



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

*Experience. Success.*

**Wisconsin Indianhead Technical College  
GENERAL EMPLOYEE HANDBOOK**

**Fiscal Year 2021  
February**

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# 1 INTRODUCTION

## 1.1 Welcome to Wisconsin Indianhead Technical College

On behalf of the Board of Trustees and your colleagues, I'd like to thank you for providing your time and talents to serve as an employee at WITC. As your employer, WITC has developed this Handbook to describe many of the expectations of you as an employee and to outline the policies, procedures, programs, and benefits available to you. It is important for you to familiarize yourself with the Handbook. It is designed to answer many questions about the College and serves as a guide to provide an equitable, high-quality work environment for you and your co-workers. This Handbook and the College's Administrative Policies and Procedures can also be found on The Connection.

The dynamic environment in which we work requires the College to review and modify its policies, procedures, benefits, and programs from time to time. Handbook changes and updates to policies, procedures, benefits and/or programs will be communicated as they occur. You can expect to receive updates concerning all changes to the Handbook and associated policies and procedures through your WITC email with links that will direct you to the updated documents. Please do not hesitate to ask your supervisor or a member of the Human Resources team if you have questions regarding the Handbook, our policies and procedures, our benefits or changes to them when they occur.

Our goal in creating this Handbook and sharing information regarding our policies and procedures is to assist in facilitating your success as a WITC employee. We hope that your experience here will be challenging, enjoyable, and rewarding!

Sincerely,

A handwritten signature in black ink, appearing to read "John Will". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Will".

John Will  
President

## 1.2 About Our College

Wisconsin Indianhead Technical College is referred to as “WITC”, the “College”, and the “Employer” throughout this Handbook and Appendices.

### **Mission, Vision, and Values**

WITC is on an innovative journey to enhance and promote our mission of “Learning First.” All policies, procedures, and structures will be aligned with Learning College Tenets and the College’s Mission, Vision and Values.

#### **Mission – Learning First**

Learning is our passion. As Northwest Wisconsin’s leader in technical education, WITC creates dynamic opportunities for career preparation and personal effectiveness. We are committed to making each and every experience with us meaningful and professional.

#### **Vision – An Innovative Journey**

Education is a lifelong journey of learning and discovery. We embrace innovative theories, techniques, and technologies to ensure success in a changing world.

#### **Values**

- **Empowerment** - We value an engaging and supportive environment that inspires learners to achieve their personal and professional goals.
- **Excellence** - We value high quality training, professional development, and customer service in a dynamic learning environment.
- **Innovation** - We value flexible delivery options and embrace the latest theories and technologies to meet individual learners' needs.
- **Integrity** - We value honesty, accountability, and diversity in an open and ethical environment.
- **Collaboration** - We value partnerships that enhance learning, promote economic development, and improve quality of life.

## 1.3 WITC Learning College Tenets

To enhance and promote our mission of "Learning First", the College will apply these Learning College Tenets to continuously improve our programming and services.

### **Quality and continuous improvement are expected in all aspects of the College.**

Quality and continuous improvement in people, processes, services, initiatives, and projects are valued, encouraged, assessed and expected throughout the College.

### **Learning environments are created and nurtured to maximize personal success.**

Learning environments, including atmosphere, modes of delivery and physical spaces for students and staff, will be created and nurtured to support personal growth and success.

**Decision-making is collaborative and research based.**

Research, dialogue and formal and informal consultations will be the basis for major decisions at all levels of the College.

**Leadership is based on talent and vision.**

Individuals will be sought out to provide leadership based on their individual talents, abilities and understanding of WITC's future directions rather than their position in the organization.

**All individuals are valued.**

All individuals (staff, students, and community members) are valuable to the vitality of WITC. The talents of each are considered necessary for the College to fulfill its mission and aspire towards its vision.

**Students and staff are both teachers and learners.**

In WITC's collaborative learning environment, each individual is expected to be both a learner and a teacher. This belief enhances and expands the learning potential of everyone involved with the College.

**Diversity is respected and embraced.**

Diversity implies being open to new and different ideas. It also implies respect for and appreciation of all staff, students, and members of the community. Diversity is embraced at WITC as a means of enriching relationships and enhancing collaboration.

**Dialogue takes place in a safe, open, empathetic, and respectful environment.**

Since dialogue is used in a Learning College to make critical decisions and create shared understanding, it is imperative that individuals feel the environment is non-threatening and their contributions are welcome.

**Risk-taking is encouraged.**

As WITC's Learning College evolves, individuals and groups are encouraged to think out-of-the-box. Mistakes are OK – even expected – when trying new ideas.

#### 1.4 How to Resolve Conflicting Information

This Handbook is a general publication designed to cover all employees. It is possible that at times a conflict may arise between an item in this Handbook and an item in other legal agreements. In the event of any conflict between the provisions of this Handbook and the provisions in any legal agreement, please see the Human Resources office for clarification. Further, no handbook can cover all possible employment-related situations, so please discuss concerns or questions with your supervisor or Human Resources.

## 2 EMPLOYMENT

These provisions supersede all handbook versions developed prior and may not be amended or added to without the express written approval of the Vice President, Administrative Services/CFO.

### 2.1 Equal Opportunity – Employment and Education

The College will maintain a distinct equal opportunity program. All personnel actions, school-sponsored training, education, and social and recreation programs will be administered without regard to race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state, or local law in employment, admissions or its programs, services, or activities. This policy is adopted in compliance with mandated federal and state legislation.

Alleged acts of discrimination which violate federal and/or state laws or regulations and established College policies shall be reported directly to the College's Affirmative Action Officer/Director, Human Resources. All complaints will be investigated in a prompt and equitable manner through developed procedures.

Individuals who engage in discriminatory practices are subject to disciplinary action, including expulsion and/or termination.

*See G-111, G-111A & J-111A, G-113 & J121, G-113A & J-121A & J-220A and G-113B for related policies and procedures.*

### 2.2 Anti-harassment and Nondiscrimination Policy

The College has adopted a policy that states that unlawful harassment and discrimination is prohibited. The College expressly prohibits any form of unlawful harassment or discrimination based on race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, or status in any group protected by federal, state, or local law. Unlawful interference with the ability of the College's employees to perform their expected job duties and the ability of students to obtain educational goals is not tolerated. Please refer to the College's full policy/procedure regarding anti-harassment and non-discrimination for clarification and direction.

#### **Harassment and/or Discrimination Complaint Procedure**

Any employee who experiences any College-related harassment based on race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, or status in any group protected by federal, state, or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident at the following address:

Director, Human Resources/Equal Opportunity/  
Affirmative Action Officer/Title IX Coordinator  
WITC Administrative Office – Shell Lake 505 Pine Ridge Drive  
Shell Lake WI 54871  
Phone: (715)468-2815, ext. 2240  
amanda.gohde@witc.edu

To ensure compliance with the intent of state laws and regulations and the guidance supplied by the Office of Civil Rights, procedures for resolving complaints/grievances have been adopted by the College.

All complaints or reports of alleged acts or charges will be handled under developed procedures that will include, but not be limited to, taking immediate action to eliminate the acts or actions in violation of the Policy, preventing its recurrence, addressing its effects, publishing a notice of non-discrimination, adopting and publishing complaint procedures and ensuring College employees are trained to respond to issues/complaints promptly and equitably.

### **Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints**

WITC Director, Human Resources serves as the Equal Opportunity/ Affirmative Action Officer and Title IX Coordinator and the central intake point for complaints of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities. All charges of unlawful discrimination/ harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities will be investigated according to College procedure by the Director, Human Resources (or designee) or a supervised investigation will be delegated to other trained, responsible members of the College Leadership Team and/or outside legal counsel as appropriate.

If further information, interpretation, or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact Human Resources.

*See G-112 & J-120, G-113 & J-121, G-113A & J-121A & J-220A and G-113B for related policies and procedures.*

### **2.3 Disability Accommodation**

The College is committed to complying fully with the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local laws by ensuring equal opportunity in employment and education for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employee, student, or applicant because of the individual's disability or perceived disability, with the understanding that the employee can perform the essential functions and work-related responsibilities of the job.

The College also provides reasonable accommodation for qualified individuals with disabilities in accordance with these laws. Qualified employees with disabilities may make a request for reasonable accommodation to Human Resources. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded another employee under this policy. The requesting employee and Human Resources, and in some instances the supervisor, will participate in an interactive process to determine viable accommodations, qualifications, and implementation, if appropriate. The College encourages individuals with disabilities to come forward and request reasonable accommodations. Supervisors are to refer all such requests to Human Resources who will respond to the request on behalf of the College and make the final determination in response to the request. To request an accommodation evaluation, please complete the Ergonomics/Accommodations Request Form.

### **Ergonomics**

Proper workplace ergonomics are critically important to reducing incident rates, lost workdays, and other occupation related injuries. The College offers and encourages an ergonomic evaluation to all employees. An evaluation involves observation of the employee performing typical tasks, then adjusting the workstation as needed (such as raising a chair or lowering a keyboard). To request an ergonomic evaluation, please complete the Ergonomics/Accommodations Request Form.

### **Return to Work Program**

The College supports return to work efforts following work-related employee injuries by providing temporary accommodations or changes in job duties. Accommodations are based on medical recommendations, and any changes in job function are determined in an interactive process involving the injured employee, the supervisor, and Human Resources. Supervisors are expected to allow and encourage employee participation in this program if an accommodation or change in job function is considered a viable substitute for lost time due to work-related injury.

*See G-111, G-111A and J-111A for related policies and procedures and cross references.*

## **2.4 Reporting Relationships — Employment of Relatives**

The College permits the employment of qualified relatives of employees or Board members provided they meet the qualifications of the position, as long as such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. However, no special consideration will be given to applicants who are relatives of current employees or Board members. The College will exercise sound business judgment in the placement of related employees or Board members in the application of this policy to all categories of employment at the College.

Individuals who are related by blood or marriage are permitted to work in the same department, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. If a manager/staff relationship between family members should occur as a result of marriage or potential promotion, one

of the parties will need to terminate employment, be transferred to another department, or be transferred or demoted to a position not involving the manager/staff relationship (a vacancy and qualifications must be met) without delay.

*See District Board Policy – District Board Members’ Code of Conduct (II.I.).*

## 2.5 Employment Applications

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and ongoing employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment, regardless of the time elapsed before discovery.

## 2.6 Orientation and Onboarding Programs

The purpose of orientation and onboarding programs is to familiarize new employees with the College, its benefits and policies, including its commitment to equal opportunity employment and access. Employees are encouraged to ask questions during these programs to understand all the guidelines that affect and govern employment relationships with the College.

Orientation and onboarding programs are typically offered early in employment and are conducted by campus staff, division members, and members of other departments, including Human Resources and Institutional Effectiveness. A basic orientation content is hosted in Maestro, the College’s Learning Management System for employees. New employees are enrolled in the course upon hire and completion of the online course is expected within the first 30 days of employment. The programs, both online and in person contain important information regarding job expectations, performance requirements, basic College policies, including this Handbook, compensation and benefits programs, and other information and documentation that employees are required to complete for the College is shared with the employee. Supervisors are an integral part of the orientation and onboarding process and should ensure that new employees participate to the fullest in all orientation programs.

## 2.7 Job Descriptions and Task Lists

Human Resources maintains Job Descriptions and Task Lists for all budgeted positions. Job Descriptions and Tasks Lists should be reviewed by all budgeted employees and their supervisors at the time of hire, transfer, and at each performance review. Updates to an employee’s Job Description and/or Task List should be sent by the supervisor to Human Resources (for updates and recordkeeping), the division Vice President (for review), and the employee (for informational purposes).

Job Descriptions include job purpose, minimum qualifications, physical requirements, and a broad summary of key job responsibilities. Employees with the same job title should share a Job Description. If a shared Job Description is not achievable for an employee who shares a title with other employees, the

supervisor of the position should consider changing the employee's title. Title changes should be reviewed with Human Resources and sent to the appropriate division Vice President, who will share with CLT for approval. Job Descriptions are stored on The Connection and in employee personnel files.

Task Lists contain specific job duties and detail percent of time spent on each task; therefore, each employee in a budgeted position should have his or her own Task List. Tasks Lists are stored on the private HR Team in Microsoft Teams and in employee personnel files.

