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(Approved by the Employee Handbook Committee on July 8, 2016*)*
(Approved by the Vernon College Board of Trustees on July 20, 2016)

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Welcome to Vernon College – we're glad to have you on our team. At Vernon College, we believe that our employees are a valuable asset. In fact, we attribute our success as a community college in significant part to our ability to recruit, hire, and maintain a happy and productive workforce. We hope that during the time of your employment with Vernon College you will become a successful member of the Vernon College team.

This employee handbook describes, in summary form, the personnel policies and procedures that set forth Vernon College's workplace practices, rules and expectations. Policies, procedures, processes, and practices are supported by TASB (LEGAL) and TASB (LOCAL) policies located in the Vernon College Board policy manual. If you have any questions about any of the provisions in the handbook, please ask your supervisor or the Human Resources Director. The policies stated in this handbook are subject to change at any time at the sole discretion of Vernon College with or without prior notice. This handbook supersedes any prior handbooks or written policies of Vernon College that are inconsistent with its provisions. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook.

This handbook does not create a contract of employment between Vernon College and its employees. Although we hope that your employment relationship with Vernon College will be long-term, either you or Vernon College may terminate this relationship at any time, for any reason, with or without cause or notice. Our employment relationship remains at-will notwithstanding any provision in this handbook to the contrary. No supervisor, manager, or representative of Vernon College has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provision in this handbook, unless it is in writing signed by both you and the President of Vernon College.

Sincerely,

Dusty R. Johnston, President
Vernon College

SECTION A

BASIC DISTRICT FOUNDATIONS

Historical Establishment

The Wilbarger County Junior College District was created in 1970 and enrolled its first students in August of 1972. Vernon College (VC) is a comprehensive two-year community college which strives for excellence in providing quality educational programs and services through university parallel courses, career education programs, continuing education, counseling and guidance, developmental education, community service programs, and cultural and intellectual activities. Meeting the individual needs of its students and being responsive to the needs of the community are of high priority to Vernon College.

Mission Statement

The mission of Vernon College is teaching, learning, and leading.

Vernon College is a comprehensive community college that integrates education with opportunity through our instructional programs and student support services by means of traditional and distance learning modes. Therefore, to fulfill its mission, the College will provide access, within its available resources, to:

- Career technical/workforce programs up to two years in length leading to associate degrees or certificates;
- Career technical/workforce programs leading directly to employment in semi-skilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences, including the new core and field of study curricula leading to associate and baccalaureate degrees;
- Ongoing adult education programs for occupational upgrading or personal enrichment;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Career technical/workforce development programs designed to meet local and statewide needs;
- Support services for educational programs and college-related activities;
- Adult literacy and other basic skills programs for adults; and
- Such other programs as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

Officially approved and adopted by the Board on the 21st day of October, 2015.

Accreditation Statement

Vernon College (VC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vernon College.

Vernon College shall maintain accreditation with the Southern Association of Colleges and Schools commission on Colleges. The Commission accredits the entire institution and its programs and services, wherever they are located or however they are delivered.

In accordance with administrative regulations, the College District shall notify SACSCOC of any changes in accordance with the current substantive change policy of the SACSCOC and, when required, seek approval prior to the initiation of any change. See *Policy Manual* GK (Local)

District Legal Status

The District derives its legal status from the Constitution of the State of Texas and from the Texas Education Code that authorizes a public junior college and/or district of any one of the following classifications:

1. Independent school district junior college.
2. City junior college.
3. Union junior college.
4. County junior college.
5. Joint-county junior college.

Texas Constitution, Art. VII; Education Code 130.004(a)

A public junior college shall be defined as an institution of higher education. Education Code 61.003(8)

College Service Area

JUNIOR COLLEGE DISTRICT SERVICE AREAS: Services provided by junior community college districts are defined as the courses and programs described in Education Code 130.011 and 130.003(e). [See AD (LEGAL)]

The service area of a junior college district means:

1. The territory within the boundaries of the taxing district of a junior college district; and
2. The territory outside the boundaries of the taxing district of a junior college district in which the junior college district provides services.

VERNON CAMPUS:

Vernon College is located on 100 acres in Vernon, Wilbarger County, Texas.

OTHER SITES: The College has centers in Wichita Falls, Wichita County; Sheppard Air Force Base, Wichita County; and Seymour, Baylor County. The service area of Vernon College includes the following 12 counties: Archer, Baylor, Clay, Cottle, Foard, Hardeman, Haskell, King, Knox, Throckmorton, Wichita, and Wilbarger.

TAXING DISTRICT: The taxing district for the college includes all of Wilbarger County.

SECTION B

LOCAL DISTRICT GOVERNANCE AND ORGANIZATION

Board of Trustees - Legal Status

The Board of Trustees derives its legal status from the Texas Constitution and the state legislature. In discharging its duties the Board shall function in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Attorney General shall be used for guidance in interpretation of applicable law. The Board shall constitute a body corporate and shall have the exclusive power to maintain and govern the public free schools district.

The official title of the governing body of the college shall be the Board of Trustees, herein referred to as "the Board."

The Chairman of the Board is designated in legally referenced policies as College President of the Board or Board College President, and in local policy as Chairman of the Board or Board Chairman.
See *Policy Manual,* BA (LOCAL)

Board Elections

Ref: VC Board *Policy Manual*, Section BBB (LOCAL & EXHIBIT)

Board Policy Manual

This Local Policy Manual contains legally referenced and local policies governing the operation of this District as adopted by the Board. The official Board *Policy Manual* is located in the Office of the College President. This manual is also accessed on VC's website at www.vernoncollege.edu linking to the Human Resource webpage and selecting the Policy Manuals link.

Administrative Organization

The administrative organization reflects the mission statement and philosophy of the college and enables each functional unit to perform its particular responsibilities as defined by the mission statement of the college.

Administrative responsibility and authority for all educational offerings and functions of the institution are reflected in appropriate organizational charts. These charts delineate lines of responsibility and authority.

The duties of the College President and other administrative officials are defined in job descriptions contained in the Human Resources office. Also, see *Policy Manual*, BG (LOCAL)

Committee Structure

Much of the business of the institution is conducted through established committees. These committees of the

college shall be considered standing committees (ad hoc committees may be added for special purposes) and shall consist of members elected and/or appointed annually. Membership of these committees may be rotated, but with sufficient carry-over to ensure some degree of continuity. Each committee shall have a chairperson who will be appointed and a recording secretary who shall be appointed by the chair of the committee. Such committees shall keep minutes and distribute such minutes to the membership. Such committees shall make recommendations to the College President except where otherwise indicated.

Long Range Strategic Planning

The institution demonstrates planning and evaluation in its educational programs and its administrative and student support services. For each administrative and educational support service unit, the institution shall:

1. Establish a clearly defined mission statement which supports the institution's purpose and goals;
2. Formulate goals which support the mission statement of each unit;
3. Develop and implement procedures to evaluate the extent to which these goals are being achieved in each unit;
4. Use the results of the evaluations to improve educational programs, administrative and educational support services.

Each unit, in its planning and evaluation processes, considers internal and external factors and develops evaluation methods that will yield information useful to the planning processes of that unit. See *Policy Manual,* BI (LEGAL)

SECTION C

HUMAN RESOURCES

Equal Employment Opportunity

The policy of Vernon College is to maintain the best possible employee staff. Employees will be hired and promoted on the basis of their ability to do the work required, and on the basis of indicated willingness to become cooperative members of the college employee team. VC will aggressively pursue an affirmative action program directed to assure equal employment and non-discrimination. In so doing, the college will protect the right of all persons to seek, obtain, and hold employment, and to secure their own advancement. The college will not engage in, condone, or tolerate discrimination in any form on the basis of race, religion, veteran status, disability, color, national origin, sex, or age. See *Policy Manual,* DAA (LEGAL)

Fair Labor Standards Act

All faculty and administrative personnel meeting the F.L.S.A. criteria will be classified exempt. All classified, at-will, hourly, and those administrative personnel not meeting the F.L.S.A. will be classified as non-exempt.

EXEMPT: Exempt employees shall be compensated on a salary basis for their employment period and are not entitled to overtime compensation.

NONEXEMPT: Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional compensation unless the employee works more than their regular hours. **A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.**

COMPENSATORY TIME: Nonexempt employees will receive compensatory time off, rather than overtime pay, for overtime work. Time over the college's posted scheduled work hours up to 40 hours will be compensated at the employee's normal hourly rate. Time over 40 hours will be compensated at a time and a half rate. Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee shall be required to use compensatory time or, at the College District's option, shall receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned and **may be required to use compensatory time before any use of accrued vacation time**. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay. Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC(LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.

Deans/Supervisors will manage compensatory time of their employees and report quarterly the accrued time to Human Resources. Human Resources will then submit a quarterly report to the

President.

Freedom of Information Act and Texas Open Records Act

Vernon College is bound by requirements and guidelines of the Freedom of Information Act, the Texas Open Records Act, the Privacy Act, the Family Educational Rights and Privacy Act and other federal and state statutes in providing public and media access to official college documents and records. In general, college employees are not authorized to mail or hand out written information and documents to a reporter. All requests for documents must be made through the Director of Human Resources, by letter, or fax. Freedom of Information or Open Records requests should be directed to extension 2328.

Affirmative Action Statement

The Board of Vernon College (VC) has adopted a policy of equal opportunity in employment and in all other human resources functions of this institution. It is against the policy of the college to discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of race, color, gender, religion, age, disability, or national origin.

It is the policy of VC to provide equal employment opportunity in full compliance with the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, the Rehabilitation Act of 1974 (Section 503, 504), the American with Disabilities Act, the Vietnam Era Veterans Assistance Act of 1974, Texas Statutes 6252-14 V.A.T.S. and 6252-16 V.A.T.S., and Executive Orders 11246 and 11758.

The College President is responsible for general implementation of this policy. The Director of Human Resources has been designated as the Equal Employment Opportunity Officer. Each supervisor is responsible for the administration of this policy within his/her area of responsibility. Ultimately, the success of this Equal Employment Opportunity Policy and Affirmative Employment Plan depends upon every employee of the college.

Election on Disclosure of Personal Data

As required in Section 552.024 of the Texas Government Code "each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, or Social Security number, or that reveals whether the person has family members." This election must be made "in a signed writing not later than the 14th day after the date on which:

1. the employee begins employment with the governmental body;
2. the official is elected or appointed; or
3. the former employee or official ends service with the governmental body."

If the person does not choose within the prescribed period, then the information may become accessible to the public. A person may change this election of disclosure at a later date if he/she does so in writing through the main personnel officer of the governmental body. *See Appendix O*

Employment Practices

The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current Vernon College employees may apply for any vacancy for which they have appropriate qualifications.

All applicants shall complete the application form supplied by Vernon College. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a non-contractual position.

The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. See *Policy Manual*, DCA

The Board delegates to the College President final authority to employ and dismiss noncontractual employees on an at-will basis. See *Policy Manual*, DM

Employment Procedures

The employment process consists of several steps including advertising of the position vacancy, accepting and screening applications, interviewing a reasonable number of qualified applicants, and, finally, recommending the most qualified candidate to the College President. The supervisor/Dean along with the Search Committee recommends employment to the College President. The Director of Human Resources facilitates the process. Applicants shall furnish references as required by the Human Resources office. The falsification of any statement on the employment application shall be cause for immediate termination. (See Appendix A)

PROCESS: When a permanent position becomes available for any reason a determination will be made if the position is to be filled. If so, the supervisor forwards a Position Request form to the Director of Human Resources. A Search Team will be selected by the appropriate Dean/supervisor from whom the Position Request Form originated. Each vacancy will be advertised, internally, externally, or both for a minimum of 5 days.

Vernon College, at the request of the supervisor and approval of the President, may post certain position openings internally for qualified applications. After 5 days, the position may also be posted externally at the request of the supervisor and the approval of the President.

All applicants must complete a VC application and provide required documentation, and return the information to the Director of Human Resources. Applications will be screened for minimum qualifications by the HR office. The Search Committee will evaluate the applications, and based upon the essential functions of the vacancy, reduce the applicant pool to the top candidates. The Search Committee will interview a selected number of qualified candidates. When the Search Committee has selected the finalist, and the supervisor/Dean concurs with the recommendation, the recommendation will be made to the Director of Human Resources. The Director of Human Resources will then complete the Request Form and present it to the College President for his approval. (See Appendix M)

An applicant for permanent employment is employed only after his/her name has been approved by the President, and then will be submitted at the first available Board meeting for approval by the Board, the candidate and the College President have both signed a college contract, and after necessary payroll/personnel forms are completed and returned to the office of Human Resources. The employee will then be in a six month probationary period during which the employee or the supervisor may terminate employment without cause. This probationary period does not include faculty who are issued one year contracts at the time of employment renewable based upon satisfactory student and supervisor evaluations.

The Board approves the employment of personnel and contract renewal or extensions of existing personnel

on the recommendation of the College President. The College President has authority to employ temporary personnel and part-time staff working less than half-time, including adjunct faculty. An applicant must be a minimum of 17 years old for employment with Vernon College. Any exceptions must be approved by the College President.

CRIMINAL BACKGROUND CHECKS: Vernon College is committed to providing the safest possible environment for students, employees and visitors and to safeguard sensitive data, personal information, and personal and public property. To that end, a criminal background check shall be conducted on each applicant, employee, and volunteer hired to fill a security-sensitive position at Vernon College. See Appendix U

FACULTY AND ADMINISTRATIVE POSITIONS: Special competency is attested to by advanced study culminating in appropriate graduate degrees, or by extensive work experience in the assignment area. The college will follow the credential guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges and the Texas Higher Education Coordinating Board as well as those required by applicable program accrediting bodies.

When hired, and throughout their tenure with the institution, both full-time and part-time faculty members must meet the credential guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges for academic and professional preparation.

All college faculty members are expected to be proficient in oral and written communications in the language in which their assigned courses are taught. In order to determine this proficiency, the division chair and the Dean of Instructional Services will conduct an evaluation of the applicant's oral skills during the employment interview process and may require an essay completed at time of interview. See *Policy Manual*, DK (LEGAL)

In the event the faculty person identifies his/her primary language as not being English, he/she must take the Test of Spoken English (TSE).

References and Employment Verifications: Information related to employees and former employees is confidential. All requests for information about present or former employees should be directed to the Human Resources office. This will ensure that the request is handled in a manner that is consistent with the College's obligations to protect the privacy of current and former employees as well as the College's obligations under the Public Information Act.

When a request is received by the Human Resources office, only the employee's or former employee's dates of employment and job title(s) are provided. Any other information will be provided only with the employee/former employee's signed authorization.

Re-employment of Former Employees

Any former employee who is rehired by the college shall:

1. Have prior experience at VC restored.
2. Forfeit accumulated sick leave, credit for service during the time away from the College and salary increments that would have been earned during continuous employment.

New Employee Orientation

On or before the first day of employment with VC, new employees must report to the Human Resources office to complete payroll, benefits, and personnel documentation as listed on the Human Resources Forms page on

the VC website.

