats, dress heels and leather deck-type shoes. Sandals are OK, but flip flops are not OK.

Employees not scheduled to work on Saturday or Sunday but are on campus (ex. Faculty Prepping) may wear jeans. Employees are expected to follow the professional dress guidelines on In-Service, College Initiative, and Faculty Prep days prior to the semester start. Employees that work in the Health Care, Public Safety, Agriculture, Advanced Manufacturing & Transportation, Engineering & Technology , workshops, labs, clinics and jobsites, will wear clothing and footwear that is professionally appropriate to his/her field, technology and/or activity and that is consistent with recommendations of his/her advisory committees and workplace partners or are required for safety purposes.

Buildings and grounds employees, farm employees and technical and trades employees working in a lab environment and motorcycle instructors are exempt from the no denim requirement.

Maintenance, Custodians, Grounds Keepers, some Advanced Manufacturing & Transportation, some Engineering & Technology, and Public Safety employees, Security and Agriculture shall be required to wear a uniform shirt provided by the College. The employee is responsible for laundering the uniform shirt and will only wear the uniform while on College business or travel time.

Packer apparel may be worn on game day or the Friday before the Packer game. Denim blue jeans are not appropriate for these days. Departments may have additional guidelines based on safety guidelines.

NTC EMPLOYEE CODE OF ETHICS

It shall be the duty of all College employees to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of their positions. In keeping with the College's goals to develop quality educational programs consistent with the philosophy and objectives which lead to gainful employment of students, College employees:

1. Shall perform all mandatory, non-discretionary, and ministerial duties of their position within the time, and in the manner, required by law.
2. Shall devote full attention to their duties. However, this shall not be interpreted to prevent College employees from accepting outside employment or following a pursuit which in no way interferes or conflicts with the full and faithful discharge of his/her duties to the College.
3. Shall uphold the law and conduct College business with fairness, integrity, and professionalism.
4. Shall not act in excess of lawful authority or College Administrative/Operating Guidelines, or commit an act forbidden by law within their official capacity.
5. Shall not, by commission or omission, in their capacity as an employee of the College, exercise a discretionary power in a manner inconsistent with the duties of their position

- or the rights of others, or with the intent to obtain a dishonest advantage for him/herself, or for another.
6. Shall not in their capacity as employees make an entry in an account or record book, return, certificate, report or statement, which in a material respect he/she intentionally falsifies or knows to be false.
 7. Shall not, under cover of their position as a College employee, intentionally solicit or accept for the performance of any service or duty, anything of value including, but not limited to, any gift, loan, favor, or service given for the purpose of influencing him/her in the discharge of official duties.
 - a. Faculty may be approached by publishing companies to review proposed textbooks and provide feedback. If the faculty member completes that review as part of their employment with the College, during their work day and using College resources, any payment for the review should be assigned to the College. The College will deposit those dollars in the professional development fund of the instructional team to be used for future professional development.
 - b. If the faculty member completes a review of the textbook on their own time and with their own resources, the faculty can retain the payment. However, if payment to the faculty member is tied to the future use of the textbook by NTC, that will be considered a conflict of interest and will not be acceptable. This does not preclude a faculty member from reviewing a textbook as long as payment to the faculty member is not contingent on future usage at NTC.
 - c. Review of textbooks that result in payment must be approved in advance by the supervisor.
 8. Shall not use College property, facilities, or other College resources, for personal gain for self, family or others.
 9. Shall not use confidential information for personal gain or benefit, or for gain accrued to family or others.
 10. Shall endeavor to meet all of the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System.
 11. Shall observe pertinent Administrative/Operating Guidelines of the College.
 12. Shall act in what is, in their opinion, conceived to be the best interests of the citizens of the NTC District. Similarly, shall grant no special considerations, treatment to any citizens beyond that which is available to every other citizen.
 13. Shall utilize all due diligence in carrying out the directives of the Board.
 14. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value or utilizing discounts allowed to the College for personal gain. This does not preclude employees from using educational discounts provided by vendor for all students and employees.
 15. Nothing in the Administrative/Operating Guidelines shall be implied to deny employees the rights of a citizen under the Constitution of the United States, Constitution of the State of Wisconsin, Wisconsin statutes, or any other bona fide regulations of this state.

16. In the event an action is brought against any employee for violation of this Administrative/Operating Guideline, the College may consider any and all appropriate discipline, including discharge.

In addition to the previous provisions, the College President shall use due diligence to be apprised of the details and scope of the business of the College so as to refrain from considerations where a conflict or any unresolved potential conflict of interest may exist.

INTELLECTUAL PROPERTY

Employees may, in the course of their employment, receive payment for or be asked to develop curriculum, original works, inventions, and other intellectual property using either College time or resources or benefits. Intellectual property created under these circumstances belongs to the College. See Administrative/Operating Guideline #229 for more information.

ACCEPTANCE OF GIFTS

NTC employees shall not, under cover of their position as a College employee, intentionally solicit or accept for the performance of any service or duty, anything more than a token or inconsequential value, not exceeding \$25, including, but not limited to, any gift, loan, favor, meal or service given for the purpose of influencing him/her in the discharge of official duties.

ACCIDENT REPORTING

All accidents involving injury to employees, students in an officially sponsored instructional or College activity, or visitors on College owned or leased property must be reported immediately, but in no case later than the end of the next work day to the College's Human Resources office in Wausau.

All accidents whether or not medical attention is required are to be reported to the College's Human Resources office in Wausau. A First Report of Injury must be made through the Maxient Reporting System on the NTC intranet.

All accidents are thoroughly investigated; however, the College makes no assumption of liability for medical costs. College personnel shall not make any guarantee of payment for medical costs to students or visitors.

TOBACCO USE ON COLLEGE PREMISES

Effective August 1, 2015, it is the guideline of the Northcentral Technical College that smoking or use of smokeless tobacco products by employees, students, and visitors, vendors, and contractors is prohibited on all College owned or operated Campuses and Grounds. This applies to all campus property, campus-owned vehicles, and parking lots.

These guidelines include all devices used to smoke tobacco products and also electronic cigarettes, e-cigarettes, or personal vaporizers that are alternatives to smoking tobacco products. See Administrative/Operating Guideline #241 for more information.

EMERGENCY SCHOOL/CLASS CLOSING

NTC values the well-being of its students and staff and does not wish to have lives endangered traveling to or from NTC during inclement weather. Northcentral Wisconsin weather is unpredictable and weather conditions may change throughout the day. Keep in mind that morning weather conditions may differ greatly from evening forecasts.

If the College is open, NTC employees are expected to be at work. However, some employees may feel they cannot safely travel to work. Those employees must contact their supervisor immediately. If the College is officially closed due to inclement weather, employees will not be allowed on campus and regular employees who miss work will be compensated for their time. This will assure the safety of our employees and allow for snow removal. See Administrative/Operating Guidelines #252, 252PR1 for more information.

EMPLOYEE ID BADGE

It is the Administrative/Operating Guideline of the College that each employee be required to wear an identification badge in all work places located in and on the grounds of NTC.

The role of each employee is to clearly identify themselves in order to assist our customers. Identification badges encourage our learners, co-workers and community members to ask employees for information. The identification badge also allows new employees to become familiar with all employees. See Administrative/Operating Guideline #267 for more information.

FERPA

Access to a NTC student's educational record is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and in conjunction with the Wisconsin Technical College System and Wisconsin Statutes.

A student's official education record is confidential and shall not be released to anyone except the student unless the student provides written consent for release of information. Information requiring consent includes, but is not limited to class enrollment, attendance, grades, performance and behavior. See Administrative/Operating Guideline #280 for more information.

DRUG-FREE WORKPLACE POLICY AND DRUG-FREE SCHOOLS AND COMMUNITY ACT

NTC is committed to protecting the safety, health and well-being of all employees, students and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30-days of notification. Federal contracting agencies will be notified when appropriate.

This organization encourages employees and students to voluntarily seek help with drug and alcohol problems. See Administrative/Operating Guideline #273 for more information.

EMPLOYEE DRUG AND ALCOHOL SCREENING

These guidelines are a part of the NTC commitment to maintain a workforce free from the negative influence of drug abuse and alcoholic beverage use. It is imperative that we recognize the potential consequences for alcohol and substance abuse by our own employees. It is the guideline of NTC to maintain a drug free and alcoholic beverage free workforce and to administer drug and alcoholic beverage screenings to employees upon reasonable individualized suspicion when employees are working and/or representing the College. See Administrative/Operating Guideline #277 for more information.

CONTROLLING VIOLENCE AND WEAPONS

These guidelines are a part of Northcentral Technical College's commitment to provide a safe working and learning environment for all members of the College Community including visitors.

Northcentral Technical College expects that all members of the College Community (employees, students and visitors), will observe personal integrity in their relationships, comply with all laws and regulations applicable to the College, treat others with dignity and respect, and accept responsibility for the appropriateness of their own conduct. NTC has a zero tolerance for violence and acts of aggression and will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any NTC owned or leased facility or any NTC sponsored activity.

Discriminatory language that is intended to threaten a person because of their race, gender, ethnicity, national origin, sexual orientation or disability will be treated as a threat of violence.

Violation of these administrative guidelines will be subject to disciplinary action. If the violation is a criminal act the local police or sheriff's department will be contacted. Students will also be subject to the disciplinary process set forth in the NTC Student Code of Conduct. Employees who violate these guidelines shall be subject to disciplinary action up to and including termination. Visitors who violate this Administrative/Operating Guideline will be subject to sanctions up to and including a ban from the College.

The College is committed to upholding all local, state, and federal laws concerning the use, concealment, creation, manufacture, and/or possession of weapons and/or potentially dangerous devices. Unless a person is an authorized peace officer, an active member of the armed forces, a member of the military who go armed in the line of duty or any person duly authorized by the chief of police of any city, village, or town, or the sheriff of any county, it is illegal to be armed in any building owned or leased by NTC. See Administrative/Operating Guideline #275 for more information.

CAMPUS SAFETY AND SECURITY

The Campus Security Department is dedicated to providing a safe and secure learning environment for NTC students, employees and visitors. The NTC Wausau campus has campus security officers on duty during campus operating hours. The Campus Security Office is located in room C157 of the Wausau campus.

Contact NTC Campus Security:

- **Phone:** 715.803.1111
- **Campus phone:** Ext. 1111
- **Text:** 715.581.6010, send the message and the location of the incident
- **Email:** security@ntc.edu
- **Submit online report:** [Maxient](#)
- In the event of an emergency, dial 911.

The Campus Security Department encourages all employees and students to report any criminal or suspicious activity.

Services and Assistance

The Campus Security Department functions as a highly trained, and service-oriented, school of the College by continually improving and offering various assistance programs.

- Provide CPR, basic first aid and personal safety
- Assist in emergency situations
- Provide battery jump starts (signature and ID required)
- Provide campus patrol
- Complete routine safety and security inspections
- Provide personal escort services
- Respond to and make emergency notifications

- Investigate all criminal and non-criminal incidents on campus
- Manage campus parking
- Manage tobacco use on campus
- Manage lost and found
- The services above are not fully available at the regional campuses.
- Regional Deans serve as the safety and security liaison to the Wausau Campus

CAMPUS SAVE ACT

The Campus SaVE Act (SEC. 304 of the Violence Against Women Reauthorization Act of 2013) seeks to address the violence women face on college and university campuses. In addition to mandates relating to various college policies and procedures regarding personal violence reporting, investigation, and hearings, the SaVE act requires post-secondary institutions to provide information to all new employees on the following:

- The definition of domestic/dating violence, sexual assault, and stalking.
- The definition of consent, with reference to sexual offenses.
- Options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations.
- Recognition of signs of abuse behavior and how to avoid potential attacks.

NTC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Please familiarize yourself with the information provided on the NTC web page located at <http://www.ntc.edu/current-students/counseling>.

TITLE IX

Title IX is a comprehensive federal law that prohibits sex discrimination in higher educational institutions. Specifically, it states that “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

In 1987, that scope was extended to any educational institution, governmental entity, or private employer that received federal funding.

Northcentral Technical College prohibits all forms of illegal discrimination, harassment, intimidation, and coercion on campus and at College related activities and functions. NTC is required to investigate all allegations regarding sexual misconduct under Title IX. Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person.

Title IX covers students and staff of all genders.

All NTC employees are required by Title IX to report any suspected sexual misconduct to the College. Report suspected sexual misconduct via the Maxient link on the intranet or by contacting the Title IX Coordinator at 715.803.1057.

COMPUTER USAGE POLICY

Computer information systems and networks are an integral part of business at NTC. The organization has made a substantial investment in human and financial resources to create these systems.

Information Security has been established in order to:

- Protect this investment.
- Safeguard the information contained within these systems.
- Reduce business and legal risk.
- Protect the good name of the organization.

See Administrative/Operating Guideline #643 for more information.

PERSONAL MOBILE DEVICE USER AGREEMENT

If you would like access to your NTC's e-mail, calendar, and contacts on a personally-owned mobile device, (*e.g.*, smartphone, PDA, iPad, laptops, etc.), we ask that you agree to the terms and conditions set forth in the College's personal mobile device user agreement. (This is subject to supervisor approval and is not intended to be a work from home tool.) This agreement can be found at <http://bit.ly/2nNtaH1>. This agreement is necessary to help ensure proper protection of NTC confidential information accessed through your mobile device. Below is a subset of the agreement terms.

- I will surrender my mobile device to NTC in the event a security or privacy breach has or is suspected to have occurred in connection with the mobile device. If requested, I will also grant NTC access to my mobile device service provider's usage records.
- Information Technology (IT) will provide support for installation and connection to NTC e-mail, calendar and contacts through your mobile device. All other support issues should be directed to your mobile device service provider.
- Cell phones should not be used for College business while driving unless equipped with a hands free device.
- Employees may not use the recording or photographic capability of their cell/smart phone in areas of the facility where individuals would have a reasonable expectation of privacy.

To get a copy of this agreement and to schedule a time to have your mobile device configured, please call the Help Desk at extension 1160.

SOLICITATION AND PUBLIC ASSEMBLY

NTC recognizes and supports the right of public assembly and expression. This guideline is not intended to limit or discourage the free exchange of ideas between students, NTC staff and/or the public. This guideline provides information on how groups may publically assemble in a way that does not interfere with the educational experience of our learners or the work of the College. See Administrative/Operating Guideline #225 for more information.

HOURS OF OPERATION

The current NTC hours of operation are listed in the appendix of the handbook.

ACADEMIC CALENDAR

The current academic calendar is located in the appendix of the handbook.

NTC CREDIT CARD

NTC will provide credit cards for use by College employees and the NTC Board of Trustees in the accomplishment of their job responsibilities when such use will result in efficiencies that benefit the College and subject to the approval of their supervisor and Financial Services. See Administrative/Operating Guideline #634 for more information.

TRAVEL AND EXPENSE REIMBURSEMENT

College employees are encouraged to make travel plans using the principles of fiscal austerity and energy conservation. Employees who travel are expected to exercise good judgment when incurring travel costs. Employees will be reimbursed only for reasonable and necessary travel expenses that are actually incurred in the performance of official duties, according to the provisions of Administrative/Operating Guideline. See Administrative/Operating Guideline #302 for more information. Important items to note are as follows:

- Commuting miles between home and the employee's base campus are not reimbursed by the College.
- Prior approval for all out-of-state travel must be obtained by the supervisor and the appropriate member of ELT. Find the NTC Employee Travel Request form on the intranet: FORMS (on the left). Choose Travel Request Form under Finance Forms.
- All international travel, including international travel funded under a contract provided for under 38.14 of the Wisconsin Statutes, requires approval by NTC's President.
- The choice of transportation will be made based upon the most efficient and least expensive means of reaching the intended destination. If another form of transportation is selected, reimbursement will be limited to the least expensive means of transportation.
- Tips up to a maximum of 20% of the charge, are reimbursable.

- Those individuals who use their personal vehicle for business use must have a certificate of insurance on file in Financial Services prior to being reimbursed.
- Individuals will be reimbursed for actual meal expenses incurred on College business when they are traveling overnight. The College shall reimburse these actual expenses for any employees up to a maximum of 100% of the GSA.gov domestic per diem rates.
- No reimbursement will be made for the cost of alcoholic beverages.
- Claims for reimbursement must be filed within 45 days following the time the expense was incurred. The final date, however, for claims occurring by June 30 is July 31. Claims filed later than this date will not be reimbursed.
- Itemized receipts are required for reimbursement.
- Expenses are reimbursed via direct deposit. A separate direct deposit is required for Finance (in addition to any payroll direct deposit). Find the Finance direct deposit form on the intranet: FORMS (on the left). Choose direct deposit form under Finance Forms.

TUITION REIMBURSEMENT PROGRAM

The College recognizes the importance of educational advancement for its employees in maintaining a workforce that aligns with the strategic direction of the College. As such the College has established a tuition reimbursement program to assist in meeting these goals. Participation in the employee tuition reimbursement program is at the sole discretion of the College based on budget considerations and whether the attainment of the advance degree or certification contributes to the enhancement of the student experience and fits into the succession planning of the College.

The Tuition Reimbursement Program is a shared program with the employee and the College participating in the cost of the advanced degree or certification. Approved participants are eligible for up to nine credits per year for undergraduate and graduate programs and 15 credits per year for doctoral programs, with the maximum per credit reimbursement based on current per credit cost at UW-Madison.

Regular full time employees with two or more years of service at the College are eligible to apply with the support of their immediate supervisor. A study plan and completion timeline is required as part of the application. Any deviation from the approved plan requires ELT (Executive Leadership Team) approval.

Participants are required to maintain employment at the College while participating in the tuition reimbursement program and for 4 years upon degree or certification completion. Participants leaving the College prior to completion of the program or prior to 4 years after completion are required to reimburse the College the total cost paid by the College.

Reimbursement will be paid in the form of a check payable to the College or from a payroll deduction.

TRAVEL PAY

Staff will be reimbursed per the IRS standard mileage reimbursement rate for actual miles driven on a work assignment when actual miles driven are more than ten miles one way and the assignment is away from the employee's base campus. See Administrative/Operating Guideline #302 for more information.

Development

IN-SERVICE

Two days per year have been set aside as "In-Service" days, to concentrate on internal employee professional development. The campus is closed to students until 5 p.m. on these days, and all regular full-time and part-time employees are expected to attend and participate. A variety of different professional development opportunities are provided which may include breakout sessions, workshops, professional speakers, team development sessions, etc.

EMPLOYEE ORIENTATION

Employee orientation to the College consists of three different components.

- 1. Face-to-Face Orientation** All new full-time employees and regular part-time are scheduled for an orientation to the College during their first few weeks of employment.
- 2. New Employee Learning Management System Site** – Dependent upon his/her employee classification new employees will be directed to a Learning Management System site to aid in his/her orientation to the College. The site has a number of modules including:
 - NTC Vision, Mission, Community Benefits Statements, Core Beliefs & Strategic Directions
 - Armed Intruder
 - Consensual Relations
 - Family Educational Rights and Privacy Act at NTC
 - Preventing Sexual Harassment
 - Employee Handbook
 - Overview of NTC/WTCS
 - Performance Management Modules
 - Veterans on Campus

To complete the orientation, new employees take the final orientation quiz.

3. Face-to-Face Orientation within the School/Service Area – Perhaps the most important piece of the orientation will be meeting face-to-face with one or more representatives from your team. Depending upon the school/service area, this may include time spent with:

- Your Supervisor
- Dean or the Associate Dean
- Your office team
- A Coordinator/Director
- An Administrative Assistant
- A Mentor
- Program Director

MENTORING

All regular employees at NTC are assigned a mentor for the first year of employment. Generally, supervisors will work with the Employment Coordinator to formally assign a mentor for the new employee. The Director of Curriculum & Organizational Development will work with the Dean to assign a mentor to a faculty employee.

EMPLOYEE RECOGNITION

The Curriculum & Organizational Development Department coordinates employee recognition events to celebrate the accomplishments of NTC's employees. Recognition is given for those who have 5, 10, 15, 20, 25, 30 or 35... years of service to NTC. Outstanding contributions to the College from all levels of staff are also recognized and celebrated, as are those people who have retired from NTC during the past 12 months. Among the awards presented are

- Altman Award for Educational Excellence
- Outstanding Adjunct Faculty Award
- Outstanding Middle Leader Award
- Outstanding Support Staff Award
- Exemplary Service Award
- Years of Service Awards
- Retirement Celebration Awards

GIFT CARDS / PRIZES OF VALUE

IRS guidelines require that any gift cards/prizes of value purchased with College funds and provided to employees be added to the employee's W-2 as taxable income. Years of Service awards are not subject to taxable income.

NTC Bookstore gift cards are the only gift cards to be purchased with College dollars and provided to an employee. Recipient employee name and gift card amount must be provided to the NTC Bookstore at the time of purchase and the Bookstore will provide the employee name and dollar amount to payroll for inclusion on W-2 taxable income.

PERFORMANCE EVALUATION

The performance evaluation materials are located on the NTC Intranet, under Human Resources, and the Performance Management tab.

NONDISCRIMINATION STATEMENT

Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions, or its program or activities.

The following person has been designated to handle inquiries regarding the College's nondiscrimination policies.

Phone: 715-803-1057

Associate Vice President of Human Resources
Northcentral Technical College
1000 W. Campus Drive
Wausau, WI 54401

MIDDLE LEADERS

Employment

EMPLOYEE CLASSIFICATION

Middle Leaders supervise staff, plan and make decisions regarding College operations. Middle Leaders are exempt from the overtime provisions of the Fair Labor Standards Act.