The Job Description Questionnaire (JDQ) is used when a position is being reviewed for reclassification. The JDQ gathers information about the primary purpose of a position, areas of responsibility, and more to provide a detailed view of the role to an external consulting agency. The external agency then reviews the JDQ and provides a placement recommendation to the College.

## 2.8 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job expectations, performance, and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted at least annually to provide both supervisors and employees the opportunity to discuss expectations and job tasks, identify and correct areas for improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals, including possible training and professional growth opportunities, including the professional development activities as communicated in the employee's professional development plan.

It is the responsibility of supervisors to assist their employees in identifying strengths and areas for improvement and develop an Individual Learning Plan (ILP) to achieve their professional goals. Supervisors may counsel, coach, mentor, and provide written improvement plans such as a Performance Improvement Plan (PIP), if appropriate. PIPs detail the areas of improvement that are necessary for successful job performance and are acknowledged by the employee and supervisor. A PIP can be part of a discipline process, and failure to meet the expectations of the PIP could affect the individual's employment at WITC. Supervisors should coordinate the development of a PIP with Human Resources.

Performance evaluations are scheduled approximately every 12 months and may be scheduled more often as necessary. Newly hired or newly transferred employees may receive a formal evaluation every six months of the initial 12 months of their transfer or hire. Please refer to the specific Employee Performance Process documents that relate to your position for further procedures.

Please refer to the Employee Performance Evaluation Process and evaluation packets specific to employee groups on The Connection for further details.

## 2.9 Recruitment Process

Administration determines staffing levels throughout the year. All new and vacated positions are reviewed to determine the appropriate number of staff and hours to achieve objectives.

The College seeks the most qualified individuals to fill permanent and temporary vacancies. It is an employee's responsibility to communicate his/her career interests and to demonstrate his/her qualifications. The annual performance review process and ongoing dialogue with supervisors are opportunities for the employee to communicate his/her career goals and for the supervisor to counsel the employee on skills, performance, and experience needed to be eligible for advancement. Internal candidates may be more qualified than external candidates because of invested energy, effort, and interest in WITC specific skills, software, processes, professional development, and training. However, internal WITC experience and qualifications do not guarantee selection over a more qualified external candidate.

When staffing opportunities arise, qualified applicants must meet the minimum hiring qualifications for the position, including any credentialing or Faculty Quality Assurance System (FQAS) requirements, be capable of performing the essential functions of the job with or without a reasonable accommodation, and, if an internal candidate, be in good standing in terms of overall work record, including attendance. There is no requirement for posting or advertising a vacancy. There is no guarantee that any applicant, internal or external, will be granted an interview or that the vacancy will be filled. The decision to fill a vacancy will be based on the qualifications of the candidate and the needs of the College.

The recruitment process complies with all College policies and procedures as well as state and federal anti-discrimination/non-harassment requirements and is intended to provide adequate resources and time for the College to secure the most qualified candidates. Human Resources will prepare and coordinate recruitment activities based on the Job Requisition, including communication of the vacancy, advertising, and/or other actions.

#### **2.10 Job Transfers, Promotions and Temporary Assignments**

The College authorizes temporary and permanent job transfers and promotions based on operational needs. The decision to fill a position with a current employee through job transfer, promotion, or temporary assignment is solely the College's decision. Temporary assignments, transfers, or promotion opportunities may be posted at the discretion of the College.

If an employee turns down a permanent transfer assignment, which is a term of employment, the employee may be required to vacate the position.

#### **2.11 Reduction In Force**

The College strives to provide a stable and secure environment in which to work. Under certain circumstances, it may be necessary to eliminate positions due to budgetary needs, program reductions, reorganization, or other business needs.

The College President and the College Leadership Team shall determine which position(s) will be eliminated for reasons unrelated to the employee's performance. Any position(s) so identified should least

affect the philosophy, missions, and goals of the College. Employees will be given at least sixty (60) days' notice prior to the end date that his/her position is going to be eliminated.

WITC is not restricted from permanently or temporarily laying off a person, an entire classification/department or any part thereof on a temporary basis not to exceed five (5) working days due to a mechanical breakdown, financial difficulties, acts of nature, civil disorder, or other acts over which the College has no control.

The College shall ensure that the recommended position elimination is based on a business purpose and complies with all antidiscrimination statutes, regulations, policies, and procedures. Employees laid off because of position elimination may apply for any position for which they are qualified. An eliminated position shall not be reinstated without written documentation that describes the changes to the College business that necessitates such action.

*See G-153A for related procedure.*

## 2.12 Access to Personnel Files

The College maintains official personnel files on each employee with the objective to catalog and record employment information related to the employee. These files contain documentation regarding various aspects of the employee's employment with the College, such as the employee's job application, performance appraisals, disciplinary warning notices, and other employment records. The employee should be made aware of and familiar with documents regarding his/her employment that are placed in his/her personnel file.

Personnel files are confidential and are the property of the College, and access to the information is restricted. Generally, only supervisors, Human Resources personnel, and management of the College who have a legitimate reason to review information in a file are allowed to do so. An employee may review documents within his/her own personnel file in accordance with applicable state laws. An employee interested in reviewing his/her personnel file should contact Human Resources.

Altering, removing, or destroying any personnel records pertaining to any employee, former employee, or applicant is prohibited unless otherwise directed by the College's record retention policy or other policies or practices.

*See C-481 and C-481A for related policies and procedures.*

## 2.13 Management Rights

The WITC Board of Trustees (the Board) and Administration, as delegated by the Board, possess the sole right to operate the College with all management rights, subject to applicable law. These rights include, but are not limited to, the following:

1. To direct all operations of the College;

2. To establish work rules, schedules of work, class schedules, workloads, and locations;
3. To hire, promote, demote, train, transfer, suspend, schedule, assign, lay off and separate from service employees and to set the quality standards and procedures and processes for employee evaluation including judgment of performance.

Other than the President or designee, no one from the College has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments regarding employment. Further, any employment agreement entered into by the College is not enforceable unless it is in writing.

#### **2.14 Work Stoppage Prohibited**

Employees shall not engage in, authorize, condone, assist, sanction, or support any strike or slowdown, or withhold, in full or in part, any services authorized by their employment. In the event of a violation of this section, the College may take whatever disciplinary action is deemed appropriate.

#### **2.15 Separation of Service and Exit Interviews**

Although the College hopes the relationship with employees is long-term and mutually rewarding, the College and employee both have the right to terminate or end the employment relationship at any time unless prohibited by applicable law or College policy. As mentioned elsewhere in this Handbook, except where state law applicable to an employee provides otherwise, all employment relationships with the College are subject to termination.

Exit checklists and interviews with Human Resources and the employee's supervisor may be scheduled/completed for exiting employees after a supervisor and/or Human Resources receives notice of resignation or intent to retire. Interviews are generally conducted via confidential electronic survey. The purpose of the exit checklist and interview is to ensure that all necessary forms are completed, to collect all College property that may be in the employee's possession (e.g., College credit cards, computers, and keys), to elect future contact from the College for events, including the Foundation activities, and to provide the employee with an opportunity to discuss his/her job-related experiences.

*See G-136 for related policy.*

#### **2.16 Bridge in Service**

It is the policy of WITC to consider rehire of former employees who voluntarily or involuntarily separate employment. If a person is rehired within six months of separation, the College will honor a bridge in service. Employee will retain his/her original date of hire and rate of pay. If rehired in a new fiscal year, employee will retain most recent rate of pay plus calculated pay increase. Leave balances will be calculated based upon original date of hire but will be prorated to account for time of separation. If rehired into a different position, appropriate adjustments will be made to rate of pay and leave

balances. Employee is eligible for health and other benefits effective the first of the month following reinstatement.

### 2.17 Worksite Location

The College determines an employee's worksite based upon business necessity, feasibility, and viability of instructional, operational, and financial programs and objectives. The College will consider voluntary requests for a change in worksite location; however, approval is not guaranteed. These requests will be for positions that support Collegewide organizational functions, instructional assignments, and/or other strategic objectives, and consideration is intended for full-time staffing needs. Each request for a change in worksite location will be evaluated on a case-by-case basis and must meet all criteria established per policy.

### 2.18 Job Classification

It is the policy of the College to have a position classification system including salary plans for each employee group. Each salary and classification plan contains ranges for the positions within each employee group. The College will periodically update salary and classification plans using comparative data from both internal and external sources. Positions are classified based on benchmarks and are slotted according to internal and external data including education, experience, responsibilities, and duties for the position. Movement in the ranges is not automatic and shall be approved by College Leadership Team in conjunction with Human Resources.

If job responsibilities of a position change by 30 percent or more, a reclassification of the position may be necessary.

## 3 COMPENSATION

### 3.1 Classifications of Employment

It is the intent of the College to clarify the definitions of employment classifications so that an employee understands his/her employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either non-exempt or exempt per federal and state wage and hour laws.

#### **Non-Exempt Employees**

Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal and state wage and hour laws.

#### **Exempt Employees**

Employees who are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond forty (40) hours in a workweek. Administration, management, professional employees, and certain other employees in administrative positions are typically exempt.

An employee will be informed of his/her initial employment classification as an exempt or non-exempt employee during the hiring process. If an employee's exempt or non-exempt status changes as a result of a promotion, transfer, or change in position, Human Resources will notify the employee.

In addition to the above classifications, employees may also be designated as full-time, part-time, or temporary.

### **Full-Time Eligible Employees**

Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists

- 1560-1950 hours per year

Counselors and Accommodation Specialists

- 1064-1950 hours per year

Instructors and College Health Nurses

- 1064-1330 hours per year

Custodians

- 1664-2080 hours per year

### **Part-Time Employees**

Employees consistently scheduled to work less than 80% of a full-time schedule.

### **Temporary Employees**

Employees engaged to work full-time or part-time without a guarantee of specific hours or projects.

Employees should direct any questions regarding employment classifications or exemption status to Human Resources.

## **3.2 Work Schedules**

Week

A week is equivalent to the following work hours:

- 37.5 hours for Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists (excludes meal periods)
- 35 hours for Instructional Staff, Counselors, Accommodation Specialists (excludes meal periods)
- 30 hours for College Health Nurses (excludes meal periods)
- 40 hours for Custodians (includes meal periods)

WITC defines the workweek as Saturday through Friday for all employees except Custodians whose workweek is Monday through Sunday. Work schedules for full-time and part-time employees, including start and end times, meal periods and breaks, are set by supervisors and may be adjusted based on College need. A non-exempt employee is to be at his/her workstation at the authorized start time, not before the authorized start time, or beyond the authorized end time. A non-exempt employee must receive prior approval from his/her supervisor to alter his/her work schedule in any way, including arriving early or late, leaving early, staying late, or changing approved break or meal schedules. In accordance with applicable federal and state laws, non-exempt employees must be compensated for all time worked. Work schedules are established based on service needs and may be changed from time to time at the discretion of the College and will be announced as far in advance as possible.

Non-exempt employees required to work on a holiday as established by the College shall receive pay at two times his/her regular base hourly rate for hours worked on a scheduled holiday. Exempt employees required to work on a holiday established by the College will be allowed to offset those hours worked against future scheduled hours if approved by his/her supervisor.

*Please see G-155 and G-155A for related policies and procedures.*

### **3.3 Recording Work Hours – Non-Exempt Employees**

It is the policy of the College to comply with applicable laws that require records to be maintained of the hours worked by non-exempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime as applicable) and to ensure that non-exempt employees are paid in a timely manner, all full-time non-exempt employees will be required to record any extra hours worked and/or absences using the College's electronic time keeping system. Any change to an employee's work schedule must be pre-approved by his/her supervisor. All hours/leave must be requested and approved no later than during the current payroll period of the request.

Supervisors are responsible to ensure employees are working according to schedule and paid accurately. If corrections or modifications are made to the time, schedule, or hours of the employee, both the employee and the supervisor must verify the accuracy of hours/pay.

Altering, falsifying, or tampering with time records including failing to record leave or hours in a timely manner, or recording time on another employee's time record, is grounds for disciplinary action.