All faculty members are required to attend instructional orientation which must be completed before first week of classes.

Annual Reappointment of Personnel

Recommendations are forwarded to the Board during their meeting in March regarding the reappointment of the College President, Deans and Faculty; reappointment recommendations for all other employees on 12 month contracts on the administrative salary schedule and classified salary schedule will go to the Board no later than 60 days prior to the last day of the current contract term. All annual contracts and the continuation of employment of faculty members on annual and continuing contracts (9 to 12 months), begin on September 1, or appropriate date. A general letter of reappointment is given to the College President, Deans and faculty members before or during the month of April. All other contract employees will receive a letter of reappointment before or during the month of July. Contracts are generally issued after the college receives its state budget allocation for the new year and any pay increases are awarded by the Board.

An employee may be non-renewed by the Board at the end of the employee's contract term on the recommendation of the College President. The employee may be non-renewed for any reason provided that the decision shall not be based on an employee's exercise of rights guaranteed by law or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. *Policy Manual,* DMAB (Local)

Nepotism

No person shall be employed in the District who is related to a member of the Board by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree. The nepotism prohibitions do not apply to the appointment of a person to a position if the person is employed in the position immediately before the election or appointment of the public official to whom the person is related in a prohibited degree and that prior employment is continuous for at least;

1. Thirty days, if the official is appointed; or
2. Six months if the public official is elected.

"Persons should not be employed on a full-time or part- time basis in positions where they will be subject to the close supervisory authority of a member of their immediate family or household, or where a member of their immediate family or household, in the ordinary course of business, makes decisions or plays a significant role in making decisions concerning their direct benefits." In some instances, the policy of preserving the confidentiality of records or other materials may make it inappropriate to have a member of the immediate family or household of another staff member in a particular job at the system level. *Govt Code 73.002, 573.047* [See *Policy Manual*, DBE (LEGAL) or *Policy Manual*, BBFA (LEGAL)]

Adjunct Faculty and Part-time Employees

ADJUNCT FACULTY: The responsibility for locating adjunct faculty and making recommendations to the College President concerning their appointment rests with the Dean of Instructional Services, directors, and Division Chairs. Other criteria which apply to the employment of adjunct faculty are included below: (Maximum load hours for adjunct faculty relating to distinguishing between vocational nursing and ADN program)

1. When hired, and throughout their tenure with the institution, both full-time and part-time faculty members must at a minimum meet the credential guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges for academic and professional preparation.

2. No adjunct faculty member may be given a teaching assignment until his/her employment has been cleared with the Dean of Instructional Services and until employee paperwork has been completed and filed in the Human Resources office along with an official application, transcripts, and certificates.

3. A commitment to an adjunct faculty member is made subject to adequate enrollment in his/her class or classes as determined by the Dean of Instructional Services. An agreement with an adjunct faculty member is for one semester and only for the specific class or classes assigned. No property interests accrue to such employment, and thus, there is no obligation on the part of the adjunct faculty member and/or the college beyond the one semester and/or class/classes.

4. Adjunct faculty are paid according to the rate adopted by the Board and displayed in the *Employee Handbook*.

5. Adjunct faculty may participate in the college's fringe benefits program if the criteria are met.

6. Adjunct faculty are employed on a less than full-time basis and are limited to nine (9) load hours (12 load hours for ADN faculty), per semester.

PART-TIME EMPLOYEES: The College recognizes the contributions of part-time employees and compensates according to the following procedures:

1. The part-time employee must complete a personnel record.

2. An arrangement must be made between the originating administrator and the Human Resources officer as to the hourly wage to be paid and the method used to inform the person that he/she is employed. Such an employee may be informed of the employment by the originating administrator or the Director of Human Resources.

3. Part-Time Employees Paid by the Hour. An individual may be employed on an irregular, seasonal, or temporary basis for a definite period of time that is less than four and one-half (4 ½) months and less than half (50%) time, if there is a full-time equivalent position available. If no full-time equivalent position exists, than the individual may work only 14 hours per week. Such an individual will be paid at least the minimum wage rate and will not participate in the institutional fringe benefit program.

4 . Part-Time Employees Paid via the Approved Classified Salary Schedule. An individual may be employed on a temporary basis for a definite period of time that is less than four and one-half (4 ½) months and less than half (50%) time. Such an individual will not participate in the institutional fringe benefit program.

Classified Employees

ORGANIZATION AND PRESENTATION: Recognizing the contribution and importance of the classified staff to the total operation of the college, the Board supports the concept of participatory management. This ensures that the classified staff is represented in appropriate committees and their input has been considered on major decisions affecting their welfare and working conditions.

SALARY PLACEMENT SCHEDULE: Classified personnel are classified under three groups. Salaries are dependent upon which group classification the employee fits and the number of years of employment experience (see Appendix B).

EDUCATION: SALARY CALCULATION AT ENTRY-LEVEL: A certificate or degree may be considered for salary purposes only (1) if that certificate or degree was advertised as a preferred qualification for the position applied for or (2) if the certificate or degree is appropriate to the position applied for. Thus, a certificate or degree may not be used for salary purposes if that certificate or degree is specifically not sought in the job advertisement. Only degrees and/or certificates from accredited institutions will be used for salary purposes.

Employment Contracts

All term contracts are in writing in a form approved by the Board, setting forth the length of the contract and other terms and conditions of employment. In most circumstances, contracts are not for specific assignments, but indicate employment as "faculty," "administrator," or other general employment category. The Board delegates to the College President the authority to issue contracts. See *Policy Manual*, DCA (LOCAL)

Contracts are issued to all full-time and limited, full-time (50%) employees, except At-Will employees. A contract is awarded for a set period of time to administrative, faculty, and classified staff. A contract up to three years in length may be awarded to a faculty member who has been employed for three consecutive satisfactory annual evaluations. An employee who has property interest in employment vests in a one-year contract during the term/period, of that contract.

Employment-at-Will

All custodial, maintenance, security, and grounds staff are hired on a non-contractual basis. Non-contractual personnel shall serve at-will, are not employed for any specified length of time, and have no property right in their employment.

Dismissal of employees serving without a contract shall be in accordance with Board policy. See *policy Manual,* DM (LOCAL)

Temporary Personnel

Temporary personnel are defined as: Those working on an irregular, seasonal, or temporary basis; part-time staff working less than half-time, including adjunct faculty and summer school faculty who are not under a regular contract; part-time and classified staff; and consultants hired for brief periods are hired on a non-contractual basis.

Employee Performance Evaluation

Employee evaluations are required annually for every employee of Vernon College by the end of the month of February. Individual supervisors may choose to do a counseling session at anytime throughout the year to discuss any given employment/performance problem. Such counseling sessions will be documented with a follow up reevaluation date stated (documentation will be written and filed in the personnel file, if appropriate, the Vernon College Corrective Action Report can be used, see *Appendix S*). The purpose of the employee evaluation is to constructively appraise employee job performance, encourage professional growth, provide a professional and objective basis for recommending continuing employment for each employee, and provide a means by which the employee is informed of how their work is perceived by the supervisor. Completed evaluations are forwarded to the Director of Human Resources for placement in the employee personnel files. See *Policy Manual,* DLA (LOCAL)

EVALUATION OF NON-TEACHING EMPLOYEES: The Director of Human Resources will coordinate this evaluation process. Completed evaluations are forwarded to the Director of Human Resources for placement in employee personnel files. The evaluation will also be administered in February.

EVALUATION OF NEW NON-TEACHING EMPLOYEES: New non-teaching employees will receive evaluations at three months and six months their first year of employment during their probationary period.

EVALUATION RATINGS:
The rating of ---------- 0 equals ---------- Not appropriate/cannot answer
The rating of ---------- 1 equals ---------- Poor Performance
The rating of ---------- 2 equals ---------- Below Average Performance
The rating of ---------- 3 equals ---------- Average Performance
The rating of ---------- 4 equals ---------- Above Average Performance
The rating of ---------- 5 equals ---------- Superior Performance

RELATIONSHIP OF RATINGS TO CONTINUED EMPLOYMENT: For all employees, a rating of "Average" is the norm for continued employment. Any rating lower than "Average" warrants immediate developmental action on the part of the employee. The Vernon College Corrective Action Report is to be used to document this developmental action. See *Appendix S*. This developmental action is taken during a probationary period established by the supervisor. At the end of the probationary period, a re-evaluation process of the employee takes place. If improvement is apparent, continued employment is recommended. Otherwise, termination would be in order.

APPEAL: If an employee disagrees with the supervisor's evaluation, he/she may appeal to the next level of supervision. The rating in question will be reviewed by the next level supervisor. The next level supervisor will either uphold or amend the employee rating after consideration and consultation with the employee's immediate supervisor. All ratings will become final after a decision has been made by the next level supervisor.

Outstanding Achievement Award

The award may be presented to a Vernon College employee who has demonstrated outstanding achievement in his/her professional field. The President of Vernon College may recommend to the Board an employee whose job performance or special achievement is exemplary, and whose accomplishments are recognized beyond the routine requirements of the position. An employee selected by the Board for the *Outstanding Achievement Award* will receive a $1,000 stipend.

Non-school Employment

Full-time employment at Vernon College demands an individual's full-time expertise, commitment, and energies. However, Vernon College recognizes the value to its students, it employees, and the community arising from outside consulting, professional experiences, part-time employment, and/or self-employment in which members of the faculty, administrative staff, and classified staff may engage.

Additional employment for full-time employees shall be governed by the following guidelines.

In advance of accepting or assuming employment outside Vernon College responsibilities, a full-time District employee must submit a request by e-mail addressed to his or her immediate supervisor, the component Dean, Director of Human Resources, and the President. The e-mail should address in detail the following information:

1. Type of employment;
2. Place of employment;
3. Dates, days, and hours involved; and
4. Assurance that outside employment will not:
    a. Occur at a time when the employee is expected to perform his or her primary work obligation at the College District;
    b. Diminish the employee's efficiency or effectiveness in performing his or her primary work obligations at the College District;
    c. Conflict with the mission or best interest of the College District;
    d. Utilize any College District facilities, resources, property, equipment, or staff or be performed on College District property; or
    e. Violate applicable laws and regulations.

The immediate supervisor and the component Dean will confer and approve or disapprove of the request. If approved, the component Dean will notify Human Resources by e-mail of the approval attaching the original request. The component Dean will make the College President aware of the approval.

In the event an employee receives denial from the supervisor or component Dean, the employee may request a review by the College President.

A full-time employee may accept employment outside of the College District's assigned duties so long as such employment does not reduce the efficiency of the employee. The immediate supervisor shall determine whether such work is detracting from the efficiency of the individual employee.

The following examples, listed for illustration and not as limits, are situations that shall be considered as detracting from the efficiency of the individual:

1. Any outside employment that results in an employee's repeated absence from work.
2. Any outside employment that adversely affects an employee's physical or mental well-being.
3. Any outside employment that interferes with an employee's duties during regular work hours.
4. Any outside employment that causes an employee to be un-prepared for duties with the College District.
5. Any outside employment that involves the use of College District materials or resources.
6. Any outside employment that conflicts with the institutional and student needs as teaching schedules/work schedules are developed.

Employees shall use College District resources only to support educational objectives of the College District. An Employee shall not use the College District facilities, administrative assistants, office supplies, equipment, technology, or other resources for personal gain or outside employment. Limited use of office computers and/or internet is exempted.

Any employee who operates an independent business is expected to conduct any work relating to such business or employment outside of the employee's normal work hours established by the College. An employee shall not promote, solicit, or engage in non-College related for-profit business activities on College campus. (ex. selling food, crafts, clothing, personal care products, etc.)

An employee who does not comply with the provisions of this policy, including the requirement to disclose the nature and scope of any outside employment, may be subject to review, probation, suspension, and/or termination.

DBF (Local)

Personnel Files

All personnel files are housed in the office of the Director of Human Resources. Such files are available only to the employee, his/her supervisor, members of Human Resources office staff, administrators, and Board members for official purposes. Individuals who wish to review their personnel file must make an appointment with the Director of Human Resources. No employee is to remove his/her personnel file from the Human Resources office.

Internal Transfer and Reassignment

PROMOTION TO A HIGHER GRADE: An employee may be promoted (a) to a higher grade or (b) have the position reclassified to a higher grade with the approval of the College President. The salary for an administrative to administrative promotion/reclassification will result in the employee retaining their current step level. The salary for an at-will or classified to classified promotion/reclassification will result in the employee retaining their current step level/years of service. The salary for an at-will or classified to an administrative promotion/reclassification will result in the employee retaining their current step level/years of service up to a maximum of five (5) steps.

DEMOTION TO A POSITION WITH LOWER PAY: When a VC employee receives an appointment which carries a lower position grade, the person must take the salary of the new position or current salary minus difference in entry-level of current position and entry-level of new position.

TEMPORARY TO PERMANENT EMPLOYMENT: An employee whose employment status changes from a temporary appointment to a permanent appointment shall at that time be eligible for all benefits granted by the college. Seniority and accrual of vacation and sick leave shall begin on the date of the permanent appointment.

POSITION TRANSFER: An employee may be transferred from one position to another within the College with the approval of the College President.

Resignations

Should an employee resign his/her position with VC, effective at the end of the contract period, adequate notice is expected. Letters of resignation should be addressed to the Director of Human Resources with copies to the appropriate Dean.

If an employee wishes to resign his/her position during a contract period, a letter must be written to the College President, with copies to the appropriate Dean, requesting a release of his/her contract including reasons for the request. (Should an employee fail to return his/her signed contract by the date specified on the contract, such would be considered as a resignation.) See *Policy Manual,* DMD (LOCAL)

Discipline of an Employee

Performance of one's assignment in an inferior and/or unprofessional manner will constitute cause for

performance probation and/or suspension with pay. Behavior of an unprofessional nature and behavior issues related to cause for dismissal will constitute cause for behavior probation or suspension with pay. All employees may be evaluated/re-evaluated at supervisor's discretion, with documented evidence of performance deterioration. See Vernon College Corrective Action Report, *Appendix S*.

Mid-Contract Termination

Any employee may be terminated mid-contract for good cause. See *Policy Manual,* DMAA (Local)

Note: An employee whose position was terminated due to financial exigency will have first consideration for reappointment within one year of the termination.

Reduction-in-Force

Reduction in force (RIF) means the dismissal of an instructor, administrator, or other professional employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction in force" as used in this policy.

GENERAL GROUNDS FOR DISMISSAL: A reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more faculty, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

CRITERIA FOR DECISIONS: Using the following criteria, the College President shall determine which employees shall be RIF*ed* and shall submit the recommendation to the Board. These criteria are listed in order of importance. The College President shall apply them sequentially to the selected employment area until the number of staff reductions necessary has been identified. If all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

1. Certification: Appropriate degree, certificate, and/or endorsement for current assignment required by the Southern Association of Colleges and Schools Commission on Colleges or Texas Higher Education Coordinating Board.