EMPLOYMENT STATUS

Middle Leaders are salaried employees, with a standard full-time schedule of 40 hours per week. Middle Leaders are exempt from the overtime provisions of the Fair Labor Standards Act. Middle Leaders are responsible for assuring the accuracy of and timely approval of employee timesheets.

POLICY ON MIDDLE LEADERS TEACHING AS ADJUNCT FACULTY

Middle Leaders may be given the opportunity to grow professionally by teaching as adjunct faculty within the College. This practice is supported for several reasons:

1. Professional development of the employee
2. Increasing the applicant pool for adjunct positions
3. Understanding the bigger picture of NTC's customers, both internal and external.

Approval must be made with the supervisor of the Middle Leader prior to any assignment of adjunct teaching to assure the least disruption to the team. It is important to remember that NTC will be as flexible as possible when reviewing a request for adjunct teaching, but the Middle Leader position is the primary responsibility, adjunct positions come second. In the justification for approval, also comment on how other areas of the College may potentially be affected negatively by a Middle Leader teaching an adjunct position.

The following parameters have been established for Middle Leaders teaching adjunct:

1. Teaching tied to a course number in a program, continuing education or by a contract with Business & Industry (BI):

Middle Leaders will be paid at the appropriate adjunct faculty rate for any teaching that is tied to a course number. If a Middle Leader is teaching a course during their normal workday, vacation time should be taken during that teaching time. Employees may flex their schedule in lieu of taking vacation, as long as the plan is pre-approved, in writing by the Middle Leader's supervisor.

Middle Leaders who are teaching outside their normal workday will be paid at the same adjunct rate; however, vacation time does not need to be taken.

Middle Leaders who teach as adjunct faculty must meet FQAS expectations.

Middle Leaders can teach a maximum of an average of six student contact hours per week averaged over the semester. Exceptions to this must be approved in advance by the Associate Vice President of Human Resources or designee and the Vice President for Learning.

Middle Leaders with the responsibility to assign adjunct work should not assign adjunct work to themselves. If necessary, approval can be given by the Vice President for Learning for a Middle Leader to adjunct in their area.

2. Teaching not tied to a course number (i.e. training during a learning team meeting, in-service or other professional development)

Middle Leaders will not be compensated for this training which is part of their normal workday. The College views this type of training as part of a Middle Leader's responsibility to share their expertise. If the training occurs outside of their normal workday, again Middle Leaders will not be compensated; however, alternate arrangements to take time off can be made with the supervisor.

Compensation and Benefits

TIME OFF BENEFITS

Eligibility

Part-time Middle Leaders will receive pro-rated time-off benefits based upon their status. To be eligible for time-off benefits, a part-time Middle Leader must be hired on a regular basis for a minimum of 20-hours per week (minimum one semester in length).

Holidays

All full-time, full year employees will be paid for the following holidays per year as follows:

- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day-Thanksgiving Friday
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day

When Independence Day is on:	Holiday is observed on:
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

When Christmas Day or New Year's Day is on:	Holiday is observed on:
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Employees who work less than 51 weeks will be compensated for the holidays that fall within their scheduled workweeks.

Vacation

All full-time Middle Leaders will receive vacation benefits as follows:

Number of Weeks of Employment	Number of Vacation Days
52	25
46 – 51	20
41 – 45	15
36 – 40	10

All vacation must be scheduled with the approval of the employee's immediate supervisor. Employees are able to carry over five days of vacation into the next fiscal year with approval of their immediate supervisor. This should be an exception to the rule versus the norm.

Vacation carryover is based on college need, not personal need.

A prorated portion of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling employment obligation for the remainder of the fiscal year.

Vacation is provided July 1st of each fiscal year.

Sick Leave

The College provides sick leave benefits for employees for their own personal illness. Associate Vice President of Human Resources or designee may request a physician statement verifying the illness.

Full-time employees shall accumulate up to 120 days based upon their number of weeks of employment as follows (pro-rated for qualifying part-time):

Weeks of Employment	Sick Days
52 weeks	12 days effective with employment and 12 days each July 1 st thereafter.
46 – 51 weeks	11 days effective with employment and 11 days each July 1 st and thereafter
41 – 45 weeks	10 days effective with employment and 10 days each July 1 st thereafter
36 – 40 weeks	5 days effective with employment and 5 days each July 1 st thereafter

Emergency Leave

A middle leader can request up to five days per fiscal year to cover unforeseen circumstances that call for immediate action during job hours.

The need for such leave must be communicated immediately upon knowledge of such need, in advance if possible to the immediate supervisor.

Serious Illness and Bereavement Leave

Bereavement leave up to five days per incident per fiscal year may be granted by immediate supervisor to cover death of a close relative such as spouse, domestic partner brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild.

Employee is entitled to no more the five days absence with pay in any one fiscal year for serious illness in the employee's immediate family such as spouse , domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild. If additional days are necessary for either the death or major illness of a close relative (spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild), advanced request made prior to days used may be approved by the College and with such approval the additional days will be charged against the individual's accumulated sick leave days.

Leave of Absence for Medical Reasons

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal

work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College. The leave will be granted or denied by the Associate Vice President of Human Resources or designee.

3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.

4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.

5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician's statement certifying that the employee remains unable to perform the normal work assignments of the employee's position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College's choosing, at the College's expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position.

6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.

7. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence for reasons not mentioned above.

OTHER LEAVE

1. Employees may be granted no more than 10 days of unpaid leave of absence in any one fiscal year if approved and scheduled with Human Resources and the immediate supervisor.

2. Employees who take an unpaid leave of absence under this language shall continue to earn all fringe benefits as if they had remained in paid status.

3. Such leave as described above must be taken in a minimum of full day intervals.
4. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence outside of the guidelines mentioned above.

Shut Down

The College is closed between Christmas and New Years and the week of the July 4th holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

NOTIFICATION OF ABSENCE

When employees, because of illness, weather conditions or other emergencies, find it necessary to be absent during their normal schedule, they should contact their immediate supervisor prior to the beginning of their normal workday.

If the immediate supervisor cannot be reached, the employee should speak to another member of their unit so a message can be given to the employee's supervisor.

RESIGNATION

Middle Leaders are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receives 25 days of vacation on July 1st and resign December 20th. The employee earned 6/12 of the full year benefit or 12.50 days).

HEALTH INSURANCE RETIREMENT BENEFITS

Employees with a hire date of July 1, 2012 or later are not eligible for health insurance benefits at the time of retirement.

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

Eligibility

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and have completed at least 15 years of continuous service at time of retirement.

Employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

Middle Leaders must provide a 12 month notice of retirement to be eligible for Health Insurance Retirement Benefits.

Benefit

The College will pay 100% of the dollar amount it pays for active employees. If there is a change in the dollar amount the College pays for health insurance for active employees, then the College will also make a revision in the dollar amount it pays for retired employees.

If there is a change in coverage, benefits, network, etc. for health insurance for active employees, then the College will also make a revision in the plan for retired employees.

The College will provide a family or single group health insurance plan to the retiree through the end of the month in which the retiree turns the age of 65 provided the retiree pays their required portion of the monthly premium.

This benefit is available through the end of the month in which the retiree turns age 65.

VISION INSURANCE

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is an up to \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

FACULTY

Employment

EMPLOYEE CLASSIFICATION

Faculty provide instruction, expertise and leadership within their program and content area.

EMPLOYMENT STATUS

Faculty are salaried employees, with a standard full-time schedule of 40 hours per week.

Faculty are exempt from the overtime provisions of the Fair Labor Standards Act.

INDIVIDUAL EMPLOYMENT CONTRACT AND RESIGNATION

Full-time and part-time faculty (not adjunct faculty) will receive an individual employment contract subject to Section 118.22 of the Wisconsin Statutes, if applicable. The individual employment contract will not be more than one year in duration. Faculty who terminate this contract through breach during the contract term will be assessed liquidated damages if a 60 day notice is not given. It is understood and agreed that if an Instructor leaves prior to the fulfillment of the Contract, he or she will repay the College any owed salary overpayment within 30 days as well as pay any liquidated damages. NTC may deduct this amount from any money owed to the employee or may demand and recover this amount from the employee.

Faculty that are electing to retire with the retiree health insurance benefits of the College are required to provide a one year advance notice of the intent to retire.

JOB DESCRIPTION

Position Title: Faculty

General Description: Northcentral Technical College (NTC) is a customer-focused, accessible provider of innovative life-long learning that builds a globally competitive workforce. The College seeks team-oriented, student-focused individuals who have a deep value of education to facilitate learning. NTC staff serves in alignment with the College's mission, vision, core values, and operating principles, and Board of Trustee's Executive Limitations, Productivity and Quality Measures, and Community Benefits Statements. As a member of a learning team, faculty report to a designated dean and participate in program, school, interschool and college-wide team activities. Faculty provide instruction, expertise and leadership within their program and content area. Faculty are expected to remain current in their area of expertise and in the field of education through professional growth and continuous learning activities.

Faculty contribute to the College community as exemplified by committee involvement, participation in leadership activities, academic advisement of students, and sponsorship of student activities. Faculty members are also encouraged to be involved in the NTC College through various service opportunities in community organizations or through other community activities.

Expertise, Attitude and Abilities:

Expertise: An educational philosophy which places the primary emphasis on student learning in the design, delivery, and evaluation of learning. Expertise in content areas being taught. A solid understanding of how the education and business worlds interface. Commitment to the use of new learning technologies. Excellent communication skills including oral, written and presentation skills.

Attitude: An uncompromising commitment to learning through the College's mission, vision and values. A positive and proactive approach. Flexibility, a willingness to change. Open-mindedness, fairness, the ability to see multiple perspectives. A willingness to take risks. A willingness to accept responsibility for professional and personal growth. Strong support for diversity.

Ability: Success and commitment as a team member, fostering consensus and collaboration in and out of the classroom. The ability to manage projects, set and achieve specific objectives and measure results. Proficiency in use of technology, computers and software.

Essential Duties:

NTC Faculty will serve their learners and the College in the following ways:

- Facilitate learning through classroom activities, distance learning experiences, workforce development, out-of-classroom activities and the mentoring of students and peers.
- Support and maintain collaborative relationships with business & industry, community based organizations and K-16 partners.
- Assess and evaluate student performance in alignment with the College assessment plan in a timely manner.
- Conduct assigned classes for the scheduled length of time.
- Submit final grades by the scheduled due date identified on the academic calendar.
- Post and maintain office hours.
- Maintain accurate records of student attendance and achievement for up to one semester after the semester end unless requested for a longer period of time.
- Furnish written evaluations as requested by students.
- Coordinate instructional support services to meet individual student accommodation and modification needs.

- Coordinate instructional material and timely distribution of such to regional campuses.
- Assist in student academic advising.
- Utilize and engage in professional day activities and team time as designated.
- Maintain course outcome summaries, learning plans, Performance Assessment Tasks (PATs), syllabi, and online Learning Management System template in the approved College format and time parameter.
- Actively select and use appropriate learning materials and resources including textbooks, library resources, equipment and supplies to enhance learning.
- Assist in planning, developing, implementing and evaluating a new or modified course/certificate/program. Identify areas in need of improvement. Stay current and focused on learner needs.
- Collaborate with the program team in identifying, developing, implementing and evaluating strategic goals and objectives (Team Action Plans, Instructional Vitality Process).
- Assist in identifying, planning, and delivering continuing education and Business and Industry workshops and seminars.
- Participate in the budgeting and procurement process.
- Keep professionally up-to-date in area of content expertise and in the teaching profession.
- Participate in institutional, advisory and program team and committee meetings.
- Actively support diverse learners.
- Attend the College's in-service sessions, and commencements and other activities as directed.
- Assist in the orientation of new full-time, part-time, adjunct faculty and Technical Support Professional employees within their content areas.
- Maintain professional certifications, licensures, and requirements.
- Assist in student recruitment and Student Services activities.
- Attend College Open Houses (on-campus and off-campus, set-up and take down) to assist with student recruitment.
- Assist with dual credit and other articulation/transfer agreements.
- Assist with coordination of grant development and management as directed.
- Maintain documentation as required by accreditation, program, or clinical sites.

Qualifications

1. Initial Qualification
 - a. Required for: All instructors except those teaching exclusively 42 (continuing education), 47 (occupational/professional development), or 60 (community service) level courses.
 - b. Requirements:
 - Academic Subject Instructor (non-General Education such as ABE, ELL, College Prep, etc.) – Bachelor's degree or higher with at least a minor (or 20 semester credits) in Elementary Education, Secondary Education, Adult Education or

- Special Needs Education or a total of 3 credits of Reading Instruction and/or Teaching Methods or any combination thereof.*
- Academic Subject Instructor (General Education) – Master’s degree in the content area teaching or Master’s degree with 18 graduate credits in the content area teaching.*
 - Occupational Subject Instructor
 - Bachelor’s degree or equivalent (occupational experience combined with appropriate education and training totaling 14,000 hours), Master’s in Nursing required for nursing faculty.*
 - 24 months (4,000 hours) of verified work experience in appropriate field for each instructional area (half of which has to be in the last five years)

*Evaluation of earned academic credentials and relevant occupational experience are the primary methods for determining faculty qualifications. However, NTC recognizes faculty members may have a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline of instruction which can be considered in concert with formal academic preparation. In such cases, the faculty member may present objective documentation of those experiences relevant to the teaching assignment considered for determining if the faculty member is qualified under tested experience. Using tested experience as a method for qualifying faculty should be used judiciously and consistently, and should not be construed as a standard practice.

2. Experience in teaching and working with diverse populations preferred.
3. Occupational instructors must have a minimum of two years (4,000 hours) full-time or equivalent demonstrated relevant occupational experience.
 - a. At a minimum, occupational experience has to have occurred at least one year within the last five years.
 - b. May waive the occupational experience of one year within the last five years (3.a) if the candidate has two years post-secondary teaching experience in the appropriate occupational field within the last five years.

The duties and responsibilities listed are intended to describe the essential functions of persons assigned to this position. They may also require some flexibility and interpretation to fit the needs of other areas of the College such as the Alternative High School. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.

FULL-TIME FACULTY TEACHING ASSIGNMENT BASED ON A 40 HOUR WEEK

Teaching assignment will be adjusted based on overall standard work week. The information below is based on a 40 hour standard work week:

Student Contact Hours	21-25 hours
Office Hours	5-6 hours <i>Office hours must be part of the faculty schedule at the beginning of each semester.</i>
Prep and Team Time	2-14 hours <i>A two hour team meeting must be held each week. Team meetings must be part of the faculty schedule at the beginning of each semester.</i>
Additional Assessment	2 hours

Individual faculty contracts will be issued from July 1st to June 30th. Faculty obligation will be a total of 1440-1800 hours, which may include a combination of student contact hours, office hours, prep and team time, curriculum development, in-service, etc., during this time period. The faculty member may request and the Dean may agree to assign the faculty member a teaching assignment of less than 21 hours of student contact. The faculty member will be assigned contact hours in summer and/or winterim to fulfill their 1440-1800 hour obligation. If a faculty member does not have a teaching assignment of 21-25 hours, their supervisor can assign winterim or summer classes to assure the faculty member has a full-time work assignment. If a faculty member is assigned 21-25 hours during their traditional semester, any teaching in the summer or winterim would be paid as extra contractual above full-time teaching assignment. Faculty may be assigned to teach outside the traditional Fall and Spring semester to meet learner needs based on an obligation of 1440-1800 hours.

New faculty hired will be hired with an obligation of 1440 hours to 1880 hours depending on the needs of the program during a period of July 1st – June 30th.

Faculty that do not have a full teaching assignment may be assigned curriculum development as part of their teaching assignment based on the following:

- 1 credit curriculum development = 1 student contact hour
- 2 credit curriculum development = 2 student contact hour
- 3 credit curriculum development = 3 student contact hour

The same formula will be used for curriculum development that is part of professional days and team time.

Student Contact Hours may be averaged to determine faculty teaching assignment. Office hours, prep, additional assessment, and team time will not be averaged.

Tentative teaching assignments will be distributed as soon as possible with enough time to allow appropriate preparation. Teaching assignments may change based upon customer needs

Faculty should document student contact, office hours, team time (minimum of 2 hours per week), and curriculum projects assigned as teaching assignment on their calendar.

Faculty assigned a curriculum project as part of their work assignment must complete the project during the semester it is assigned.

Team Teaching

Faculty that team teach a course will receive teaching assignment or extra contractual above full-time teaching assignment, based on the overall assignment requirements.

Adult Basic Education/English Language Learners/Intensive English Proficiency/Alternative High School Assignment

Full-time faculty in these areas will be assigned 21-25 student contact hours. An hour of student contact is defined as 50-60 minutes.

Online Any Time Starts

Online Anytime Start courses may be paid as extra contractual or as part of regular teaching assignment as determined by the Dean. The stipend payment amount for Online Anytime Starts is listed under section Extra Contractual Above Full-Time Teaching Assignment. This includes Virtual College courses. It can be part of the teaching assignment if the faculty has less than a full assignment or if the course needs to run due to College initiatives or student need. See Compensation and Benefits section for a course stipend listing.

DUAL CREDIT

Requirements & Expectations of NTC Faculty

1. Provide the high school teacher with post-secondary curriculum/related materials for instruction, and access to Canvas.

- Course Syllabi
- Course Curriculum
- Textbook Information
- Course Assessments including the final comprehensive assessment, challenge exam (exam, portfolio, project, etc.)
- Course Grading Scale
- Teaching Materials such as PowerPoints, videos, handouts, etc.

2. Review and work with High School faculty to develop their course syllabi to help ensure that NTC course competencies are met and curriculum is followed. Collect a syllabi from each teacher and put it in the S Drive under dual credit.
3. NTC faculty will communicate at least 3 times a semester (via telephone, email, or onsite/workshops) to provide assistance to the high school instructor to review progress, address consistency and support the curriculum's content, rigor, assessment and grading requirements.
4. Meet face to face with any new dual credit instructor to assure the high school teacher is prepared.
5. The Director of K-12 Pathways is a resource in working with new and existing dual credit high school instructors.

All full-time instructors mentoring for dual credit courses will receive three hours of special assignment in their teaching assignments to support the dual credit requirements and expectations.

CREDIT FOR PRIOR LEARNING

Full-time faculty are expected to identify, develop and support Credit for Prior Learning (CPL) opportunities.

1. Prior Learning Assessments (PLAs) may be offered as an exam, skill demonstration and/or portfolio.
2. PLAs in an exam format will be given and scored based on the answer key provided.
3. PLAs that are skill demonstrations and/or portfolios will be evaluated by a faculty subject-matter expert who is identified as the PLAs-designated faculty for the course.
 - a. Once the assessment has been administered, the faculty evaluator will have 5 business days to evaluate a skill demonstration and 10 business days to evaluate a portfolio.
 - b. Students must demonstrate a minimum of 80% competency on the PLA in order to be granted credit.
 - c. Evaluations will be completed based on established criteria indicated on an answer key, scoring guide/rubric or a combination of the two.
 - d. PLA evaluations will be eligible for a stipend payment of \$100 for skill demonstration and/or portfolio assessment.

4. Additional information on CPL and PLA can be found in the Guidelines for Assessing and Awarding Credit for Prior Learning at Northcentral Technical College.

- a. To find the guidelines:
 1. Go to ntc.edu
 2. Choose Faculty Resources at the bottom of the page
 3. Choose Instructional Support
 4. Enter password: faculty
 5. Under Credit for Prior Learning, choose Prior Learning Assessment (PLA) Guidelines.

SPECIAL ASSIGNMENT

Faculty may be assigned special projects or other work to fulfill full-time assignment. Special assignments can also be extra contractual and will be compensated based on the nature of the assignment.

ACADEMIC CALENDAR

The Academic Calendar is created based on the following principles and faculty requirements:

1. Faculty Obligation
 - 156 student contact days for 36 wk, 176 student contact days for 40 wk, 186 student contact days for 42 wk, or 201 student contact days for 45 wk
 - 2 grading days
 - 2 in-service days
 - 7 holidays
 - 2 prep days prior to each semester start
 - 2 graduation days
 - 5 professional days
 - 4 college initiative days
 - Total contract hours are 1440 for 36 week faculty, 1600 for 40 week, 1680 for 42 week faculty, 1800 for 45 week faculty
2. Student contact days are maintained at 156-201 per year unless additional contract days are needed to meet the full-time obligation.
3. The five professional days will be used for program enhancement/teaching activities such as curriculum development, LMS Master Course maintenance, business and industry visits, and mentoring of adjunct faculty as directed by the Dean. Two of the five days can be used as prep as approved by the Dean.
4. One day is designated before the first day of class each semester for prep and/or team meetings as designated by the Dean. Faculty will be required to be on campus for these days. Faculty are expected to be at work the full day.

5. Four College Initiative Days are designated and directed each year by the College.
6. Two Grading Days are contracted days primarily designated for faculty to complete their course grading. In the instance a team/school meeting is necessary before the end of the semester, faculty are required to attend the meeting.
7. One day each semester is listed for a Saturday graduation. All faculty will be present and in regalia. Commencement is the celebration of the students' journey at NTC. We all know many stories of the hardships and obstacles our graduates have endured in pursuit of education. Everyone at NTC has been a part of creating a positive learning environment for our students and for their continuing education. It is important that faculty are present to congratulate them as they cross the stage in acknowledgement of their achievement. Faculty that are not part of a program or don't have graduates, should pick a program area to join. Faculty may not utilize personal days to miss graduation.

See the current Academic Calendar for further details. The calendar can be found in the appendix of this handbook.