### **3.4 Overtime Pay/Compensatory Time – Non-Exempt Employees**

If an employee is classified as non-exempt, he/she will receive compensation for pre-approved hours worked beyond his/her normal schedule or compensatory (comp) time in lieu of monetary payment for such hours. A non-exempt employee requesting to change his/her work schedule or requesting to work additional hours must obtain pre-approval from his/her supervisor. A non-exempt employee can choose the method of payment for additional hours worked as approved by his/her supervisor. It is the responsibility of the employee and supervisor to track the accumulation and utilization of comp time.

1. The employee will be paid straight time (regular hourly rate of pay) for all hours worked up to 40 in a given workweek.
2. Comp time (1 hour for 1 hour) is available in lieu of monetary compensation for hours worked beyond an employee's regular assigned hours up to 40.
3. The employee will be paid one and one-half times his/her regular hourly rate of pay for all hours worked over 40 in a given workweek.
4. Comp time (1 ½ hours for 1 hour) is available in lieu of monetary compensation for hours worked over 40.
5. "Hours worked" does not include any type of paid or unpaid leave. College recognized holidays will be considered time worked for purposes of calculating overtime for Custodians only.
6. The maximum accumulation of comp time at any one time shall not exceed 22 ½ hours for Support and Technical Personnel and 24 hours for Custodians, unless there is an extenuating circumstance that necessitates exceeding this maximum, and is agreed to in advance and approved in writing by the supervisor and Human Resources. All unused comp time will be liquidated by payment per the supervisor's request at the appropriate rate at the end of each calendar year.
7. The employee shall coordinate utilization of accrued comp time with his/her supervisor taking into account the business needs of the department.

Supervisors will attempt to provide reasonable notice when the need for overtime work arises. Advance notice may not always be possible. **Overtime work must always be approved by a supervisor before it is performed.** Requests for comp time and/or overtime may not always be approved but will depend on department needs including budget limitations. The employee will receive payment for overtime on the pay date corresponding to the period such overtime is worked, providing that the time entry has been properly prepared and approved by the supervisor in a timely manner.

### 3.5 Pay and Pay Dates

The College provides a competitive compensation program. Human Resources will provide official communication to the employee regarding his/her compensation. The College pays salary and wages bi-weekly via direct deposit. An employee's pay will include earnings for all work performed in the corresponding pay period according to the time record. If a scheduled pay date falls on a College-observed holiday, the employee will be paid on the day preceding the holiday. In the event the College overpays an employee, an employee resigns, or the employee is otherwise unable to perform his/her assigned duties, the employee will reimburse the College for any overpayment.

### 3.6 Payroll Deductions

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from the employee's pay. The College makes every effort to ensure that an employee's compensation is accurate. Normal deductions required by law or College policy or authorized by the employee will be taken from the gross amount of

the employee's compensation. The type of deduction is noted on the pay advice. All employees are advised to check his/her pay advice carefully to ensure that it is accurate. Employees may access his/her pay advice through the MyWITC portal.

The College complies fully with both state and federal wage and hour laws and regulations. Any employee who believes that an improper deduction has been taken should contact the payroll office immediately, who will review the matter and inform the employee of the outcome of that review. If an improper deduction has occurred or an authorized deduction has not been made, the College will make the proper adjustment to the employee's pay on the next pay date.

### 3.7 Inclement Weather

The College is generally open for business, regardless of weather conditions. However, weather conditions may prevent employees from getting to work or cause them to arrive late. When inclement weather conditions exist, it is the responsibility of each employee to find out if the College is officially closed due to inclement weather. All employees will be notified through the WITC Alert System. Employees are expected to make every reasonable effort to report to work when the College remains open during inclement weather. The supervisor must be notified by an employee if he/she is unable to get to work or expects to be late. If the closed campus is the home campus of the full-time employees, they will be paid. Part-time employees would not be paid but they can request to reschedule lost work time with their supervisor's approval. A full-time employee may delete a prior voluntary leave entry if there is a College closure during his/her requested leave period.

Pay will not be deducted from full-time Faculty scheduled to teach an overload course assignment or part-time Faculty scheduled to teach course assignments during times when the College is officially closed.

*Please see G-155, G-155.1, and G-155.1A for related policies and procedures.*

### 3.8 College Business Travel

The College will reimburse employees for expenses incurred while on approved College business. Reimbursement for such expenses shall be made in accordance with the specific requirements of College policies.

*Please see G-152, G-152A, G-152.2, G-185 and G-185A for related policies and procedures.*

### 3.9 Meal Periods and Rest Breaks

The College will provide a minimum of 30 minutes for a meal period if a non-exempt employee is scheduled to work six or more consecutive hours. Meal periods are usually scheduled during the middle of the employee's workday. All meal periods are unpaid except for Custodians, who receive a paid 30-minute meal period. If a Support and Technical Personnel employee requests to work through his/her

meal period, pre-approval must be obtained from his/her supervisor with consideration of minimizing compensatory and overtime costs. Employees are free to leave the premises during meal periods unless work duties are required. If work duties are required, the meal period is paid, and the employee is required to remain on the premises. Meal periods cannot be combined with breaks or taken at the beginning or end of the day.

Rest breaks are not required by law. However, non-exempt employees may take two 15-minute rest breaks as the work schedule allows. Breaks cannot be combined with meal periods and/or other breaks or taken at the beginning or end of the day. Rest breaks not taken cannot be carried over into another day. Missed rest breaks do not qualify for compensatory or overtime pay.

An employee must receive prior approval from his/her supervisor to alter his/her work schedule, including times for breaks or meal periods to ensure adequate coverage is provided during the workday.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.10 Call In Requests When Not Scheduled

To serve the needs of the College, non-exempt employees may be called in and requested to work when not scheduled. If this occurs on a weekend or evening, the employee will be paid straight time for hours worked up to 40 or time and one-half for hours worked that exceed 40 hours in a workweek. If the call in request occurs on a scheduled holiday, the non-exempt employee will be paid holiday pay plus straight time for the hours worked up to 40 hours and time and one-half for hours worked that exceed 40 hours in a workweek. Only actual hours worked count toward the calculation of overtime. If called in, Custodians and non-exempt Technology Services Division staff will be paid a minimum of two hours. Work will be determined by the supervisor. Hours worked and/or paid will be calculated as part of the workweek for overtime purposes. Employees are not required to be on-call or on standby. Supervisors will determine staffing by availability.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.11 Flexible Scheduling

The College supports flexible scheduling for employees depending on the department needs. Not all requests for flexible scheduling are approved. Some positions may not be appropriate for flexible work schedules; these positions will be identified and communicated to the staff by the supervisor. Certain times of the year may be more conducive to a flexible work schedule than others for some positions. A flexible schedule can be changed at any time due to College and/or department needs and is not to be interpreted as a permanent work schedule.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.12 Remote Work

The College allows employees to work partially or fully remote when appropriate and approved by the supervisor and division Vice President. The employee and supervisor should work together to complete a Remote Work Packet prior to the employee working offsite.

Supervisors will consider the resources needed by the employee to complete his/her daily tasks, the service and communication level expectation of the employee's customers, impact on the employee's department team members, employee's performance and productivity, and the safety and security of the employee and College before approving or denying any remote work requests. Employees are expected to follow all rules, policies, and safety guidelines when working remotely or on campus. The ability to work remotely may be denied by the supervisor, division Vice President, or Human Resources at any time if the employee fails to work productively and safely in an offsite environment or if the employee cannot meet the requirements outlined in the Remote Work Agreement. Questions regarding remote work should be directed to Human Resources.

*Please see G-155, G-155A, and the Remote Work Packet for related policies and procedures.*

### 3.13 Increases to Salary and Wages

The College supports a compensation program that is designed to attract and retain individuals with diverse, high quality skills and abilities. The College will review the budget each fiscal year to consider if increases to salaries and wages for employees are feasible. The College will review the financial status of the budget, student enrollments, funding from grants and tax dollars received, Cost of Living Adjustments (COLA), and Consumer Price Index (CPI) in determining if any recommendations for a change in salaries and wages will be made. The College does not guarantee that an employee will receive an increase each year. Those employees covered under Union contracts will have adjustments to base wages decided through the negotiation process, which includes Board review and action. The goal of the College is to implement any changes to salaries and wages with the beginning of each fiscal year as monies are available and approval is granted by the Board of Trustees. Wage Range Tables are established for each employee group classification with grades and ranges that structurally align with each other.

An employee's individual progression is partially dependent on the employee's status in his/her professional development plan. The College Leadership Team will review compensation related practices and procedures regularly to define relevancy and appropriateness to the operations of the College on an ongoing basis.

### 3.14 Criminal Background Checks

The College will perform criminal background checks on final candidates for all positions excluding student workers. All employment applicants will be advised that the final candidate(s) for a position must successfully complete a background check as a condition of employment at WITC. Candidates must

complete a Request Authorization and Consent for Background Check Form as part of the job offer process that authorizes the College to conduct a criminal background check.

The College may conduct criminal background checks on current employees.

Human Resources will review state, county, and federal background information as appropriate.

With a report of a felony conviction, an investigation shall be performed to determine if the conviction:

- Compromises an employee's/applicant's ability to retain the public's trust, have access to funds, or work with sensitive data, records, or property,
- Arose out of an employment-related situation, or
- Affects an employee's/applicant's ability to perform his/her job or potential job in a safe and efficient manner.

If any of these conditions are present, an applicant may not be hired, or a current employee may be terminated for cause from employment with the College. A conviction does not automatically preclude an applicant from being hired nor does it automatically result in employment termination of a current employee.

Except as authorized by the individual in writing or as required by law, information gathered under this policy will be disclosed only to College staff on a need-to-know basis to those that need it to perform their assigned job responsibilities.

## 4 EMPLOYEE BENEFITS AND LEAVES OF ABSENCE

### 4.1 Employee Benefits Program

The College has established a variety of employee benefit programs. Benefit programs are described in more detail in Appendix One and the appendices, summary plan description documents posted on The Connection, and master contracts maintained in the Human Resources office. If information in this Handbook and the College's summary plan descriptions contradicts information in the master contracts or master plan documents, the master contracts/documents shall govern in all cases.

The College provides a competitive benefit program. It is the College's intent to continue to offer such a benefit program; however, the College reserves the right to amend or end any of the programs based on business or financial reasons and will provide as much advance notice as possible of such changes. Whenever an amendment is made to the College's benefit program, plan participants will be notified.

### 4.2 Workers' Compensation Insurance

The College provides a comprehensive workers' compensation insurance program. This program covers injuries or illnesses sustained in the course of paid WITC employment that require medical, surgical, or hospital treatment.

An employee who sustains a work-related injury or illness must inform his/her supervisor and the Safety Office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately, and appropriate paperwork is completed according to College procedures. This will enable an employee to participate in and receive the support and services necessary for recovery and return to work.

Questions regarding workers' compensation should be directed to Human Resources.

### 4.3 Family and Medical and Military Family Leave

The College will grant family and medical and/or military family leave under the Family and Medical Leave Act (FMLA) to qualified employees in accordance with federal and state requirements. The College will also comply with any provisions of state law that mandates greater family or medical leave rights than the rights established by federal FMLA. The College administers the federal FMLA on a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Federal and Wisconsin FMLA will run concurrently to the extent provided by law. Supervisor and employee are required to notify Human Resources of the leave circumstances that may qualify for FMLA benefits as soon as they are aware of the circumstances.

#### **Eligibility**

To be eligible for federal FMLA leave, the employee must meet all requirements:

1. Work at a worksite with 50 or more employees within a 75-mile radius
2. Have worked for the College for at least 12 months (these months need not be consecutive);  
and
3. Have worked at least 1,250 hours in the 12-months immediately preceding the leave; and

To be eligible for Wisconsin FMLA leave, the employee must meet all requirements:

1. Have worked for the College for 52 consecutive weeks and at least 1,000 in the 12 months prior to leave.

The College will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and, if approved, employee's rights and responsibilities while taking FMLA leave. The College will inform employees requesting leave whether they meet the eligibility requirements for state and/or federal FMLA leave.

#### **Types of Leave and Amount of Leave Available**

Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a rolling 12 months (measured backward from the date an employee uses any FMLA leave) for one or any combination of the following reasons:

1. The birth of a child, or placement of a child with you for adoption or foster care;
2. Your own serious health condition;

3. Because you are needed to care for your spouse, child, or parent due to his/her serious health condition;
4. Because of a qualifying exigency arising out of the fact that your spouse, son or daughter, or parent is on covered active duty or call to covered active duty status with the Armed Forces;
5. Because you are the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered service member that incurs or aggravates a serious illness or injury while in the line of duty on active duty. This leave is available only during a single 12-month period and is available on a per-covered service member, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12-month period. Note: the FMLA definition of a serious illness or injury is distinct from the FMLA definition of a serious health condition.