2. Seniority: Years of service in the college district.

3. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.

4. Professional Background: Professional education and work experience related to the current assignment.

BOARD ACTION: After considering the College President's recommendation, the Board shall determine which employees shall be dismissed. The employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during contract. [See *Policy Manual,* DMAD] (LOCAL)

APPEALS: Appeals of dismissal because of reduction in force shall be handled through the hearing afforded under *Policy* DMAD (LOCAL), rather than the grievance policy.

RIGHTS OF EMPLOYEES SUBJECT TO RIF: An employee dismissed pursuant to this policy, if subsequently re-employed by the District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

RE-EMPLOYMENT: Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position, for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the District has been notified in writing of the change of address. A former employee so notified must respond to the Board in writing within ten calendar days of receipt of such notification if the person wishes to be considered for the position. Any individual who responds shall be considered for employment on the same basis as all other applicants. See *Policy Manual*, DMAD (LOCAL)

Employee Grievance Procedure

The purpose of this policy is to provide a timely and orderly process for the resolution of employee complaints. The Board intends that , whenever feasible, complaints be resolved at the lowest possible administrative level. All steps in this process shall be confidential. See *Policy Manual,* DGBA (LOCAL)

GENERAL PROVISIONS: All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

TIME LIMITS: In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days. The complaint shall be considered concluded if the employee does not appeal within the stated time limits.

PRESENTATION: Employees shall be entitled to administrative review conferences as outlined in the Level One, Level Two, Level Three, Level Four, and Level Five sections below and to a presentation of the complaint to the Board as specified in the Level Five section, unless the Board grants a hearing.

HEARING: If an employee alleges in writing specific facts that, if true, would constitute violation of the employee's common law, statutory, or constitutional rights, the College President or designee shall investigate the allegations. If the employee does not accept the College President's resolution at Level Four and requests a Board hearing, the College President shall schedule a hearing as specified in the Level Five section below.

LEVEL ONE: An employee who has a complaint shall meet with his/her immediate supervisor within 20 days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing. The immediate supervisor shall respond in writing within ten working days of the complaint conference.

LEVEL TWO: If the outcome of the complaint conference at Level One is not to the employee's satisfaction, the employee may appeal to the supervisor of the employee's immediate supervisor within ten working days. The employee shall submit a complete written documentation of the complaint and, if desired, written comments regarding the response of the supervisor of the Level One appeal.

LEVEL THREE: If the outcome of the complaint conference at Level Two is not to the employee's satisfaction, the employee may appeal to a grievance committee within ten working days. At or prior to the conference, the employee shall submit the complete written documentation of the complaint and, if desired, written comments regarding the appropriate administrator's or designee's response. The committee on grievances shall consist of three faculty members and two administrators randomly

selected from a ten-person grievance committee appointed by the College President at the beginning of each school year. The scommittee shall respond to the employee within ten working days of the presentation.

LEVEL FOUR: If the outcome of the complaint conference at Level Three is not to the employee's satisfaction, the employee may appeal in writing to the College President within ten working days after receiving a response from the committee. At or prior to the conference, the employee shall submit the complete written documentation of the complaint and the response from the committee. The College President or designee shall respond in writing to the employee within ten workings days of the complaint conference. If the complaint is against the College President, the employee will bypass level four of the process.

LEVEL FIVE: If the outcome at Level Four is not to the employee's satisfaction, the employee may submit a written request within ten working days after the Level Four conference to place the matter on the agenda of a future Board meeting. The employee shall also submit the complete written documentation of the complaint. The College President shall inform the employee of the date, time, and place of the meeting (see BD). The presiding officer may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter, unless in its sole discretion it determines some response is warranted. No action by the Board upholds the administrative decision at Level Four.

HEARING: Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing, he/she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

CLOSED MEETING: If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee, it will be heard in a closed meeting unless the employee requests it to be public. If the complaint involves complaints or charges about another employee, it will be heard in a closed meeting unless the employee complained about requests it to be heard in public. See *Policy Manual,* DGBA (LOCAL)

Employees will not be penalized in any way, or in the future, for processing a grievance through this grievance procedure.

Due Process

Due process is a hearing procedure which encourages fairness in institutional decision-making via an examination of various points of view on a given issue. Generally, due process is granted only when consideration is being given to terminating a continuing contract during the period of that continuing contract or a term contract (e.g., a one-year contract has a term of one year) during the contract period via dismissal, or if college officials are considering altering some property interest that an employee holds in his/her employment.

Retirement

Notification of retirement should be furnished to Human Resources prior to contract renewals in March of each year.

Vernon College will provide a $150 stipend for full-time employees who retire after ten years of service to the College. The Human Resources department will initiate the request for the stipend after receiving notification of retirement and verifying 10 years of employment. For 9 month employees, 20 full semesters of teaching will equate to ten years. All other employees will qualify if they work ten years from their hire date. All retirement party, money tree, card, etc. costs will be at colleague expense.

Professional Growth and Development

Continuous professional progress can be achieved through completion of additional college credit, participation in professional organizations, and attending meetings, seminars, workshops, etc.. Professional growth will be considered a factor in the evaluation of all personnel.

Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

Administrative and classified staff are eligible for a stipend for education earned under the following conditions: An Education Plan (Appendix C) is available on the Human Resources website. The employee must complete the form providing degree sought, major and minor, completion date, and provide a narrative relative to relationship of new degree to current position. Employees must secure the approval signatures of the supervising Dean and College President. The education sought must be earned from an educational institution accredited by a regional accreditation agency. The Education Plan is then placed in the employees personnel file until such time the degree is completed. When the degree is completed the employee must provide an official transcript to the Human Resources office to validate degree completion.

Stipends are as follows:

- $250 for Certificate
- $500 for Associate
- $750 for Bachelors
- $1,000 for Masters
- $1,250 for Doctorate

Faculty seeking to earn an advanced degree must follow the same steps as administrative and classified staff. Once the degree or number of advanced hours are obtained to meet advancement on the Faculty Salary Schedule, an official transcript must be provided to the Human Resource office for validation.

The stipend or change in salary will be paid upon issuance of new contracts.

Time Sheets

Standard work-week for nonexempt employees is as follows:

Fall/Spring: Monday - Thursday, 8:00a - 6:00p and Friday, 8:00a - 12:00p

Summer: Monday - Thursday, 8:00 a - 5:30p, and off on Friday

All nonexempt employees requesting **approved** overtime must record overtime weekly and submit a time sheet monthly. All time sheets require only one signature by the appropriate Dean or supervisor.

Work and/or Office Hours

Regular hours of operation are Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00. Summer hours of operation will begin on the Monday following May graduation and continue until the first Monday in August when regular hours will resume. Summer hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday. On duty employees should not have guests or children in their office/class for prolonged periods during work hours.

Full-time faculty members are required to be on campus a minimum of ten hours per week, part time (non-adjunct) faculty are required to be on campus a minimum of five hours per week, for conference periods in addition to teaching their scheduled classes. At least two hours of conference time shall be scheduled each day (Monday through Friday) for a total of ten hours per week. Conference hours will be determined by semester teaching assignments and should be scheduled to maximize accessibility for students, with a minimum of ten conference hours posted Monday through Friday.

Faculty unable to meet the two hours of office time per day due to the class schedules may increase office hours during other weekdays in order to meet the ten-hours-per-week obligation. Faculty office hours will be posted on faculty doors each semester.

Faculty, with direct student contact in a clinical area, will be exempt from office hours for that particular clinical day and will not be expected to make the hours up later in the work week. The clinical day must be six hours or greater to be excluded from office hours. (Ex. Nursing's 6, 8, and 12 hours clinical)

Nine-month faculty teaching in the summer will post at least 1 office hour each day classes are in session. Internet faculty need to be accessible/available to the students.

Adjunct faculty should be available to their students before and after class or by appointment. The Dean of Instructional Services will determine office hours for Division Chairs with teaching assignments.

Division Chairs are to be available from 8:00 a.m. until at least 3:00 p.m. daily for scheduled appointments, Monday through Thursday. Deviations from this schedule must be approved by the Dean of Instructional Services.

Summer office hours commence the Monday following May graduation and continue until the first Monday in August. These summer hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday with Fridays off.

> All regular employees who work less than full-time will be prorated to summer hours on the same scale as full-time employees. All full-time employees are actually working only 85% time during the summer months (34 hrs.) therefore the same should apply for those working 75% time (30 hrs X 85% = 25.5 hrs per week).

Work hours for grounds, maintenance, and housekeeping personnel shall be determined by the Director of Physical Plant.

Statement of Ethics & Standards of Conduct

It is the policy of the college to apply the highest ethical standards to all members of the college community including the Board, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives.

The college seeks to treat each person of the college community as a unique individual and provide a positive, encouraging, and success-oriented environment. College policies and practices that protect the rights and development of each individual in the college community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or college employee shall be promoted.

The college accepts its responsibilities to its students, to its employees, and to the members of the community. The college is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity. See *Policy Manual,* AD (LOCAL)

The following standards of conduct shall apply to all employees of the District:

1. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.

2. No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of official position.

3. No employee shall accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.

4. No employee shall make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.

5. No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.

ALCOHOL AND DRUGS: See Appendix E for information concerning alcohol and drugs.

ELECTRONIC MEDIA: Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web based applications.

Personal Use: Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or Vernon College policy, or interferes with the employee's ability to effectively perform his/her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

ARRESTS, INDICTMENTS, CONVICTIONS AND OTHER ADJUDICATIONS : An employee shall notify the Director of Human Resources within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

Moral Turpitude: Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; and
6. Acts constituting abuse under the Texas Family Code.

SAFETY REQUIREMENTS: All employees shall adhere to college safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

ACCIDENT REPORTING: In the event of an accident, which occurs on any VC campus, an Accident Report shall be submitted. The Accident Report Form is available online under Human Resource Forms and is to be completed within 24 hours of the accident and turned in to the VC Human Resource office. If medical attention is needed, please contact the Human Resource office immediately. If it is an emergency, the employee may seek treatment at the nearest Emergency Room.

VIOLATIONS: Employees shall comply with the statement of ethics set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as college employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. See *Policy Manual*, DH (LOCAL)

Special Accommodations

A College District shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual, unless the College District can demonstrate that the accommodation would impose an undue hardship on the operation of the College District. *42 U.S.C. 12112,(b(5)); 29 CFR 1630.9; Labor Code 21.128*

[See DBB regarding medical examinations and inquiries under the Americans with Disabilities Act] "Reasonable accommodation" includes: 1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and 2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities. *42 U.S.C. 12111(9); 29 CFR 1630.2(o); 34 CFR 104.12(b) See DAA (LEGAL)*

Participation in Community Life

For the college to be responsive to the various publics it serves, various avenues will be established to build and maintain an active interface with the community so as to provide open communications and promote public understanding of the institution's mission.

Inclement Weather and Safety Measures

The following procedures should be utilized when the college administration determines it is in the best interest of the students and employees to cancel or delay classes due to hazardous weather. Please note that the decision to do so may be made for each individual center/location and announced on the Vernon College website and Emergency Notification System. However for the most part the decision will apply to all Vernon College

centers/locations and will generally follow the lead of area ISD's.

Clarification:
If classes are **delayed** until 10:00 a.m.,the classes scheduled to begin at 10:00 will do so while the classes offered at 8:00 and 9:30 a.m. will be automatically canceled without any penalty to the student. VC administrators will inform the media once a decision is made. Students should seek information from either the designated radio, and/or television stations, and the VC website. The President of the College, or his designee, is authorized to close **all locations** if he feels there is a need to do so. In his absence, this decision will be made by the Instructional Dean.

Vernon - Calls to KVWC radio station with appropriate information will be made by the President or his designee. Notification of this decision will be immediately sent to each Dean in order that additional action may be taken, if necessary, in his/her area of responsibility on the Vernon campus.

Seymour Nursing - Calls to KSEY radio station in Seymour will be made by the supervisor of the Seymour program following consultation with the Instructional Dean or his/her designee. Note: This will be for the Seymour nursing classes only.

Century City Center, Sheppard Learning Center, and Skills Training Center - Calls to the radio and television stations will be made by either the Instructional Dean or his/her designee.

Minor Learning Centers and Other Classes - *Minor Learning Center* classes may be dismissed after consultation by the Instructional Dean and the instructor with notification of media following the decision. (Follow steps listed above.) *Other classes* - Instructors bear the majority of the responsibility in handling the canceling/delay of these classes. Following consultation with the immediate College supervisor (if possible) the classes may be delayed/canceled. The instructor should provide the students with a telephone number where they may be reached in order to ascertain whether or not classes will be canceled or delayed.

Saturday Classes
Saturday classes at any location will be canceled/delayed by the instructor after he/she has consulted with the immediate College supervisor, if possible. (Note: The instructor must send written notification of this action to the supervisor if the supervisor is unavailable at the time of the decision.) Instructors should provide their students with a telephone number where they may be reached in order to ascertain whether or not classes will be canceled or delayed on a Saturday during inclement weather.

Work Policy During Inclement Weather

Staff members are expected to follow the same protocol as prescribed for students at each location. If the weather is such that it is in the staff member's best interest not to report to work, the staff member should inform their supervisor as soon as possible and/or leave a message on their supervisor's voice mail. In order to provide consistency throughout the College and to be fair to all staff, an individual who is unable to report to work must claim this as a vacation or personal leave day. College Deans will request that the staff they are supervising turn in the appropriate leave form.

Note: This procedure is currently in effect. Only the President of the College is authorized to make any changes/modifications. If any changes are made, this information will be adequately distributed to all VC staff members.

Work At Home

Vernon College only allows "work at home" under special situations. Extended situations must be defined in a *Memo of Understanding*, and have the written approval of the appropriate Dean and the

President. The
memo must state the project/reason working at home is necessary; have a beginning and ending date. Short term emergency situations must have verbal approval by the supervising Dean.

Absence from Work

Employees who must be absent or tardy must personally notify their supervisor as early as possible. Excessive or repeated absenteeism or tardiness will jeopardize an employee's position, work record, and chances for advancement; or be grounds for the employee being placed on probation with subsequent termination if improvement is not made.

Leave Request forms must be completed by the employee, signed by the employee and supervisor, and forwarded to the Human Resources office within one week of returning to work.

Anti-Harassment

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, immediate disciplinary action will be taken which may include written warning, suspension, transfer and/or termination.

VC will not permit or condone any acts of retaliation against anyone for filing harassment complaints or cooperating in the investigation of the same. See Appendix F: Policy on Harassment and Consensual Relationships.

Sexual misconduct, which includes: sexual assault, sexual harassment, sexual exploitation, stalking, dating and domestic violence; is an affront to human dignity and fundamentally at odds with the values of Vernon College. The Vernon College community has a responsibility to maintain an environment free from harassment, assault, and exploitation. Vernon College is committed to taking all appropriate steps to eliminate all prohibited conduct, prevent its recurrence and remedy its effects.