PROFESSIONAL DAYS

Faculty are provided five Professional Days. Professional Days will consist of five days of approved activities developed with the Dean that will focus on learning, applying, promoting and growing as a member of NTC. Professional Days may be directed to support college initiatives that have a significant impact on faculty/students. Professional Days are part of the faculty obligation.

Identified parameters for professional days

- July 1 through June 30
- 1 day = 8 hours
- Total of 40 hours available
- Tentative plan will be developed with the Dean no later than September 1
- Deviations from the original plan must be communicated and approved by the Dean
- Travel time included for professional day (to and from event)
- Professional days are above and beyond class schedule, team time, prep, and office hours; they are also above and beyond the two graduation days, two in-service days, College Initiative Days, and the two prep days prior to the semester start.
- Two of the five days can be used for prep as approved by the Dean.
- Activities must be related to the faculty instructional area.

Potential Days (Internal focus)

- Research projects for program improvement
- Curriculum development and content for a new CE/BI offering, Dean approval
- Grant writing, data gathering
- Participate in a college class, workshop (not required for faculty qualifications and approved by Dean)

- Participate in college committee (AQIP, United Way, Assessment)
- Mentor faculty member outside own area
- Develop white paper/report based on industry trends
- College and Program orientation
- Faculty visit to regional campuses-travel to regional campuses to accomplish identified need
- Work with K-12 staff
- Adjunct Orientation
- Open House
- LMS Master Course Maintenance

Potential Days (External focus)

- Participate in Speakers Bureau on program, industry related topics
- Job shadow in program area (report back to Dean)
- Attend conferences related to industry topic area
- Participate in high school visits across district in conjunction with K-12 staff
- BI and/or CE content development for training/workshop topic
- Tour industry partners (report back to Dean and BI department)
- Conduct training for BI/CE/ABE based on Dean approval

These guidelines are not intended to be an exhaustive list and may be modified based on program/College need.

COLLEGE INITIATIVE DAYS

These days are intended to address College Initiatives and will be planned by the Curriculum & Organizational Development Team. Faculty are expected to be on campus for the full 8 hour day.

TEAM TIME

Faculty Team Time Guidelines

1. Faculty will have a minimum of two hours of team time a week.
 - a. Two hours of team time must be spent in team meetings together on campus.
 - b. Faculty are expected to participate from a campus location (campus video conferencing is acceptable).
 - c. It is acceptable if the team chooses to meet off-site occasionally, if approved by the Dean.
2. All faculty will be part of a team which will be identified.
 - a. Team includes the School's Middle Leaders who do not need to be present at every meeting.
 - b. All team actions and recommendations must be approved by the supervising Middle Leader prior to implementing.
 - c. Dean/Associate Dean will determine the configuration of the team.

- d. Team is accountable for the activities and meeting time requirements for team meetings. Team time should be reflected in the faculty's calendar.
 - e. Team is accountable for developing agendas and compiling minutes from each meeting for electronic submission to the Dean/Associate Dean. Agenda should be distributed one day before the meeting and minutes within one week of the meeting.
3. Each team is responsible for developing and updating a team action plan (TAP) that describes the work to be accomplished using the guidelines provided by Academic & College Effectiveness.
- a. The TAP must be shared with Supervisors. Teams have the option to store the TAP electronically on the shared drive.
 - b. Team members are individually accountable to actively support the Team goals
4. Team time beyond the two hours will be determined for each faculty based on the combination of instructional hours, office hours, and prep hours such that the total work week is 40 hours.
- a. This team time (beyond the two hours of on-campus team time) should be completed in such a way that all team activities/team action plans are accomplished.
 - b. Specific team activities may be assigned to faculty by the Dean based on program/College need.
5. Office hours, additional assessment, and prep time do not count as team time.
6. Team time can include, but is not limited to, these activities:
- a. Curriculum work
 - Curriculum modification
 - Curriculum peer review
 - Curriculum development
 - Business and Industry
 - Developing & updating curriculum in WIDS & the Learning Management System
 - Continuing Education (developing, brainstorming content, etc.)
 - Major program modification
 - Prior Learning Assessments
 - b. Faculty support, orientation, and adjunct mentoring
 - New full-time faculty orientation (curriculum, Learning Management System)
 - Adjunct faculty support to include communication about team time activities
 - Review faculty/adjunct orientation and process for improvement
 - c. Student support:
 - Student policy and procedures/student handbooks
 - Open House, high school visits
 - Planning and participation

- a. Student orientation
- b. Recruitment activities
- d. Program work:
 - Admission policies
 - Input into scheduling
 - Dual Credit activities in collaboration with K-12 staff
 - Assist Registrar with program transfer student requests
 - Team Action Plan
 - Agenda/minutes for team time
 - Pre-/Post-Advisory Committee work
 - Capital Equipment
- e. Research, recommendation, and procurement upon approval from the supervisor
 - Review of library resources
 - Proofreading catalog pages
 - Program expansion – service to outlying areas
 - New products and/or technology
 - New methods of delivery
 - Participation in development and review of grants
 - Equipment maintenance – repair/disposal
 - Inventory/software (equipment)
 - Textbook ordering
 - Developing new labs/lab prep/building equipment
- f. Quality Initiatives:
 - Technical Skills Attainment
 - Assessment
 - Comprehensive program review
 - Accreditation – Reaccreditation work
 - Instructional Vitality Process
- g. Relationships and Collaboration:
 - Cross-functional committee work
 - Involve other staff in meetings as needed
 - Shared program/relations
 - Transfer agreements
 - Business and Industry
 - Collaborative meetings with dedicated Student Success Team consisting of enrollment assistant, advisor, and faculty to address unique needs of students from enrollment to completion

These guidelines are not intended to be an exhaustive list and may be modified based on program/College need.

OFFICE HOURS

Faculty Guidelines for Office Hours

1. Office hours give students the opportunity to ask in-depth questions and to explore points of interest or confusion that cannot be fully addressed in class.
 - a. Office hours can be used for:
 - advising
 - identifying academic and supportive resources
 - remediating content from theory, lab, and clinical
 - b. Faculty will encourage students to utilize their office hours:
 - Repeat invitations to come to your office hours periodically during class
 - Invite students to learn your office hours and office location
 - Invite specific students to your office if they are having trouble with course material
 - Create a welcoming environment when students visit your department/office
2. Faculty are expected to have five to six office hours per week. The number of hours will be determined for each faculty based on the combination of instructional hours, prep hours, additional assessment, and team time hours such that the total work week is 40 hours.
3. Faculty will maintain office hours on no fewer than three different days of the week at times that will accommodate the needs of students.
 - a. Office hours need to be during days and times where a majority of the students can access the instructor.
 - b. Office hours cannot be held at the same time as team time, prep time and/or class time.
4. The mode/format of office hours will be consistent with the mode of delivery of instruction.
 - a. Office hours for face-to-face classes may be offered face-to-face and online to meet the needs of students. A portion of the office hours must be face-to-face.
 - b. Office hours for an online class will be offered virtually.
 - Set-up an online chat within Skype, the Learning Management System, email, Chat room, etc.
 - Social networking tools are unacceptable (Facebook, twitter, or Myspace) for office hours.
 - c. Faculty teaching both face-to-face and online courses will provide office hours in both face-to-face and online modalities to meet the varying needs of students.
 - d. Faculty teaching in a self-paced open lab course are not required to have office hours for this portion of their teaching assignment.
5. Faculty will be aware of the student's need for privacy and provide an appropriate space for conducting office hours.

6. Office hours are to be determined by the beginning of the term
 - a. Office hours will be consistent in terms of time, day of week, room, format, etc.
 - b. Faculty are responsible for entering and maintaining their office hours in:
 - Outlook
 - Course syllabus
 - Learning Management System under Faculty Information link (when used) and
 - Inside their office
 - Email signature line (encouraged)

PREP

All activities needed by faculty members to prepare lesson plans for instruction.

LEARNING MANAGEMENT SYSTEM REQUIREMENTS

All post-secondary courses will have a Learning Management System presence. To promote student engagement, all courses that use the Learning Management System will be made available two days prior to the start of the course (*e.g.* 11:59 p.m. Friday for a Monday class start). For minimum Learning Management System requirements, refer to the Quality Standards Checklist on the NTC Faculty Resources website. Faculty are required to post course syllabi on the Learning Management System.

EXTERNAL E-LEARNING AND THIRD PARTY INSTRUCTIONAL SITES AS SUPPLEMENTAL MATERIALS

With the exception of self-paced software courses (*e.g.*, MS Office, Keyboarding), the use of Third Party content such as cartridges, e-packs and lab sites can only be used on a supplemental basis and not constitute the majority of the course content; regardless of mode of delivery. The Learning Management System should house the majority of course work in hybrid/online/Virtual College courses. If external resources are used for assessment purposes, grading must be provided in the Learning Management System's Grade Center.

OPEN CAMPUS

Open campus remains in place except for these instances:

- Must be physically present for a minimum of two hours of team time per week.
- A portion of office hours must be face-to-face if teaching a face-to-face class. Office hours must be posted and faculty must be in their office. Office hours can occur at clinical sites with Dean approval and if posted in advance (*i.e.* nursing).
- Online instruction can have online office hours.
- Employees on a performance improvement plan will have closed campus which means they are required to have a physical presence on their home campus during their scheduled work hours

PROGRAM DIRECTOR

Program Director assignment will be given to an individual who participates in coordinating a program that requires program oversight as a part of its accreditation process. This assignment will be given to only one person in each program that fits the above criteria.

The program director position will be filled by mutual agreement, although it may be assigned by the Dean if necessary. The Program Director will be accountable to a designated Dean for their predefined program director duties.

Program Directors will be evaluated annually. If there are any performance deficiencies, the Program Director may be re-assigned to classroom responsibilities immediately.

The Program Director duties cannot be divided among program members.

Program Director assignment will be based on unduplicated student headcount, the number of new team members, self-study requirements, and shared program needs. Additional assignments will be directed by the Dean or Associate Dean based on the unique tasks associated with each program.

Program Director Responsibilities:

- Work with accrediting body to maintain all required documentation.
- Collaborate with Academic & College Effectiveness Team on accreditation requirements and reporting.
- Maintain/compile self-study documents.
- Coordinate with necessary team members to maintain accreditation.
- Serve as primary point of contact between program and accrediting body.
- Program Directors may be contacted throughout the year as a resource to meet learner needs.
- Work with Dean and team members to assure all program effectiveness data is compiled per accreditation requirements, including but not limited to, student data and curriculum data.
- Serve as a communication link with deans, team members and advisory committee regarding accreditation process.
- Serve as liaison between the College and clinical sites regarding accreditation.
- Assure compliance with accrediting body for requirements such as criminal background checks/clinical sites/State of Wisconsin Statutes, documentation of education and occupational experience for students, faculty and clinical staff.
- Maintain positive on-going relationship with clinical sites for retention purposes.
- Other duties as assigned.
- Program Director assignment will be based on the following:

- **Step 1:** Number of unduplicated students per semester if Program Director is involved in handling student issues, placements, or other student concerns
 - 0 – 50 = 6 student contact hours
 - 51 – 100 = 6.5 student contact hours
 - 101 – 150 = 7 student contact hours
 - 151 – 200 = 7.5 student contact hours
 - 201 – 250 = 8 student contact hours
 - 251 – 300 = 9 student contact hours
- **Step 2:** Use of New Adjunct and /or New full-time faculty per semester
 - 1 – 3 = 1 student contact hour
 - 4 – 6 = 1.5 student contact hours
 - Greater than 6 = 2 student contact hours
- **Step 3:** Other duties assigned by the Dean
 - Writing Self-Study/per semester: 2 student contact hours
 - Scheduled Site Visit/per semester: 2 student contact hours
 - Shared Program within WTCS: 1 student contact hour
 - Shared Program outside state: 2 student contact hours
 - Annual Report for Accreditation: 1 student contract hours for semester it is due
- Total student contact hours by adding step 1, 2 and 3 together.

CLINICAL COORDINATOR

Clinical Coordinator assignment will be given to an individual who is responsible for coordinating health-student interaction with clinical sites in programs that require program oversight as part of its accreditation process. This assignment will be given to only one person in each health program. The Clinical Coordinator position will be filled by mutual agreement, although it may be assigned by the Dean if necessary. The Clinical Coordinator will be accountable to a designated Dean for their predefined Clinical Coordinator duties. Clinical Coordinators will be evaluated annually. If there are any performance deficiencies, the Clinical Coordinator may be re-assigned to classroom responsibilities immediately. Clinical Coordinator compensation will be based on a series of factors to include unduplicated student headcount, the number of clinical sites, and shared clinical needs. Additional assignments will be directed by the Dean or Associate Dean based on the unique tasks associated with each health program.

Clinical Coordinator Responsibilities (As required by external accrediting body):

- Work with Program Director to maintain all required clinical documentation in compliance with program, Department of Health Services and accreditation requirements. Coordinate with NTC health program team members to create and update clinical manuals.

- Serve as primary liaison between the College and clinical sites as the point of contact for clinical site staff and program managers. Maintain and update clinical site contracts.
- Clinical Coordinators may be contacted throughout the year as a resource to meet learner needs.
- Track student progress in their clinical experience.
- Monitor preceptor applicants, qualifications and training at all sites.
- Visit clinical sites on a regular basis to maintain positive interaction with site managers.
- Work with program manager and team members to assure all clinical data is compiled per program and accreditation requirements.
- Serve as a communication link with deans, team members and advisory committee regarding clinical process.
- Other duties as assigned.
- Assure compliance for clinical requirements and documentation of education and occupational experience for students, faculty and clinical staff.
- Maintain positive on-going relationship with clinical sites for retention purposes.
- Clinical Coordinator assignment will be based on the following:
 - **Step 1:** Number of unduplicated students per semester
 - 0 – 100 = 1 student contact hour
 - 101 – 200 = 2 student contact hours
 - 201+ = 3 student contact hours
 - **Step 2:** Add Mentoring of new preceptors
 - 1 – 3 = 1 student contact hour
 - 4 – 6 = 1.5 student contact hours
 - Greater than 6 = 2 student contact hours
 - **Step 3:** Other duties assigned by the Dean
 - Total student contact hours by adding step 1, 2 and 3 together.

FACULTY QUALITY ASSURANCE SYSTEM

To ensure quality education and to be eligible to teach, the Wisconsin Technical College System (WTCS), requires all instructors to meet qualification standards. As summarized here, Wisconsin Administrative Rule TCS 3.01 effective 7.1.15, defines what academic preparation and occupational experience is needed to be hired. Another very important part of faculty qualification is the emphasis on continued professional growth. This summary includes information on how to remain qualified under the Faculty Quality Assurance System (FQAS).

Once hired, full-time faculty must meet seven defined competencies within 3 years, with a minimum of one competency per year. Part-time faculty must meet seven defined competencies within 5 years, with a minimum of one competency per year. The seven competencies are:

- Course Design
- Teaching Methods and Technology
- Behavior Management
- Embracing Diversity
- Assessment
- Student Success
- Data and Evidence Analysis

For more information on the competencies, please visit the NTC Faculty Resource site:

1. Go to ntc.edu
2. Choose **Faculty Resources** at the bottom of the page
3. Choose Instructional Support
4. Enter password: **faculty**
5. Select **FQAS**

Once the competencies are met, annual professional development is required at a minimum of 20 hours per year in any combination of these three areas:

- Instructor Excellence
- Student Success
- Currency in Occupational Area

Full-time faculty meet some of these requirements through offerings during College Initiative Days, In-Service, Professional Days, and Development Goals.

Compensation and Benefits

PART-TIME FACULTY TEACHING ASSIGNMENT AND BENEFITS

Part-time faculty as of the 2011-12 school year will be grandfathered in at the same percentage of salary and benefits assuming they continue to work the required number of student contact hours to qualify for part-time status in the 2009-12 contract.

LEAVE POLICIES

A. Notification of Faculty Absence

When an instructor will be absent from class, it is the expectation of the College, that the instructor will attempt to make arrangements for the continuation of the class in order to promote student learning. It is also expected that all competencies/hours required for the course will be completed through instructor guidance.

The absent instructor will be required to:

1. Notify the school's administrative staff of the anticipated absence, as soon as possible
2. Determine the most suitable alternative for delivery of the class material, in cooperation with Dean, or their designee
3. Notify all affected students regarding the absence, if feasible. If not feasible, the school staff will notify the appropriate students.

When an instructor will be absent from a scheduled class, the instructor will follow the school protocol for ensuring the completion of necessary classroom work. At the discretion of the Dean, the school protocol will include the following alternatives:

1. Cancel the current class and re-schedule if appropriate
2. Find a substitute instructor; providing either
 - a. class start-up instruction leading to independent study
 - b. instructional materials for entire class session
3. Switch class times with another full-time instructor
4. Assign an alternate assignment or make-up work

If the team cannot cover the absence, the Dean will determine appropriate coverage and potential compensation.

B. Sick Leave

1. Sick leave refers to those days which an employee may be absent with pay and continuing benefits because of a personal illness upon presentation of evidence of illness by a qualified physician if such evidence is deemed necessary by the Associate Vice President of Human Resources or designee.

2. A full-time instructor will earn 12 days of sick leave upon hire for the first year and 12 days each year after to a maximum of 120 days.
3. The anticipated accumulation of days each year will be credited to the instructor at the beginning of each fiscal year.
4. When an employee has used all of his/her accrued sick leave within a year, a physical examination may be required before he/she returns to work.
5. When an instructor is excluded from school because of quarantine imposed as a result of contact brought about in the line of duty, such instructor will be entitled to full pay without loss of accumulated sick leave.
6. It shall be each instructor's responsibility to consult with their immediate supervisor or Associate Vice President of Human Resources or designee after an absence if there are any questions regarding whether said absence was an approved sick leave.

C. Sick Leave Pool

1. The intent of the Sick Leave Pool (SLP) is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 60 approved SLP days per fiscal year, whichever is sooner.
2. The SLP will be administered on a fiscal-year basis (July 1 to June 30). The maximum number of days in the pool shall be limited to 130 days. Employees will be given the opportunity to add days to the pool on an annual basis on a schedule determined by the College. In the event that the SLP balance is depleted before the end of the fiscal year, the College may elect to allow an additional donation period during the fiscal year. Each employee can donate up to five days per year, subject to the 130 day SLP limit.
3. An employee who is absent from work due to personal illness or injury who meets the following requirements may be granted days from the SLP:
 - a. The employee must provide medical certification of the personal illness or injury.
 - b. The employee must first exhaust all applicable paid leave. At the time the employee requests leave from the SLP, the College will review the employee's leave record to confirm that all applicable paid leave has been exhausted.
 - c. The employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is thereafter in further need of additional days from the SLP, the subsequent required period of absence shall be reduced to five working days.
 - d. Days from the SLP are not available for leaves taken under Family and Medical Leave Act except for leaves due to own serious health condition. In

addition, employees may not use days from the SLP for leaves of absence that continue more than a total of 12 weeks, including any leave covered by FMLA.

- e. Days from the SLP are not available for absences covered by Worker's Compensation.
4. An employee granted days from the SLP does not have to reimburse the SLP or the College for the days utilized.
 5. Employees interested in using the SLP should submit a written request to the College's Human Resources Department. The Human Resources Department will review the written request and determine whether the request meets the requirements of this policy, and make a recommendation to the Associate Vice President of Human Resources or designee whether to grant the request. The Associate Vice President of Human Resources or designee will approve or deny the request and notify the employee in writing.

D. Serious Illness and Bereavement Leave

Bereavement leave up to three days per incident per fiscal year may be granted by immediate supervisor to cover death of a close relative such as spouse, domestic partner brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild. Employee is entitled to no more the three days absence with pay in any one fiscal year for serious illness in the employee's immediate family such as spouse , domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild. If additional days are necessary for either the death or major illness of a close relative (spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild), advanced request made prior to days used may be approved by the College and with such approval the additional days will be charged against the individual's accumulated sick leave days.

E. Leave of Absence for Medical Reasons

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any

available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department or other designee for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College.
3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.
4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in full force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.
5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician's statement certifying that the employee remains unable to perform the normal work assignments of the employee's position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College's choosing, at the College's expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position.

6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.
7. For any leave of absence covered by this policy, the College may delay the return of an instructor until a time felt appropriate by the College, or assign the returning instructor to perform duties other than those normally assigned, including curriculum development work, until such time as the College feels that the instructor transition is advisable.

F. Other Leave

1. A temporary leave of absence may be authorized by the Vice President for Learning and Associate Vice President of Human Resources or designee for exchange teacher program, attendance at institutions of higher learning or extensive traveling. Such leaves will be granted only with no cost to the College and only if the activity is deemed beneficial to the College.
2. An instructor on a personal leave of absence who is not engaged during the period of leave in an approved occupational or educational experience will return to the College at the same salary where he/she would have been at the beginning of his/her leave of absence
3. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence for reasons not mentioned above.

G. Emergency/Personal Leave

Four days leave with pay per school year may be designated as emergency/personal leave if approved by the immediate supervisor. The second, third & fourth approved day taken per year will be charged against the employee's accumulated sick leave days. Emergency is defined as an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours. The need for such leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor or the Associate Vice President of Human Resources or designee. If advance notice is not possible, the leave shall be reported immediately upon the employee's return. For clarification/interpretation of this language, contact your immediate supervisor.

Personal leave should be scheduled in advance with arrangements made with supervisor to cover missed classes and meetings.