Wisconsin law allows employees to take the following leaves in a calendar year:

1. Up to 6 weeks of family leave for the birth, adoption or foster care of a child;
2. Up to 2 weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
3. Up to 2 weeks medical leave for an employee to care for his/her own serious health condition.

Any employee who has a situation that may qualify for family medical/military leave should contact Human Resources for further information about rights and responsibilities under both laws. Please see Appendix One for additional information on benefit programs for each specific employee group including details on benefit eligibility; Medical, Dental, Vision, Short Term Disability, Long Term Disability, and Life Insurance; Flexible Savings Accounts and Health Savings Accounts; Bereavement Leave, Jury Duty, Vacation, Holiday, Personal Leave and Sick Leave.

See G-155.3 and G-155.3A for related policies and procedures.

#### 4.4 Leave for Active Military Service

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 <https://www.dol.gov/agencies/vets/programs/userra>.

## 5 EMPLOYEE CONDUCT

### 5.1 Employee Performance and Discipline

Supervisors should provide feedback to employees on an ongoing basis throughout the year, not only during the formalized review cycle. It is the responsibility of the supervisor to assist his/her employee to identify strengths and areas for improvement and develop an individualized learning plan that is coordinated with the Professional Development Plan for the employee's specific employment group to achieve his/her professional goals. The supervisor should counsel, coach, mentor, provide written improvement plans, and/or develop a Performance Improvement Plan (PIP) as needed. PIPs detail the areas of improvement that are necessary for successful job performance and are acknowledged by the employee and supervisor. Failure to meet the expectations of the PIP could affect the employee's employment at WITC. Supervisors should coordinate the development of a PIP with Human Resources.

The completed annual employee performance review, signed by the employee and supervisor, shall be submitted timely to Human Resources following the end of the fiscal year to be placed in the employee's personnel file. The procedures and schedule for each employee group are described in their respective Employee Performance System manual.

*See G-136 for related policy, Oral Warning and Counseling of Performance Deficiency, Written Notice of Performance Deficiency and Final Written Notice of Performance Deficiency forms.*

### 5.2 Personal Appearance and Demeanor

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the College presents to students and visitors. An employee's attire should be appropriate for his/her position, and the supervisor will provide direction and clarification in this regard.

### 5.3 Absenteeism and Tardiness

To maintain a safe and productive work environment, the College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on our students, other employees, and on the College. The supervisor must be notified prior to the starting time on each day of an absence, unless granted an authorized leave. Failure to properly notify the College results in an unexcused absence. Absenteeism or tardiness that is unexcused or excessive in the judgment of the College is grounds for disciplinary action.

*See G-155, G-155A, G-155.1 and G-155.2 for related policies and procedures.*

### 5.4 Ethics and Appropriate Conduct

The successful operation and reputation of the College is built upon the principles of fair dealing and ethical conduct of WITC employees. The reputation of the College for integrity and excellence requires

Careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the College is dependent on the trust of the public and taxpayers, and the College is dedicated to preserving that trust. Employees owe a duty to the College to act in a way that will merit the continued trust and confidence of the public.

The College will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an employee's supervisor or member of College Leadership Team for advice and consultation.

As an integral member of the College team, employees are expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that employees refrain from any behavior that might be harmful to them, to coworkers, and/or to the College, or that might be viewed unfavorably by current or potential students or by the public at large.

An employee's conduct reflects on the College whether on or off duty. Employees are, consequently, encouraged to observe the highest standards of professionalism and ethics at all times.

If an employee's performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies, rules, or regulations, the employee will be subject to disciplinary action.

*See G-183 for related policies and procedures.*

## 5.5 Confidentiality of Information

It is the policy of the College to ensure that the confidential information, operations, and affairs of the College, our students, and customers are kept confidential to the greatest possible extent and in compliance with Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). If, during employment, employees acquire confidential or proprietary information about the College and its employees, students, or customers, such information is to be handled in strict confidence and not to be discussed with College or non-College members who have no business reason for obtaining the information. Employees are also responsible for the internal security of such information. Requests for public records are to be referred to College Leadership Team.

Employees found to be in violation of this policy are subject to disciplinary action and may also be subject to civil and/or criminal penalties for violations of applicable laws.

*See C-481 and C-481A for related policies and procedures.*

More information on FERPA:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

More information on HIPAA:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

*See J-113, J-113A for related policies and procedures.*

## 5.6 Conflicts of Interest

College employees should not allow personal and economic interest to influence actions and/or decisions related to the welfare of those served by the College. In addition, an employee shall not, by act of commission or omission, exercise a discretionary power in a manner inconsistent with his/her job duties or the rights of others or with the intent to obtain advantage for him/her or for another, nor should a College employee use his/her position to obtain financial gain for him/her, immediate family or personal or related business.

A College employee shall not use his/her position to obtain information, data, salary or other compensation from the College other than for the position for which he/she is employed and shall not use the College's facilities, equipment, or supplies or use the prestige or influence of his/her College's position for personal gain.

A College employee shall not accept, as a private gain or advantage, money or anything of value from a business for the performance of an act required as part of his/her official duties, unless accepted in the name of the College or Foundation. College employees are not permitted to solicit or accept fees, honorariums, or reimbursement of expenses for personal gain from outside sources when performing official duties of the College such as attending meetings, presentation of papers, talks, demonstrations or making appearances. Any fees, honorarium, or reimbursement of expenses which may be offered in connection with an employee's services, shall be paid to the College providing the College is reimbursing the individual for these same services. Fees and honorariums paid for papers, talks, demonstrations or appearances made by a College employee on his/her own time and not directly part of his/her official duties, shall not be in violation if payment is not from a business that is subject to direct or indirect control, review, audit or enforcement by the College, or in any way provides services, goods, or materials to the College.

A College employee may not use confidential information including employee, student, or community information gained in the course of or by reason of his/her public position or official activities other than in the discharge of his/her official duties.

A College employee is not prevented from accepting outside employment or following a pursuit that in no way interferes or conflicts with the full and faithful discharge of his/her duties to the College. Any

employee in the discharge of his/her official duties who may be involved in an activity which may or may not be a conflict, may submit a written request describing such matters to the College President or designee for clarification. In the event it is determined an employee is in violation, appropriate discipline will be taken.

*See G-183 for related policies and procedures.*

## 5.7 Outside Employment

An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the College. All employees will be treated consistently and measured by the same performance standards and will be subject to the College's scheduling demands, regardless of any existing outside work requirements.

If the outside employment presents a conflict of interest, including use of College resources, resulting in an adverse impact on the College, or if the College determines that an employee's outside work interferes with performance or the ability to meet the requirements of the College, the employee may be asked to terminate the outside employment if he/she wishes to remain with the College.

*See G-261 for related policy.*

## 5.8 Workplace Searches and Surveillance

To safeguard the property of employees, students, and the College, and to help prevent the possession of unauthorized weapons, the possession, sale, and use of illegal drugs on the College's premises, the College reserves the right to search any College phone, computer, computer software or equipment or any employee's office, desk, files, locker, vehicles, or any other area or article on the College's premises. It should be noted that all offices, desks, files, lockers, and so forth, are the property of the College, and may be used only during employment with the College. The College may utilize surveillance systems, including cameras, at all locations.

Employees working on, entering, or leaving the premises who refuse to cooperate in an inspection as well as employees who, after the inspection and investigation, are found to have used College property for unauthorized purposes or to be in possession of stolen property, unauthorized weapons, or illegal drugs, may be subject to disciplinary action.

*See J-301 for related policies and procedures.*

## 5.9 Workplace Investigations

It may be necessary for the College to conduct an internal investigation. Each employee must fully cooperate and be completely honest if asked to participate in such an investigation. Failure to do so will result in disciplinary action.

## 5.10 College E-mail, Internet, and Other Telephonic Communications Systems and Resources

It is the policy of the College that its facilities be used to fulfill its mission of teaching and public service. WITC facilities are not available for unrestricted use for other purposes. Persons authorized to access WITC's facilities, including its internet facilities, are responsible for maintaining the privacy and security of these facilities, which include electronically stored data and software.

As is the case for other similar College facilities and resources, telephone services, computing, campus mail, internet use, electronic mail, and network facilities are not intended for personal use; they are not provided as a medium for free expression when unrelated to the academic programs or operations of the College.

Email is the official means of communicating with College employees.

All users must use computing equipment, software, and network access in a manner consistent with appropriate College policies. Communications that violate federal, state, local, or international laws are unacceptable. Activities that interfere with the ability of others to complete scheduled work and/or make effective use of work programs are prohibited. Employees may be subject to criminal prosecution if unauthorized information/data is accessed or released or if passwords are disclosed to others to gain unauthorized access to information, or adequate care in maintaining system security or other similar activities is not exercised. Using the network in a harmful or harassing manner is prohibited.

The use of the internet network is a privilege, not a right, which may be revoked at any time for misuse such as abusive conduct, the placing of unlawful information on a system, and/or the use of abusive or otherwise objectionable language in either public or private messages. If guidelines or federal, state, local or international laws are violated, users will be subject to disciplinary action.

The College policy is not meant to be an exhaustive list of acceptable uses of the WITC Network. The College Leadership Team is the final authority on questions of acceptable use of the Network. Until an issue is resolved, questionable use should be considered unacceptable use. All users are expected to take all reasonable measures, given the constraints of technology and management practices, to ensure that traffic entering WITC from other networks conforms to this policy. The WITC Network should not be considered a secure network and should not be relied upon for transmitting confidential or sensitive information.

Social media applications have become increasingly important to the success of our student community. Online social media enables individuals to communicate insights, express opinions and share information within the context of a globally distributed conversation. Each tool and medium has proper and improper uses. While WITC encourages staff to join a global conversation, it is important to understand what is recommended, expected and required when WITC-related topics are discussed, whether or not the employee is at work.

Staff accessing the internet, instant messaging and social networking sites for non-College personal use are to limit their access to non-work times such as breaks and lunch.

A software application known as Aristotle is part of the WITC computer network system. This program enables the College to make better informed decisions regarding technology related hardware and software purchases and their deployment. The primary functions of the program will be used to monitor and report on: 1) computer hardware – actual hours of device utilization (including by whom, when, where, and for how long); 2) systems & application usage – network usage, cumulative software license utilization (Collegewide, historical, and real-time); and 3) policy compliance – can be used to monitor compliance with the Internet Acceptable Use Agreement. All computers provided to employees for WITC business, as well as any computers available to students and/or the public that are owned by the College, will be subject to this software.

*See G-187, G-187A, C-103, and C-103A for related policies and procedures.*

### 5.11 Intellectual Property Rights

The College encourages and supports the creative and intellectual efforts of its faculty and staff. The College has created a policy, applicable to all faculty and staff, intended to clarify what constitutes copyrightable work and the intellectual property rights of the individual and the College.

*See Technology Acceptable Use Handbook.*

### 5.12 Visitors in College Facilities and on College Property

The College's facilities are authorized for public use in designated areas according to approved procedures as long as an unsafe situation or condition is not created, and the primary purpose of authorized teaching and learning is not impeded. For the safety and security of visitors, campus locations may require that all visitors sign in at the time of arrival to the campus location and may be required to obtain permission to utilize meeting space at the locations. If there is an emergency, staff will know to include the visitors as part of emergency procedures.

### 5.13 Solicitations and Distributions of Literature

In order to ensure that an employee's work and other College operations can be conducted in an efficient manner, it is important to observe the following rules concerning solicitation, the distribution of literature and other materials, and building access.

- Non-employees may not engage in solicitation of employees or distribution of any kind to employees at any time without prior approval of the President or designee.
- Solicitation of employees by other employees, and/or the distribution of literature or other material between employees, is limited to the employee's non-working time and physically limited to employee break room/area only, unless it is for the Foundation.

- The term, “working time” means time when the person doing the soliciting or distributing, or the person being solicited or receiving the distribution is or should be working.
- The term, “work area” includes any area where work is regularly performed, but does not include the lunch room or other recognized non-public areas of the College used for employee breaks.
- Utilization of College email is prohibited for non-College activities.