Vernon College is committed to fostering a climate free from sexual misconduct through clear and effective policy, a coordinated education and prevention plan for staff, a coordinated education and prevention plan for students, as well as fair and equitable procedures for resolutions of complaints from staff and resolutions of complaints from students.

If you have experienced sexual assault please consider your safety and medical needs first. Vernon College also encourages you to report assaults.

Consensual Relationships

Consensual relationships between employees and students or between supervisors and subordinates may lead to allegations of sexual harassment and are therefore discouraged.

SECTION D

EMPLOYEE BENEFITS

Leaves and Absences

When an employee requests leave, a Leave Request form must be submitted, prior to the date of such leave to his/her immediate supervisor for approval and routing, and ultimately to the Human Resources office.

In emergency situations, the employee is responsible for calling or having someone call his/her immediate supervisor to report absence from work. A Leave Request form must be submitted to one's immediate supervisor for signature and routing no later than one week after returning to work.

SICK LEAVE: Sick leave is earned and may accumulate up to 60 days (480 hours) for full-time employees on the basis of one day of sick leave earned for each month of service. Sick leave is accrued at the end of each month. Sick leave must be earned before it can be used. A limited, full-time employee who is contracted for half-time or more and for more than four and one-half (4 1/2) months earns sick leave on a prorated basis, 50% time at 4 hours per month, and 75% time at six (6) hours per month. Sick leave can be used in any increment of time.

Full-time employees absent from their assigned job for an entire day will submit a Leave Request form for eight hours/ten hours of sick leave. Limited, Full-time employees absent for an entire day will submit a Leave Request form on a prorated basis, e.g., 50% time at four (4) hours per day or prorated to a 10 hour day – during the summer months.

Sick leave can be used for care of immediate family. The term immediate family includes the following:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, step sibling, sibling-in-law.
5. Grandparent and grandchild.

See *Policy Manual*, DEC (LOCAL)

An employee using sick leave for more than three (3) days is required to furnish a physician's note with their Leave Request upon returning to work.

SICK LEAVE BANK POLICY: See Appendix K

PERSONAL LEAVE: All full-time, including limited, full-time on a pro-rated basis, employees are

eligible for 16 hours of personal leave per year. Personal leave cannot be carried over from year to year, nor can it be banked or saved. The 16 hours allocated begins on September 1of each year and ends August 31 the following year. Personal leave is subject to the approval of the supervisor or appropriate Dean.

BEREAVEMENT: Any employee who is absent because of the death of a member of his/her immediate family, which shall also include aunts, uncles, nieces and nephews, or other person who occupies a position of similar significance in the family for this purpose, shall be granted a reasonable amount of accumulated sick leave. (*This definition of family is for the purpose of Bereavement only. The definition of immediate family continues to be in effect for Sick Leave.) However, the amount of sick leave in this category must not exceed five working days. Employees must provide documentation (i.e. – obituary, funeral program, etc.) for bereavement leave. See *Policy Manual*, DEC (LOCAL).

MATERNITY: Maternity leave shall be granted to employees for a reasonable period of time, normally no more than one month prior to and three months after the birth of a child. Maternity leave will be without pay, except that employees may use accrued sick leave, and where applicable, accrued vacationleave.

RIGHT TO EXPRESS BREAST MILK: A college district employee has a right to express breast milk at the employee's workplace. Vernon College supports the practice of expressing breast milk and has made accommodations for the needs of it's employees who express breast milk. Employees are allowed a reasonable amount of break time to express breast milk each time needed. The following accommodations are provided for these employees: Room 720.4 at Century City Center; Room 400A at Skills Training Center; and the Human Resource office on Vernon Campus. DG (LEGAL)

MILITARY LEAVE: An employee who is drafted or called to active duty in the military service of the United States during a national emergency shall be granted a military leave for the duration of the national emergency. Application for military leave must be made to the Human Resources office with adequate documentation prior to and after such service.

Military leave is granted without salary. Reinstatement will be at the level held at the time beginning military leave plus any pay increases the employee would have been granted had they been continuously employed and complied with requirements necessary for salary increases. All employees of the college who are members of the state's military forces or of the reserve components of the United States Armed Forces shall be granted a paid leave of absence from their duties without loss of time, efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 days in a federal fiscal year. Refer to *Policy Manual*, DECB (LEGAL)

Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty. *Govt. Code 431.005*. See *Policy Manual*, DECB (LEGAL)

JURY DUTY: Any college employee who is summoned as a member of a jury panel will be granted "jury duty leave with pay" if jury duty is performed during the employee's normal working hours. The employee may retain all jury fees paid. Employee must notify his/her supervisor prior to taking Jury Duty leave and a leave request along with documentation regarding the dates of jury duty must be submitted prior to jury service or immediately upon return.

ANNIVERSARY LEAVE: When an employee completes his/her tenth year anniversary of continuous employment with no break in service, they will be awarded a "free" day (8 hours, prorated according to % of full-time status) for that year and each following. For the purpose of this policy, "free" day is defined as hours not charged against accruals. This leave cannot be banked, thus it cannot be carried over from year to year. The anniversary leave is accrued in September after the employee's tenth anniversary and must be used prior to the September of the following year when the next Anniversary Leave is accrued.

OTHER ABSENCES: Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.

LEAVE WITHOUT PAY: The College President or his designate has the authority to grant Leave Without Pay/Salary for a period not to exceed five months due to serious illness or serious illness of an immediate family member. This time away is not to be considered a break in service. See *Policy Manual*, DEC (LOCAL)

Family and Medical Leave Act (FMLA)

Family and Medical Leave Act (FMLA) must be approved by the appropriate Dean and the Human Resources office. All accrued time must be used before leave without pay (LWOP) begins. FMLA 12-week absence is calculated to include use of accrued time and LWOP time. FMLA is based on the college's fiscal year (September 1 - August 31) with a maximum of 12 weeks per year. See full policy in Appendix P. For information on Family and Medical Leave Act (FMLA), refer to *Policy Manual*, DEC (LEGAL).

Vacation

Full-time employees in positions requiring 12 months of service shall be eligible for vacation benefits. An employee of twelve months with less than 15 years of continuous employment can earn up to 80 hours per fiscal year. As of September 1, 2007, employees on 12 month contracts with 15 or more years of employment can earn up to 120 hours per fiscal year. The earned vacation hours are posted to the employee's record on the first working day of each month following the accrual month. The total vacation time for any employee may not exceed 160 hours. No employee will be permitted to take vacation time until they have continuous employment with the college for six (6) months, emergency exceptions requires College President approval. Vacation must be earned before it can be used.

Limited, full-time employees who work less than 8 hours per day earn vacation as follows: 50% time can earn up to 40 hours per fiscal year; 75% employees can earn up to 60 hours per fiscal year.

Full-time, 12-month employees absent from an assigned job for an entire day will submit a Leave Request form for eight hours of vacation leave. This is prorated for less than full-time employees based on the percentage of vacation time awarded each month. Leave taken during summer months will be based on a 10 hour work day and prorated accordingly.

Twelve-month faculty members are encouraged to use their earned vacation days during days or semester breaks when assigned classes do not meet. Twelve-month faculty will be permitted to take vacation leave when classes are in session provided prior written approval is obtained from the supervisor and the Dean of Instructional Services. Prior arrangements must be made and approved to ensure assigned classes are adequately covered. Vacation leave time will be charged to the employee.

Non-teaching days (days when classes are not in session) for twelve-month faculty will be considered administrative days and faculty will be expected to work a full eight hours. Vacation payout for internally transferred employees will be paid out at the time of transfer if the employee moves from a position that accrues vacation to a non-accruing position.

> **Example:** Administrative twelve month employee who accrues vacation transfers to a non-accruing faculty position will be paid the balance of accrued hours at the time transfer.

Any day in which an employee is required to be on campus will be considered as a full work day or purposes of accruing or taking vacation or sick leave.

> **Example 1:** On a day when the college closes at noon as part of the regular schedule of hours of operation, an absent employee may not submit vacation or sick leave for 1/2 days. Rather, the employee will submit vacation or sick leave for a full day of leave.

Example 2: On a day when the college closes at noon as part of the regular schedule of Hours of operation, an employee who works a portion of the schedule hours will submit vacation or sick leave to equal an 8 hour work day.

Example 3: A 12-month employee who fails to report to work or who seeks to be absent From work will be charged for a full day of vacation regardless whether the employee is required to be on duty a full day or only a portion of the day.

Example 4: A faculty member who is absent from campus during scheduled classes and/or scheduled office hours is required to take leave time (vacation/sick/personal) for a full work day.

Vacation leave will not be approved for use during official functions of the college that college employees are expected to attend (Graduation, Honors Convocation, Sports Day, Registration, Staff Development Activities, and other official activities designated in the college calendar) except with the written permission of the President.

Vacation leave may be taken only after a Leave Request form has been properly signed by the employee and his/her supervisor, and received in the Human Resources office for recording. If unauthorized leave is taken, the employee's payroll will be reduced according to time off and he/she may also be subject to possible disciplinary action or, depending on the severity of the absence, termination of employment. Employees are not permitted to take vacation at their discretion. Rather, vacation time is subject to the approval of the supervisor or appropriate Dean.

Current vacation policies were updated by the local Board.

UNUSED VACATION TIME: When an employment status is terminated at the college due to resignation, retirement, etc., it will be the prerogative of the college officials to determine whether any unused vacation will be used prior to the last day the employee is on the payroll or whether such unused vacation time will be paid by the college in a lump sum after the last day on the payroll. Vacation can only be used by the employee or paid by the college if the employee has completed their new employee probation period.

Employees Taking Classes During Work Hours

An employee may be permitted to enroll in **one** VC course each long semester during work hours at his/her place of work provided the course contributes to one's knowledge of and performance in his/her job at VC. In most cases, the course should be part of an approved certificate or degree program. A maximum of three class hours each week may be used without having to make up the work-time that was missed.

TUITION AND FEE EXEMPTION: With approval of supervising Deans and the President, employees enrolled in college credit courses will be exempt from all course related institutional service fees and tuition as provided in the Vernon College Employee Tuition and Fee Exemption Policy, see *Appendix T*. The employee must have an Education Plan on file in the Human Resource office. An Employee Tuition and Fee Exemption Policy Form (also see *Appendix T*) must be submitted to the Human Resource office, then signed by the approving Dean and the President. This signed form must finally be presented to the Financial Aid office and Business office immediately following the employee's enrollment in the course.

If an employee desires to enroll in courses taught at another location either by VC or another institution, the

employee will be released from work only for travel time necessary to arrive at the beginning of class. The employee will not be released from work prior to 4:15 p.m. and only for a maximum of two days each week.

The following guidelines apply:

1 . **Travel time allowed between Wichita Falls and Vernon will be 75 minutes.** This provides the employee 60 minutes road-time and 15 minutes to find a parking place and walk to class. The total allowed release-time from work each week will depend on how often the class meets, but in no case will more than 3 hours be allowed.

> **Example 1**: If the class starts at 5:30 p.m., the employee will not be released from work prior to 4:15 p.m. since 75 minutes are available to get to class.
>
> **Example 2:** If the class starts at 6:00 p.m., the employee will not be released from work prior to 4:45 p.m.

2. **Travel time allowed between locations in Wichita Falls will be 30 minutes.**

Special situations will also require the approval of the College President. This should be a rare situation affecting few positions at the institution.

The following conditions are applicable to an employee who is granted release-time from work to attend classes:

1. Signatures of approval must be obtained from one's supervisor and the appropriate Dean.

2. The course must clearly benefit both the employee and VC. Generally, the course Should be part of an approved certificate or degree program.

3. The approval form must be filed with the Director of Human Resources prior to the Employee enrolling in the class. See App. D

4. The employee will not be permitted to take a class on release-time if the course is offered in the evening schedule unless travel time is required to arrive at the class at the scheduled time.

5. Release-time will not be granted during summer terms.

6. An employee must have been employed at VC a minimum of one year to be eligible for release-time from work.

7. Approval will not be granted for a faculty member to miss classes he/she teaches in order to enroll in a class either at VC or at another institution.

8. Personal leave cannot be used to take classes during one's work-time.

9 . VC reserves the right to limit the time an employee misses work. An employee will be denied the privilege of taking classes during work-hours when job duties are not satisfactorily performed, a failing grade in a course is earned, or the privilege is abused in any way. See Appendix D.

Employee & Family Recreation Memberships

Procedures for the Vernon College Employee & Family Recreation Membership

1. Vernon College provides Vernon College Fitness Center memberships at no cost to full-time employees and dependent family members over the age of 16 who live in the household.

2. Memberships will include the use of the King gym, pool (Vernon Campus only), and Century City Fitness Center, when a class is not in session, and facilities can only be used during the dates and times listed in the Continuing Education schedule. Due to safety reasons, swimmers under the age of 13 will not be allowed in the pool unless accompanied by an adult and family members under the age of 16 will not be allowed to use or enter the weight room at any time during the membership. SORRY NO EXCEPTIONS!

3. Memberships are for full-time employees and their family members living in the same household. This includes spouse and natural born, step or adopted children only. NO other family member is eligible under this membership (ex: siblings, aunts, uncles, nieces, nephews, cousins, in-laws, grandchildren, grandparents, etc.) Members are allowed to have only one (1) guest per member and guest must pay $3 per visit.

4. Memberships are provided at no cost to Continuing Education instructors teaching certification classes of 180 contact hours or more and their family members living in the same household. This would include spouse and natural born, step or adopted children only. NO other family member is eligible under this membership (ex: siblings, aunts, uncles, nieces, nephews, cousins, in-laws, grandchildren, granparents, etc.) Members are allowed to have only one (1) guest per member and guest must pay $3 per visit.

5. Memberships are provided at no cost to individuals serving as certified clinical preceptors for any Vernon College allied health program and who have been approved by the Program Director/Coordinator.

6. Memberships will also be valid for Foundation Board Members, Board of Trustees, Vernon College Retirees and their immediate families as listed above at a cost of $5 per semester.

7. Vernon College Fitness Centers will charge a one day trial fee of $5.00 for any person not considered a student/employee or member of the Fitness Center. These patrons will be required to sign a liability form upon entrance as a guest and will receive a copy of the guidelines. Any person failing to pay the trial fee or follow the guidelines of the Fitness Centers may be asked to exit the facility and not return.

8. All memberships must be obtained at the office of Admissions. Participants must have a valid Vernon College ID card issued to use the facilities.

9. Any violation of the Employee & Family Recreation Membership will terminate the member and/or their family from the use of the facilitie

Holidays

All employees shall be entitled to those holidays granted during their period of employment according to administrative decision and Board-approved college calendar. The College President, Director of Human Resources, or designee are authorized to substitute any days other than those normally scheduled when necessary for the protection and safe operation of the campus and/or physical plant, or when it is deemed to be in the best interest of the college. All holidays are counted as normal work hours.