HEALTH INSURANCE RETIREMENT BENEFITS

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

Eligibility

Employees with a hire date of July 1, 2012 or later are not eligible for retiree health insurance benefits at the time of retirement.

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement (faculty must reach age 62 before the start of the next semester) and have completed at least 15 years of continuous service at time of retirement. Faculty retirement eligibility date is at the conclusion of the spring or fall semester.

An employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

Benefit

The College will pay 100% of the dollar amount it pays for active employees. If there is a change in the dollar amount the College pays for health insurance for active employees, then the College will also make a revision in the dollar amount it pays for retired employees.

If there is a change in coverage, benefits, network, etc. for health insurance for active employees, then the College will also make a revision in the plan for retired employees.

The College will provide a family or single group health insurance plan to the retiree through the end of the month in which the retiree turns the age of 65 provided the retiree pays their required portion of the monthly premium.

This benefit is available through the end of the month in which the retiree turns age 65.

EXTRA CONTRACTUAL ABOVE FULL-TIME TEACHING ASSIGNMENT

Extra contractual above full-time teaching assignment for faculty will be based on a stipend payment. Following are required components of the stipend payment:

- Grading
- Prep
- Orientation
- Team meetings as required
- One office hour per week for each 3 credit class
- Updated syllabus based on the current NTC syllabus template

The stipend payments are as follows:

Faculty Teaching Post-Secondary Courses

Stipend Payment for Faculty Extra-Contractual

Course Hours	Stipend Payment
1	\$900
2	\$1,800
3	\$2,700
4	\$3,600
5	\$4,500
6	\$5,400
7	\$6,300
8	\$7,200
9	\$8,100

The Wisconsin Technical College System defines a semester as 18 weeks. Using this definition, Contact Hours are determined by taking the number of Potential Hours of Instruction of a course, and dividing those hours by 18. While this formula is typically used for both teaching assignment and extra-contractual pay, unique situations may arise where other methods of calculating Contact Hours may arise, and is based on the discretion of the Dean.

Stipend Payment for Post-Secondary/ABE Online Anytime Start Course for Full-time Faculty¹

Credits	1	2	3
Base Pay	\$510	\$1,020	\$1,530
# of Enrolled Students +			
1-6	\$155	\$310	\$460
7-12	\$310	\$615	\$920
13-18	\$460	\$920	\$1,380
19-24	\$615	\$1,225	\$1,840
Over 24	Per class size overload guidelines (p. 70)		

¹ The stipend for teaching a post-secondary/ABE online anytime start course includes a combination of base pay of \$510 per credit and an additional payment based on # of students enrolled.

Stipend Payment for Virtual College Courses Taught by Full Time Faculty¹

Virtual College Stipend - Full Time Faculty							
Course Contact Hours	<u>18</u>	<u>36</u>	<u>54</u>	<u>72</u>	<u>90</u>	<u>108</u>	<u>126</u>
Base Pay	\$ 510	\$ 1,020	\$ 1,530	\$ 2,040	\$ 2,550	\$ 3,060	\$ 3,570
# of Enrolled Students							
1-6	\$ 205	\$ 410	\$ 615	\$ 820	\$ 1,020	\$ 1,225	\$ 1,430
7-12	\$ 410	\$ 820	\$ 1,225	\$ 1,635	\$ 2,040	\$ 2,450	\$ 2,860
13-18	\$ 615	\$ 1,225	\$ 1,840	\$ 2,450	\$ 3,060	\$ 3,675	\$ 4,285
19-24	\$ 820	\$ 1,635	\$ 2,450	\$ 3,060	\$ 3,880	\$ 4,700	\$ 5,510
Over 24	Per class size overload guidelines on Page 71.						
¹ The stipend for teaching a Virtual College course includes a combination of base pay of \$510/per 18 contact hours plus an additional payment based on number of students enrolled.							

For payment purposes, occupational credit hours will be paid as lecture credit hours at 18 hours/credit.

Expectations for Post-Secondary/ABE Online Anytime Start & Virtual College Courses

Faculty receive Base Pay to complete the following: update course syllabus based on the current NTC Syllabus Template, update closed captioned welcome video and introductory videos for each learning plan, add announcement and/or welcome letter, and update instructor information. Faculty are also expected to make the course available to students 2 days prior to the start of the course.

**Faculty Teaching Continuing Education and Business & Industry Courses
Stipend Payment for Faculty for Teaching Continuing Education
and Business & Industry Courses**

Credit	Payment	Credit	Payment
0.05	\$102	0.55	\$1,122
0.1	\$204	0.6	\$1,224
0.15	\$306	0.65	\$1,326
0.2	\$408	0.7	\$1,428
0.25	\$510	0.75	\$1,530
0.3	\$612	0.8	\$1,632
0.35	\$714	0.85	\$1,734
0.4	\$816	0.9	\$1,836
0.45	\$918	0.95	\$1,938
0.5	\$1,020	1	\$2,040

Note: The hours to achieve one credit is significantly more in Continuing Education and Business and Industry.

Payment Requirements:

- Forty hour commitment has been fulfilled for the week
- Extra contractual above full-time teaching assignment is mutually agreeable between the faculty member and supervisor. Extra contractual above full-time teaching assignment courses may be assigned if a lack of volunteers would result in that course not being offered.
- No extra contractual above full-time teaching assignment for new employees hired after July 1, 2012 for first two years. The Associate Vice President of Human Resources or designee and Vice President for Learning can waive this requirement if the new faculty member has previously taught in the technical college system in the same program area.
- No extra contractual above full-time teaching assignment if a faculty member is on a performance improvement plan.

Stipend Payment for Continuing Education Online Anytime Start Course**Full-Time Faculty¹**

Credits	0.05	0.1	0.15	0.2	0.25
Course Length (hrs)	1-2	3-4	5-6	7-8	9-10
Base Pay/# of Enrolled Students +	\$105	\$155	\$205	\$255	\$305
1-6	\$105	\$105	\$105	\$105	\$105
7-12	\$205	\$205	\$205	\$205	\$205
13-18	\$305	\$305	\$305	\$305	\$305
19-24	\$405	\$405	\$405	\$405	\$405
Over 24	Per class size overload guidelines on page 71.				

Credits	0.3	0.35	0.4	0.45	0.5
Course Length (hrs)	11-12	13-14	15-16	17-18	19-20
Base Pay/# of Enrolled Students +	\$355	\$405	\$455	\$505	\$555
1-6	\$105	\$105	\$105	\$105	\$105
7-12	\$205	\$205	\$205	\$205	\$205
13-18	\$305	\$305	\$305	\$305	\$305
19-24	\$405	\$405	\$405	\$405	\$405
Over 24	Per class size overload guidelines on page 71.				

Credits	0.55	0.6	0.65	0.7	0.75
Course Length (hrs)	21-22	23-24	25-26	27-28	29-30
Base Pay/# of Enrolled Students +	\$605	\$655	\$705	\$755	\$805
1-6	\$105	\$105	\$105	\$105	\$105
7-12	\$205	\$205	\$205	\$205	\$205
13-18	\$305	\$305	\$305	\$305	\$305
19-24	\$405	\$405	\$405	\$405	\$405
Over 24	Per class size overload guidelines on page 71.				

Credits	0.8	0.85	0.9	0.95	1.0
Course Length (hrs)	31-32	33-34	35-36	37-38	39-40
Base Pay/# of Enrolled Students +	\$855	\$905	\$955	\$1005	\$1055
1-6	\$105	\$105	\$105	\$105	\$105
7-12	\$205	\$205	\$205	\$205	\$205
13-18	\$305	\$305	\$305	\$305	\$305
19-24	\$405	\$405	\$405	\$405	\$405
Over 24	Per class size overload guidelines on page 71.				

¹Base rate calculated at \$50 per 0.05 credit after the first 0.05 credit. Rate for enrollment is \$100 per student enrollment tier, after the first tier.

Expectations for Continuing Education Online Anytime Start Courses

Faculty receive Base Pay to complete the following: update course syllabus based on the current NTC Syllabus Template, add announcement and/or welcome letter, and update instructor information. Faculty are also expected to make the course available to students 2 days prior to the start of the course.

CURRICULUM

Curriculum is the foundation for the student learning experience. NTC requires that all courses 1 credit or greater be developed in the Worldwide Instructional Design System (WIDS). Faculty will have an opportunity to develop curriculum, utilizing their instructional and subject matter expertise. Current curriculum resources can be found on the NTC Faculty Resources website.

Required components of curriculum projects for post-secondary courses are as follows:

1. Curriculum for a course must be consistent across the College regardless of instructor, location, mode of delivery or when offered for dual credit.
2. Curriculum project approval will be based on specific College-approved criteria (see Curriculum Project guidelines on the NTC Faculty Resources website).
3. Curriculum projects will be assigned based on need determined by the College, with Advisory Committee input.
 - a. Projects will be assigned by the supervisor as part of teaching assignments to fill load if the faculty member does not have a full-time teaching assignment, as part of professional days, or as Team Time.
 - b. Projects may be compensated based on a stipend payment as extra-contractual on a need-to basis approved by the Curriculum & Organizational Development Director. Stipend payments will be based on the chart below.
 - c. When updating existing curriculum (less than 50% competency change) or if nothing exists in WIDS or the Learning Management System for current

course being taught, the faculty will complete this work as part of team time or professional days.

4. The Curriculum & Organizational Development Team will determine the required components of curriculum projects. Prior to the start of a curriculum project, new curriculum developers will schedule a meeting with a Curriculum & Organizational Development Team member to discuss expectations and provide support and resources.
5. Faculty are required to meet established deadlines as stated on the signed Curriculum Project Agreement. Failure to meet deadlines will void this agreement and payment will be adjusted accordingly.
6. If appropriate, the stipend payment will be made once the final product is approved by the Curriculum & Organizational Development Team.
7. Recommended pre-requisites for assignment of a curriculum project is the fulfillment of the Course Design competency, and the Teaching Methods and Technology competency.
8. The Curriculum & Organizational Development Team will review and approve all new and revised curriculum and provide a list of courses and current development status. Program teams and learning manager will review the list and determine the need to update or create curriculum. This work will become part of the Team Action Plan.
9. All courses require development in a master shell in the Learning Management System. See Quality Standards Checklist on the NTC Faculty Resources website.
10. Peer review – Curriculum developers are expected to review their curriculum project with their peers during their faculty team time prior to the project being submitted for review to the Curriculum & Organizational Development Team.
11. Credit for prior learning (CPL): curriculum projects will address credit for prior learning assessment by developing an appropriate PLA. The full-time faculty team will determine who completes this work. The activity may be assigned by management if there are no volunteers.

Stipend Payment Guidelines for Curriculum for Post-Secondary Courses

A	B	C	D	E
<50% revised competencies in WIDS and/or update LPs* and PATs* in LMS*	Above the Line (New or >50% change in competencies)	Below the Line development for F2F in LMS* (COS up to date/pulled from Repository)	Below the Line development for Hybrid/Online/Virtual College	Modality Change in LMS*; (Update WIDS if <50% revised competencies or as applicable)
No stipend or 0 contact hours per credit	\$400/credit or 0.5 contact hours per credit	\$400/credit or 0.5 contact hours per credit	\$600/credit or 1 contact hour per credit	\$500/credit or 0.75 contact hours per credit

Payment is based on course credits. Total payment is the sum of each column A-E, as appropriate.

*LP = Learning Plan, PAT = Performance Assessment Tasks, LMS = Learning Management System

For example:

- A new credit course needing full development (above-the-line: Competencies, Objectives, Performance Standards and below-the-line learning and assessment activities) for online/Virtual College would receive a stipend payment of \$1000 per credit (Column B+D)
- A new credit course needing full development for a face-to-face course would receive a stipend payment of \$800 per credit (Column B+C)
- A credit course requiring a mode change for online delivery or Virtual College would receive a stipend payment of \$500 per credit (Column E)
- A course imported from the WIDS Repository or shared from other colleges where faculty do not need to develop the above-the-line component, would receive a stipend payment of \$400 per credit (Column C)

A. Stipend Payment for Curriculum Development for Faculty For Continuing Education and Business and Industry

Course Requirements:

These courses will contain, at a minimum, a Course Summary and Handouts/Student Materials:

1. Course Summary should include:
 - Course Name
 - Course Number, if known
 - Course Hours
 - Course Description
 - Learning Objectives/Competencies
 - Timed Course Outline describing the content areas to be covered and the amount of time dedicated to each content area
2. Handouts should include:
 - Syllabus following syllabus guidelines for Continuing Education courses
 - PowerPoints, outlines or worksheets for student use
 - Learning activities and assessment tools, if appropriate

The Course Summary should be submitted to ContinuingEd@ntc.edu or Business and Industry as soon as the course is scheduled to facilitate marketing of the course.

Handouts should be submitted at least two weeks prior to the course so they can be distributed to the students.

B. Payment for non post-secondary curriculum development products:

Payment will be based on a pro-rated formula derived from the credit value of the course.

Stipend Payment For Non Post-Secondary Curriculum Development for Continuing Education and Business & Industry

Credit	Payment	Credit	Payment
0.05	\$82	0.55	\$449
0.1	\$184	0.6	\$490
0.15	\$225	0.65	\$531
0.2	\$266	0.7	\$572
0.25	\$306	0.75	\$612
0.3	\$327	0.8	\$653
0.35	\$347	0.85	\$694
0.4	\$368	0.9	\$735
0.45	\$388	0.95	\$776
0.5	\$408	1	\$816

CLASS SIZE OVERLOAD

Class size overload will not normally be part of a faculty teaching assignment. The stipend payment will be as follows

<u>Class Size</u>	<u>33-55</u>	<u>56-99</u>	<u>100 & over</u>
Additional stipend per course	\$900	\$1,350	\$1,800

1. Class size for all courses shall be calculated after 1/3 of the course is completed.
2. For classes that have a common lecture time but separate lab times, the number of students in the lecture will be used when computing class size overload.
3. In Health Learning Resource Lab instruction when the ratio of students to teacher(s) in the lab averages over 32:1, overload pay provisions will go into effect on the basis of this ratio, proportionately to the periods involved.
4. For 77 level courses the additional stipend will be calculated per the stipend chart above.

Online Course Size Overload: A stipend payment will be made as follows:

- Online 25-30 - \$900
- After 31 students a new section will be opened*

*In rare occurrences, we may have one section with over 31 students if it more suitable to do so.

ADVISORS OF STUDENT CLUBS

Club advisors will be paid a \$500 stipend per semester with an additional bonus of up to \$200 per semester per advisor based on activities outlined in the Club Advisor Contract, payable at the end of each semester. If there is more than one advisor for a club, the stipend will be split evenly among the advisors.

In order to receive the stipend, each club advisor must ensure that:

- They have signed the Club Advisor Contract
- The Student Organization Plan of Action is submitted to Student Life by the first Tuesday of October. An update for the second semester must be submitted to Student Life by the first Tuesday in March. The following are part of the Plan of Action:
 - List of club officers
 - List of club members
 - Days/times/location of club meetings
 - Outside affiliations
 - Verification that club constitution has been updated within the past five years
 - Goals for the organization
- At least one club member attends each Student Government Association (SGA) General Assembly/Leadership Lunch meeting on the second and fourth Tuesdays of each month.
- The club meets at least monthly (or on a schedule approved with Student Life), with all attendance forms from club meetings submitted to Student Life at the end of the month.
- The club holds at least two events per semester. Club events are defined as any activity the club engages in requiring them to fill out a Student Club Event Planning Form. These events include, but are not limited to: social events, community service, trips, fund-raisers, and leadership development activities.

Student Life appreciates the importance of attending conferences, competitions, and other out-of-town events with students and wants to support advisors for the time devoted to overnight travel. Each advisor will be paid an additional amount for each overnight trip taken with their club.

Trips requiring one overnight stay: \$50 per trip

Trips requiring two or more overnight stays: \$100 per trip.

Please note that Student Life reimburses travel expenses up to \$1,000 with additional reimbursement of up to \$3,000 for state and national competitions. Reimbursements must be submitted within 45 days of returning from the event.

Overnight travel will be paid at the end of each semester with the stipend.

Non-faculty Staff may also serve as Club Advisors and will be paid the same as Faculty Club Advisors.

INSTRUCTIONAL MAINTENANCE

Faculty that are offered and voluntarily accept additional employment beyond their normal teaching assignment for instructional maintenance will be paid at a rate of \$25 per hour.

Conduct and Policies

ACADEMIC FREEDOM

Northcentral Technical College believes that academic freedom is important and necessary to all areas of instructional activities. When controversial subjects are pertinent in a course or program area, faculty will present both sides of an issue equally.

Faculty have the responsibility to expose students to controversial ideas and issues within occupational fields. Some of the ideas may have political or religious overtones. Faculty will seek to clarify opposing positions on an issue and will make no attempt at political or religious indoctrination of the students under their supervision. See Administrative/Operating Guideline #254 for more information.

SYLLABI GUIDELINES

A course syllabus is required for all NTC associate degree, technical diploma, certificate, apprenticeship, alternative high school, continuing education, and Adult Basic Education/English Language Learner classroom-based courses. The course syllabus is a type of contract between the learner and instructor. It provides the learner with an overview of the course, communicates course expectations, identifies learning outcomes, describes course requirements and identifies what evidence will document learning. The syllabus is to be written in a manner that follows the current NTC syllabus template and meets the requirements outlined in NTC's "Student-Focused Course Syllabus Checklist." The syllabus is provided to all students enrolled in the course in either printed or electronic format on the first day of class. Faculty will post course syllabi in the Learning Management System. Faculty will follow the syllabus developed at the beginning of each course. If the syllabus or schedule needs to be changed in order to offer the most current content and effective educational experiences, these changes will be communicated to students in a timely manner to support their success.

An electronic copy of the syllabus will be submitted to the Curriculum & Organizational Development Team and the Instructional Dean. The syllabus submission will be completed, according to directions provided by the Curriculum & Organizational Development Team, within the first calendar week of the course. All current syllabus submission directions,

development supports and the Student-Focused Course Syllabus Checklist are located on the shared (S) drive (S:\Curriculum\SYLLABI - FACULTY SEMESTER SUBMISSIONS).

FACULTY OTHER PROFESSIONALS

Employment

EMPLOYMENT STATUS

Full-time Faculty Other Professionals will be assigned a 40 hour work week and will be scheduled to work 52 weeks/year. Faculty Other Professionals are salaried employees and exempt from the overtime provisions of the Fair Labor Standards Act.

Faculty Other Professionals are encouraged to attend graduation, but not required.

RESIGNATION

Faculty Other Professionals that resign are required to provide a 60-day notice to be eligible for payout of unused, accrued vacation benefits. An employee's last day of employment is considered to be their last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receive 25 days of vacation on July 1st and resign December 20th. The employee earned 6/12th of the full year benefit or 12.50 days).

FACULTY OTHER PROFESSIONALS TEACHING AS ADJUNCT

Faculty Other Professionals may teach as adjunct as approved by their supervisor. The adjunct stipend payment amount will be paid.

Compensation and Benefits

TIME OFF BENEFITS

All full-time, full year Faculty Other Professional personnel will be paid for the following holidays per year as follows:

- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day/Thanksgiving Friday
- Christmas Day
- New Year’s Day
- Martin Luther King Jr. Day

When Independence Day is on:	Holiday is Observed on:
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

When Christmas or New Year’s Day is on:	Holiday is Observed on:
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday afternoon

Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

VACATION

Vacation benefits are as follows:

Number of Weeks of Employment	Number of Vacation Days
52	25

All vacation must be scheduled with the approval of the employee's immediate supervisor. Employees are able to carry over five days of vacation into the next fiscal year with approval of their immediate supervisor. This should be an exception to the rule versus the norm. Vacation carryover is based on college need, not personal need.

A prorated portion of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling employment obligation for the remainder of the fiscal year.

Vacation is provided July 1st of each fiscal year.

SICK LEAVE

The College provides sick leave benefits for employees for their own personal illness. Associate Vice President of Human Resources or designee may request a physician statement verifying the illness.

Full-time employees shall accumulate up to 120 days based upon their number of weeks of employment as follows (pro-rated for qualifying part-time):

Weeks of Employment	Sick Days
52 Weeks	12 days effective with employment and 12 days each July 1st thereafter

SHUT DOWN

The College is closed between Christmas and New Years and the week of the July 4th Holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shut down" benefit (varies per year) to be used during these weeks.

Additional Policies

The following items from the faculty section of this manual will apply to Faculty Other Professionals:

- Sick Leave Pool
- Bereavement Leave
- Leave of Absence
- Disability Leave
- Emergency Personal Leave
- Health Insurance Benefits at Retirement

ADMINISTRATIVE SUPPORT PROFESSIONAL

Employment

EMPLOYEE CLASSIFICATION

Administrative Support Professional (ASP) employees are non-exempt (hourly) employees providing administrative support.

DEFINITION OF EMPLOYEES

- A. **Full-Time, Full Year Employee:** Employees who are employed on a regular basis for a full workweek for 46 or more weeks per year. Full-time, full year employees shall be entitled to all benefits described for full-time ASP staff.
- B. **Part-Time, Full Year Employee:** Employees who are employed on a regular basis for less than a full workweek for 46 or more weeks per year and a minimum of 600 hours/year. Part-time, full year employees shall be entitled to all benefits described except as specifically stated.
- C. **Full-Time, School Year Employee:** Employees who are employed on a regular basis for a full workweek for fewer than 46 weeks per year and more than 32 weeks per year. Full-time school year employees shall be entitled to all benefits described except as specifically stated.
- D. **Part-Time, School Year Employee:** Employees who are employed on a regular basis for less than a full workweek for fewer than 46 weeks per year and a minimum of 600 hours/year. Part-time, school year employees shall be entitled to all benefits described except as specifically stated.

HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed based on customer needs. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

Recording Hours of Work

All hours of work must be recorded accurately on the College's time reporting system. This includes accurately reporting all hours worked. It is unacceptable to under-report or over-report hours of work. All hours worked must be recorded to the nearest quarter hour. Time recording should not be done in advance. Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

Non-Contract Time

ASP employees who are hired for less than 52 weeks per year will have non-contract time. The time that is not worked (and when an employee is not on paid leave) is considered non-contract time. Non-contract time is determined by the supervisor. In most cases the supervisor will communicate with the employee prior to the start of the year when their non-contract time is. Non-contract time should be reported on the employee's time report.

ADJUNCT TEACHING

ASP employees may be hired as adjunct faculty. Adjunct assignments are determined by School Deans. Adjunct teaching must not be during the normal scheduled hours of an ASP employee unless teaching is needed in high demand areas as determined by the Dean and approved by the Vice President for Learning. This practice is allowed on an exception basis only. Six student contact hours per week maximum is allowed. Exceptions above six hours are allowed in high demand programs upon approval of the Vice President for Learning. ASP employees who teach as adjunct faculty must meet FQAS expectations.

RESIGNATION

ASP employees are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receive 80 hours of vacation on July 1st and resign December 20th. The employee earned 6/12th of the full year benefit or 40 hours).

Compensation and Benefits

OVERTIME/COMPENSATORY TIME

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times the regular hourly rate of pay for all regular hours worked over 40 hours in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Overtime pay is calculated at the rate of two times the regular rate of pay for all hours worked on a Sunday or holiday if it is not part of your normally scheduled work time.

Compensatory time is earned at the same rate as overtime. A full-time employee may accumulate up to 40 hours of compensatory time. Any hours exceeding 40 hours will be paid as overtime or used as compensatory time. Use of compensatory time is subject to supervisor approval.

Every effort shall be made by an employee to use all accrued compensatory time by June 30 of each year. If an employee is unable to take accrued compensatory time off by June 30 of each year, the employee shall take the time off no later than September 1. If this is not possible, the employee shall be paid the overtime.

PART-TIME COMPENSATORY

Part-time employees scheduled to work more than their normally scheduled hours in a week may be paid for the additional regular hours or receive compensatory time as determined by their supervisor. The employee may accumulate compensatory time up to the maximum of their normally scheduled hours per week.

CALL-IN

Employees called into work outside of their regular work schedule that are not contiguous with their regular work schedule shall receive a minimum of two (2) hours of pay. The employee may choose to take compensatory time in lieu of such pay.

SHIFT DIFFERENTIAL

ASP employees shall be paid an additional \$.40 per hour for all hours assigned and worked after 5 p.m. and before 6:45 a.m. as part of the employee's regular schedule.

TIME OFF BENEFITS

Vacation

A. **Annual**--All full-time, full year employees shall receive the following vacation with pay:

During first (1st) year of employment	80 hours prorated (10 days)
After one (1) year of employment	80 hours (10 days)
After four (4) years of employment	96 hours (12 days)
After seven (7) years of employment	120 hours (15 days)
After ten (10) years of employment	136 hours (17 days)
After thirteen (13) years of employment	160 hours (20 days)
After nineteen (19) years of employment	200 hours (25 days)

July 1 of the calendar year in which an employee is hired will be considered the date of hire for vacation benefit calculation purposes.

Part-time, full year employees shall receive prorated vacation benefits according to the above schedule.

Full-time and part-time school year employees shall receive one week of prorated vacation. The amount of vacation will be prorated based upon actual hours paid. Vacation may be taken during the work year or at the end of the employee's work year by mutual agreement between the employee and the supervisor.

Employees who work 39-45 weeks would be eligible for vacation prorated using a base of 38 weeks at 40 hours per week.

Example #1: Employee works 25 hours a week for 38 weeks prior year = 950 hours ÷ 1520 = 62.5% of benefit of 5 days (5 days x 62.5% = 3.125 days or 25 hours).

Example #2: Employee works full-time for 38 weeks = 40 hours x 38 weeks = 1520 ÷ 1520 = 100% of benefit of 5 days = 5 days of vacation or 40 hours.

Example #3: Employee works full-time for 45 weeks = 40 x 45 weeks = 1800 hours ÷ 1520 hours = 118.4% of base vacation benefit of 5 days = 5.92 days or 47.25 hours.

The vacation time an employee is eligible for will be a direct proration of the number of months employed in a fiscal year and the appropriate number of hours taken from the above schedule.

- B. Vacation time must be taken within the fiscal year earned except 32 hours may be carried over into the next fiscal year if approved by the supervisor and Associate Vice President of Human Resources or designee. In each carry-over case, vacation that is carried over will be forfeited if not used by September 1 of the following fiscal year. This should be an exception to the rule versus the norm. Vacation carryover is based on college need, not personal need.
- C. **Vacation Proration:** Employee's vacation time shall be calculated on the actual months of employment during the period of time from July 1 to June 30 of each fiscal year. Proration of vacation for new employees hired after July 1 shall be determined by computing the actual months of employment from the date of hire to June 30, the end of that fiscal year. Proration of vacation for an employee leaving employment before June 30 shall be determined by computing the actual months of employment from July 1, the first day of the fiscal year, to the last day of employment.

Any employee hired on or before the 15th day of the month shall be given credit for working the full month. If he/she is hired after the 15th of the month, he/she will receive no credit for that month. If he/she leaves or is terminated after the 15th of any month, he/she shall be given credit for working that full month. If he/she leaves or is terminated on or before the 15th of the month, he/she shall receive no credit for that month.
- D. **Approval:** Vacation requests shall be submitted to the supervisor, who in turn will approve or reject the request. All requests must be submitted to the supervisor at least one week in advance of the requested vacation days unless a lesser notice does not cause interruption to work requirements.
- E. Vacation time taken by employees will be deducted to the closest quarter-hour increment.

Holidays

A. Holiday Pay

1. Full Year Employees

All full-time, full year employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Memorial Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Martin Luther King Jr. Day

In addition to the above six holidays, Independence Day, Christmas Day, and New Year's Day holidays will be given as follows:

a. When Independence Day is:

On	Holiday(s)
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

b. When Christmas Day and New Year's Day is:

On	Holiday(s)
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Part-time, full year employees shall be compensated for the holidays stated above at the normal base hourly rate of pay using a proration of the number of hours in the employee's normal workweek or adjusted if less than a full holiday. The employee's workday schedule may be modified by the immediate supervisor if the holiday is less than a full holiday.

2. School Year Employees

All full-time, school year employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment. The holidays which the employees will be compensated for are as follows: Spring Holiday, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, and Christmas Eve Afternoon (1/2 day).

Full-time, school year employees shall receive compensation for New Year's Eve Afternoon (1/2 day), New Year's Day, Martin Luther King Jr. Day, Memorial Day,

and Independence Day if the employee works or is on approved paid absence during the week in which the holiday occurs.

Part-time, school year employees shall be compensated for the holidays stated above at the normal base hourly rate of pay, if the employee works or is on approved paid absence during the week in which the holiday occurs, using a proration of the number of hours in the employee's normal workweek or reduced if less than a full holiday. The employee's workday schedule may be modified by the immediate supervisor if the holiday is less than a full holiday.

B. Eligibility

In order to receive pay for any of the above named holidays, the employee must be in his/her normal pay status for the pay period during which the holiday falls. The employee must be in attendance on the employee's scheduled workday immediately preceding and following the holiday to be eligible for holiday pay, except when an employee is on a scheduled vacation, jury duty, or other approved absence. If a holiday falls during an employee's vacation, sick leave, or other paid leave, such holiday shall not be counted as vacation, sick leave, or other paid leave.

C. Modifications

An employee's holiday schedule may be modified by the College to accommodate the College's work needs. The employee shall receive holidays equal to the number of days given as outlined in the Holiday Pay section above.

Sick Leave

A. New Employee Initial Benefit and First-Year Accumulation

1. New Employee Initial Benefit

Effective with the first day of employment, new employees will be granted sick leave as follows:

- a. Full-time, full year employees - 96 hours (12 days)
- b. Full-time, school year employees - 80 hours (10 days)
- c. Part-time, school year and full year employees - 12 prorated days

Proration for part-time employees is based on the best estimate of the employees' average weekly hours of work.

Example: Part-time, full year employee is expected to work 25 hours/week. (25 hours ÷ 40 hours = 62.5%) This employee is expected to work the equivalent of 62.5% of a full year, full-time employee. 96 hours (based on full year maximum benefit) x 62.5% = 60 hours of sick leave.

2. First-Year Accumulation for Partial Year Employees

Effective the beginning of the fiscal year following the first day of employment, employees will receive sick leave credit based on the following:

a. Full-time employees

Partial year, full-time employees (school year employees who worked less than a full school year and full year employees who worked less than a full year)

Credit one hour of sick leave for every 21.66 hours of employment, rounded to the nearest one quarter hour (.25 of an hour).

Example: Full year employee begins February 1, works 21 weeks through June 30. $21 \text{ weeks} \times 40 \text{ hours} = 840 \div 21.66 = 38.75$ hours of sick leave to be added.

b. Part-time, school year and full year employees--See Annual Sick Leave Accumulation below in B.3.

B. Annual Sick Leave Accumulation

Annually, thereafter, effective with the beginning of the fiscal year, employees will be credited with additional sick leave as follows:

1. Full-time, full year employees - 96 hours (12 days)
2. Full-time, school year employees - 80 hours (10 days)
3. Part-time, school year and full year employees receive prorated sick leave based on actual hours paid using the same annual accumulation factor as full year, full-time employees. (Full year, full-time employees receive 12 days of sick leave per year, $40 \text{ hours} \times 52 \text{ weeks} = 2,080$ hours per year.)

$2,080 \text{ hours} \div 96 \text{ hours (12 days)} = 21.66$ hours of work in order to be credited for one hour of sick leave.

Example: A part-time employee works 15 hours a week for 52 weeks. $15 \text{ hours} \times 52 \text{ weeks} = 780$ hours. $780 \div 21.66 = 36$ hours of sick leave credit.

C. Maximum Accumulation of Sick Leave

1. Full-time, full year employees - 960 hours (120 days)
2. Full-time, school year employees - 960 hours (120 days)
3. Part-time, full and school year employees - 480 hours (60 days)

D. Use of Sick Leave

Such sick leave described above will be paid for illness of the actual employee. Sick leave is paid to the nearest one-quarter hour (.25 of an hour). Employees absent on sick leave may be requested to submit to the Associate Vice President of Human Resources or designee a doctor's report certifying the employee's inability to report to work. Sick leave may only be accumulated and retained by continuous service personnel.

Employees are entitled to use five days of earned sick leave in any one fiscal year to care for the employee's immediate family member (spouse, domestic partner, (step) child, (step) father, (step) mother).

E. Regulation

1. An employee absent because of illness or injury shall notify his/her immediate supervisor of the fact as soon as possible prior to the employee's normal starting time. Employees who must leave during their work time shall notify the supervisor prior to leaving.
2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.

F. Leave of Absence for Medical Reasons

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College. The leave will be granted or denied by the Associate Vice President of Human Resources or designee.
3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.
4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.
5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician's statement certifying that the employee remains unable to perform the normal work assignments of the employee's position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College's choosing, at the College's expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position.
6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.

G. Other Leave

1. Employees may be granted no more than 10 days of unpaid leave of absence in any one fiscal year if approved and scheduled with Human Resources and the immediate supervisor.
2. Employees who take an unpaid leave of absence under this language shall continue to earn all fringe benefits as if they had remained in paid status.
3. Such leave as described above must be taken in a minimum of full day intervals.
4. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence outside of the guidelines mentioned above.

SHUT DOWN

The College is closed between Christmas and New Years and the week of the July 4th holiday. Those employees who are normally scheduled to work those weeks will receive an additional “paid shutdown” benefit (varies per year) to be used during these weeks.

Employees not eligible for either of the additional “paid shutdown” benefit will receive four “floating holidays” (prorated for part-time employees) to be used at a time mutually agreed on by the employee and immediate supervisor.

Sick Leave Pool

1. The intent of the Sick Leave Pool (SLP) is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 60 approved SLP days per fiscal year, whichever is sooner.
2. The SLP will be administered on a fiscal-year basis (July 1 to June 30). The maximum number of days in the pool shall be limited to 130 days. Employees will be given the opportunity to add days to the pool on an annual basis on a schedule determined by the College. In the event that the SLP balance is depleted before the end of the fiscal year, the College may elect to allow an additional donation period during the fiscal year. Each employee can donate up to five days per year, subject to the 130 day SLP limit.
3. An employee who is absent from work due to personal illness or injury who meets the following requirements may be granted days from the SLP:
 - a. The employee must provide medical certification of the personal illness or injury.
 - b. The employee must first exhaust all applicable paid leave. At the time the employee requests leave from the SLP, the College will review the

employee's leave record to confirm that all applicable paid leave has been exhausted.

- c. The employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is thereafter in further need of additional days from the SLP, the subsequent required period of absence shall be reduced to five working days.
- d. Days from the SLP are not available for leaves taken under Family and Medical Leave Act except for leaves due to own serious health condition. In addition, employees may not use days from the SLP for leaves of absence that continue more than a total of 12 weeks, including any leave covered by FMLA.
- e. Days from the SLP are not available for absences covered by Worker's Compensation.

4. An employee granted days from the SLP does not have to reimburse the SLP or the College for the days utilized.

5. Employees interested in using the SLP should submit a written request to the College's Human Resources Department. The Human Resources Department will review the written request and determine whether the request meets the requirements of this policy, and make a recommendation to the Associate Vice President of Human Resources or designee whether to grant the request. The Associate Vice President of Human Resources or designee will approve or deny the request and notify the employee in writing.

Emergency/Personal Leave

Two days of leave with pay per year shall be available to each full-time full year and full-time school year employee as emergency/personal leave if approved by the immediate supervisor. An emergency is defined as an unforeseen and/or uncontrollable circumstance or event, or circumstances/events of a human compelling personal nature which calls for immediate action during job hours.

The need for such leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor. If advance notice is not possible, the emergency shall be reported immediately upon the employee's return.

Part-time school year and part-time full year employees shall be eligible for prorated leave under this provision based upon the employee's regular hours of work.

Serious Illness and Bereavement Leave

- A. Any full-time, full year or full-time, school year employee is entitled to three days absence in any one fiscal year for each death in the employee's immediate family (spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, (step) grandchild, brother-in-law, or sister-in-law).

Any full-time employee, full year or school year, is entitled to no more than three days absence with pay in any one fiscal year for serious illness in the employee's immediate family.

If additional days are necessary because of a death or serious illness in the employee's immediate family, advance request made prior to using additional days may be approved by the College and, with such approval, the additional days will be charged against the employee's accumulated sick leave days.

Serious illness in the family is interpreted as medically recognized illness or emergencies, not including cases in which the employee's presence is required as a nurse, caretaker, or to provide for the normal operation of the family because of sickness or to provide transportation.

- B. Part-time, full year and part-time, school year employees shall be eligible for prorated leave under this provision based upon the employee's regular hours of work.

RETIREE HEALTH INSURANCE

Eligibility

Employees with a hire date of July 1, 2012 or later are not eligible for retiree health benefits at the time of retirement.

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters: An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and has completed at least 20 years of continuous service at time of retirement.

Employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

Benefit

The College will pay 100% of the dollar amount it pays for active single health insurance plan coverage. If there is a change in the dollar amount the College pays for health insurance for an active single plan, then the College will also make a revision in the dollar amount it pays for retired employees.

If there is a change in coverage, benefits, network, etc. for health insurance for active employees, then the College will also make a revision in the plan for retired employees.

The College will provide a single group health insurance plan to the retiree through the end of the month in which the retiree turns the age 65 provided the retiree pays their required portion of the monthly premium. If the retiree desires a family health insurance plan, the retiree must pay the difference between what the College is contributing for a single retiree health insurance plan and the cost of a family health insurance plan.

To Receive This Benefit

Employees who are intending to retire are required to provide a six month notice of retirement.

VISION INSURANCE

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is an up to \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

TECHNICAL SUPPORT PROFESSIONAL

Employment

EMPLOYEE CLASSIFICATION

Technical Support Professional (TSP) employees are non-exempt (hourly) employees that provide professional and/or technical support to the College.

DEFINITION OF EMPLOYEES

- A. **Regular Full-Time Employees:** Employees who are employed for a full workweek and 52 weeks per year.
- B. **Full-Time School-Year Employees:** Employees who are employed for a full workweek, for less than 52 weeks per year and 32 weeks per year or more.
- C. **Regular Part-Time Employees:** Employees who are employed for less than 40 hours/week and work 52 weeks/year and for at least 600 hours per year.
- D. **Part-Time School-Year Employees:** Employees who are employed for less than 40 hours/week and less than 52 weeks/year and at least 32 weeks/year, minimum of 600 hours per year.

Hours of Work

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

Recording Hours of Work

All hours of work must be recorded accurately on the College's time reporting system. This includes accurately reporting all hours worked. It is unacceptable to under-report or over-report hours of work. All hours worked must be recorded to the nearest quarter hour. Time recording should not be done in advance. Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

Non-Contract Time

TSP employees who are hired for less than 52 weeks per year will have non-contract time. The time that is not worked (and when an employee is not on paid leave) is considered non-contract time. Non-contract time is determined by the supervisor. In most cases the supervisor will communicate with the school year employee prior to the start of the year when their non-contract time is. Non-contract time should be reported on the employee's time report.

RESIGNATION

TSP employees are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receive 80 hours of vacation on July 1st and resign December 20th. The employee earned 6/12th of the full year benefit or 40 hours).

ADJUNCT TEACHING

TSP employees may be hired as adjunct faculty. Adjunct assignments are determined by School Deans. Adjunct teaching must not be during the normal scheduled hours of a TSP employee unless teaching is needed in high demand areas as determined by the Dean and approved by the Vice President for Learning. This practice is allowed on an exception basis

only. Six student contact hours per week maximum is allowed. Exceptions above six hours are allowed in high demand programs upon approval of the Vice President for Learning. TSP employees who teach as adjunct faculty must meet FQAS expectations.

Compensation and Benefits

OVERTIME/COMPENSATORY TIME

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times their regular hourly rate of pay for all regular hours worked over 40 hours in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Compensatory Time is earned at 1.5 times the regular hourly rate of pay. The employee may accumulate up to 40 hours of compensatory time. Any time exceeding 40 hours will be paid as overtime. Use of compensatory time is subject to supervisor approval.

Every effort shall be made by an employee to use all accrued compensatory time by June 30 of each year. If an employee is unable to take accrued compensatory time off by June 30 of each year, the employee shall take the time off no later than September 1. If this is not possible, the employee shall be paid overtime.

PART-TIME COMPENSATORY

Part-time employees scheduled to work more than their normally scheduled hours in a week may be paid for the additional regular hours or receive compensatory time as determined by their supervisor. The employee may accumulate compensatory time up to the maximum of their normally scheduled hours per week.

CALL-IN TIME

Call-in time is defined as any time that an employee is called in from off duty to work outside his/her regular schedule. The employee shall receive a minimum of two hours pay when called in. If the employee works in excess of two hours, they will be compensated for actual hours worked.

SHIFT DIFFERENTIAL

TSP employees shall be paid an additional \$.40 per hour for all hours assigned and worked after 5 p.m. as part of the employee's regular schedule. Additionally, TSP employees will receive an additional \$.40 per hour for all hours worked on Sunday unless it is part of their normal scheduled work week.

TIME OFF BENEFITS

Sick Leave

- A. **Annual and Accumulation:** Regular full-time employees shall accumulate up to 960 hours by using the following: 96 hours effective with employment and 96 hours annually thereafter, effective with the beginning of the fiscal year. School-year employees shall accumulate up to 960 hours by using the following: eight hours per number of months of employment during the first year employed effective with employment, and eight hours per number of months of employment annually thereafter, effective with the beginning of the fiscal year (school year employees who work beyond their normal scheduled months of employment will receive additional hours based on the number of additional months worked). Sick leave may only be accumulated and retained by continuous service personnel. Such sick leave will only be paid for the illness of the actual employee. However, employees are entitled to use up to five days of earned sick leave in any one fiscal year to care for the employee's immediate family member. Immediate family member is defined as spouse, domestic partner, (step) child, (step) mother, (step) father. Employees absent on sick leave may be requested to submit to the Associate Vice President of Human Resources or designee a doctor's report certifying employee's inability to report to work.

Regular part-time employees shall accumulate up to 480 hours by using the following: four hours per number of months of employment during the first year employed effective with employment, and four hours per month of employment annually thereafter, effective with the beginning of the fiscal year.

B. **Regulation:**

1. An employee absent because of illness or injury shall notify his/her immediate supervisor of the fact as soon as possible prior to the employee's normal starting time. Employees who must leave during their work time shall notify the supervisor prior to leaving.
2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certifies that they are medically unable to perform their normal duties. An employee on

sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.

C. Leave of Absence for Medical Reasons

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College. The leave will be granted or denied by the Associate Vice President of Human Resources or designee.

3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.

4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.

5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician’s statement certifying that the employee remains unable to perform the normal work assignments of the employee’s position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College’s choosing, at the College’s expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee’s position.

6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.

D. Other Leave

1. Employees may be granted no more than 10 days of unpaid leave of absence in any one fiscal year if approved and scheduled with Human Resources and the immediate supervisor.