*See C-105 and C-131 for related policies and procedures.*

#### 5.14 Bulletin Boards

The College’s bulletin boards are used to communicate official College information unless specifically designated by Human Resources or College Leadership Team for employees to post non-College materials. Additionally, the College has created an electronic site, College Corner on The Connection for posting non-College materials. Employees and outside parties are prohibited from distributing literature and soliciting other employees except as stated in the College’s solicitation and distribution of literature policy.

*See C-105 and C-131 for related policies and procedures.*

#### 5.15 Facility Usage

Recognized political groups and candidates for public office are permitted to use College facilities provided the facilities are available, request procedures are followed, and the primary objective of teaching and learning is not disrupted. College procedures provide for one public meeting on behalf of each recognized candidate for public office during any election year. During a general election year, each political party may use WITC facilities for one public meeting on behalf of its candidates for national office and one public meeting for state office candidates. Such meetings should conform to the Open Meeting Laws and provide audience participants with the opportunity to ask questions and/or react at the conclusion of presentations.

Students or staff wishing to engage in political activity or petitions on campus are responsible for obtaining permission from the Dean of Students (students) or the local Campus Administrator (staff). Students are expected to adhere to student conduct and to the designated campus locations’ expectations. Other uses beside political activity are also described in C-131 Facility Usage.

*See C-131 for related policy.*

#### 5.16 Political Activities

Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships, or College operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are

expected to ensure that actions and positions are not attributed to the College. College resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

Definition of College Resources: Employees may not use College resources for political activities. College resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards, and other public spaces.

Definition of “Political” Activities: The following guidelines are not exhaustive but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or College resources to solicit money or signatures or to make political contributions
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time
- Posting political materials on Campus in areas open to the public
- Using the College’s mailing address as the return address for political solicitations
- Providing College mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: The use and distribution of College mailing lists to outside parties always requires prior authorization from the College Leadership Team, including an assessment of whether fees should be charged to cover production costs)
- Providing a forum for an individual candidate to promote his or her campaign without allowing an equal opportunity to other candidates, for the same office, to participate in the forum
- Political advocacy in the form of clothing items, armbands, and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment, and intimidation in the workplace

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with College program guidelines and teaching methods nor are these guidelines intended to limit the off-duty activities where College buildings and property are made available to community groups for meetings and gatherings.

Nothing in the guidelines limit the rights of the College to sponsor non-partisan political forums or forums in support of College initiatives, such as building referendums. Nothing in the guidelines place restrictions on the College’s freedom to invite speakers with political associations to forums that are not open to the general public.

*See J-113A, G-190 and G-190A for related policies and procedures.*

### 5.17 Tobacco-Free Facilities

WITC recognizes its responsibility to comply with state law and provide a safe and healthy learning environment. Because of this commitment, the use of tobacco in any form and the use of electronic alternative smoking devices is prohibited in all campus facilities, near entryways, and in College vehicles. Each campus may adopt guidelines to implement this policy in compliance with all applicable local and state laws.

### 5.18 Improper Drug and Alcohol Use

It is the College's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, an employee is required to report to work in an appropriate mental and physical condition for satisfactory work performance. Employees with drug or alcohol problems may be eligible to participate in rehabilitation or treatment programs offered through an Employee Assistance Program or the College's health insurance benefit plan.

Violations may lead to disciplinary action. Employees should direct questions or issues related to improper drug or alcohol use in the workplace to supervisors or Human Resources.

*See G-181, G-181.1 and G-181A for related policies and procedures.*

### 5.19 Safety and Health

The College is committed to providing a safe and healthy working environment. The College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

It is the policy of the College to review, evaluate, and respond on a case-by-case basis to any known, suspected, or confirmed instances of certain communicable illnesses, which may be transmitted among College employees or students. While most people with communicable illness can remain in the workplace or educational setting, in certain instances evaluation of an individual's health status is advisable to protect the general population. In such instances, the College will contact officials within the Public Health community to direct appropriate action and response. At all times, the College will endeavor to balance the privacy, health, safety and welfare of its employees, students, and visitors.

The College objective is to minimize the exposure of our students, employees, customers, and visitors to health or safety risks. To accomplish this objective, all College employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses as outlined in the Collegewide Safety Plan, which addresses the following components:

Appendix A – Responsibilities

Appendix B – Report of Unsafe Condition Form

Appendix C – Accident Reporting and Investigation/Incident Reporting/Workers' Compensation

Appendix D – Emergency Procedures  
Appendix E – Chemical Hygiene Plan  
Appendix F – Hazard Communication Plan  
Appendix G – Exposure Control Plan  
Appendix H – Office Ergonomics Evaluation Form  
Appendix I – Fall Protection Plan  
Appendix K – Personal Protective Equipment Plan  
Appendix L – Business Continuity Management  
Appendix M – Hot Work Plan

In support of the Collegewide Safety Plan, the responsibilities of each employee include, but are not limited to:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries
- Reporting and seeking first aid for all injuries, regardless of how minor. **Employees are not authorized to transport injured students or other employees to receive medical care.**
- Immediately reporting unsafe conditions, equipment, practices or accidents
- Using safety equipment provided by the College. While the College strives to maintain an inventory free of natural rubber latex, there is no guarantee that all products purchased for employee/student use do not include natural rubber latex either as a component or from the production process. Employees/students with allergies or reactions to latex must self-report and ensure they are protected against exposure
- Conscientiously observing all safety rules and regulations
- Participating in all College safety drills and safety training programs and Inservice sessions as directed

Should an employee or student choose to not receive medical care or transportation against the advice of the attending emergency medical personnel, the Patient Acceptance of Responsibility and Patient Refusal of Additional Care and/or Transportation form must be signed and dated by the employee or student and designated staff.

*See G-182, G-182A, and the Collegewide Safety Plan for related policies and procedures.*

### **Weapons Possession**

WITC will uphold all local, state, and federal laws concerning the use, concealment, creation, manufacture, or possession of weapons, and/or potentially dangerous devices, as such weapons and devices are defined by Wisconsin Statutes, as amended, including but not limited to Chapter 941 of Wisconsin Statutes or any facsimile weapon that could reasonable, be expected to alarm, intimidate threaten or terrify another person, and/or potentially dangerous devices at any campus facility and College special Events. To that end, the College prohibits the possession of weapons as allowed under state statutes.

Weapons means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm, any electric weapon, as defined in §941.295(4); billy

clubs; knives; or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Illegal weapons means items that are illegal to possess as defined by Wisconsin Statutes. These include, but are not limited to, the following:

- Short barreled shotguns and rifles (§941.28)
- Machine guns (§941.27)
- Firearm silencers (§941.298)
- Tear gas, mace, or similar substances except for pepper spray [§941.26(1)(b)]

The use, placement, concealment, creation, manufacture, transportation, or possession of weapons and/or potentially dangerous devices in WITC owned or occupied buildings, WITC owned or leased vehicles, or at WITC special events as defined in Wis. Stat. §943.13 (1e)(h), except as expressly permitted hereafter or allowed by law. Any legal firearms must be unloaded (except for handguns) and stored in a manner that does not endanger “another’s safety by the negligent operation or handling” of the weapon in conformity of Wis. Stat. §941.20. Any person in possession of a weapon in an area where WITC does not prohibit weapons is responsible for complying with all laws, rules, and regulations.

Illegal weapons are prohibited on all College property. Any person prohibited by state or federal law or court from possessing firearms is prohibited from possessing firearms on all College property.

College employees will not use, place, transport or possess weapons in WITC buildings or during the course of his/her employment (per the terms and conditions of employment), or while operating any WITC vehicle. Any employee involved in a violation of this policy will be subject to the College’s disciplinary procedures up to and including termination of employment.

The general prohibitions above do not apply to:

1. Sworn law enforcement officers, whether on or off duty
2. Members of the armed forces acting in an official capacity with the armed forces
3. Faculty and students for training purposes, consistent with specific program practices and procedures, when authorized, unless prohibited by local, state, or federal laws or court order
4. Individuals authorized by the College President or designee

## 5.20 Sexual Violence Elimination Commitment

The College is committed to providing a safe learning and working environment in compliance with federal law, specifically Title IX, Jeanne Clery Act (the Clery Act), as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act.

The College will not tolerate sexual assault, sexual harassment, domestic violence, dating violence, stalking, or such similar unwelcome conduct as defined in related procedures, in any form. Such acts of violence are prohibited by College policy as well as state and federal laws. Individuals who the College determines more likely than not to have engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the College, regardless of whether they are also facing criminal or civil charges in a court of law.

It is also the policy of the College to expressly prohibit any acts or threats of violence by any person in or about the College's facilities or elsewhere at any time. The College will not condone any acts or threats of violence against the College's students, employees, customers, or visitors on the College's premises at any time or while they are engaged in College-related activities, either on or off the College's premises.

Employees have a duty to warn their supervisors, Campus Administrators, or Human Resources representatives of any suspicious workplace activity. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a valid report under this policy.

*See G-114, G-112, G-113 and G-113A and G-113B for related policies and procedures.*

### **5.21 Board Meeting Attendance**

WITC staff who choose to attend WITC Board meetings must work with their supervisor to adjust their schedule and enter either personal or vacation leave into the e-leave system for time away from their position responsibilities or get pre-approval to make-up the time.

### **5.22 Public Access to College Records, Retention and Destruction**

In accordance with Wisconsin Statutes, the College has established uniform retention and disposition practices for records and documents. Necessary records and documents are adequately protected and retained for sufficient periods of time to meet administrative, audit, legal, and historical needs.

*See C-481 and C-481A for related policies and procedures.*

## **6 PROCEDURES FOR INSTRUCTION**

The following procedures govern expectations for instructors and are based on the goals of quality teaching and learning, transparent and well-documented assignments, efficient and effective staffing, flexible scheduling, and professional courtesy to both adjunct and full-time instructors.

### **6.1 Instructional Assignment**

Instructional assignments typically contain classroom contact hours, advising responsibilities, professional development/in-service days, and other activities as assigned. All assignments can be completed within the parameters of the Collegewide calendar and typical faculty workweek.

#### **Academic school year**

The academic school year is based on the Collegewide calendar as recommended by the Registrar and Vice President of Academic Affairs and approved by the College Leadership Team. The Collegewide calendar is based on the following parameters:

- 190 faculty workdays
- paid holidays
- 160 teaching days
- 18 assigned days
- 5 academic advising days

#### **Faculty workweek**

- 35-hour workweek totaling 1330 hours per year (including summer, fall and spring terms), that encompasses teaching assignments, office hours and other assigned duties.
- The 1330 assignable hours (referred to as Instructor Load) are allocated according to the guidelines outlined in Appendix 2 – Compensation of the Employee Handbook.
  - 22 classroom contact hours per semester
  - additional office or prep or assigned activities if a minimum of 22 classroom contact hours are not met or as otherwise documented in the load calculation justification (see Faculty Activities)
  - classroom contact hours may include credit and/or non-credit courses
  - classroom contact hours can be allotted within any of the three terms
  - 8 office hours per week (may include activity hours)
  - 5 hours of other duties per week
- First-year faculty may be downloaded up to 6 contact hours per semester to support completion of FQAS requirements or other situations through the onboarding process.
- Exceptions to exceed 22 contact hours must be pre-approved by the Dean of Academic Programs.

Activities that may apply toward assigned contact hours (Instruction Load):

- Advising
- Clinical Coordinator
- Curriculum updates
- Dual enrollment activities
- Fieldwork Coordinator
- Grant activities
- Leadership of TSA and program review
- Practicum Coordinator
- Professional development/service to the College (includes committee service)
- Program Director
- Recruitment activities
- Special Assignments/Pilot Projects
- Shop maintenance
- Team Teaching
- Other duties as assigned

### Exceptions to Faculty Workweek

- Cosmetology Instructors may be assigned 25 hours of teaching and 5 office hours per week.
- Truck Driving Instructors may be assigned up to 35 hours of teaching.