The Group Benefits Program

The college offers a comprehensive employee health insurance program, long-term disability, and term life insurance through ERS for full-time and contracted limited, full-time employees. The State/College will pay 100% of the insurance premiums for a full-time employee and 50% of the premiums for dependent coverage. The State/College will pay a reduced portion of the insurance premiums for a limited, full-time employee. There is a 60-day waiting period that begins on the first day of the month after the month employee is hired before an employee is eligible to enroll in the health insurance program. The employee has the option to purchase health insurance for his/her family, dental insurance, additional term life insurance, Accidental Death & Dismemberment (AD&D), dependent life insurance, and short-term disability insurance. Other coverage is also available at the employee's expense.

Part-time employees who work a cumulative average of 30 hours a week, or more, during a calendar year (January-December) will be eligible for full-time benefits the following calendar year if they remain employed by the College.

Cafeteria Plan

Full-time and contracted limited, full-time employees can participate in the cafeteria program which includes Health Care Reimbursement Account (HCRA) and Dependent Care Reimbursement Account (DCRA). This participation is in the form of payroll deductions.

Retirement Plan, Full-time Employees

All full-time/regular employees may choose to participate in the Teacher Retirement System (TRS). This plan is sponsored by the state contribution of six.eight percent (6.8%) and the employee contribution of six.seven percent (6.7%). The college contributes 1.31% to another retirement plan of the employee's choice.

All faculty members (and certain professional employees) shall be eligible and have the opportunity to participate in the optional retirement program (ORP). This plan is supported by 6.6%, paid by the state, 6.65% by the employee, and 1.31% paid by the college. "Faculty members" means a person who is employed by the college on a full-time basis in any of the following positions:

1. A member of the faculty whose duties include teaching or research.

2. An administrator responsible for teaching and research faculty.

3. A professional librarian, a College President, a vice-College President, or other professional staff person whose national mobility requirements are similar to those of faculty members and who fills a position that is the subject of nationwide searches in the acadmic community.

Gov't. Cod 821.001, 830.101; 19 TAC 25.2

A faculty member may exercise the option to participate in the optional retirement program only once. Election to participate in the optional retirement program must be made before the ninety-first day after becoming eligible. A faculty member who fails to elect the ORP during the 90-day period shall remain in the Teacher Retirement System for the remainder of employment in Texas higher public education. *Atty. Gen. Op. H-1184 (1978); 19 TAC 25.3(d) (e).* See *Policy Manual*, DF (LEGAL)

VC also offers Tax Deferred Annuities (TDA's) for all employees through payroll deduction.

Retirement Plan, Part-time Employees

All part-time employees participate in the "MetLife Plan" in lieu of social security at a rate of 7.5%. This plan is mandatory. Exempt employees include Vernon College employees and rehired annuitants. See *Policy Manual,* DF (Local)

COBRA

COVERAGE AND PREMIUM: Under any group health insurance plan established after July 1, 1986, the college offers continuation coverage to the following qualified beneficiaries for the stated period of time:

1. To the employee for 18 months after a termination (other than for gross misconduct) Or reduction in hours. An employee providing notice of being disabled under Title II or XVI of the Social Security Act before the end of the initial 18 months of coverage shall be offered up to 29 months of continuation coverage.

2. To dependents of the covered employee for 36 months after the employee Becomes eligible for Medicare benefits.

3. To dependents of the covered employee for 36 months after the employee's death or the divorce or legal separation of the employee from a spouse.

4. To a dependent child for 36 months after the child ceases to be a dependent under the terms of the plan. *42 U.S.C. 300bb-1, 300bb-2, 300bb-3*.

The college may require premium payments not to exceed 102% of the usual cost of the plan for the period of continuation coverage. Individuals entitled to 29 months of continuation coverage may be required to pay premiums not to exceed 150% of the usual cost for any month after the 18th month. The qualified beneficiary may choose to pay the premiums in monthly installments. In no event may payment be required before the date that is 45 days after the day on which the qualified beneficiary made the initial election for continuation coverage.

42 U.S.C. 300bb-2(3)

TERMINATION OF CONTINUED COVERAGE: Coverage of qualified beneficiaries shall end on the earliest of the following dates:

1. The required period of coverage expires.

2. The college ceases to provide any group health plan to any employee.

3. The date on which coverage ceases for failure to pay the premium.

4. The qualified beneficiary becomes covered under any other group plan.

5. The qualified beneficiary becomes eligible for Medicare benefits.

6. The remarriage of a person who is a qualified beneficiary because of being the spouse of a covered employee.

42 U.S.C. 300bb-6. See *Policy Manual,* CKD (LEGAL

SECTION E

INFORMATION TECHNOLOGY

Organizational Structure

Run Business Solutions (RBS) is the Information Technology department for Vernon College. By vendor contract, RBS provides management, administration, and support of the College's information technology systems including the following:

1. Monitoring, managing, and supporting on premise network, associated devices, and applications.
2. Maintaining and updating the college website.
3. Provide support for approximately 650 PCs and 22 Windows Servers
4. Provide experienced staff to provide service
5. Develop and maintain response and resolution scheduling and timeline plan
6. Hardware maintenance and replenishment
7. System Maintenance and Administration
8. Hardware and software purchasing, planning and assistance
9. Provide monthly and annual management data to client
10. Server recovery plan
11. Strategic planning, budgeting and project management

Vernon College staff provides management and oversight to the POISE management information system including business office, admissions, registration, financial aid, and faculty and student portal functions. Vernon College staff also provides management to printer and copier functions and services.

RBS and Vernon College staff report directly to the President of Vernon College.

Computer Policy and Security Statements

Detailed computer policy and security statements are distributed to new employees by the Human Resources office. Copies may be obtained from the Human Resources office at any time. See Appendix R.

Access To POISE

The Institutional Support Specialist at Vernon College grants access to the various administrative and student records databases maintained on the college's computer system on an as-needed basis. Because of the confidentiality of most information, access is controlled through user identification codes, passwords, and menus. Passwords must not be shared. Requests for access must be made by supervisors.

Internet Access and E-mail

RBS maintains the Vernon College Internet Connection. After completing the "Responsible Use of VC's Telecommunications Resources" form, employees may access the Internet from Vernon College equipment. See Appendix R.

They are also eligible to receive a Vernon College e-mail account and request Internet access. E-mail accounts and Internet access will also be granted to adjunct faculty at the request of the appropriate Division Chair/Dean of Instructional Services.

Addition/Replacement of Computers and Servers on the Vernon College Network

Servers may not be added to the Vernon College network without the express permission and involvement of RBS.

Because it is necessary to avoid duplication of network addresses, RBS must be notified before an administrative, faculty, or staff computer is added, replaced, or moved.

Instructors who have been given a range of network addresses to use may add, move or replace classroom and laboratory computers as needed. However, if a computer is moved outside the classroom or laboratory, RBS must be notified.

Public use computers in the libraries may also be added, moved or replaced as needed. However, if a computer is moved outside the library public use area, RBS must be notified.

Responsibility for Software Licenses

Personal computers are used extensively at Vernon College. For any software not installed by the RBS department, VC employees must possess valid licenses for all software installed on their assigned computers. It is the responsibility of each employee to be able to furnish proof of licenses for installed software on the computer he or she uses. If a computer has no assigned user, the supervisor for the area is responsible for furnishing proof of licenses. Each employee is responsible for understanding and following the terms of the license.

If an employee installs software covered by a site license, he or she must notify RBS and provide all requested information.

Software owned by Vernon College may only be installed on computers owned by Vernon College unless home use is specifically permitted in the license. In rare cases, exceptions to this policy may be granted by the appropriate Dean or by RBS, provided appropriate licenses exist and are documented.

If permitted by the software license, employees may copy software for archival purposes only. Employees may not distribute any college-owned software to students, public, or other faculty/staff members. If multiple licenses for a product are purchased, the person who ordered the software must document where the software is installed and provide copies of the license and purchase order to other offices installing software under the license. Originals and archival copies of software must be kept in a secure area.

Removal of Hardware from Premises

Vernon College's computer equipment is not to be removed from Vernon College's premises without specific permission from the appropriate Dean or from RBS with the exception that equipment may be shipped for servicing.

Removal of Hardware/Software from Service

Software which is no longer needed on a computer should be uninstalled. The original media (CDs or diskettes), license and documentation should be sent to RBS. The software and license will be kept for a reasonable period of time for possible use on other VC computers.

Contact RBS regarding computers which are no longer needed. If economically feasible, such computers will be repaired or upgraded for use in other areas. If repair or upgrade is not reasonable, parts and memory will be removed for future maintenance before the computer is discarded.

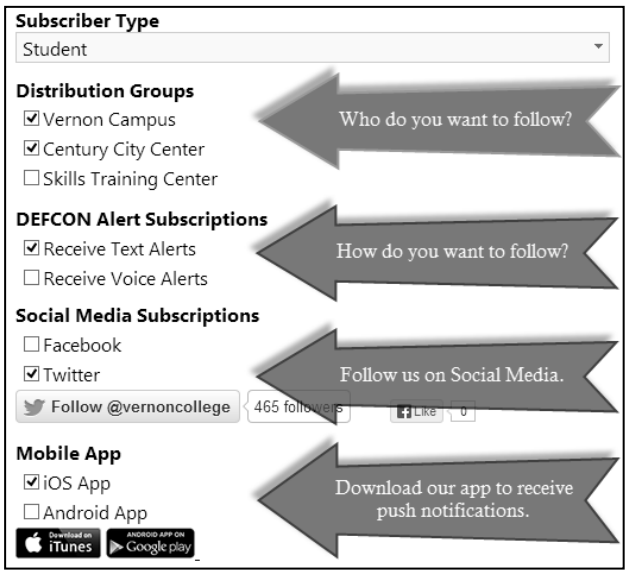
Use of Vernon College Computers in Private Business

Vernon College's computer equipment is not to be used in the pursuit of private business endeavors.

Personal Use of Vernon College Computers

Vernon College's computer equipment may be used for letter-writing, Internet surfing, educational endeavors, investment research, etc., before or after working hours with the approval of the employee's supervisor. Such uses must not violate the provisions of the "Responsible Use of VC's Telecommunications Resources" statement. See Appendix R.

Emergency Notification System



Vernon College has taken some extra steps to enhance the security of our campus, to ensure timely emergency communication, and to give peace of mind to students, parents, and community members. To accomplish this, we are implementing a new Emergency Notification System (ENS) called RUNsync.

RUNsync is a multi-medium communication tool that allows us to publish emergency information to our website, mobile app, Facebook, and Twitter. RUNsync also generates text-to-speech phone calls and SMS messages for our subscribers.

There are two methods by which you can subscribe to our new ENS.

A. From our website:

1. Go to www.vernoncollege.edu and in the top right corner click the link labeled 'Subscribe to ENS'.
2. Fill the form out completely. This will create your subscriber account in our system. Please take note of the email address and password you used. You will use that information to log in to the ENS to manage your subscription.
3. Select the following methods to ensure you are getting the emergency message in the way you prefer it.

B. From our mobile app:

1. Our App is available for download from Apple's App Store or the Google Play Store if you have an Android device.
2. When you open the app on your device be sure and tell it to 'Allow Push Notifications'.
3. To set up a new account, click the 'Settings' tab and input your email address and a password then click 'Register'.
4. If you already have a subscriber account use that email address and password and click 'Login'.
5. Once logged in you will be able to manage your account information and your subscriptions.

i. On the 'Settings' tab please provide your information, tell us your subscriber type, and select if you want Text or Voice Alerts.
ii. On the 'Subscription's tab you can select which groups for which you want to be alerted.

SECTION F

INSTRUCTION

Academic Freedom

The Board of Vernon College believes that it is essential that the faculty have freedom in teaching, research, and publication. Faculty members are free from the fear that others might threaten their professional careers due to differences of opinion regarding such scholarly matters. To this end, the college has adopted the following mission statement on academic freedom and responsibility:

Vernon College, like all other institutions of higher education, serves the common good, which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute its position on academic freedom:

1. Faculty members at Vernon College are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.

2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities which should reside primarily with the faculty, with the advice and consent of the Dean of Instructional Services: Planning and revising curricula, selecting textbooks and readings, selecting classroom films and other teaching materials, choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

3. Faculty members of Vernon College are citizens, and, therefore, possess the rights of citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.

4. Prior restraint or sanctions should not be imposed upon faculty members of Vernon College in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.

5. Faculty members of Vernon College have a right to expect the Board and the college's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals. See *Policy Manual*, EJA (LOCAL)

Intellectual Property Policy

Vernon College encourages its personnel to contribute to the advancement of knowledge by publishing and copyrighting, inventing and patenting materials and objects of their own creation. Faculty and staff, however, are not to allow their writing or inventing to interfere with their regular assigned duties unless prior arrangements are made. It is the desire of the College to protect the interest of its personnel in relation to disclosure of scientific and technological developments, including but not limited to inventions, discoveries, trade secrets, computer software and any original ideas and works which may have monetary value. It is also important that public funds and property not be used for personal gain. The College shall assume the responsibility for ensuring that public funds and facilities, equipment, and other public properties for which it assumes stewardship are not utilized for personal profit or gain. The author, creator, or inventor may receive benefits from publications and inventions according to the guidelines and conditions in this policy.

Intellectual property shall be owned entirely by the employee if such material is conceived and developed independent of time, facilities, property, and resources belonging to the College.

The College, in return for unrestricted rights to use and reproduce original materials that have been created at college expense or on college time or through use of college-owned equipment shall grant full ownership to the developer in accordance with the following conditions:

1. In the event the developer wishes to obtain property rights to material developed on behalf of the College, he/she may do so by reimbursing the College for the complete cost of all developmental expenditures incurred by the College. Such costs would include stipends paid to the developer (beyond contracted salary), prorated salaries of support staff, supplies, and other related expenses that the College may have incurred in support of the creation of the material or object.

2. After the College has recovered the expenditures incurred in the development And support, all further remuneration will go to the developer of the materials or objects.

The College shall ensure equity and management participation on the part of the inventor in business entities that utilize technology created at the College.

No college employee shall realize a profit from intellectual materials and endorsements sold exclusively to Vernon College students. However, an employee, upon approval of the College President, may assign such profit to a college scholarship or other entity of the College.

Instructional materials developed by College employees shall be approved by the Dean of Instructional Services after consultation with the President's Council.

Disclosure of intent to publish or invent shall be made in writing to the Dean of Instructional Services prior to beginning the work. The disclosure should stipulate any anticipated use of College funds, time, equipment, materials or facilities to create objects, materials, or information so that a written agreement may be executed.

The disclosure shall be reviewed by the Dean of Instructional Services who shall respond in writing as to the intentions of the College within ten working days of the disclosure. The College requires that disclosure statements be updated periodically, and that the inventor periodically report in writing to the Dean of Instructional Services concerning the status of the project. The College President shall have authority for final review and approval of the project and subsequent licensing.

The College shall take action toward establishing ownership and securing legal protection. However, the College assumes no financial responsibility in securing patents and/or copyrights.