2. Employees who take an unpaid leave of absence under this language shall continue to earn all fringe benefits as if they had remained in paid status.

3. Such leave as described above must be taken in a minimum of full day intervals.

4. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence outside of the guidelines mentioned above.

Vacation

Annual

All regular full-time employees shall receive the following vacation with pay:

During first (1st) year of employment (proration of).....	80 hrs (10 days)
After one (1) year of employment.....	80 hrs (10 days)
After four (4) years of employment.....	96 hrs (12 days)
After seven (7) years of employment	120 hrs (15 days)
After ten (10) years of employment.....	136 hrs (17 days)
After thirteen (13) years of employment.....	160 hrs (20 days)
After nineteen (19) years of employment.....	200 hrs (25 days)

Vacation earned is rounded to the nearest quarter hour.

Vacation Proration for Regular Full-Time, Full-Year Employees

Proration of vacation for new employees with less than one year of service prior to July 1 shall be determined by computing the actual period of employment prior to July 1. Any employee hired on or before the 15th day of the month shall be given credit for working the full month. If he/she is hired after the 15th of the month, he/she will receive no credit for that month. If the employee leaves or is terminated after the 15th of the month, he/she shall be given credit for working that full month. If he/she leaves or is terminated on or before the 15th of the month, he/she shall receive no credit for that month.

After the total number of months worked has been determined, the number of months worked shall be the numerator of a fraction with 12 as the denominator. The fraction shall be multiplied by 10 days. In the event the resulting vacation involves a fraction of a day, this fraction shall be rounded off so that the employee will receive ultimately a full day (*i.e.* 10/12 to 12/12) a half-day (*i.e.* 4/12 to 9/12), or no day (*i.e.* 1/12 to 3/12).

Following the year of proration, the anniversary date (for vacation benefits only) shall be July 1 of the year following the date of hire.

Vacation Carryover for Regular Full-Time, Full-Year Employees

Vacation time must be taken within the fiscal year earned except 32 hours (four days) may be carried over into the next fiscal year if approved by the supervisor and Associate Vice President of Human Resources or designee. This should be an exception to the rule versus the norm. Vacation carryover is based on college need, not personal need. In each carry-over case, vacation that is carried over will be forfeited if not used by September 1 of the following fiscal year.

School year (full-time and part-time) and regular part-time employee vacation

School year and regular part-time employees shall receive vacation time, at the beginning of each fiscal year, calculated on hours worked in the previous fiscal year (July 1st to June 30th). Employees are required to use vacation time in the same fiscal year it is given. The employee's supervisor will allow the employee to take time off during the work year if possible, or at the end of each work year. Vacation time earned, but not used will be paid out in September. A school year employee may request payout of ½ of their vacation balance by December 1st. If the supervisor approves the payout, payment will be made on the second pay date of the following January. Vacation benefits will be prorated based upon an average full-time, school-year work year. A prorated benefit is available at time of hire based on date of hire and estimated remaining hours in the first fiscal year of employment.

Average full-time, school-year work year equals 8 hrs. x 5 days x 38 weeks = 1520 hrs. 1520 hrs. divided by 5 vacation days = 304 hrs. of work to earn one vacation day.

Example 1: Employee worked 25 hrs. per week for 36 weeks in the prior year = 900 hrs.
 $900 \text{ hrs.} / 304 \text{ hrs.} = 2.96 \text{ days} \times 8 \text{ hrs.} = 23.68 \text{ hours of vacation earned.}$

Example 2: Employee worked 40 hrs. per week for 42 weeks in the prior year = 1680 hrs.
 $1680 \text{ hrs.} / 304 \text{ hrs.} = 5.53 \text{ days} \times 8 \text{ hrs.} = 44.21 \text{ hours of vacation earned.}$

Vacation earned is rounded to the nearest quarter hour.

Approval

Vacation requests shall be in writing and shall be approved or rejected in writing by the employee's supervisor. All requests must be submitted to the supervisor at least two weeks in advance of the requested vacation days. Employees may not take vacation in increments of less than one quarter hour.

Holidays

A. Holiday Schedule

1. All regular full-time employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Thanksgiving Day, Memorial Day, Thanksgiving Friday, Labor Day and Martin Luther King Jr. Day.

In addition to the above six holidays, Independence Day, Christmas Day, and New Year's Day holidays shall be given as follows:

- a. When Independence Day is:

On	Holiday(s)
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

- b. When Christmas and New Year's Day is:

On	Holiday(s)
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Regular full-time employees working a shift other than a regular daytime shift will receive equivalent holiday time on a schedule established by their immediate supervisor.

2. All school-year employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Thanksgiving Day, Labor Day and Thanksgiving Friday.
 3. School-year employees shall receive additional holidays consistent with 1.a. and 1.b. if they are scheduled by their supervisor to work at least 8 hours during the week of Memorial Day, Independence Day, Christmas Day, New Year's Day or Martin Luther King Jr. Day.
 4. Part-time employees shall be compensated for the holidays stated above at the normal base hourly rate of pay using a proration of the number of hours in the employee's normal workweek or adjusted if less than a full holiday. Regular part-time employees need to work 1/5 of their regular work week hours.
- B. An employee's holiday schedule may be modified by the College to accommodate the College's work needs. The employee shall receive holidays equal to the number of days given by the procedure described above in A. of this section.

*Note: Approved absences do not include noncontract periods.

C. Eligibility

In order to receive pay for any of the above named holidays, the employee must be in his/her normal pay status for the pay period during which the holiday falls. The

employee must be in attendance on the employee's scheduled workday immediately preceding and following the holiday to be eligible for holiday pay, except when an employee is on a scheduled vacation, jury duty, or other approved absence. If a holiday falls during an employee's vacation, sick leave, or other paid leave, such holiday shall not be counted as vacation, sick leave, or other paid leave.

- D. **Holiday Pay Rate:** If an employee is assigned to work on one of the above holidays, the employee shall receive two times the regular hourly rate for all hours actually worked, in addition to the holiday pay.

SHUT DOWN

The College is closed between Christmas and New Years and the week of the July 4th holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

Employees not eligible for either of the additional "paid shutdown" benefit will receive four "floating holidays" (prorated for part-time employees) to be used at a time mutually agreed on by the employee and immediate supervisor.

RETIREE HEALTH INSURANCE

Eligibility

Employees with a hire date of July 1, 2012 or later are not eligible for retiree health benefits at the time of retirement.

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters: An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and have completed at least 20 years of continuous service at time of retirement.

An employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

Benefit

The College will pay 100% of the dollar amount it pays for active single health insurance plan coverage. If there is a change in the dollar amount the College pays for health insurance for an active single plan, then the College will also make a revision in the dollar amount it pays for retired employees.

The College will provide a single group health insurance plan to the retiree through the end of the month in which the retiree turns the age of 65 provided the retiree pays their required portion of the monthly premium. If the retiree desires a family health insurance plan, the retiree must pay the difference between what the College is contributing for a single retiree health insurance plan and the cost of a family health insurance plan.

To Receive This Benefit

Technical Support Professional (TSP) employees are required to provide a six month notice of intent to retire in order to receive retiree health insurance.

If there is a change in coverage, benefits, network, etc. for health insurance for active employees, then the College will also make a revision in the plan for retired employees.

VISION INSURANCE

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is an up to \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

SERIOUS ILLNESS AND BEREAVEMENT LEAVE

Any regular full-time or eligible school-year employee is entitled to up to three days absence with pay in any one fiscal year for each death in the employee's immediate family (spouse domestic partner, brother, sister, (step) child, (step) grandparent, (step) father, (step) mother, father-in-law, mother-in-law, (step) grandparent-in-law, (step) grandchild, son-in-law, daughter-in-law, brother-in-law, or sister-in-law).

If additional days are necessary for either death or serious illness in the employee's immediate family, advanced request made prior to the days used may be approved by the College and, with such approval, the additional days will be charged against the individual's accumulated sick leave days.

Serious illness in the immediate family is interpreted as medically recognized major illnesses or emergencies, not including cases in which the employee's presence is required simply as a nurse, caretaker, or to provide for the normal operation of the family on account of sickness, or simply to provide transportation.

Regular part-time employees who are employed for less than a full work week and at least 600 hours per year are entitled to up to a prorated number of days, calculated as follows:
Average hours per week divided by 40 hours multiplied by 3 days.

EMERGENCY AND PERSONAL LEAVE

Two days of leave with pay per year may be designated as emergency/personal leave if approved by the immediate supervisor. Emergency is defined as an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours. The need for such a leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor or the Associate Vice President of Human Resources or designee. If advance notice is not possible, the leave shall be reported immediately upon the employee's return.

SICK LEAVE POOL

1. The intent of the Sick Leave Pool (SLP) is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 60 approved SLP days per fiscal year, whichever is sooner.

2. The SLP will be administered on a fiscal-year basis (July 1 to June 30). The maximum number of days in the pool shall be limited to 130 days. Employees will be given the opportunity to add days to the pool on an annual basis on a schedule determined by the College. In the event that the SLP balance is depleted before the end of the fiscal year, the College may elect to allow an additional donation period during the fiscal year. Each employee can donate up to five days per year, subject to the 130 day SLP limit.

3. An employee who is absent from work due to personal illness or injury who meets the following requirements may be granted days from the SLP:

- a. The employee must provide medical certification of the personal illness or injury.
- b. The employee must first exhaust all applicable paid leave. At the time the employee requests leave from the SLP, the College will review the employee's leave record to confirm that all applicable paid leave has been exhausted.
- c. The employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is thereafter in further need of additional days from the SLP, the subsequent required period of absence shall be reduced to five working days.
- d. Days from the SLP are not available for leaves taken under Family and Medical Leave Act except for leaves due to own serious health condition. In addition, employees may not use days from the SLP for leaves of absence that

continue more than a total of 12 weeks, including any leave covered by FMLA.

- e. Days from the SLP are not available for absences covered by Worker's Compensation.
4. An employee granted days from the SLP does not have to reimburse the SLP or the College for the days utilized.
 5. Employees interested in using the SLP should submit a written request to the College's Human Resources Department. The Human Resources Department will review the written request and determine whether the request meets the requirements of this policy, and make a recommendation to the Associate Vice President of Human Resources or designee whether to grant the request. The Associate Vice President of Human Resources or designee will approve or deny the request and notify the employee in writing.

FACILITY SUPPORT STAFF

Employment

EMPLOYEE CLASSIFICATION

Facility Support Staff employees are non-exempt (hourly) employees that provide custodial or maintenance type services to the College.

DEFINITION OF EMPLOYEES

- A. **Full-Year Employees:** Employees who are employed for a full workweek and 52 weeks per year.
- B. **Full-time, School-Year Employees:** Employees who are employed for a full workweek, for less than 52 weeks per year and for at least 32 weeks per year.
- C. **Part-time Full-Year Employees:** Employees who are employed for less than a full workweek and work 52 weeks per year (minimum 600 hours).
- D. **Part-time School-Year Employees:** Employees who are employed for less than a full workweek, for less than 52 weeks per year and for at least 32 weeks per year (minimum 600 hours).

HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

Recording Hours of Work

All hours of work must be recorded accurately on the College's time reporting system. This includes accurately reporting all hours worked. It is unacceptable to under-report or over-report hours of work. All hours worked must be recorded to the nearest quarter hour. Time recording should not be done in advance. Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

RESIGNATION

Facility Support Staff employees are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. Employee's last day of employment is considered to be the last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receive 80 hours of vacation on July 1st and resign December 20th. The employee earned 6/12th of the full year benefit or 40 hours).

ADJUNCT TEACHING

Facility Support Staff employees may be hired as adjunct faculty. Adjunct assignments are determined by School Deans. Adjunct teaching must not be during the normal scheduled hours of a Facility Support Staff employee unless teaching is needed in high demand areas as determined by the Dean and approved by the Vice President for Learning. This practice is allowed on an exception basis only. A maximum of six student contact hours per week is allowed. Exceptions above six hours are allowed in high demand programs upon approval of the Vice President for Learning. FSS employees who teach as adjunct faculty must meet FQAS expectations.

Compensation and Benefits

OVERTIME/COMPENSATORY TIME

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times their regular hourly rate of pay for all regular hours worked over 40 in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Compensatory time is earned at 1.5 times the regular hourly rate. A full-time employee may accumulate up to 40 hours of compensatory time. Any time exceeding 40 hours will be paid as overtime or used as compensatory time. Use of compensatory time is subject to supervisor approval.

PART-TIME COMPENSATORY

Part-time employees scheduled to work more than their normally scheduled hours in a week may be paid for the additional regular hours or receive compensatory time as determined by their supervisor. The employee may accumulate compensatory time up to the maximum of their normally scheduled hours per week.

CALL-IN

Call-in time is defined as any time that an employee is called in from off duty to work outside his/her regular schedule. The employee shall receive a minimum of three hours pay when called in. If the employee works in excess of three hours, they will be compensated for actual hours worked.

SHIFT DIFFERENTIAL

Facility Support Staff employees assigned to work a second shift (starting after 2 p.m.) and a third shift (starting after 8 p.m.) shall be paid a shift differential. Eligible employees will be paid \$.20 per hour for second shift and \$.40 per hour for the third shift.

Employees required to work on Sunday will receive an additional \$.25 per hour for hours worked unless Sunday is part of the normal work week.

Employees normally scheduled to work second or third shift who are asked to work any other shift temporarily will receive the shift differential pay of their normally scheduled shift.

TIME OFF BENEFITS

Part-time Facility Support Staff employees will receive pro-rated time-off benefits for vacation, bereavement, emergency/personal, holiday and sick leave based on their regularly scheduled hours.

SICK LEAVE

Annual and Accumulation: Full-time full-year and school-year employees shall accumulate sick leave hours at the rate of eight hours per month of employment in a fiscal year cumulative to 960 hours. Part-time employees shall accumulate sick leave hours at the rate of four hours per month of employment in a fiscal year cumulative to 480 hours. Sick leave may only be accumulated and retained by continuous service personnel. Such sick leave will only be paid for the illness of the actual employees. Employees are entitled to use five days of earned sick leave in any one fiscal year to care for the employee's immediate family member (spouse, domestic partner, (step) child, (step) father, (step) mother). Employees absent on sick leave may be requested to submit to the Associate Vice President of Human Resources or designee a doctor's report certifying the employee's inability to report to work.

Effective with the first day of employment and each July 1st thereafter, employees will be granted sick leave as follows:

1. Full-time, full year employees – 96 hours (12 days)
2. Full-time, school year employees – 80 hours (10 days)
3. Regular part-time, school year and full year employees, 10 or 12 prorated days.
Proration for regular part-time employees is based on contracted weekly hours of work.

Regulation

1. An employee absent because of illness or injury shall notify his/her immediate supervisor of the fact as soon as possible prior to the employee's normal starting time. Employees who must leave during their work time shall notify the supervisor prior to leaving.
2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.

Vacation

All regular full-year full-time employees shall receive the following vacation with pay:

During first (1st) year of employment (proration of).....	80 hrs (10 days)
After one (1) year of employment.....	80 hrs (10 days)
After four (4) years of employment.....	96 hrs (12 days)
After seven (7) years of employment	120 hrs (15 days)
After ten (10) years of employment.....	136 hrs (17 days)
After thirteen (13) years of employment.....	160 hrs (20 days)
After nineteen (19) years of employment.....	200 hrs (25 days)

Vacation Proration

An employee's vacation time shall be calculated on the actual months of employment during the period of time from July 1 to June 30 of each fiscal year. Proration of vacation for new employees hired after July 1 shall be determined by computing the actual months of employment from the date of hire to June 30, the end of the fiscal year. Proration of vacation for an employee leaving employment before June 30 shall be determined by computing the actual months of employment from July 1, the first day of the fiscal year, to the last day of employment.

Any employee hired on or before the 15th day of the month shall be given credit for working the full month. If he/she is hired after the 15th of the month, he/she will receive no credit for that month. If he/she leaves or is terminated after the 15th of any month, he/she shall be given credit for working that full month. If he/she leaves or is terminated on or before the 15th of the month, he/she shall receive no credit for that month. The vacation time an employee is eligible for will be a direct proration of the number of months employed in a fiscal year and the appropriate number of hours taken from the above schedule.

Vacation hours may be requested by employees with the advance approval (at least five working days) of the immediate supervisor. However, the College reserves the right to schedule vacations so as to ensure continued College operations.

Vacation Rules:

- Vacation time must be taken within the fiscal year earned except 32 hours may be carried over into the next fiscal year if approved by the supervisor and Associate Vice President of Human Resources or designee. This should be an exception to the rule versus the norm. Vacation carryover is based on college need, not personal need. In each carry-over case, vacation that is carried over will be forfeited if not used by September 1 of the following fiscal year.
- Vacation may not be taken in amounts less than one-quarter hour.
- Employees must take one-half of their earned vacation during the months of June, July and the first two weeks of August. The College, at its discretion, may request an employee to schedule vacation at other times if workloads require.

- Vacation time may be taken in advance of the completion of a given fiscal year.
- Vacation time taken by employees will be deducted to the closest quarter-hour increment.

Holidays

A. Holiday Schedule

1. All regular full-year full-time employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Thanksgiving Day, Memorial Day, Thanksgiving Friday, Martin Luther King Jr. Day and Labor Day.

In addition to the above six holidays, Independence Day, Christmas Day, and New Year's Day holidays shall be given as follows:

- a. When Independence Day is:

On	Holiday(s)
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

- b. When Christmas and New Year's Day is:

On	Holiday(s)
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

2. All school-year employees shall be compensated for holidays at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday if they satisfy the eligibility below in B.

- B. Eligibility:** In order to receive pay for any of the above named holidays, the employee must be in their normal pay status for the pay period during which the holiday falls. The employee must be in attendance on the workday immediately preceding and following the holiday to be eligible for holiday pay, except when an employee is on an approved absence such as sick leave, jury duty or vacation.
- C. Modifications:** An employee's holiday schedule may be modified by the College to accommodate the College's work needs. The employee shall receive holidays equal to the number of days given by the procedure described in section A above.
- D. Holiday Pay Rate:** If an employee is assigned to work on one of the above holidays, the employee shall receive two times the regular hourly rate for all hours actually worked, in addition to the holiday pay.

SERIOUS ILLNESS AND BEREAVEMENT LEAVE

Any full-time, full-year and/or school-year employee is entitled to three days absence with pay in any one fiscal year for each death in the employee's immediate family (spouse, domestic partner, brother, sister, child, (step) child, father, (step) father, mother, (step) mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, (step) grandparent (in-law), or grandchild, (step) grandchild).

Any regular full-time or school-year employee is entitled to no more than three days absence with pay in any one fiscal year for serious illness in the employee's immediate family.

If additional days are necessary for either death or serious illness in the employee's immediate family, advanced request made prior to the days used may be approved by the College and, with such approval, the additional days will be charged against the individual's accumulated sick leave hours.

Serious illness in the immediate family is interpreted as medically recognized major illnesses or emergencies, not including cases in which the employee's presence is required simply as a nurse, caretaker, or to provide for the normal operation of the family on account of sickness, or simply to provide transportation.

EMERGENCY AND PERSONAL LEAVE

Two days of leave with pay per year may be designated to each full-year and school-year employee as emergency/personal leave if approved by the immediate supervisor.

Emergency is defined as an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature, which calls for immediate action during job hours. The need for such a leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor or the Associate Vice President of Human Resources or designee. If advance notice is not possible, the emergency shall be reported immediately upon the employee's return.

SHUT DOWN

The College is closed between Christmas and New Years and the week of the July 4th holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

Employees not eligible for either of the additional "paid shutdown" benefit will receive four "floating holidays" (prorated for part-time employees) to be used at a time mutually agreed on by the employee and immediate supervisor.

SICK LEAVE POOL

1. The intent of the Sick Leave Pool (SLP) is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 60 approved SLP days per fiscal year, whichever is sooner.

2. The SLP will be administered on a fiscal-year basis (July 1 to June 30). The maximum number of days in the pool shall be limited to 130 days. Employees will be given the opportunity to add days to the pool on an annual basis on a schedule determined by the College. In the event that the SLP balance is depleted before the end of the fiscal year, the College may elect to allow an additional donation period during the fiscal year. Each employee can donate up to five days per year, subject to the 130 day SLP limit.

3. An employee who is absent from work due to personal illness or injury who meets the following requirements may be granted days from the SLP:

- a. The employee must provide medical certification of the personal illness or injury.
- b. The employee must first exhaust all applicable paid leave. At the time the employee requests leave from the SLP, the College will review the employee's leave record to confirm that all applicable paid leave has been exhausted.

- c. The employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is thereafter in further need of additional days from the SLP, the subsequent required period of absence shall be reduced to five working days.
- d. Days from the SLP are not available for leaves taken under Family and Medical Leave Act except for leaves due to own serious health condition. In addition, employees may not use days from the SLP for leaves of absence that continue more than a total of 12 weeks, including any leave covered by FMLA.
- e. Days from the SLP are not available for absences covered by Worker's Compensation.

4. An employee granted days from the SLP does not have to reimburse the SLP or the College for the days utilized.

5. Employees interested in using the SLP should submit a written request to the College's Human Resources Department. The Human Resources Department will review the written request and determine whether the request meets the requirements of this policy, and make a recommendation to the Associate Vice President of Human Resources or designee whether to grant the request. The Associate Vice President of Human Resources or designee will approve or deny the request and notify the employee in writing.

LEAVE OF ABSENCE FOR MEDICAL REASONS

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal

work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College. The leave will be granted or denied by the Associate Vice President of Human Resources or designee.