### Attendance and Leave

#### UGrad Faculty and Adjunct Faculty Expectations

When classes are canceled but the campus or a regional location is open, a make-up plan for meeting the course competencies will be established and communicated by the instructor to their students within the canceled course. Examples of make-up plans for meeting content and competencies include, but are not limited to:

- Revising course content with the class schedule to meet expectations
- Assigning additional coursework that reinforces the content and competencies
- Posting lecture material, assignments, videos, etc. on the college's Learning Management System

If a faculty, including adjunct faculty, are scheduled to teach virtually (web conferencing or Your Choice) **to** the campus that is closed, they can still choose to teach the class as scheduled. If this is the plan, the faculty member must communicate this to their students and with the Distance Learning office in Rice Lake. The faculty member must also record the class and post access to it within the classroom learning management system so individuals taking the class from the closed campus can access the materials.

If faculty, including adjunct faculty, are scheduled to teach virtually (web conferencing or Your Choice) **from** the campus that is closed, they can still choose to teach the class as scheduled, but from an alternate location. If this is the plan, the faculty or adjunct faculty member must communicate this with their students and the LRC staff. If faculty or adjunct faculty members choose to teach the course from an alternative location, they must 1) record the class, 2) post access to the lecture within the classroom learning management system, and 3) have tested the alternative location for appropriate bandwidth and other technology requirements with the Distance Learning department.

In addition,

- Online courses will be held as scheduled, but faculty are encouraged to postpone or reschedule any test or assignment deadlines, as some students may rely on access to College resources to meet deadlines.
- Web conferencing (ITV) courses will likely run as scheduled depending on the faculty member's ability to access the technology. If the class runs, it will be recorded. If it doesn't run, faculty will communicate this to their students and develop a plan to meet the content and competencies that were to be addressed.
- For some courses that are not taught online, Your Choice or through web conferencing, the content, and competencies can be delivered and assessed virtually using technology.
- The program dean may require faculty to hold a make-up session if they believe it is necessary for student success. This will be communicated to the students by the instructor and, arrangements made with the scheduling and facilities departments.

- For programs dependent on outside partners for learning experiences (i.e. clinicals, internships), other arrangements will likely be necessary. Faculty will explain these arrangements to the students and report the alternate arrangements to their supervisor.
- Instructors are encouraged to discuss campus closures and course cancelation make-up schedules with their students at the beginning of the course.
- The faculty member's plan for inclement weather should be included within the syllabus and shared with students at the beginning of the first class.

### **Calculating Classroom Contact Hours**

Classroom contact hours may include the allocated course credit and the type of instruction.

Instructional types are the following:

- A. Classroom Presentation (Lecture/Demonstration/Discussion)
- B. Classroom Lab
- C. Individualized/Independent Instruction and Selected Clinical, Extended Laboratory and/or Shop Experiences – *refer to Procedure I-405A*
- D. Simulated or Actual Occupational Experience – *refer to Procedure I-405A*
- E. On-the-Job Experience (Limited Selected Programs) – *refer to Procedure I-405A*

With some instructional types, additional contact hours for the courses may be assigned. This is often done if a course primarily consists of simulated or actual occupational experience or on-the-job experience.

Course multipliers are applied to the following WITC courses (*refer to General Employee Handbook Appendix 2 – Compensation*):

- YourChoice
- English Composition

*Refer to WTCS Educational Services Manual Chapter 7: Course Standards.*

### **Class Roster Verification**

Faculty are required to complete class roster verification by the deadline date to verify the enrollment and participation of students receiving Federal Title IV financial aid. This also ensures college records are accurate and that instructors have accurate class rosters to report final grades.

### **Student Referrals**

Instructors should complete a Student Referral Form for students no longer attending class. Student services counselors will attempt to contact any students referred to get them reengaged or to officially drop.

### **Professional Expectations of Instructors**

There are professional expectations of Instructors outside of assigned teaching and other assigned duties. These non-instructional professional activities are an expectation and considered by the College when establishing instructional assignments. As part of the calculation of the 35-hour workweek, but not included in the teaching load, are the following activities:

- Collegewide meetings and in-services
- Campus meetings and in-services
- Department meetings
- Academic advising
- Advisory committee meetings
- Course preparation
- Student accommodations and accessible learning materials
- Student learning assessments
- Curriculum activities
- Selection committees
- Commencement
- Student orientation
- Office hours (faculty must be available to students)
- Travel, under certain circumstances
- Program Review/Technical Skills Attainment
- Maintaining certification requirements such as FQAS completion
- System called meetings
- Equipment repair, maintenance or installation within the labs

*See G-155, G-155.1, G-155.1A for related policies and procedures.*

## 6.2 Class Size

Class size is determined by facilities and the needs of the College. The College tries to maintain maximum class sizes as follows:

- Face-to-face lecture classes – 24 students
- Web conferencing classes – 24 students combined at all locations, unless there is an assigned teach-teaching arrangement to a receiving site, then class size is determined at Dean’s discretion
- Laboratory classes – 24 students (or classroom capacity)
- Online classes – 24 students

While a minimum of 12 students per course is desired, circumstances exist where courses have fewer than 12 students. These circumstances include, but are not limited to, core program courses, new program starts, new location starts, work-based learning experiences, and program teach-out plans. The Dean of Academic Program is responsible for ensuring that courses below 12 students meet the needs of the students while maintaining fiscal responsibility.

In circumstances where classes are over capacity, additional contact hours are paid as follows:

- 25-32 students = 1 contact hour
- 33-40 students = 2 contact hours

- 41-48 students = 3 contact hours

As additional students are added, new sections may be established per Dean's discretion.

*Please refer to Appendix 2 – Compensation.*

Independent study courses are to be planned on an as-needed basis and in discussion with the Academic Program Dean. An independent study has the following perimeters:

- Interaction between the instructor and the student is limited;
- Is not necessarily following course/credit hour requirement;
- Is primarily the responsibility of the student to initiate instruction;
- Is mutually agreed upon between the student, faculty, and Academic Program Dean;
- Has a documented plan to include expectations, timelines, and course competencies/outcomes signed by the student and faculty.
- Load decisions for independent study classes are determined between the Academic Program Dean and instructor of record.

### 6.3 Distance Education

Distance education refers to Web conferencing (formerly known as ITV/IPV), Online and/or Hybrid course delivery.

Faculty teaching using Distance Learning technology are responsible for coordinating online learning technologies under the Manager of Distance Education and Learning Resources.

- To assist faculty in online course development
- To keep faculty informed of recommended procedures for accessibility
- To provide answers to possible questions and training needs
- To offer insight into various services at WITC for faculty teaching via Distance Education
- To make suggestions about procedures for the development and instruction of online, blended, and web-enhanced courses

### 6.4 Professional Development Activities

Faculty development is encouraged and supported to the extent possible within budget. Faculty development includes meeting Faculty Quality Assurance System (FQAS) competencies.

Under FQAS, faculty (full-time and part-time credit), and designated manager positions with instructional supervisory responsibilities are required to complete FQAS requirements. Information related to FQAS is described on the FQAS site on The Connection. It is the responsibility of instructional employees and designated manager to become familiar with the FQAS requirements and complete the program within the time requirements. The written FQAS Professional Development Plan document is located on the Professional Development site on The Connection.

WITC recognizes that instructors and their supervisors bring a variety of individual educational and occupational experiences to the College. The College awards credit for prior learning of Faculty Quality Assurance System (FQAS) requirements to recognize the value of these educational and occupational experiences. The College provides maximum recognition through transcript review for learning acquired through nationally or regionally accredited postsecondary institutions or other education. The College also recognizes, through portfolio assessment, learning acquired through training, work experiences, or other life experience pertinent to FQAS requirements.

*See G-122, G-122A for policies and procedures related to Credit for Prior Learning.*

If the College requires an instructor to acquire additional skills, education or knowledge, then the College covers the expenses related to the training to include: tuition, necessary books and supplies, reasonable, ordinary and necessary transportation costs at the prevailing commercial rate, meals and lodging while away from home in accordance with College business travel policy and procedure. Any personal expenses incurred during travel or training are not reimbursable by the College.

*See G-122, G-122A, G-152, G-152A for related policies and procedures and Professional Development and Out-of-State Travel Form.*

## 6.5 Collegewide Calendar

The Collegewide calendar year is from June through May and can be accessed on the WITC website or on The Connection. The Calendar includes: Student orientation days, contact days, Campus Inservice days, Holidays, Fall Student Recess, Winter Student Recess, Spring Student Recess, Collegewide Inservices, Collegewide Academic Days, Faculty Teaching and Learning Days, Commencement and the term/session beginning and ending dates.

## 6.6 Academic Advising

Academic advising is a process based on a close advisor/advisee relationship intended to aid students in developing and achieving their personal educational and career goals. Instructors are assigned advisees. Five days of non-teaching assignable workdays are for advising of students.

*See the Academic Advising training modules in Maestro.*

## 6.7 Program Review

All academic programs undergo a formal review on a regular basis as part of the College's continuous improvement efforts. In addition, the program review fulfills a criterion requirement of the College's accrediting body, The Higher Learning Commission. Instructors play a critical role in the program review process.

*See the Academic Program Review Manual.*

## 6.8 Transcribed Credit

Transcribed Credit is a technical college course taught to high school students by a high school instructor certified to teach the course. High school students receive WITC credit on a WITC transcript for the coursework completed. WITC instructors are encouraged to serve as mentors to high school instructors.

*See the Articulation Handbook.*

## 6.9 Program Development, Suspension and Discontinuance

WITC develops, suspends and discontinues programs according to a systematic process consistent with the WTCS directives and procedures. All program approvals, suspensions and discontinuances are approved by College Leadership Team and the Board.

WITC is responsible for developing, suspending and discontinuing occupational programs in accordance with the WTCS program development, suspension and discontinuance procedures for associate degree, short-term, one and two-year technical diploma, certificate and apprentice programs. All occupational programs must be in compliance with the policies and procedures referenced below.

*See I-830, I-830A and the WTCS Educational Services Manual (ESM) for additional policies and procedures.*

## 6.10 Program Viability

The Program Viability process assists in guiding WITC decision-making by analyzing each program's long-term enrollment trend and its cost per Full-Time Equivalent (FTE) relative to similar programs in the WTCS. After the quantitative information has been collected, programs with both low and high viability scores are analyzed. The College Leadership Team uses the information to determine WITC's program mix and resource allocations for future years. Program Viability consists of two steps as follows:

**STEP 1:** The viability information is compiled by the Vice President, Institutional Effectiveness, for review by College Leadership Team. The College Leadership Team uses the Total Viability data to review the programs.

**STEP 2:** Those who are closest to the programs, the faculty and deans, may be asked to complete and submit additional documentation to aid College Leadership Team in analyzing the program's viability. After a final review by the College Leadership Team, a response, including any suggested actions, is provided to the faculty and deans before it goes to the Board.

*Please refer to The Connection, Institutional Effectiveness, Program Viability library.*

### 6.11 Credit for Prior Learning

WITC recognizes the individual differences among students enrolling in its programs and acknowledges that students enter programs with a variety of individual educational and occupational experiences. WITC will award credit for prior learning, to recognize the value of these educational and occupational experiences, based on the experience and/or current competencies of the student. WITC provides maximum recognition for work completed through nationally or regionally accredited postsecondary institutions of other education, training or work experiences pertinent to the student's new educational programming and WITC's graduation requirements.

*See G-122 and G-122A for related policies and procedures.*

### 6.12 Scheduling Parameters

The following parameters have been established for scheduling:

- Deans will determine instructional assignments.
- Every attempt will be made to schedule in the most cost-efficient manner possible (e.g. maximize class load, reduce overload, and ensure full-time faculty are at load prior to hiring adjunct faculty).
- Every attempt will be made to schedule courses Collegewide (e.g. low-enrolled courses will be combined with the same courses at other locations).
- When scheduling web conferencing, all sites may be included (including Balsam Lake, Hayward and Ladysmith).
- Online courses will be scheduled from 7:00 a.m. to 7:30 a.m. as an identification piece only (they will be counted as regular instructional assignment).
- Start times begin on the hour or the half-hour and end on the twenty minutes (e.g., 10:00 a.m. – 11:20 a.m.; 2:30 p.m. to 3:50 p.m.) Exceptions to this guideline are Cosmetology, all off-campus clinical experiences, online and classes with additional online hours (ONLNHOUR), which will be scheduled on the hour or the half-hour.
- A course hour is based on 50-minute increments
- An instructor must place his/her schedule on his/her Outlook Calendar and maintain and keep the calendar current.
- Regular faculty assignments are based on a 35-hour work week.
- Depending on program, student and community needs, classes may be scheduled between the hours of 7:00 a.m. and 10:00 p.m. including weekends.
- When scheduling, certain factors may be taken into consideration such as: Enrollments, number of preps, first-time teaching a course, a newly developed course, faculty requests, accreditation and certification requirements and total number of contact hours.
- See Collegewide Calendar for assignable days.