The College will maintain control over research, materials, and intellectual properties when funds from outside agencies are involved, even when agencies attach their own regulations.

Externally Funded Grants and Contracts

Recognizing the potential value of external grants to the college, faculty and staff are encouraged to develop proposals for grant funding. Proposals developed for grant funding must be consistent with the published role and mission statement of the college. The supervising Dean shall have the responsibility to make certain that a grant's purpose and the mission statement of the college are in harmony. The Dean is also responsible to ascertain the impact of accepting a grant on other offices and functions of the college, and to ensure that proper procedures are followed at all stages of the process.

In order to ensure a balance between grant writing and instruction, the following guidelines should be considered:

1. Faculty are employed for instructional purposes which should be the focus of their work.

2. Faculty wishing to write grants may do so in addition to instructional duties

2. Considering that faculty member's primary workload and obligation is instruction, not more than 50% of a faculty member's workload can be grant related (9-month academic year).

4. The college will ensure the researcher his/her freedom to research and report his/her findings.

At all times, the college will maintain control over research and instruction when funds from outside agencies are involved, even when agencies attach their own regulations. This will be done to safeguard the college. The college will, at all times, monitor its grant funding so that it can maintain support of general institutional activities without depending on outside agency funding.

Academic Responsibility

The academic freedom of Vernon College faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, the college, and their community. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members of Vernon College should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.

2. Faculty members of Vernon College are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on his/her students a persona viewpoint intolerant of the rights of others to hold or express diverse opinions. Likewise, it is the responsibility of a faculty member to act in a manner that is not perceived as being abusive, either physically or verbally, by his/her students.

3. Faculty members of Vernon College recognize their responsibility to maintain competence in their discipleins through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.

4. Faculty members of Vernon College recognize that the public will judge their institution and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act in behalf of Vernon College or of their profession.

5. Faculty members of Vernon College recognize their responsibility to adhere to the policies and procedures of the institution. Therefore, faculty members who have differences with existing or proposed policy or procedure should express these views through the standing committee structure of the College or to his/her supervising administrator. See *Policy Manual,* EJA (LOCAL)

Code of Professional Ethics

Vernon College holds all employees to the ethical standards expressed for faculty in the Texas Community College Teachers Association Code of Professional Ethics.

NOTE: The Texas Community College Teachers Association Code of Professional Ethics is available at http://www.tccta.org/links/ethics.pdf .

Professional educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to more adequately express the affirmation of our professional responsibilities, we the faculty members of the college do adopt, and hold ourselves and each other subject to the following Code of Professional Ethics:

1. The professional educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, creed, gender, disability, or age.

2. The professional educator shall strive to help each student realize his/her full potential as a learner and as a human being.

3. The professional educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

4. The professional educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

5. The professional educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

6. The professional educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

7. The professional educator shall make the most judicious and effective use of the college's time and resources.

8. The professional educator shall fulfill the employment agreement both in spirit and, in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he/she is not qualified nor assign tasks to unqualified persons.

9. The professional educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.

10. The professional educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.

11. The professional educator shall observe the stated policies and procedures of the college,

reserving the right to seek revision in a judicious and appropriate manner.

12. The professional educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.

13. The professional educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

14. The professional educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

15. The professional educator shall accept all the rights and responsibilities of citizenship, always avoiding use of the privileges of his/her public position for private or partisan advantage.

*In this code the term "colleague" refers to administrators, teachers, nonacademic personnel, and any other persons employed by the college in the educational enterprise.

REFERENCE for Academic Freedom, Academic Responsibility, and Code of Professional Ethics: Texas Community College Teachers Association

Faculty Senate

A faculty organization known as the VC Faculty Senate is comprised of full-time faculty members whose primary responsibilities are teaching. Membership in the Senate is voluntary. This organization operates in accordance with its constitution and by-laws. See *Policy Manual,* BGC (LOCAL)

Faculty Status

Vernon College defines full-time faculty members on the basis of the faculty member meeting the following three criteria:

1. The faculty member meets or exceeds the credential guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges and the Texas Higher Education Coordinating Board.

2. The faculty members' major employment is with the institution and is in a role of direct instructional activities.

3. The faculty members' employment with the institution is on a contract for full-time employees based on the Faculty Salary Schedule.

Vernon College aligns its definition of faculty status with its governing agency, the Texas Higher Education Coordinating Board. According to the THECB, direct instructional activities include interaction with the students related to instruction, preparation of such instruction, and evaluation of student's performance. It also includes administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignment which an institution considers to be directly related to the teaching function. Full-time faculty members, therefore, are those faculty whose contracts are based on 100% of their time being directly related to teaching and instructional activities. VC does not provide faculty rank or tenure. However, the college may award multi-year continuing contracts, up to a period of three years, to those faculty members who qualify. See *Policy Manual*, DCA (LOCAL)

Faculty Selection and Qualifications

When a full-time faculty position becomes available, a personnel request form is forwarded to the Human Resources office, a search committee is appointed by the Dean of Instructional Services, and job advertisements are placed in appropriate publications. After the application deadline has passed, members of the search committee, which may include a student in a non-voting capacity, interview candidates for the position. The search committee, consisting of approximately 3-6 members, shall consist of the Dean of Instructional Services, Division Chair, faculty members and other distinctly qualified members of the discipline or field of study. Selection is made based on essential functions of the vacant position and the credentials of the applicant. The supervisor (a.k.a.: search committee chair) along with the Search Committee recommends employment to the Dean of Instructional Services who reviews the recommendation and forwards it, as deemed appropriate, to the College President. The Director of Human Resources facilitates the process. Applicants shall furnish references as required by the Human Resources office, department head, or administrator. (See Appendix A; also Sect. C Employment Procedures)

The responsibility for locating part-time (adjunct) faculty and making recommendations to the President and Dean of Instructional Services concerning their appointment rests with the Division Chairs, Directors, and Coordinators. Part-time (adjunct) faculty do not have to be presented to the Board for approval.

When hired, and throughout their tenure with the institution, both full-time and part-time (adjunct) faculty members must meet at a minimum the credential guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges criteria for academic and professional preparation. Additionally, faculty teaching in externally accredited programs must meet the requirements of the external accreditation body for faculty qualifications. It is the responsibility of the faculty (both full-time and adjunct) to provide the Human Resource office with current copies of official documentation (transcripts, licenses, etc.) of credentials and to ensure that all such documentation is maintained in a current status.

Faculty Orientation

The orientation of faculty will be administered by the Division Chair, Program Director or Program Coordinator. This program includes an in-depth review of the *Employee Handbook* with discussions centering on the course syllabus, outline, and textbooks; grades, grade reporting, and grade books; official count day certified rosters; Early Alert System; class load; policies; attendance policy; make-up and final examinations; End of Semester Course Reviews, special accommodations, access to students; instructor substitutes and absentee policy; salaries and pay periods; evaluations; Privacy Act; emergency conditions; grievance procedures; and library, counseling, and PASS department services. Faculty will also be required to complete required training in the Learning Management System utilized by the institution prior to being assigned to teach online courses.

The following materials will be supplied or made accessible on-line to all new instructors: *Policy Manual, Employee Handbook, General Catalog*, *Student Handbook*, *Distance Learning Manual, Library Handbook*, VC Class Schedule, course syllabi, course textbook and grade book.

Library Services

Library services for Vernon College exist to support the instructional program by providing materials and services to students, faculty, and staff at all VC locations. Services include the following:

1. Reference Services. Reference services include bibliographic information, individual and group instruction, and the maintenance of reserve collections as requested by faculty.

2. On-Campus and Remote Access to Periodical Databases. The Library provides on-campus and remote access to a quality collection of full-text periodical databases supporting all courses and research areas. The remote access instructions are posted online via a link located on the Library Home Page at http://vernoncollege.edu/library

3. Interlibrary Loan: The Library maintains an efficient document delivery system giving faculty and staff the option to request books located within as well as outside the VC library system. Requests may be submitted in person or filed electronically via the Interlibrary Loan form accessible from the Library Home Page.

4. Collection Development: While striving to serve the informational needs of all students, faculty, and staff, the Library invites suggestions/recommendations for the acquisition of print as well as electronic resources supporting all courses and programs offered.

5. Orientation: All faculty new to the VC system may participate in library orientation. Faculty members may also request customized class presentations demonstrating remote research options, database search techniques, and informational services supporting student research.

6. Media Services: Services include audio duplication, video-tape duplication and/or editing, video production, teleconferencing, lamination, photography, and graphic production. Media Services also provides classroom equipment repair. Faculty and staff are requested to report necessary repairs by calling the Vernon campus, Ext. 2221.

Other procedures include the evaluation of library services and attention to copyright issues. Users are directed to the *Faculty and Staff Handbook to Library Services* for additional information. See *Policy Manual*, EDAA (LEGAL), EDAA (LOCAL)

Proactive Assistance for Student Success (PASS) Department

TUTORING CENTERS:

The Proactive Assistance for Student Success (PASS) Department provides VC students with tutoring services for most programs/disciplines offered by the college. In addition to tutoring, the Tutoring Centers also offer assistance with study skills, time management skills, test-taking strategies, and various life and coping skills. A wide range of audio-visual materials, including computer-assisted instruction, is offered in the Tutoring Centers to remediate or enhance basic and workforce skills.

Tutoring Centers are also the sites of numerous free seminars and workshops which include topics on job-seeking/job-keeping skills, study and test-taking skills, parenting skills and solutions, and basic self-improvement techniques. For more information about the Tutoring Centers, call (940) 552-6291 or (940) 696-8752.

OFFICE FOR STUDENTS WITH DISABILITIES (OSD):

VC offers reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. To assure that accommodations are available for the first day of class, students should contact Office for Students with Disabilities early to allow adequate time to arrange necessary services and supplies. This may be done by calling (940) 552-6291 or (940) 696-8752. See *Policy Manual*, EFA (LEGAL), GL (LEGAL)

NEW BEGINNINGS PROGRAM:

The New Beginnings program provides financial assistance to financially disadvantaged students who are pursuing degrees/certificates in Career and Technical Education programs. Financial assistance with textbooks, childcare and travel expenses is available to qualifying students. Applications can be picked up at the New

Beginnings office on the Vernon Campus (Wright Library – Room 223) or at the Century City Center (Room 111) or can be downloaded and printed from the Vernon College website.

Substitute Teachers/Teacher Absence Policy

It is not the policy of Vernon College to cancel a class. If faculty must miss class, they must call the Division Chair to make arrangements for the class. Faculty should substitute for one another whenever possible. Full-time faculty who substitute for other full-time faculty members on a temporary basis will not receive substitute pay. If an adjunct instructor must miss a class that requires hiring a substitute, the adjunct's pay may be deducted, and the College will pay the appropriate substitute. Paperwork must be submitted to the Dean of Instructional Service's office to arrange these procedures. The appropriate Division Chair must be alerted to any changes in scheduled classes. The substitute pay rate is $20.00 per hour; $4.00 will be added to the pay rate if licensure is required to perform instruction; $12.00 will be added to the ADN pay rate.

Library assignments and research projects excepted, an instructor must not permit any class to meet as a class without faculty supervision via the substitute process unless such is approved by the Dean of Instructional Services.

All leave requests must include the names, hours, and dates of classes that the instructor will miss and indicate how those classes are to be covered.

Classes can be dismissed only with the approval of the Dean of Instructional Services and/or the College President.

When a full-time or adjunct faculty member becomes unable to fulfill his/her assigned teaching duties for any given semester, a permanent substitute will be employed to complete the incapacitated instructor's teaching assignment. Compensation for the incapacitated and substitute instructor will be based upon a prorated percentage calculated according to the calendar days of the semester by the Director of Human Resources.

Mail

Instructors will be assigned a mailbox to receive mail related to college business. These boxes should be checked on a daily basis.

Faculty Assistants

All VC faculty assistants may be contacted for any copying or typing required for class preparation.

Class Rosters

Instructors may access temporary class rosters via the Faculty Access System (FAS). If FAS access is not available, the faculty member should contact his/her Division Chair. It will be the responsibility of the instructor to inform the Admissions/Registrar's office of any attendance problems, or errors on the class roster.

As "adds and drops" are processed, class rosters will be electronically updated. Each faculty member should check his/her attendance records for the previous class meetings, and if by his/her non-attendance records it appears that a student is not enrolled, the instructor should notify the Dean of Admissions and Financial Aid/Registrar. If there are any questions about any student on a class roster or if a student is attending whose name is not on the roster, the instructor should call or notify the Dean of Admissions and Financial Aid/Registrar at once so that the problem can be resolved.

VC receives its funding based on enrollment on the official census day of the semester. As soon as possible after the official census day of the location or class is reached, official census day class rosters will be made available to the instructor of record via FAS. These "official" class rosters certified and

electronically submitted by the instructor of record, verify that the students on that class roster are enrolled in the indicated class and are attending. Each class roster is subject to review by the state auditor.

Class Schedules

The class schedule constitutes the primary duty assignment for teaching faculty at the college. Instruction should begin at the scheduled time and, in general, classes should not be dismissed prior to the close of the period. It is understood that testing situations create exceptions. Schedules should reflect sequencing courses according to the program laid out in the *General Catalog*. Classes should meet during times at locations as listed in the class schedule.

Combined Classes

Two or more related classes which are combined and taught within the same time frame will be treated as a single class for load purposes. The class load of the instructor shall be determined by the highest semester hour value of any of the courses forming the combination. See *Policy Manual*, DJ (LEGAL).

Accessibility of Faculty

Student access to faculty members is assured through the procedures listed below:

1. Full-time faculty members are required to be on campus a minimum of ten hours per week for student conference periods in addition to teaching their scheduled classes and performing their assigned committee/taskforce and division/department/program responsibilities. At least two hours of conference time shall be scheduled each day (Monday through Friday) for a total of ten hours per week. Conference hours will be determined by semester teaching assignments and should be scheduled to maximize accessibility for students, with a minimum of ten conference hours posted Monday through Friday.

   Faculty unable to meet the two hours of office time per day due to the class schedules may increase office hours during other weekdays in order to meet the ten-hours-per-week obligation. Faculty office hours will be posted on faculty doors each semester.

   Faculty, with direct student contact in a clinical area, will be exempt from office hours for that particular clinical day and will not be expected to make the hours up later in the work week. The clinical day must be six hours or greater to be excluded from office hours. (Ex. Nursing's 6, 8, and 12 hours
   clinical.)

   Nine-month faculty teaching in the summer will post at least 1 office hour each day class is in session. Internet faculty need to be available to the students.

2. Adjunct faculty should be available to their students before and after class or by appointment.

3. Both full-and part-time faculty members are expected to be available for student conferences requested outside of office hours. Conferences may be scheduled through the faculty assistant, Division Chair, or Dean of Instructional Services. See *Policy Manual*, DJ (LOCAL)

Course Syllabi and Outlines

All faculty members teaching the same course within a program or discipline will use the approved syllabus for that course. The program or discipline head, in collaboration with other faculty members teaching the same course, is responsible for syllabus preparation and revision.