3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.

4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.

5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician's statement certifying that the employee remains unable to perform the normal work assignments of the employee's position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College's choosing, at the College's expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position.

6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.

OTHER LEAVE

1. Employees may be granted no more than 10 days of unpaid leave of absence in any one fiscal year if approved and scheduled with Human Resources and the immediate supervisor.
2. Employees who take an unpaid leave of absence under this language shall continue to earn all fringe benefits as if they had remained in paid status.
3. Such leave as described above must be taken in a minimum of full day intervals.
4. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence outside of the guidelines mentioned above.

RETIREMENT NOTICE

The College will pay out a lump sum of one-half of accumulated sick leave days to a maximum of 30 days at age 60 and with 15 years of service with a hire date prior to July 1, 2012. Employees will notify their supervisor and the Human Resources Department in writing at least three months prior to their intended retirement date.

Employees hired July 1, 2012 or later are not eligible for the sick leave payout upon retirement.

VISION INSURANCE

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is an up to \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

CONFIDENTIAL STAFF

Employment

EMPLOYEE CLASSIFICATION

Confidential Staff are non-exempt (hourly) employees providing administrative services that require knowledge of confidential College matters.

DEFINITION OF EMPLOYEES

- A. Full-time – 40 hours per week.
- B. Part-time – less than 40 hours per week (minimum of 600 hours per year).

HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

Recording Hours of Work

All hours of work must be recorded accurately on the College's time reporting system. This includes accurately reporting all hours worked. It is unacceptable to under-report or over-report hours of work. All hours worked must be recorded to the nearest quarter hour. Time recording should not be done in advance. Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

ADJUNCT TEACHING

Confidential employees may be hired to teach as adjunct faculty. Adjunct assignments are determined by School Deans. Adjunct teaching must not be during the normal scheduled hours of a confidential employee unless teaching is needed in high demand areas as determined by the Dean and approved by the Vice President for Learning. This practice is allowed on an exception basis only. A maximum of six student contact hours per week is allowed. Exceptions above six hours are allowed in high demand programs upon approval of the Vice President for Learning. Confidential employee who teach as adjunct faculty must meet FQAS expectation.

RESIGNATION

Confidential employees are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receive 96 hours of vacation on July 1st and resign December 20th. The employee earned 6/12th of the full year benefit or 48 hours).

Compensation and Benefits

OVERTIME/COMPENSATORY TIME

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times their regular hourly rate of pay for all regular hours worked over 40 in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Compensatory time is earned at 1.5 times the regular hourly rate of pay. The employee may accumulate up to 40 hours of compensatory time. Any time exceeding 40 hours will be paid as overtime. Use of compensatory time is subject to supervisor approval.

PART-TIME COMPENSATORY

Part-time employees scheduled to work more than their normally scheduled hours in a week may be paid for the additional regular hours or receive compensatory time as determined by their supervisor. The employee may accumulate compensatory time up to the maximum of their normally scheduled hours per week.

TIME OFF BENEFIT

Holidays

All full-time, full year employees will be paid for the following holidays per year as follows:

- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day-Thanksgiving Friday
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day

When Independence Day is on:	Holiday is observed on:
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

Employees who work less than 51 weeks will be compensated for the holidays that fall within their scheduled workweeks.

Part-time full-year employees will be paid a pro-rated portion of the above mentioned holidays.

VACATION

All full-time Confidential employees will receive vacation benefits as follows:

Years of Service	Number of Vacation Days/Hours
0 – 3	96 hours (12 days)
4 – 6	112 hours (14 days)
7 – 12	136 hours (17 days)
13 – 15	160 hours (20 days)
16+	200 hours (25 days)

When Christmas Day or New Year's Day is on:	Holiday is observed on:
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

All vacation must be scheduled with the approval of the employee's immediate supervisor. Employees are able to carry over five days of vacation into the next fiscal year with approval of their immediate supervisor. This should be an exception to the rule versus the norm. Vacation carryover is based on college need, not personal need.

A prorated portion of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling their employment obligation for the remainder of the fiscal year.

Part-time Confidential employees will receive pro-rated time-off benefits based upon their status. To be eligible for prorated benefits a part-time employee must be employed for 16 consecutive weeks and work 20 hours per week.

NOTIFICATION OF ABSENCE

When employees, because of illness, weather conditions or other emergencies, find it necessary to be absent during their normal schedule, they should contact their immediate supervisor prior to the beginning of their normal workday.

If the immediate supervisor cannot be reached, the employee should speak to another member of their unit so a message can be given to the employee's supervisor.

SICK LEAVE

The College provides sick leave benefits for employees for their own personal illness. The Associate Vice President of Human Resources or designee may request a physician statement verifying the illness.

Full-time employees shall accumulate up to 960 hours based upon their number of weeks of employment as follows:

Weeks of Employment	Sick Days
52 weeks	96 hours (12 days) effective with employment and 96 hours (12 days) each July 1 st thereafter.
46–51 weeks	88 hours (11 days) effective with employment and 88 hours (11 days) each July 1 st and thereafter
41–45 weeks	80 hours (10 days) effective with employment and 80 hours (10 days) each July 1 st thereafter
36–40 weeks	5 days effective with employment and 5 days each July 1 st thereafter

Five days of sick leave in a fiscal year may be used for the care of an ill immediate family member. For the purpose of this benefit immediate family is defined as spouse, domestic partner, brother, sister, (step) child, (step) (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or (step) grandchild. The need for such leave must be communicated immediately upon knowledge of such need, in advance if possible to the immediate supervisor.

Part-time Confidential employees will receive pro-rated time-off benefits based upon their status. To be eligible for prorated benefits a part-time employee must be employed for 16 consecutive weeks and work at least 20 hours per week.

Regulation

1. An employee absent because of illness or injury shall notify his/her immediate supervisor of the fact as soon as possible prior to the employee's normal starting time. Employees who must leave during their work time shall notify the supervisor prior to leaving.
2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.

EMERGENCY/PERSONAL LEAVE

Emergency leave up to two days per fiscal year may be granted by the immediate supervisor to cover an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours.

SERIOUS ILLNESS AND BEREAVEMENT LEAVE

Bereavement leave up to three days per incident per fiscal year may be granted by immediate supervisor to cover death of an immediate family member such as spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild. Employee is entitled to no more the three days absence with pay in any one fiscal year for serious illness in the employee's immediate family (spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild). If additional days are necessary for either the death or major illness of an immediate family member (spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild), advanced request made prior to days used may be approved by the College and with such

approval the additional days will be charged against the individual's accumulated sick leave days.

SHUT DOWN

The College is closed between Christmas and New Years and the week of the July 4th holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

LEAVE OF ABSENCE FOR MEDICAL REASONS

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College. The leave will be granted or denied by the Associate Vice President of Human Resources or designee.

3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.

4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.

5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician's statement certifying that the employee remains unable to perform the normal work assignments of the employee's position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College's choosing, at the College's expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position.

6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.

OTHER LEAVE

1. Employees may be granted no more than 10 days of unpaid leave of absence in any one fiscal year if approved and scheduled with Human Resources and the immediate supervisor.

2. Employees who take an unpaid leave of absence under this language shall continue to earn all fringe benefits as if they had remained in paid status.

3. Such leave as described above must be taken in a minimum of full day intervals.

4. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence outside of the guidelines mentioned above.

ADJUNCT FACULTY

Employment

ADJUNCT FACULTY ROLE

Adjunct faculty members are hired because of the expertise they bring to the classroom from the world of work. Adjunct faculty assist with Northcentral Technical College's mission of being the customer-focused, accessible provider of learning that builds a competitive workforce.

Adjunct faculty are vital members of the NTC team and play an important role in serving our customers, students, parents, business people and many others.

Adjunct faculty are provided a variety of resources. All new adjunct faculty members are required to complete an orientation program. Teaching tools and curriculum help are provided through the Curriculum & Organizational Development Team.

FACULTY QUALITY ASSURANCE SYSTEM

To ensure quality education and to be eligible to teach, the Wisconsin Technical College System (WTCS), requires all instructors to meet qualification standards. As summarized here, Wisconsin Administrative Rule TCS 3.01 effective 7.1.15, defines what academic preparation and occupational experience is needed to be hired. Another very important part of faculty qualification is the emphasis on continued professional growth. This summary includes information on how to remain qualified under the Faculty Quality Assurance System (FQAS).

Initial Qualification

Required for:

All instructors except those teaching exclusively 42 (continuing education), 47 (occupational/professional development), or 60 (community service) level courses.

Requirements:

- Academic Subject Instructor (non-General Education such as ABE, ELL, College Prep, etc.) – Master's degree with minimum of a minor in content area or Master's degree with 20 undergraduate credits in appropriate area
- Academic Subject Instructor (General Education) – Master's degree in the content area teaching or Master's degree with 18 graduate credits in the content area teaching
- Occupational Subject Instructor
 - Master's degree or equivalent (occupational experience combined with appropriate education and training totaling 14,000 hours)

- 24 months (4,000 hours) of verified work experience in appropriate field for each instructional area (half of which has to be in the last five years)

Ongoing Development

Once hired, adjunct faculty must meet seven defined competencies within 5 years, with a minimum of one competency per year. The seven competencies are:

- Course Design
- Teaching Methods and Technology
- Behavior Management
- Embracing Diversity
- Assessment
- Student Success
- Data and Evidence Analysis

For more information on the competencies, please visit the NTC Faculty Resources website:

1. Go to ntc.edu
2. Select **Faculty Resources** at the bottom of the page
3. Choose Instructional Support
4. Enter password: **faculty**
5. Select **FQAS**

Once the competencies are met, annual professional development is required. Annual professional development must provide development of at least 20 hours per year in any combination of these three areas:

- Instructor Excellence
- Student Success
- Currency in Occupational Area

EXEMPT EMPLOYMENT

Adjunct faculty can be scheduled up to 12 student contact hours per week. Adjunct faculty are salaried employees. Adjunct faculty are exempt from the overtime provisions of the Fair Labor Standards Act.

Adjunct faculty are expected to prep accordingly and hold office hours. If an adjunct faculty member missed a class, an appropriate deduction to pay will be made.

Teaching assignment for Adjunct Faculty except those listed below

Contact Hours	Prep/Assessment	Office Hours
1-6	1.25 – 7.5	1
7-12	8.75 – 15	2

Adjunct Faculty teaching exclusively in the following lab environments (College Prep Center, HSED, ABE, EMS TEMS [Merrill Regional], Wausau/Regional Campus Flex Lab, Computer Labs) and Continuing Education Adjunct faculty are not responsible for traditional prep and assessment and may be scheduled 18 hours per week.

INTELLECTUAL PROPERTY

Adjunct faculty are subject to the College's Intellectual Property Administrative/Operating Guideline #229. Instructional materials (syllabus, learning activities, course competencies, lectures, power point presentations) that are provided to adjunct faculty by the College are the property of the College. These materials should not be used outside of NTC.

RESIGNATION

In the best interest of learners, if you are unable to complete your assignment, it is expected that you provide as much notice as possible to your supervisor or dean.

MENTORING

All new adjunct faculty members at NTC are assigned a mentor by his/her immediate supervisor for the first year of employment.

ORIENTATION REQUIREMENTS

Orientation to the College consists of three different components.

1. **Online Orientation** – The Adjunct Faculty Learning Management System site provides a variety of learning modules for new adjunct faculty to complete as a part of his/her orientation. Each module has a quiz associated with it to help ensure learning of the material. The modules include:

- NTC Vision, Mission, Community Benefits Statements, Core Beliefs & Strategic Directions
- Armed Intruder
- Consensual Relations
- Family Educational Rights and Privacy Act at NTC
- Overview of WTCS

The final orientation quiz must be completed prior to teaching additional courses for NTC.

2. **Face-to-Face or electronic Orientation within Learning School** –Face-to-face or electronic orientation may include time spent with:

- The Dean or the Associate Dean
- A Learning Coordinator
- An Administrative Assistant
- A Faculty Mentor

3. **Faculty Resources Website** – provides resources materials for use by adjunct faculty. It is recommended that orientation assignments within The Learning Management System be completed prior to exploring the site. Visit the Faculty Resources website: ntc.edu, Faculty Resources, at the bottom of the page, enter password: faculty.

PROCESS FOR SUBMITTING COURSE SYLLABI

Each semester, all faculty members are required to submit their syllabi to the School or Division for which they are teaching. When documents have been finalized for the semester, a copy of the syllabus should be electronically stored in a location accessible to adjunct faculty.

Adjunct faculty who are unable to access the S-drive on campus should work with their supervisor to submit course syllabi. Questions should be directed to the School or Division for which the course is being taught.

Compensation

ADJUNCT FACULTY COMPENSATION

Adjunct faculty compensation will be based on a stipend payment. Following are required components of the stipend payment:

- Grading
- Prep
- Orientation
- Team meetings as required
- Office hours
- A stipend payment of \$50 will be paid to attend adjunct faculty orientation meetings/Regional HSED meetings not to exceed \$100 per year.
- Updated syllabus

Stipend Payment for Adjunct Faculty Teaching Post-Secondary Courses

Credit	Lecture	Lab	Clinical
1	\$645	\$1,290	\$1,930
2	\$1,290	\$2,570	\$3,855
3	\$1,930	\$3,855	\$5,785
4	\$2,570	\$5,140	\$7,715
5	\$3,215	\$6,430	\$9,640

College Prep Center and Alternative High School adjunct faculty in addition to the components above will complete client reporting and grant reporting as required. Payment for instruction will be a stipend payment based upon overall assignment requirements.

Adjunct Faculty Stipend Payments for Post-Secondary/ABE and Continuing Education Online Anytime Start Courses

Stipend Payment for Post-Secondary/ABE Online Anytime Start Course for Adjunct Faculty¹

Credits	1	2	3
Base Pay	\$510	\$1,020	\$1,530
# of Enrolled Students			
1-6	\$155	\$310	\$460
7-12	\$310	\$615	\$920
13-18	\$460	\$920	\$1,380
19-24	\$615	\$1,225	\$1,840
Over 24	Per Class Size Overload		

¹ The stipend for teaching a post-secondary/ABE online anytime start course includes a combination of base pay of \$510 per credit and an additional payment based on # of students enrolled.

Stipend Payment for Virtual College Courses Taught by Adjunct Faculty¹

Virtual College Stipend - Adjunct Faculty							
Course Contact Hours	<u>18</u>	<u>36</u>	<u>54</u>	<u>72</u>	<u>90</u>	<u>108</u>	<u>126</u>
Base Pay	\$ 510	\$1,020	\$1,530	\$2,040	\$2,550	\$3,060	\$3,570
# of Enrolled Students							
1-6	\$155	\$310	\$460	\$615	\$765	\$920	\$1,075
7-12	\$310	\$615	\$920	\$1,225	\$1,530	\$1,840	\$2,145
13-18	\$460	\$920	\$1,380	\$1,840	\$2,295	\$2,755	\$3,215
19-24	\$615	\$1,225	\$1,840	\$2,450	\$3,060	\$3,675	\$4,285
Over 24	Per Class Size Overload						

¹The stipend for teaching a Virtual College course includes a combination of base pay of \$510/per 18 contact hours plus an additional payment based on number of students enrolled.

For payment purposes, occupational credit hours will be paid as lecture credit hours at 18 hours/credit.

Expectations for Post-Secondary/ABE Online Anytime Start & Virtual College Courses

Faculty receive Base Pay to complete the following: update course syllabus based on the current NTC Syllabus Template, update closed captioned welcome video and introductory videos for each learning plan, add announcement and/or welcome letter, and update instructor information. Faculty are also expected to make the course available to students 2 days prior to the start of the course.

Adjunct Faculty Stipend Payments for Continuing Education and Business and Industry

The stipend payment for adjunct faculty for Continuing Education or Business and Industry courses is based on customer need, overall project components and credit value.

Stipend Payment for Continuing Education and Business and Industry

Credit	Stipend Payment	Credit	Stipend Payment
0.05	\$72	0.55	\$786
0.1	\$143	0.6	\$857
0.15	\$215	0.65	\$929
0.2	\$285	0.7	\$1,000
0.25	\$357	0.75	\$1,071
0.3	\$429	0.8	\$1,143
0.35	\$500	0.85	\$1,214
0.4	\$572	0.9	\$1,286
0.45	\$643	0.95	\$1,357
0.5	\$726	1	\$1,428

Stipend Payment for Continuing Education Online Anytime Start Course for Adjunct Faculty²

Credits	0.05	0.1	0.15	0.2	0.25
Course Length (hrs)	1-2	3-4	5-6	7-8	9-10
Base Pay	\$55	\$90	\$125	\$160	\$195
# of Enrolled Students					
1-6	\$130	\$165	\$200	\$235	\$270
7-12	\$205	\$240	\$275	\$310	\$345
13-18	\$280	\$315	\$350	\$385	\$420
19-24	\$355	\$390	\$425	\$460	\$495
25-30	\$430	\$465	\$500	\$535	\$570
31-36	\$505	\$540	\$575	\$610	\$645

Credits	0.3	0.35	0.4	0.45	0.5
Course Length (hrs)	11-12	13-14	15-16	17-18	19-20
Base Pay	\$230	\$265	\$300	\$335	\$370
# of Enrolled Students					
1-6	\$305	\$340	\$375	\$410	\$445
7-12	\$380	\$415	\$450	\$485	\$520
13-18	\$455	\$490	\$525	\$560	\$595
19-24	\$530	\$565	\$600	\$635	\$670
25-30	\$605	\$640	\$675	\$710	\$745
31-36	\$680	\$715	\$750	\$785	\$820

Credits	0.55	0.6	0.65	0.7	0.75
Course Length (hrs)	21-22	23-24	25-26	27-28	29-30
Base Pay	\$405	\$440	\$475	\$510	\$545
# of Enrolled Students					
1-6	\$480	\$515	\$550	\$585	\$620
7-12	\$555	\$590	\$625	\$660	\$695
13-18	\$630	\$665	\$700	\$735	\$770
19-24	\$705	\$740	\$775	\$810	\$845
25-30	\$780	\$815	\$850	\$885	\$920
31-36	\$855	\$890	\$925	\$960	\$995

Credits	0.8	0.85	0.9	0.95	1.0
Course Length (hrs)	31-32	33-34	35-36	37-38	39-40
Base Pay	\$580	\$615	\$650	\$685	\$720
# of Enrolled Students					
1-6	\$655	\$690	\$725	\$760	\$795
7-12	\$730	\$765	\$800	\$835	\$870
13-18	\$805	\$840	\$875	\$910	\$945
19-24	\$880	\$915	\$950	\$985	\$1020
25-30	\$955	\$990	\$1025	\$1060	\$1095
31-36	\$1030	\$1065	\$1100	\$1135	\$1170

² Base rate calculated at \$35 per 0.05 credit after the first 0.05 credit. Rate for enrollment is \$75 per student enrollment tier

Expectations for Continuing Education Online Anytime Start Courses

Faculty receive Base Pay to complete the following: update course syllabus based on the current NTC Syllabus Template, add announcement and/or welcome letter, and update instructor information. Faculty are also expected to make the course available to students 2 days prior to the start of the course.

Course Requirements for Continuing Education and Business & Industry:

These courses should contain, at a minimum, a Course Summary and Handouts/Student Materials.

Course Summary should include:

- Syllabus following the NTC Syllabi guidelines
- Course Name
- Course Number, if known
- Course Hours
- Course Description
- Learning Objective/Competencies
- Timed Course Outline describing the content areas to be covered and the amount of time dedicated to each content area.

Handouts should include:

- PowerPoints, outlines or worksheets for student use
- Learning activities and assessment tools, if appropriate

The Course Summary should be submitted to ContinuingEd@ntc.edu or Business and Industry as soon as the course is scheduled to facilitate marketing of the course. Handouts should be submitted at least two weeks prior to the course so they can be distributed to the students.

Adjunct faculty that team teach a course will be paid a stipend payment based on the overall assignment requirements.

CLASS SIZE OVERLOAD

The stipend payment will be as follows:

<u>Class Size</u>	<u>33-55</u>	<u>56-99</u>	<u>100 & over</u>
Additional stipend per course	\$900	\$1,350	\$1,800

1. Class size for all courses shall be calculated after 1/3 of the course is completed.
2. For classes that have a common lecture time but separate lab times, the number of students in the lecture will be used when computing class size overload.

3. In Health Learning Resource Lab instruction when the ratio of students to teacher(s) in the lab averages over 32:1, overload pay provisions will go into effect on the basis of this ratio, proportionately to the periods involved.
4. For 77 level courses the additional stipend will be calculated per the stipend chart above.

Online Course Size Overload: A stipend payment will be made as follows:

- Online 25-30 - \$900
- After 31 students a new section will be opened

*In rare occurrences, one section with over 31 students may be run if it is more suitable to do so.