*See Appendix Two for additional information.*

### 6.13 Academic Appeals

WITC has a procedure for students to appeal institutional decisions that affect their academic standing or progress in final course grades, credit for prior learning and satisfaction of graduation requirements. Students and staff should make every attempt to resolve the issue through an informal review, which is required prior to the submission of a request for a formal appeal. In the case of a formal appeal, the Academic Appeals Committee will be formed to investigate. The decision of that committee is final.

*See I-500 and I-500A for related policies and procedures.*

### 6.14 Academic Standards

WITC will maintain academic standards for progress in and completion of associate degrees, technical diplomas and certificates. In addition to good academic standing, a student must be in good financial standing with the College and must have earned a minimum of 25% of credits by enrollment at WITC in order to be awarded a degree, diploma, or certificate. For associate degrees, the 25% must be technical studies credits, and for technical diplomas, the 25% must be in occupational-specific credits.

To be considered in good academic standing at WITC, a 2.0 program plan grade point average (GPA) on a 4.0 grading system is required. At the beginning of each course, faculty will give students written policies regarding grading procedures for that course.

The WITC grading scale establishes a Collegewide standard for consistency in the assessment of student performance. These standards are intended to promote fairness, transparency, and accountability across departments and disciplines. Upon completion of each course, faculty will assign a letter grade utilizing the following scale:

<b>Letter Grade</b>	<b>Description</b>	<b>Grades Scored Between</b>	<b>Nursing Grades Scored Between</b>	<b>Grade Points/Credit</b>
A	Excellent	94.5 and 100%	95 – 100%	4.00
A-		92.5 and less than 94.5%	93 – 94.9%	3.67
B+		90.5 and less than 92.5%	91 – 92.9%	3.33
B	Above Average	86.5 and less than 90.5%	87 – 90.9%	3.00
B-		84.5 and less than 86.5%	85 – 86.9%	2.67
C+		82.5 and less than 84.5%	83 – 84.9%	2.33
C	Average	79.5 and less than 82.5%	80 – 82.9%	2.00
C-		77.5 and less than 79.5%	78 – 79.9%	1.67
D+		75.5 and less than 77.5%	76 – 77.9%	1.33
D	Below Average	71.5 and less than 75.5%	72 – 75.9%	1.00

D-		69.5 and less than 71.5%	70 -71.9%	0.67
F	Failure	0 and less than 69.5%	0 – 69.9%	0.00

**NOTE:** Nursing Division requires that grading for Nursing coursework be rounded down to the nearest whole number.

Public Safety Division requires that the passing standard for all law enforcement and jail academy exams and coursework shall be the minimum standard determined by the State of Wisconsin Department of Justice, Training and Standards Bureau.

*See I-510A for related policies and procedures.*

### 6.15 Grades

Instructors should communicate with students throughout the semesters to discuss academic progress and shall include a grade calculation of work completed to-date. Individual letter grades are assigned to all courses at completion (except courses being audited).

#### **Timely Grading of Assignments**

Faculty members are expected to give students timely feedback on all graded assignments, so students will know of their progress in the course.

#### **Grade Entry**

Instructors must submit final course grades no later than 72 business hours after the course’s last scheduled meeting date.

#### **Incomplete Final Course Grades**

Course incomplete grades must be changed to a final grade within 72 hours after the student has been given six weeks from the course end date to complete the course. Incomplete grades not changed will be changed to a failing grade by the Registrar’s office.

*See I-510A for further details.*

### 6.16 Student Learning Assessment

Student Learning Assessment is a foundational component within the Academic Affairs Division. Faculty play a critical role in the implementation of Student Learning Assessment, by establishing program, course and Employability Essentials.

Additionally, Technical Skills Attainment (TSA) is a major WTCS initiative required by the federal government under Carl Perkins IV Legislation. WITC will assess the attainment of program outcomes to ensure graduates have the technical skills needed by employers. Faculty, in collaboration with Deans,

are responsible for reporting on the TSA in the relevant program areas.

The Curriculum Office staff are available to assist Faculty and Deans with the design and development of program information, including TSA, and in the development of course and program information in the Worldwide Instructional Design System (WIDS) to include the following:

- Course Outcome Summaries
- Learning Plans
- Performance Assessment Tasks
- Syllabi
- Program Assessment Plans

### 6.17 Curriculum Modification and Development

A curriculum modification is required for any change to program curriculum. Internal modifications do not require WTCS approval. External modifications require Advisory Committee and WTCS approval. A program modification is required when there is a change to the program title or program number/aid code. All program modifications require Advisory Committee and WTCS approval. Priority approval will be granted for curriculum modification based on the following criteria:

- Program Review recommendations
- Statewide Curriculum revisions
- Mandated new and emerging technologies
- Student learning assessment recommendations
- Advisory Committee recommendations

There are two levels of curriculum modification:

#### **Internal**

- Credit change of less than 20%\* for the program (includes technical studies, general studies, and elective categories), including:
  - Adding a course
  - Deleting a course
  - Adjusting credit
  - Modifying the course title
  - Changing the course number
- Change in course hours, not resulting in a change to course credits
- Additional or removal of course alternates (“or” courses)
- Changes to curriculum sequence
- Change to course descriptions
- Change to prerequisites and/or corequisites

#### **External** (must be submitted for WTCS approval)

- Curriculum change of more than 20%\* for the program (includes technical studies, general studies, and elective categories), including:
  - Adding a course

- Deleting a course
- Adjusting credit
- Modifying the course title
- Changing the course number
- Program title change
- Program number change
- Program aid code change
- Requires signed Advisory Committee minutes documenting discussion/approval of modification

**Note:** Modifications must be submitted by July 17 of the year preceding implementation of the change. Modifications should use College procedures and forms posted on The Connection.

\*According to the WTCS Educational Services Manual (ESM), 20% of a curriculum change requiring WTCS approval is the calculation of the total course components (both technical and general education) being changed in one academic year (i.e. The program has 17 courses; changes affect five courses resulting in a difference of 29.4%). Changes are only counted against the primary courses and does not count changes to alternates.

### 6.18 Advisory Committees

WITC will maintain active advisory committees for all approved programs and apprenticeships. A multiple program committee structure may be used when programs have similar characteristics as program outcomes and technical content. Prior to program approval by the WTCS Board, ad hoc advisory committees will be utilized for the purpose of obtaining appropriate and current input related to the areas of program development. The membership of all advisory committees should include equal representation of employers and employees and be representative of geographic location and racial and gender diversity. Related policies, criteria, and procedures will be developed and published for advisory committee and staff members' use. A listing of members' names and designations of the employee or employer status, and place of employment will be maintained and updated annually. The College may elect to form advisory committees for special projects and service areas as deemed appropriate. WITC expects that programs will hold advisory committee meetings at least once per year. Committee minutes documenting committee support of curriculum modifications, program outcomes, and TSA implementation plans are required and will be submitted to the WTCS prior to curriculum modification and TSA implementation.

*See I-210A for related procedure.*

### 6.19 Mentoring for New Faculty

The mentor program for new faculty is an integral part of the new faculty orientation program. It is designed to enhance the new faculty member's instructional skills as well as to become familiar with College processes. The mentor/mentee relationship is assigned by the Mentor Coordinator and typically extends over a one year timeframe. The mentor/mentee experience is supported by a plan developed and tailored by the Mentor Coordinator. It is the responsibility of the Mentor Coordinator to It is the

responsibility of the Mentor Coordinator to monitor the new faculty progress. The Dean will determine whether the mentor/mentee relationship needs to continue over an additional term. Faculty members selected to serve as a mentor to a new faculty member will receive payment for services up to \$1500 annually per College guidelines.

## 6.20 Faculty Evaluations

The purpose of the WITC Employee Performance Process is to support and encourage dialogue between employees and their supervisors on job performance, individual, department, College goals, and personal growth that will support attainment of those goals.

The key responsibility of the supervisor is to engage instructors in a quest for optimal performance, and to develop the instructors for future challenges and opportunities. The emphasis is on ongoing dialogue rather than on forms or rating scales, and on front-end planning rather than back-end review.

Employee performance goes beyond narrowly defined job responsibilities to include core abilities, annual goals, Performance and Professional Development Plan, and the collaborative working relationships with others. Deans may collect and utilize data gained through classroom visitation, student assessment of instruction and/or student forums.

*See Section 2.7 for additional reference.*

## 6.21 Club Advising

Student activities and student organizations are considered a part of the WTCS and WITC's total educational mission. These activities provide currently enrolled students with opportunities to develop leadership skills, gain insight, acquire competence and experience, strengthen occupational preparation, learn and apply democratic procedures, and explore worthwhile leisure activities. Co-curricular student organizations are those whose activities consist primarily of professional enrichment, personal growth and occupational skill development related to instructional goals and career objectives of the program(s) in which the members are enrolled. Co-curricular classification is determined by whether or not the major portion of an organization's activities focus directly on supplementing the curriculum and enhancing the learning process through external instructionally related activities and experiences. Extra-curricular organizations are those whose activities consist primarily outside the regular academic curriculum. These activities exist to complement the academic curriculum and to augment the student's educational experience and to support student development. Responsibilities of Club Advisors are outlined in the Advisor Letter of Agreement submitted to the Dean of Students by October 1 of each new school year.

*See J-250 and J-156 related policies and procedures and the Club Advising Handbook on The Connection.*

## 6.22 Salary Placement for Newly Hired Instructors

A full-time faculty's initial salary placement is based on educational background to determine lane placement on the Wage Range Table.

## 6.23 Non-Renewal

Full time faculty may be non-renewed in accordance with Wis. Stat. §118.22 for lack of work, lack of funds, for performance issues or for other reasons as determined by the College. The instructor will be given notice of non-renewal as outlined by the cited statute. The instructor has the right to a private conference with the Board to review the charges or notice upon the instructor's request. The instructor has the right to be represented by counsel at his/her own expense. The instructor has the right to request the conference be open to the public. Provisions shall be made for all statements at the conference to be taken under oath or affirmation and recorded. The instructor will be notified of preliminary consideration of non-renewal at least fifteen days (15) prior to receiving final notice and prior to the May 15 deadline.

Where certification is a requirement for the position, each educator shall meet the certification Faculty Quality Assurance System (FQAS) requirements of the Wisconsin Technical College System (WTCS) Board, Higher Learning Commission (HLC) and other regulating agencies. Failure to maintain current certification will result in no assignment or pay until certification status is obtained. Failure to maintain current certification may be cause for discipline, dismissal, and/or non-renewal.

## 6.24 Intellectual Property Rights

The College encourages and supports the creative and intellectual efforts of its faculty and staff. The College has created a policy, applicable to all faculty and staff, which is intended to clarify what constitutes a copyrightable work and the intellectual property rights of the individual and the College.

*See Technology Acceptable Use Handbook Section 5.2 for additional procedures.*

## 6.25 Academic Freedom

The freedom of every instructor to present the truth as he/she understands it in relation to his/her area of competence, consistent with course outline, is essential to the purpose of the College and society. WITC encourages teaching, investigating and publishing findings in an atmosphere of freedom and confidence. As a result, students are exposed to a variety of opinions and beliefs, which leads to greater knowledge and critical thought.

Academic freedom should not be utilized as a shield for an instructor's lack of competence, poor performance or general unwillingness to comply with policies and procedures outlined by the College.

## 6.26 Commencement

Faculty are expected to participate in commencement exercises and should contact their supervisor if they are unable to attend.

## 7 COMPLAINT RESOLUTION PROCEDURE

The College has established a complaint resolution procedure to provide a timely and orderly review of decisions concerning a) workplace safety; b) employee discipline; and c) employee termination in compliance with Wisconsin Statute §66.0509. The College has also established separate complaint procedures to provide review of allegations of unlawful discrimination/harassment/sexual harassment/sexual discrimination/sexual misconduct/sexual violence.