Each syllabus for a course will include information on the catalog description, course prerequisites, textbook(s) and other reference materials, methods of instruction (including a statement on special accommodations), course content, learner outcomes, and general assessment procedures.

An up-to-date syllabus for each course taught shall be made available on the college website. Division chairs and faculty members will annually review syllabi in the program and/or discipline to ensure that instructional techniques and policies of the courses are consistent with the purpose of the institution and the courses' stated outcomes and to determine whether methods of instruction are appropriate for the courses.

Course outlines, customized to fit the needs of the individual instructor, must follow VC official format. They should include course prefix and number, section number, and title; prerequisites; semester; instructor's name, office number, office hours, and telephone number; textbooks; course content; attendance requirements; grading procedures; and make-up examination procedures. All students should be given a copy of the course syllabus and course outline on the first day of class. See *Policy Manual*, EE (LOCAL)

Textbooks

Textbooks are selected by the program or discipline through a collaborative effort involving all other faculty members teaching the same course. All faculty and students are required to use the textbooks and supplemental materials listed in the course syllabus. All textbooks used in courses will be ordered by the college bookstore.

Grades (Including Grade Reports and Grade Books)

VC uses letter grades (without + or -) for reporting the student's progress in each course. The available grades are: A - Excellent; B - Above Average; C - Average; D - Passed; F - Failed; I - Incomplete (given only for an emergency, such as illness); P - Pass; W - Withdrew Passing; WF - Withdrew Failing; and X - Audit (must be declared at late registration through the official count day). Course grades are available to students at the end of each enrollment period through Campus Connect via FAS. While no mid-semester grades are given, faculty are asked to identify students who are performing unsatisfactorily, via the Early Alert System, so that the student may be so advised by email.

Final grades must be submitted to the office of the Dean of Admissions and Financial Aid/Registrar via FAS within the time frame indicated. Grades are processed as soon as possible after receipt of all grades for that enrollment group by the Dean of Admissions and Financial Aid/Registrar.

Examination and/or final grades **should not be** posted. For more information concerning students' privacy rights, please refer to the VC *General Catalog*, Education Rights and Privacy Act of 1988. Final examination make-ups or final examinations given prior to the regularly scheduled final examination time will be given **only** after approval by the Dean of Instructional Services.

All VC instructors are required to maintain a grade document for the classes they are teaching. Grade books may be acquired from the faculty assistant or Division Chair. The cover page should indicate the instructor's name, program(s) or discipline(s), semesters and year covered, and attendance symbol identification. Attendance must be recorded for each course. Grade books will be returned to the appropriate faculty assistant at the end of their teaching assignment (part-time faculty) and at the end of the contract year (full-time faculty). See *Policy Manual*, EGA (LOCAL)

Vernon College Academic Integrity Policy

Preamble. Vernon College is a comprehensive community college that promotes a culture of success for all who are a part of the institution. It is in this learning environment that the ethical growth and development of students can best be facilitated. The success of their experiences at Vernon College is contingent on the

existence of an environment that requires adherence to a set of values that includes but is not limited to honesty, fairness, excellence, freedom, responsibility, achievement, civility, and community. Therefore, behaviors that contradict these ideals are unacceptable and will promote values that are in opposition to our mission and vision for the future. Academic integrity is the foundation of the respect and worth of our instructional efforts including the degrees and certificates we award.

Rights and Responsibilities of Faculty. All members of the college community have a responsibility to ensure academic integrity, and members of the instructional faculty are especially instrumental as academic integrity is based in the classroom whether real or virtual.

Members of the faculty have primary responsibility for

1. communicating standards of academic honesty and scholastic expectations;
2. managing activities, assignments, and assessment so as to minimize opportunities for dishonesty;
3. approaching students who are suspected of misconduct and meeting with them privately in a civil and respectful manner;
4. establishing and following prescribed procedures for academic dishonesty;
5. protecting the identity of a student who reports an incident of academic misconduct.

Student Responsibilities. Students have a responsibility to behave in accordance with ethical standards that will build and sustain the trust of the faculty, the administration, and their peers to follow the *Honor Code of Conduct* of Vernon College*:*

By virtue of being a student of Vernon College, I pledge to behave ethically by following the standards of academic honesty and scholastic expectations;

1. refraining from giving or receiving any unauthorized aid or engaging in collusion;
2. refusing to take the work of others and submit it as my own;
3. notifying the appropriate instructor and/or those in immediate authority of any incidents of suspected academic misconduct.

Specific Violations of Academic Integrity. Violations of academic integrity are serious violations and will not be tolerated. Violations of academic integrity and forms of scholastic dishonesty include but are not limited to the following:

Plagiarism, collusion, cheating and other acts designed to give an unfair academic advantage to the student.

"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else's work and then submitting that work for credit as if it were one's own. It also included the failure to properly document sources used in research.

"Collusion" includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

"Cheating" includes, but is not limited to

1. copying from another student's work, e.g., test paper or assignment, or allowing another student to copy from one's own without authority;

2. possessing any materials during a test that are not authorized by the instructor, such as class notes, specifically designed "crib notes", calculators, electronic devices, etc.;

3. using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer programs;

4. collaborating with or seeking aid from another student during a test or other assignment without authority;

5. discussing the contents of an examination with another student who will take the examination;

6. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or kept by the student;

7. substituting for another person or permitting another person to substitute for oneself to take the course, to take a test, or to complete any course-related assignment;

8. registering for and taking a class for which the student does not have the formally required prerequisite classes or a written waiver from a Division Chair or Instructional Dean;

9. falsifying academic records, including, but not limited to, altering or assisting in the altering of any official record of the College.

Sanctions Related to Violations of Academic Integrity. The sanctions for academic dishonesty include but are not limited to

1. a grade of zero on an exam or assignment;
2. an "F" in a course;
3. administrative withdrawal from a class with a possible recommendation of disciplinary sanctions.

Student Rights. *See Vernon College Student Handbook*

ACADEMIC REGULATIONS

TESTS/EXAMINATIONS:

All instructors are required to follow the assessment procedures listed in the course syllabus and the grading procedures and make-up examination procedures listed in the course outline. Students must take final examinations during dates listed in the official VC calendar. A final examination given prior to the regularly scheduled final examination time may be given only after approval by the Dean of Instructional Services.

ADMINISTRATIVE WITHDRAWAL:

The college reserves the right to withdraw a student from one or more classes if, in the judgment of college officials, such action is deemed to be in the best interest of the student and/or the college. examples of some reasons for administrative withdrawal are failure to pay registration tuition and fees, failure to provide admission credentials, failure to remove "holds" in a timely manner, failure to comply with Title IV financial aid requirements, failure to have the prerequisite course(s), excessive absenteeism, classroom behavior detrimental to the success of other students, failure to follow VC TSI policy, and academic honestly.

ATTENDANCE:

Students are expected to regularly attend all classes in which they are enrolled. Students are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the

absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member. Except for absences due to college (or in the case of dual credit students, high school) sanctioned activities, it is at the instructor's discretion to excuse or not excuse an absence.

An instructor may request the withdrawal of a student from a class when the total number of unexcused absences exceeds the equivalent of two weeks of class meetings in a course; specifically, this equates to the following allowable unexcused absences. Labs are counted as a class meeting.

Eight-Week Semester	Summer Five and One-half Week Semester
Five from a class that meets 5 times a week	Three from a class that meets 4 times a week
Four from a class that meets 4 times a week	Two from a class that meets 3 times a week
Three from a class that meets 3 times a week	One from a class that meets 2 times a week
Two from a class that meets 2 times a week	One from a class that meets 1 time a week
One from a class that meets 1 time a week	

December and May Mini-Terms
Two from a class that meets four times a week
Two from a class that meets three times a week
One from a class that meets two times a week

Sixteen-Week Semester	Summer Eleven-Week Semester
Eight from a class that meets four times a week	Six from a class that meets four times a week
Four from a class that meets two times a week	Three from a class that meets two times a week
Two from a class that meets one time per week	One from a class that meets one time a week

Attendance counting begins on the first day the student is enrolled. When an instructor requests the withdrawal (drop) of a student from a course, a grade of "W" will be considered if the student has, at the time of the request, a course grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of "WF" will be given.

Attendance policies and the calculation of unexcused absences apply to students enrolled in Internet and courses who fail to make scheduled contact with the instructor and/or complete assignments as listed in the course outline. Students enrolled in programs whose status is monitored by outside accrediting agencies may be required to meet more stringent attendance regulations, as described in the program handbooks/policies.

Vernon College has elected to enforce mandatory enrollment in developmental course work required by the Texas Success Initiative (TSI) law. Developmental course work that is not required by the TSI policies (students who choose to enroll in developmental course work for their own benefit) is not subject o these rules.

Students who are absent from class for the observance of a religious holy day may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the students notify the instructor(s) that they will be absent for a religious holy day (Sec. 51.911 Texas Education Code).

College Sponsored Activities

All college sponsored activities shall be approved in advance by the Division Chair and the Dean of Instructional Services. If this activity involves travel, the request should be made through a travel request form or through a memorandum. If the students will miss other classes as a result of the activity, the instructor must submit a list of the participants and the time and date of the activity to the Dean of Student Services at least one week in advance of the event. College vehicles should be used unless other forms of transportation are approved by the College President. See *Policy Manual*, FK (LOCAL)

Admission Requirements

VC has an "open" admission policy which ensures that all persons who can benefit from higher education have an opportunity to do so. The admission policy does not discriminate on the basis of race, color, gender, national origin, marital status, religion, disability, or age. The admission policy, procedures and decisions of VC are managed by both the administration and faculty.

A semester hour credit student may be admitted to VC through one of the following categories: Graduation from an accredited high school, General Education Development (G.E.D.) certificate, transfer, concurrent enrollment, foreign student, continuing education (non-credit), or individual approval.

To be admitted to VC, students must submit an application for admission and present either transcripts or G.E.D. test scores. Upon receipt of the appropriate documents listed, the applicant will be notified of his/her acceptance. Admission to the college does not mean admission to programs which have more stringent admission requirements due to standards established by outside accrediting agencies. See *Policy Manual*, FBA (LEGAL)

Generally, courses (non-credit) taught through Continuing Education have no admission requirements, although some programs may require admittance or specific admission criteria.

Course Schedule Advising

Course schedule advising aids students in making the best decisions regarding their use of the total educational opportunities available to them at the college. CSAs are expected to assist students in selecting programs and courses that will meet the students' needs and goals. Before advising students each CSA will review the advisee's official records, including appropriate test information via the FAS and/or Docubase.

Drops and/or Adds

When students add or drop courses prior to the official count day, their names will be added or removed from the official class roster with no separate notice being sent to the instructor prior to receipt of official count day roll. After the count day, students who drop will be assigned a grade of "W" on the instructors electronic class roster in the Faculty Access System. Adds may be made only on the day(s) designated for that purpose at the beginning of each enrollment period. Drops may be made at any time during the enrollment period through the last day to drop or withdraw as listed in the schedule. Any change of schedule (adds or drops) must be made on the form provided by the Dean of Admissions and Financial Aid/Registrar for that purpose and must be made in writing or by fax by the student. No telephone calls will be honored. The official published date(s) should be checked. Students voluntarily dropping or withdrawing within the first twelve (12) weeks of a sixteen (16) week semester, the first eight (8) weeks of an eleven (11) week semester, the first four (4) weeks of a five and one-half (5 1/2) week semester, or the first

eleven (11) days of a three (3) week semester will receive an automatic grade of "W" unless an administrative withdrawal has previously been processed by the college.

The grade of "F" will be awarded for drops or withdrawals processed after the dates indicated above unless an administrative withdrawal has previously been processed. If a student ceases class attendance without officially dropping or withdrawing, he/she will receive a grade of "F" for the course(s). The printed Class Schedule for a student's specific location should be used for drop and withdrawal dates.

If a student is enrolled in a developmental class/program as a result of testing, the student **may not** drop the developmental class/program unless an approved alternative form of remediation is available and approved by the Dean of Instructional Services. Without an approved alternative form of remediation, dropping or being administratively withdrawn from all required developmental classes will be regarded as termination of enrollment at VC. See *Policy Manual*, ECC (LEGAL)

Withdrawal from School

Any student wishing to withdraw (completely terminating his/her enrollment in all classes) from VC must do so in writing or fax. Forms are provided at all locations. If, however, circumstances prevent a student from obtaining a form, he/she can write a letter to the office of the Admissions and Records. Neither telephone calls nor instructor messages will be honored. **This is a student responsibility**.

Faculty Teaching Load

Full-time faculty members are issued contracts for at least one academic year. A full-time faculty member is one whose major employment is with the institution in a role of providing direct instructional activities and whose employment is on a contract for full-time employees based on the Faculty Salary Schedule. Direct instructional activities include interaction with the students related to instruction, preparation of such instruction, and evaluation of student's performance. They also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignment which an institution considers to be directly related to the teaching function. In addition to teaching requirements, faculty are expected to participate in advising and scholarly or creative activities, curriculum development, policy making, and institutional planning and governance.

Faculty load is determined by the following term contracts:

1. Contracts may be awarded for 12 calendar months (teaching requirement of 42 load hours).

2. Contracts may be awarded for 9 calendar months (teaching requirement of 30 load hours).

3. Associate degree nursing contracts may be awarded for 9 calendar months (teaching requirement of 40 load hours) and 12 calendar months (teaching requirement of 56 load hours).

A 9-month faculty member who teaches only on the 8-week semester format must schedule at least 3 semester hours of load during each of the 8-week semesters (Fall I, Fall II, Spring I, Spring II) of any given academic year.

A 9-month faculty member who teaches on both the 8 and 16 week semester formats must schedule at least 3 semester hours of load during each of the 16-week semesters (Fall, Spring) or during each of the 8-week semesters (Fall I, Fall II, Spring I, Spring II) of any given academic year.

A 12-month faculty member who teaches on both the 8 and 16-week semester formats must schedule at least 3 semester hours of load during each of the 16-week semesters (Fall, Spring) and during the 11-week summer semester **or** during each of the 8-week semesters (Fall I, Fall II, Spring I, Spring II) and during the 11-week summer semester of any academic year.

Full-time faculty members are required to be on campus a minimum of ten hours per week for student conference periods in addition to teaching their scheduled classes and performing their assigned committee/taskforce and division/department/program responsibilities. At least two hours of conference time shall be scheduled each day (Monday through Friday) for a total to ten hours per week. Conference hours will be determined by semester teaching assignments and should be scheduled to maximize accessibility for students, with a minimum of ten conference hours posted Monday through Friday.

Faculty unable to meet the two hours of office time per day due to the class schedules may increase office hours during other weekdays in order to meet the ten-hours-per-week obligation. Faculty office hours will be posted on faculty doors each semester.

Faculty, with direct student contact in a clinical area, will be exempt from office hours for that particular clinical day and will not be expected to make the hours up later in the work week. The clinical day must be six hours or greater to be excluded from office hours. (Ex. Nursing's 6, 8, and 12 hour clinical.)