CURRICULUM

Curriculum is the foundation for the student learning experience. NTC requires that all courses 1 credit or greater be developed in the Worldwide Instructional Design System (WIDS). Faculty will have an opportunity to develop curriculum, utilizing their instructional and subject matter expertise. Required components of curriculum projects for post-secondary courses are as follows:

1. Curriculum projects will be assigned based on need determined by the College, with Advisory Committee input.
 - a. Projects may be compensated based on a stipend payment. Stipend payment will be based on the chart below.
 - b. Updating of existing curriculum (less than 50% competency change) or if nothing exists in WIDS or the Learning Management System for current course being taught would normally be assigned to full time faculty. If an adjunct faculty accepts this work they will be paid a stipend.
2. Curriculum & Organizational Development Team will determine the required components of curriculum projects. Prior to the start of a curriculum project, new curriculum developers will schedule a meeting with the Curriculum & Organizational Development Team to discuss expectations and provide support and resources.
3. Faculty are required to meet established deadlines as stated on the signed Curriculum Project Agreement. Failure to meet deadlines will void this agreement and payment will be adjusted accordingly.
4. Curriculum for a course must be consistent across the College regardless of instructor, location, mode of delivery or when offered for dual credit.
5. Stipend Payment will be made once the final product is approved by the Curriculum & Organizational Development Team.
6. Recommended pre-requisites for assignment of a curriculum project is the fulfillment of the Course Design competency, and the Teaching Methods and Technology competency.

7. Curriculum & Organizational Development Team will review and approve all new and revised curriculum and provide a list of courses and current development status. Program teams and Learning managers (Dean, Associate Dean, and/or Learning Coordinator) will review the list and determine the need to update or create curriculum. This work will become part of the Team Action Plan at the beginning of the year and will be assigned to faculty as a stipend payment, team time or professional development.
8. All courses require development in a master shell in the Learning Management System. See Quality Standards Checklist on the share drive at S:\Curriculum\Quality Standards for Curriculum as well as the NTC (Faculty Resources) website.
9. Peer review – Curriculum developers are expected to review their curriculum project with their peers during their faculty team time prior to the project being submitted for review with the Curriculum & Organizational Development Team. .
10. Credit for prior learning: curriculum projects will address credit for prior learning assessment by developing an appropriate PLA. The team will determine who completes this work. The activity may be assigned if there are no volunteers.

Stipend Payment Guidelines for Curriculum for Post-Secondary Courses

A	B	C	D	E
<50% revised competencies in WIDS and/or update LPs* and PATs* in LMS*	Above the Line (New or >50% change in competencies)	Below the Line development for F2F in LMS* (COS up to date/pulled from Repository)	Below the Line development for Hybrid/Online/Virtual College	Modality Change in LMS*; (Update WIDS if <50% revised competencies or as applicable)
No stipend	\$400/credit	\$400/credit	\$600/credit	\$500/credit

Payment is based on course credits. Total payment is the sum of each column A-E, as appropriate.

*LP = Learning Plan, PAT = Performance Assessment Tasks, LMS = Learning Management System

For example:

- A new 1 credit course needing full development (above-the-line: Competencies, Objectives, Performance Standards and below-the-line learning and assessment activities) for online/Virtual College would receive a stipend payment of \$1000 per credit (Column B+D)
- A new 1 credit course needing full development for a face-to-face course would receive a stipend payment of \$800 per credit (Column B+C)

- A 1 credit course requiring a mode change for online delivery or Virtual College would receive a stipend payment of \$500 per credit (Column E)
- A course imported from the WIDS Repository or shared from other colleges where faculty do not need to develop the above-the-line component, would receive a stipend payment of \$400 per credit (Column C)

Payment for Non Post-Secondary Curriculum Development for Continuing Education and Business & Industry

Payment will be based on a pro-rated formula derived from the credit value of the course.

Credit	Payment	Credit	Payment
0.05	\$82	0.55	\$449
0.1	\$184	0.6	\$490
0.15	\$225	0.65	\$531
0.2	\$266	0.7	\$572
0.25	\$306	0.75	\$612
0.3	\$327	0.8	\$653
0.35	\$347	0.85	\$694
0.4	\$368	0.9	\$735
0.45	\$388	0.95	\$776
0.5	\$408	1	\$816

COMPUTER BASED TRAINING STIPEND PAYMENT

Payment will be made on a per student basis of \$30 paid at the end of the semester.

- Students receiving a letter grade for the course, "DR" or "NS" grade will be counted for payment.
- Students who withdraw from the course with a "W" grade and who do not receive a refund tuition and course fees will also be counted for payment.
- Students receiving a refund of tuition due to their withdrawal (W) date falling within the first two weeks of the course will not be counted for payment.

SALARIED NON-REPRESENTED

Employment

Salaried Non-Represented employees do not have a community of interest with other employee groups. Farm Employees are located in this employment classification. These positions are salaried and exempt from overtime payment.

Compensation and Benefits

TIME OFF BENEFITS

Holidays

Holidays are part of the normal work schedule and are compensated as part of the normal work week.

Vacation

Ten days of vacation are given in a fiscal year to be used between July 1st and June 30th.

All vacation must be scheduled with the approval of the employee's immediate supervisor.

A proration of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling their employment obligation for the remainder of the fiscal year.

Vacation is provided July 1st of each fiscal year.

NOTIFICATION OF ABSENCE

When employees, because of illness, weather, weather conditions or other emergencies, find it necessary to be absent during their normal schedule, they should contact their immediate supervisor prior to the beginning of their normal workday.

If the immediate supervisor cannot be reached, the employee should speak to another member of their unit so a message can be given to the employee's supervisor.

SICK LEAVE

The College provides sick leave benefits for employees for their own personal illness. Human Resources may request a physician statement verifying the illness.

Full-time full-year Salaried Non-Represented employees shall receive five days of sick leave upon hire and five days each July 1st to a maximum of 90 days.

EMERGENCY/PERSONAL LEAVE

Up to five days per fiscal year may be requested to cover unforeseen circumstances that call for immediate action during job hours.

The need for such leave must be communicated immediately upon knowledge of such need, in advance if possible to the immediate supervisor. The reason for emergency leave is to be documented through absent management and turned in to Human Resources.

SERIOUS ILLNESS AND BEREAVEMENT LEAVE

Bereavement leave up to three days per incident per fiscal year may be granted by immediate supervisor to cover death of a close relative such as spouse, domestic partner brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild. Employee is entitled to no more the three days absence with pay in any one fiscal year for serious illness in the employee's immediate family such as spouse , domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild. If additional days are necessary for either the death or major illness of a close relative (spouse, domestic partner, brother, sister, (step) child, (step) grandparent (in-law), (step) father, (step) mother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or (step) grandchild), advanced request made prior to days used may be approved by the College and with such approval the additional days will be charged against the individual's accumulated sick leave days.

PART-TIME SALARIED NON-REPRESENTED EMPLOYEES

Part-time Salaried Non-Represented Employees will receive pro-rated benefits based upon their status. To be eligible for prorated benefits a part-time employee must be employed for 16 consecutive weeks and work 30 hours per week.

LEAVE OF ABSENCE FOR MEDICAL REASONS

1. In the event an employee is aware in advance of a need to be absent for medical reasons in excess of 3 days, it shall be the duty of the employee to notify his or her immediate supervisor and Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such absence and reason for requesting such leave of absence. An employee may use paid sick leave, other applicable paid leave, and any available leave under state and federal FMLA laws, subject to the College's policies governing each of these leaves.

2. In the event an employee has exhausted all applicable paid leave and leave under state and federal FMLA laws, and is still medically unable, as certified by a physician, to resume the normal work assignments of the employee's position, the employee may be granted an unpaid leave of absence for up to twelve weeks, or until such time as the employee is capable of returning to work, whichever occurs first. An employee shall apply to the Human Resources Department for an unpaid Leave of Absence for Medical Reasons as soon as the employee becomes aware of the need for such leave. The application shall be accompanied by a physician's statement certifying that the employee is unable to perform the normal work assignments of the employee's position. The College may require additional medical information to support the request for leave. In addition, the Associate Vice President of Human Resources or designee may require a certificate from a physician of the College's choosing that an employee requesting an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position. The cost of such an examination will be paid by the College. The leave will be granted or denied by the Associate Vice President of Human Resources or designee.
3. If an employee exhausts the 12 weeks of unpaid leave under this policy and is still not medically able, as certified by a physician, to perform the normal work assignments of the employee's position, the employee may apply in writing for an additional unpaid leave. The College will consider each request for a further unpaid leave of absence on a case by case basis and retains complete discretion to grant or deny an employee's application for further unpaid leave.
4. During any unpaid leave of absence under this policy, the employee may elect to pay the full premiums for any applicable insurance coverage, which shall then continue in force, subject to any limitations of state or federal law. Except as otherwise provided in this Handbook no other fringe benefits of any kind shall be paid to or accrued by any employee during any unpaid leave of absence.
5. During any unpaid leave of absence covered by this policy, the College may, at any time, request a physician's statement certifying that the employee remains unable to perform the normal work assignments of the employee's position. The Associate Vice President of Human Resources or designee may require an employee to be examined by a physician of the College's choosing, at the College's expense, for confirmation that an employee on an unpaid leave of absence for medical reasons is medically unable to perform the normal work assignments of the employee's position.
6. Failure to return to work as soon as physically able, or at the expiration of the leave of absence, whichever occurs first, will result in termination of employment.

7. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence for reasons not mentioned above.

OTHER LEAVE

1. Employees may be granted no more than 10 days of unpaid leave of absence in any one fiscal year if approved and scheduled with Human Resources and the immediate supervisor.
2. Employees who take an unpaid leave of absence under this language shall continue to earn all fringe benefits as if they had remained in paid status.
3. Such leave as described above must be taken in a minimum of full day intervals.
4. The President may, in his/her sole discretion, grant an employee an unpaid leave of absence outside of the guidelines mentioned above.

VISION INSURANCE

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is an up to \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

RESIGNATION

Salaried Non-Represented employees are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

When an employee resigns prior to June 30th, the amount of vacation earned from July 1st to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional time is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

Proration of vacation for an employee resigning employment before June 30th shall be determined by computing the actual months of employment from July 1st, the first day of the fiscal year, to the last day of employment. Example: (An employee receive 10 days of vacation on July 1st and resign December 20th. The employee earned 6/12th of the full year benefit or 5 days).

CLASSIFIED NON-UNION EMPLOYEES

EMPLOYEE CLASSIFICATION

Classified Non-Union (CNU) employees are non-exempt (hourly) employees hired to work less than 600 hours in a fiscal year.

A temporary CNU is an employee hired to work less than 600 hours in a fiscal year with the intent of such employee being separated from the payroll at the end of the temporary period.

APPENDIX

COMMON ACRONYMS AT NTC

AAS:	Associate of Applied Science
ABE:	Adult Basic Education
AEFL:	Adult Education and Family Literacy
AHS:	Alternative High School
AME:	Advanced Manufacturing and Engineering
AQIP:	Academic Quality Improvement Program
ARC:	Academic Resource Center
ATD:	Achieving the Dream
B&I:	Business and Industry
BIT:	Behavior Intervention Team
CBI:	Center for Business & Industry
CBO:	Community-Based Organization
CCSSE:	Community College Survey of Students Engagement
CDR:	Cohort Default Rate
CE:	Continuing Education
CGE:	Center for Geriatric Education
CHS:	Center for Health Sciences
COW:	Computers on Wheels
CPC:	College Prep Center
CPL:	Credit for Prior Learning
CTSO:	Career and Technical Student Organization
CURR MOD:	Curriculum Modification

DACUM:	Develop a Curriculum
DMI:	District Mutual Insurance
ELL:	English Language Learners
ELT:	Executive Leadership Team
FAUPL:	Final Agreed Upon Performance Levels
FCI:	Framework for Comprehensive Internalization
FERPA:	Federal Educational Rights and Privacy Act
FQAS:	Faculty Quality Assurance System
FTE:	Full-Time Equivalent
GED/HSED:	General Education Diploma/High School Equivalency Diploma
GPR:	General Purpose Revenue
HDHP:	High Deductible Health Plan
HESI:	Health Education Systems, Inc.
HLC:	Higher Learning Commission
HR:	Human Resources
HSA:	Health Savings Account
IEP:	Intensive English Program
IPEDS:	Integrated Post-Secondary Education Database System
IT:	Information Technology
ITEC:	Information Technology and Entrepreneurial Center
IVC:	Interactive Video Conferencing
IVP:	Instructional Vitality Process
LMS:	Learning Management System
LP:	Learning Plans

MTU:	Michigan Technological University
NTC:	Northcentral Technical College
NTO:	Nontraditional Occupations
PACE:	Personal Assessment of the College Environment
PAT:	Performance Assessment Tasks
PATH:	Purposeful Assessment to Support High Quality Education
PHI:	Potential Hours of Instruction
PLA:	Prior Learning Assessment
QRP:	Quality Review Process
SGA:	Student Government Association
SQRP:	Service Quality Review Process
SSI:	Student Satisfaction Inventory
STEM:	Science, Technology, Engineering and Math
STL:	School to Careers
TAP:	Team Action Plan
TLC:	Timberwolf Learning Commons (Library)
TSA:	Technical Skill Attainment
UIU:	Upper Iowa University
UWMC:	University of Wisconsin-Marathon County
VC:	Virtual College
WAT:	Workforce Advanced Training
WDB:	Workforce Development Boards
WIDS:	Worldwide Instructional Design System
WLDI:	Wisconsin Leadership Development Institute


WTCS: Wisconsin Technical College System

ACADEMIC CALENDAR

2018-2019 ACADEMIC CALENDAR																							
Summer 2018 (Term 0535)					Fall 2018 (Term 0540)					Spring 2019 (Term 0545)													
June 2018	Su	M	T	W	R	F	Sa	August 2018	Su	M	T	W	R	F	Sa	January 2019	Su	M	T	W	R	F	Sa
						1	2	2018				1	2	3	4	2019			1(H)	2	3	4	5
	3	4	5	6	7	8	9		5	6	7	8	9	10	11		6	7	8	9	10	11	12
	10	11	12	13	14	15	16		12	13	14	15	16	17	18		13	14	15	16	17	18	19
	17	18	19	20	21	22	23		19	20	21	22	23	24	25		20	21	22	23	24	25	26
	24	25	26	27	28	29	30		26	27	28	29	30	31		27	28	29	30	31			
July 2018	1	2	3	4	5	6	7	September							1	February							2
	8	9	10	11	12	13	14	2018	2	3(H)	4(H)	5	6	7	8	2019	3	4	5	6	7	8	9
	15	16	17	18	19	20	21		9	10	11	12	13	14	15		10	11	12	13	14	15	16
	22	23	24	25	26	27	28		16	17	18	19	20	21	22		17	18	19	20	21	22	23
	29	30	31						23	24	25	26	27	28	29		24	25	26	27	28		
									30								March					1	2
								October								2019	3	4	5	6	7	8	9
								2018	7	8	9	10	11	12	13		10	11	12	13	14	15	16
									14	15	16	17	18	19	20		17	18	19	20	21	22	23
									21	22	23	24	25	26	27		24	25	26	27	28	29	30
									28	29	30	31					31						
								November								April							
								2018	4	5	6	7	8	9	10	2019	7	8	9	10	11	12	13
									11	12	13	14	15	16	17		14	15	16	17	18	19(H)	20
									18	19	20	21	22(H)	23(H)	24		21	22	23	24	25	26	27
									25	26	27	28	29	30			28	29	30				
								December								May							
								2018	2	3	4	5	6	7	8	2019	5	6	7	8	9	10	11
									9	10	11	12	13	14	15		12	13	14	15	16	17	18
									16	17	18	19	20	21	22		19	20	21	22	23	24	25
									23	24(H)	25(H)	26	27	28	29		26	27	28	29	30	31	1
									30	31						June	2	3	4	5	6	7	8
																2019	9	10	11	12	13	14	15
																	16	17	18	19	20	21	22
																	23/30	24	25	26	27	28	29

Key:
 Semester classes start and end dates: Summer 6/4-8/3/18; Fall 8/27-12/18/18; Spring 1/24-5/22/19
 Grading day. Grades due/entered in PeopleSoft. No classes (prof day) (2): (Sum: 8/6/18) 12/19/18, 5/24/19
 In-service/Recognition Event: campuses closed until 5pm; All Campuses open 5pm - 10pm (2): 9/4/18, 2/14/19
 Campus Closed at 5:00 pm: 6/29/18, 8/31/18, 12/21/18, 5/24/19
 All Campuses Closed/Holiday (7)
 On Campus faculty prep days (prof day) (2): 8/24/18, 1/22/19
 College Initiative Days (4): 8/22-8/23/18; 1/23/19, 5/23/19
 Graduation (prof day) (2): 12/15/18; 5/18/19
 Spring Break March 18-22
 Additional Annual Professional Days-- as directed (5)

HOURS OF OPERATION

 2018-2019 College Hours of Operation													
MERRILL CAMPUS	Open only when classes are scheduled or by request												
WITTENBERG CAMPUS	Monday/Wednesday 8:00 am - 4:00 pm; Tuesday/Thursday 5:00 pm - 9:00 pm; Friday 8:00 am - 12:00 pm												
ALL OTHER REGIONAL CAMPUSES	Monday-Thursday 7:00 am - 10:00 pm; Friday 7:00 am - 6:00 pm; Saturday 7:00 am - 1:00 pm; Sunday hours by request. Regional campuses are closed on Saturday and Sunday during June and July.												
WAUSAU CAMPUS	<table border="1"> <thead> <tr> <th>Monday - Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>6:00 am - 10:00 pm</td> <td>6:00 am - 10:00 pm</td> <td>7:00 am - 5:00 pm</td> <td>7:00 am - 5:00 pm</td> </tr> <tr> <td>7:30 am - 10:00 pm</td> <td>7:30 am - 10:00 pm</td> <td>9:00 am - 3:00 pm</td> <td>9:00 am - 3:00 pm</td> </tr> </tbody> </table>	Monday - Thursday	Friday	Saturday	Sunday	6:00 am - 10:00 pm	6:00 am - 10:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm	7:30 am - 10:00 pm	7:30 am - 10:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm
Monday - Thursday	Friday	Saturday	Sunday										
6:00 am - 10:00 pm	6:00 am - 10:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm										
7:30 am - 10:00 pm	7:30 am - 10:00 pm	9:00 am - 3:00 pm	9:00 am - 3:00 pm										
Campus													
Library/Timberwolf Learning Commons													
June 4-August 24, 2018: Monday - Friday, 7:30 am - 7:00 pm; Saturday - Sunday, 9:00 am to 3:00 pm Last week of Fall and Spring Semesters: Monday - Friday, 7:30 am - Midnight (Security will be on campus); Saturday - Sunday 9:00 am to 3:00 pm													
Student Leadership Center/The Den	7:30 am - 10:00 pm												
Last week of Fall and Spring Semesters: Monday - Friday, 7:30 am - Midnight (Security will be on campus); Saturday, 9:00 am to 3:00 pm; Sunday, closed.													
Information Technology	7:30 am - 7:00 pm												
Student Services	7:30 am - 7:00 pm												
August 2018: Wausau, Antigo, Medford, Phillips, and Spencer. Admissions, Advising, and Career Coach services will be extended on Saturdays from 8:00 am to 10:00 pm. January 2019: Wausau, Antigo, Medford, Phillips, and Spencer. Admissions, Advising, and Career Coach services will be extended on Saturdays from 8:00 am to 10:00 pm.													
Learning Division Offices	7:30 am - 5:00 pm												
All Other Services	7:30 am - 5:00 pm												
DEFINITIONS													
Campuses closed	Building locked; access cards unavailable.												
Inservice	Regional campuses closed all day. Wausau Campus closed until 5:00 pm when services re-open to students and customers. No regular credit NTC day or evening classes.												
Winter Break (time between regular semesters)	December 19-20, 2018 and January 2-20 and 22-23, 2019; standard hours in effect												
Spring Break	March 18-22, 2019; standard hours in effect												
MONTH	DAY/DATES	CAMPUSES CLOSE AT 5:00 PM	CAMPUSES CLOSED	INSERVICE									
June	Friday, June 29, 2018	X											
	Saturday, June 30, 2018		X										
July	Sunday - Sunday, July 1-8, 2018		X										
August	Friday, August 31, 2018	X											
September	Saturday - Monday, September 1-3, 2018		X										
	Tuesday, September 4, 2018			X									
November	Thursday - Sunday, November 22-25, 2018		X										
December	Friday, December 21, 2018	X											
	Saturday - Monday, December 22-31, 2018		X										
January	Tuesday, January 1, 2019		X										
	Monday, January 21, 2019		X										
February	Thursday, February 14, 2019			X									
April	Friday - Sunday, April 19-21, 2019		X										
May	Friday, May 24, 2019	X											
	Saturday - Monday, May 25 - 27, 2019		X										

For additional department hours, see <https://www.ntc.edu/hours>

ACKNOWLEDGEMENT AND AGREEMENT

This is to acknowledge that I have received a copy or am able to access a copy of the Northcentral Technical College Employee Handbook either online or through the Human Resources office.

I understand that the Employee Handbook and applicable addendum set forth the terms and conditions of my NTC employment as well as the duties, responsibilities and obligations of NTC employment. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, operating guidelines and standards it sets forth. I also understand that NTC reserves the right to revise, delete, and/or add to the provisions of this Employee Handbook. No oral statement or representations can change any provision of this Employee Handbook, and any statute, regulation, or decision of any body of competent jurisdiction shall supersede any conflicting provision of this Employee Handbook. Your employment with NTC is defined as an at-will relationship. This means you may resign from employment, and NTC may terminate your employment at any time, with or without cause, and with or without notice, subject to the conditions of individual employment contracts.

I understand that, with the exception of written employment agreements, this Employee Handbook supersedes all prior agreements, past practices, understandings, and representations concerning my employment with NTC. I acknowledge that the online Employee Handbook includes the most up-to-date information and that it is my responsibility to obtain the latest version of the Employee Handbook.

Please follow this link to sign the acknowledgement and agreement form electronically:

https://ntcforms.formstack.com/forms/employee_handbook_acknowledgement_and_agreement