Employees with concerns or issues that do not qualify within the three categories of this formal Complaint Resolution Procedure or the Complaint Procedure unlawful discrimination/harassment/sexual harassment/sexual discrimination/sexual misconduct/sexual violence are expected to bring such matters to their supervisor, their supervisor's supervisor and/or their division member of College Leadership Team.

Human Resources is available to assist employees and supervisors with resolution of concerns on an informal basis or on a formal basis if the complaint qualifies under this procedure or G-113A & J-121A & J- 220A and G-113B.

*See G-113A & J-121A & J-220A and G-113B.*

### Definitions

- a. "Workplace Safety": For purposes of this procedure, "workplace safety" includes any practice or condition, affecting the safety of persons, property or equipment. "Workplace safety" shall be narrowly construed and not be construed to include basic conditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, warning requirements, workplace violence, and accident risk. "Workplace safety" does not include conditions of employment such as hours, overtime, sick, family, or medical leaves, work schedules, or breaks.
- b. "Employee Discipline": For purposes of this procedure, "discipline" includes a personnel action taken as a result of violation of rules or policies, misconduct and/or poor performance and that negatively impacts an employee's base pay and/or impacts an employee's employment status provided base pay is negatively affected. "Employee discipline" does not include verbal notices, verbal discipline, verbal counseling, written counseling, written reprimands, Performance Improvement Plans (PIPs), plans of correction, performance evaluations or reviews, or documentation of employee acts and/or omissions in an employment file, provided base pay is

not reduced. "Employee discipline" also does not include, administrative leave (with pay) pending investigation of alleged misconduct or nonperformance, administrative leave (without pay) pending investigation of alleged misconduct or nonperformance if such further discipline is subject to the terms of this complaint procedure, non-disciplinary wage, benefit or salary adjustments, reorganization of work, non-disciplinary demotion, position elimination, layoff, reduction in work time, workforce reductions, changes in assignment or assignment location, loss of employment at the end of a project or limited term assignment.

- c. "Employee Termination": "Termination" means a separation from employment by the College for disciplinary reasons as defined in this policy. "Termination" does not include layoff, furlough, reduction in workforce, failure to meet licensure qualifications, retirement, nonrenewal under Wis. Stat. 118.22 separation as a result of disability, completion of temporary employment, seasonal employment, contract employment, or assignment; "termination" also does not include voluntary termination including resignation, end of employment due to disability, job abandonment, or death.
- d. "Independent Hearing Officer": For purposes of this procedure, the "Independent Hearing Officer" (IHO) shall be designated by Administration. The role of the IHO will be to define the issues, identify areas of agreement between the parties and identify the issues in dispute, and to hear the parties' respective arguments.
- e. "Complaint": The written signed complaint shall give a clear and concise statement of the alleged complaint personally affecting the complainant, including the facts upon which the complaint is based, the issue involved, the specific policies alleged to have been violated, if any, and the relief sought as well as the employee's personal email address and the acknowledgment that the College may email a reply to the employee's email address and that will constitute receipt by the employee.
- f. "Complainant": means any full-time, part-time, project, or limited-term employee on the payroll of the College who has a personal complaint as defined in this policy. At the discretion of the Vice President, Administrative Services/CFO, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any step in the proceeding.

### **Costs**

The IHO is selected by and paid for by the College. Each party will be responsible for its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees in investigating, preparing, presenting, or defending a complaint.

### **Time Limits**

The term "days" as used in this procedure means calendar days, excluding holidays as defined in the Handbook. The College and employee may mutually agree to waive time limits in writing. If the last day on which a complaint is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday as defined in the Handbook, the time limit is the next day which is not a Saturday, Sunday, or holiday. If the complaint is not answered within the time limits, the employee may proceed to the next available step within seven days.

If the employee fails to comply with the time limits specified in this procedure, the complaint will be deemed dismissed, with prejudice.

### **Written Appeal to the Board of Trustees**

An appeal shall be in writing and explain the reasons for the appeal. The request shall be filed with the Vice President, Administrative Services/CFO within seven days of receipt of the IHO's decision.

### **Use of Designee:**

The College official named in any part of this policy may designate another party to fulfill the required role or responsibility, except members of the Board of Trustees (Board).

## **7.1 Procedure for Resolving Complaints Concerning Employee Safety**

**Step 1:** Any employee who identifies a workplace safety issue or is given information about an incident must notify the Safety Office of the issue or incident within the same working day of when the employee knew about the incident or issue. Upon receipt of the complaint, the Vice President, Administrative Services/CFO or President's designee shall determine whether this procedure applies. The Vice President, Administrative Services/CFO or designee shall find that this procedure does not apply upon determining any of the following:

- a. That even if the complainant's allegations or issues are true, the complainant does not involve a safety issue as defined in this procedure.
- b. That the alleged conduct did not occur on College-owned, College-leased, or College-controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the College.
- c. That the complainant is not an employee as defined in this procedure.
- d. That the complainant was not the party involved with the issue, activity, or action set forth in the complaint.

This list is not exclusive, and other situations may result in the Vice President, Administrative Services/CFO or designee determining that the procedure does not apply.

If the Vice President, Administrative Services/CFO or designee determines that this complaint is covered by the procedure, an Incident Report, completed by the employee with assistance from his/her supervisor as necessary, outlining the facts of the complaint and a proposed remedy/resolution, as specified in this procedure, shall be signed by the employee and submitted to the Safety Office for review and consideration within seven days of the incident or issue.

**Step 2:** After receipt of the completed Incident Report, the College or Campus Safety Committee will conduct an investigation, as required, and normally issue a final report on its findings and conclusions within 30 days of receipt of the completed Incident Report. All reasonable non-financial efforts shall be considered, recommended, and/or expended prior to recommending any financial remedies. Copies of the College or Campus Safety Committee's final report with findings and conclusions will be given to the

persons who signed the Incident Report, as well as to the College Safety Office and College Leadership Team.

**Step 3:** The employee may appeal the findings and conclusions of the College or Campus Safety Committee and request the appointment of an IHO by submitting a written complaint to the Vice President, Administrative Services/CFO within seven days after receipt of the Safety Committee's report. No new complaint information may be submitted following the issuance of this report.

If filed within the prescribed time requirements, the Step 3 hearing by the IHO will normally be scheduled within 30 days of receipt of the request for hearing. Prior to the hearing, the parties will participate in a mandatory conciliation meeting facilitated by the IHO who shall not be disqualified for involvement in the conciliation process. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the IHO shall record one of four outcomes: 1) Sustaining the conclusions of the Safety Committee, 2) Denying the conclusions of the Safety Committee, 3) Modifying the conclusions of the Safety Committee, or 4) Recommending additional investigation prior to a final determination. All reasonable non-financial remedies shall be considered, recommended and/or expended prior to recommending any financial remedies. The decision of the IHO is limited to the precise issue raised in the complaint and the information provided at the formal or informal proceedings.

**Step 4:** The College or employee may appeal the decision of the IHO to the Board by filing a request within seven days of receipt of the written decision of the IHO.

Level of Review: The Board shall review the written decision of the IHO and the reasons for the appeal only. The role of the Board, in reviewing the decision of the IHO, is to consider the following questions:

1. Did the IHO follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the IHO?
3. Did the IHO make an error of law which makes his/her decision invalid?
4. Did the IHO make an error of fact which makes his/her decision invalid?

After considering the above questions, the Board will decide to uphold, modify, or reverse the decision of the IHO. The Board will issue its written decision based solely on the record established in the Step 3 proceeding within 60 days from receipt of the appeal. The Board decision is final.

## 7.2 Procedure for Resolving Complaints Concerning Employee Terminations and Employee Discipline

**Step 1:** A written complaint as specified in this procedure shall be submitted to Human Resources within seven days after the discipline was imposed or termination became effective.

Upon receipt of the complaint, the Vice President, Administrative Services/CFO or President's designee shall determine whether this procedure applies. The Vice President, Administrative Services/CFO or designee shall find that this procedure does not apply upon determining any of the following:

- a. That even if the complainant's allegations or issues are true, the complainant does not involve discipline or termination as defined in this procedure.

- b. That the alleged conduct did not occur on College-owned, College-leased or College-controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the College.
- c. That the complainant is not an employee as defined in this procedure.
- d. That the complainant was not the party harmed by the activity or action set forth in the complaint.
- e. That the complaint is not timely.

This list is not exclusive, and other situations may result in the Vice President, Administrative Services/CFO or designee determining that the procedure does not apply.

Upon finding that the complaint is valid, the Vice President, Administrative Services/CFO or designee shall refer the matter to the immediate supervisor of the complainant employee's supervisor, who will conduct an investigation and will normally issue a final report in writing to the employee with a copy to Human Resources within seven days after receipt of the written complaint. If necessary, the supervisor may review documents, policies and witness statements as appropriate. Although not required, the supervisor at his/her discretion may conduct an informal hearing of the complaint. Such review shall be conducted in coordination with Human Resources. Copies of the investigating supervisor's final report shall be provided to the complainant employee and this employee's immediate supervisor.

**Step 2:** If the complaint is not settled in Step 1, and the employee wishes to appeal the decision of the investigating supervisor, the employee shall submit the written complaint to the Vice President, Administrative Services/CFO, to request a Step 2 hearing before an IHO within seven days after receipt of the Step 1 report or as soon as is administratively possible.

The IHO will meet with the parties' representatives to determine the hearing parameters. The IHO will assist the parties in identifying areas of agreement and areas of dispute. The IHO will hear the parties' respective arguments. The hearing may be informal if agreed to by all parties and the IHO, however depending on the issue, the IHO may require a formal hearing, sworn witness statements and require briefs. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. No new complaint information may be submitted following the issuance of the supervisor's report in Step 1.

If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. In the event the complainant employee wishes to have College employees testify or participate in the hearing preparation or hearing on his/her behalf, these employees must utilize personal leave or vacation for such time. Within 30 days from the conclusion of the hearing, unless more time is requested, the IHO shall render a written decision indicating the reasons for one of two decisions: 1) Sustaining the discipline/termination, or 2) Denying the discipline/termination. The decision of the IHO is limited to the precise issue raised in the complaint and the information provided at the formal or informal proceedings.

**Step 3:** The College or employee may appeal the written decision of the IHO to the Board by filing a request within seven days of receipt of the written decision of the IHO.

Level of Review: The Board shall review the written decision of the IHO and the reasons for the appeal only. The role of the Board, in reviewing the decision of the IHO, is to consider the following questions:

1. Did the IHO follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the IHO?
3. Did the IHO make an error of law which makes his/her decision invalid?
4. Did IHO make an error of fact which makes his/her decision invalid?

After considering the above questions, the Board will decide to uphold, modify, or reverse the decision of the IHO. The Board will attempt to issue its written decision based solely on the record established in the Step 3 proceeding within 60 days from receipt of the appeal. The Board decision is final.

### 7.3 Limitations of the Scope of the Complaint Resolution Procedure

1. The scope of a complaint that is subject to any other policy, ordinance, or statute for formal or informal investigation or dispute resolution procedures may not be brought forth under this Complaint Resolution Procedure.
2. All procedures and hearings shall be closed session except where, in the event of a matter relating to discipline, the complainant specifically requests that any hearing before the Board be held in open session.
3. All participants in all proceedings under this procedure will observe confidentiality to the extent reasonably possible. However, appropriate College officials may be provided relevant information. The College may also use any information obtained in the proceedings to defend itself against any claims, complaints or allegations brought against it or as may be required by law.
4. Consistent with this procedure, the employee may utilize one designated representative at their own expense to assist in processing the complaint at any step. The designated representative shall be identified to the College at least three days in advance of any proceeding under this procedure. The College reserves the right, at any stage of the proceeding, to reasonably specify who may be present.
5. At each stage of the appeal process the appealing party must state the reason(s) why the appealing party disagrees with the action or decision. The written complaint will only be processed if all of the required information is provided by the complainant. The written complaint may not be amended following the decision at Step 1.
6. The authority to interpret this procedure rests with the Vice President, Administrative Services/CFO. Questions regarding this procedure should be directed to Human Resources.

*See G-125A for related procedure.*

## 8 HANDBOOK QUESTIONS

Employees can direct any Handbook questions to their supervisor or submit a [MyHelp ticket](#) to contact Human Resources. More information is also available on The Connection under Administrative Policies and Procedures and the Human Resources site.