Computation of load hours for full-time and part-time faculty members include the following: Lecture hour equals 1 load hour; laboratory hour equals .50 load hour; individualized instruction in music (2 semester hour course) equals 1 load hour; individualized instruction in music (1 semester hour course) equals .50 load hour; individualized instruction in developmental courses equals .50 load hours; and associate egree nursing clinical hour equals 1 load hour. Distance learning course development and enrollment procedures are detailed in the *Distance Learning Handbook*.

Adjunct Teaching Load

All adjunct faculty, both academic and workforce, are restricted to a teaching assignment of 9 load hours or less (12 load hours for RN), **per semester** (Fall, Spring). The individual can continue to teach semester by semester; benefits eligibility is a separate issue and has other qualifiers. Full-time load hours are as follows:

Nine month programs
- Regular classes - 30 load hours (15 hours per semester)
- RN classes - 40 load hours (20 hours per semester)

Twelve month programs
- Regular classes - 42 load hours
- RN classes - 56 load hours

Adjunct faculty teaching during the summer are restricted to 6 load hours.
- (3 each during the Summer I and Summer II term)

Any deviation from the load hour maximum must have the permission of the Dean of Instructional Services **before** the classes are scheduled and **before** faculty are assigned.

If the permitted load is exceeded, the designated adjunct instructor will **not** be allowed to teach the following regular scheduled semester.

Administrators and staff who serve as adjunct instructors will be limited to a maximum of 15 load hours per academic year with no more than 6 load hours in any semester. Vernon College staff serving as an adjunct instructor will receive supplemental pay with his/her regular end of the month payroll check or when the adjunct payroll is due.

Class Load/Size (Maximum load hours for adjunct faculty relating to distinguishing between vocational nursing and ADN program)

Classes with fewer than 12 students enrolled will be subject to review by the Division Chair and Dean of Instructional Services. Upon review, the course may be cancelled, taught for full or partial load, or combined with another class for load calculation purposes. If the average class size of a full-time faculty member is less than 12 (excluding nursing, individualized music instruction, Career and Technical Education courses with limited student-teacher ratio or safety requirements, and class size determined by equipment limitations) for a given contract period, a faculty member on a continuing contract would have that contract reduced by one year until such a time as adequate enrollment is re-established. A faculty member on a one-year contract would have his/her contract renewed at the discretion of college officials.

Programs and disciplines where average course enrollments are less than 12 students may be referred to the Program Discipline Evaluation Committee for evaluation. Faculty members teaching courses that do not meet the minimum enrollment standards may request to combine courses for load purposes with the load hours determined by the course with the highest load-hour value. The Dean of Instructional Services is responsible for determining the makeup of the combined courses.

Distance Learning Load Procedures

Full load is awarded for 12 students in an Internet class. Course limits are 21 in English 1301 and 1302 and 25 in the remainder of the courses. Faculty members assigned to teach a course that has fewer than 12 students may teach the course on a prorated basis. Faculty teaching courses exceeding the maximum number of students set for the course will be paid a supplemental duties rate of $100 per student for each added enrollment up to a maximum enrollment of 32 students. The supplemental duties rate of $100 is set for 3-semester credit hour or higher courses. Supplemental duties payments for courses less than 3 semester credit hours will be prorated.

Full load is awarded when a course reaches 12 students from all sites in an interactive video course. Total course enrollments are limited to 55 students (except nursing, 90 students). Once a course reaches the following number of enrollees from all sites, a supplemental duties payment of $50 per student is earned: English 1301-25 students; English 1302-25 students; and other courses - 32 students. The supplemental duties payments are limited to $600. For each remote site, instructors earn a $100 stipend. In order to protect the integrity of the courses, facilitators are required at each remote site.

Mini-Term Pay/Load

Mini-terms may be offered following fall and spring semesters. Minimum class size for both full-time and part-time faculty members is twelve (12). Full-time faculty may either apply the December mini-term class/classes towards required load or opt for overload compensation. Part-time faculty will receive the adjunct salary rate. May mini-term will be paid at the adjunct salary rate for all instructors.

The summer pay schedule applies to full-time faculty teaching Summer I, Summer II and Summer 11-week semesters.

Overload

Overload instruction for full-time faculty members (9 months) is limited to twelve (12) load hours per nine-month contract. The twelve (12) overload hours will be distributed equally between the fall and spring semesters – 6 hours each. Overload instruction for full-time faculty members (12 months) is limited to

twelve (12) load hours per twelve month contract. The twelve (12) overload hours will be distributed over the fall, spring, and summer semesters. Teaching overloads for ADN faculty (both 9 & 12 month) are limited to sixteen (16) load hours, distributed equally between the Fall & Spring semesters. A teaching overload for a Division Chair is limited to a maximum of three (3) load hours per semester. Any deviation from limits on overload must be approved by the Dean of Instructional Services. See *Policy Manual,* DEA(LOCAL)

Payment schedule for overload is as follows:

Nine month faculty who are not scheduled to teach Spring II will receive their overload check mid-March. Nine month faculty scheduled to teach Spring II will receive their overload check mid-April. Twelve month faculty will receive their overload check after Summer II registration is complete but before July 31. A separate check will be issued for overload payment.

Stipends and Release Time

Vernon College currently provides the following stipends and/or teaching load reduction for faculty engaged in administrative oversight of programs for accreditation purposes:

Director -	$5,000
Coordinators -	$1,000 +9 hours load reduction
Assistant Directors -	$500 + 15 hours load reduction

Additionally Vernon College provides the following stipends and teaching load reduction for faculty serving as Division Chairs: $3,000 (increased by $500 each successive year to a maximum of $5,000) + 15 hours load reduction.

Internal Transfers

Employees transferring from Faculty to Administrative/Administrative to Faculty will be placed on the appropriate salary schedule with an experience factor of one year for every two years of service in the prior position and a one to one factor for full-time teaching with no cap. External candidates will receive a one to one factor for full-time teaching and one to two factor for work experience with a five year cap.

Continuing Contracts

A full-time faculty member may be offered a multi-year contract, up to a period of three years, under the following conditions:

1. The faculty member has received and satisfactorily completed at least three consecutive one-year contracts with the college and is recommended by the Division Chair and Dean of Instructional Services.

2. The faculty member must at a minimum meet or exceed the credential guidelines or academic and professional preparation as recommended by the Southern Association of Colleges and Schools Commission on Colleges as well as those required by applicable program accrediting bodies.

3. During the previous three years, the faculty member has satisfactorily complied with the educational standards, policies, and procedures of the college and is not currently on performance, behavioral, or employment probation.

4. The faculty member is serving in an instructional program or teaching discipline that is not currently on probation or experiencing enrollment problems.

A faculty member holding a multi-year contract who does not maintain satisfactory student enrollment in his/her classes (average annual enrollment of less than 12 students per class) may have that contract reduced by one year at the discretion of the Dean of Instructional Services until such time as adequate enrollment is re-established. For example: A faculty member holds a multi-year contract. At the end of a particular year, class enrollment falls below the minimum level. The faculty member's contract the next year then goes from a three-year to a two-year contract. At the end of that year, one of the following two things will occur. If satisfactory enrollment is met, then the faculty member's contract goes back to three years, but if enrollment is unsatisfactory, then the faculty member is now offered a one-year contract. At this point, the faculty member is required to have three consecutive years of satisfactory enrollment to again be offered a three-year, multi-year contract. If adequate enrollment has not been maintained, the college reserves the right to either offer the faculty member an annual contract or terminate employment. See *Policy Manual*, DCA (LOCAL)

Evaluation of Faculty (Students & Supervisors)

The purpose of faculty evaluation is to provide faculty members and division chairs/supervisors with an opportunity to work together to improve the quality of instruction and the educational programs at Vernon College. The Professional Improvement and Review is utilized for all full-time faculty while the Supervisor's Evaluation of Adjunct Instructor is utilized for part-time/adjunct faculty. These instruments (Appendix H) along with Student Surveys of Instruction (SIR II, Appendix G) play a predominant role during the evaluation process for all full-time and part-time instructors. Supporting documentation (professional development activities, program/discipline evaluations, planning and evaluation outcomes, annual loads, and graduation and placement rates) is taken into consideration by the Division Chair/supervisor during the evaluation process. The complete evaluation packet is available from the Dean of Instructional Services.

All faculty, including adjunct faculty, will be evaluated on an annual basis by his/her Division Chair and all evaluations will be reviewed by the Dean of Instructional Services.

Student Surveys of Instruction will be conducted according to the following schedule:

Adjunct faculty will be evaluated by each class each semester for one year of satisfactory performance, including summer if applicable, and then they will follow the full-time faculty schedule. Adjunct faculty includes instructors teaching at remote sites in support of the dual credit program.

New full-time faculty will be evaluated by each class each semester for one year of satisfactory performance, including summer, and then they will follow the full-time faculty schedule.

"A random sample of full-time faculty classes (not less than 30%) will be evaluated in the fall and/or spring semesters annually. If a faculty member's performance is deemed unsatisfactory, that faculty member will automatically be evaluated the following semester. All full-time faculty will be evaluated annually."

Supervisors will evaluate faculty members based on the annual faculty evaluation schedule developed by the Dean of Instructional Services. The Division Chair/supervisor will schedule a conference with the instructor in order to complete the evaluation. The evaluator will review the following materials before the evaluation session: Student surveys, instructor's professional development activities, program discipline evaluation, enrollments, and graduation and placement rates, where applicable. If the evaluator believes that a classroom observation is necessary, he/she may conduct it at any time without prior notification to the faculty member. Following completion of the evaluator/instructor conference, the evaluator will provide a copy of the evaluation to the instructor and forward the original to the Dean of Instructional Services for review. Once approved by the Dean, the evaluation will be forwarded to the Human Resources office.

Faculty Probation

Probation is defined as a temporary period during which a review is conducted of an employee's performance. Faculty members may be placed on performance, behavioral, or employment probation. See *Policy Manual* DCA (LOCAL)

Evaluation of Division Chairs

The administrative function of Division Chairs is evaluated annually through an administrative instrument based on the job description and through conferences with the Dean of Instructional Services. All conferences are summarized in writing, signed by both parties, and sent to the Human Resources office for filing. See *Policy Manual*, DLA (LOCAL)

Division Chair Appointments

Full-time faculty members are eligible to apply for the administrative position of Chair of their division, if an opening is available. Instructors interested in the position of Division Chair should submit a letter of application to the Dean of Instructional Services.

Curricula Review Process

The Academic Council oversees the addition, review, and evaluation of curricula. Members of this council include the Dean of Instructional Services, representatives from the admissions/registrar's office, a counselor, a librarian, Division Chairs, Faculty Senate representative, Early College Start Coordinator, Instructional Design & Technology Coordinator and select faculty members. If a new program is being considered, it is developed only after a need has been demonstrated and financial resources secured. If an instructional program is discontinued at Vernon College, it is done in a way that will not harm students' transfer requirements and graduation needs. Any new workforce education program must be approved by an advisory committee, the Academic Council, the College President, the Board, and the Texas Higher Education Coordinating Board (THECB) prior to implementation. Except for the use of advisory committees, the same review is required for transfer degrees. This review ensures that the curricula are directly related to the mission statement of the college. This approval process may also involve required or voluntary external agency approval. The workforce education programs follow the curriculum development process as published in *Guidelines for Instructional Programs in Workforce Education* and in the *Workforce Education Course Manual*. Academic transfer degrees must include the Texas core curriculum requirements, and courses chosen from the *Academic Course Guide Manual*.

Faculty members at Vernon College work in conjunction with the Academic Council to develop new courses and degrees and to evaluate the quality and relevance of current courses, programs, and disciplines. The administration at VC is involved in curriculum development and review primarily through the academic Council. The Board at VC is involved in approving all new programs, the number and types of degrees offered by the college, the number and nature of the divisions at the college, and the extent to which the college offers off-campus programs.

Programs and disciplines are evaluated according to a five year rotating basis schedule to ensure consistency with the college mission statement, programmatic quality and improvement, adequate enrollment and student demand, accountability, and efficient management. Preliminary evaluations are assigned to faculty members and Division Chairs and a program/discipline subcommittee. Evaluations are reviewed by the Dean of Instructional Services, Academic Council and then by the College President, who makes decisions on the future status of programs or disciplines. The Board alone has authority to continue or terminate a program/discipline, based upon the recommendation of the College President. These evaluation procedures are available in the document, *Evaluation of Instructional Programs/Evaluation of Teaching Disciplines*.

For each major in a workforce education degree program, VC assigns responsibility for program

coordination, as well as for curriculum development and review, to persons academically qualified in the field. At least one full-time faculty member with appropriate credentials must have primary teaching assignment in a workforce education program offering an associate degree. In those degree programs (Associate in Arts and Associate in Science) for which VC does not identify a major, at least one full-time, academically qualified faculty member must be assigned to a curricular area. See *Policy Manual*, EE (LOCAL), EFA (LEGAL), EFAA (LEGAL), EFAB (LEGAL), EFB (LEGAL)

Academic Council

The Academic Council includes instructional Division Chairs, faculty, instructional administrators, and representatives from instructional support systems of the college. It makes recommendations to the College President in the following areas: Academic policies, including teaching loads for faculty, minimum class size, and faculty work week; credit program and course additions, deletions, and modifications; college catalog changes; lab/special fees; and the preliminary evaluation of instructional programs and teaching disciplines. The Academic Council also assists in providing oversight for certain substantive changes as defined by Southern Association of Colleges and Schools Commission on Colleges Substantive Change for credited Institutions of the Commission on Colleges Policy and Procedures.

Graduation Requirements

Each student planning to receive a certificate of completion or an associate degree from VC is encouraged to apply at the office of Admissions and Records in Vernon or in his/her respective learning center office well in advance of the registration for the semester in which he/she plans to complete the requirements. This time is necessary to allow the Dean of Admissions and Financial Aid/Registrar to perform a course-by-course detailed audit prior to the student's last registration. This will enable the student to know exactly what courses he/she must register for in order to complete the requirements for the diploma. For specific certificate or degree requirements, see the applicable catalog.

Alternative Schedule

All alternative schedules (offered in time periods of less than 5 1/2 weeks) must have at least the same number of class contact hours and meet the same outcomes as they would in long-term courses. Each course must have an approved syllabus and day-to-day itinerary of class activities. All alternative schedules will be evaluated through the Student Survey of Instruction and through a comparison of other alternative scheduled course grades and completion rates to those in courses taught in traditional formats. See *Policy Manual*, EFA (LEGAL)

Laboratories

Laboratories (including libraries) will be evaluated during January of each year to ensure the adequacy of the facility, the equipment, and the supplies. Upon completion of all evaluations under his/her authority, the Division Chair/director will submit work orders for needed repairs and make recommendations for improvement during the ensuing budget and planning year.

Classroom Decorum

Eating, drinking, and smoking are strictly forbidden in the libraries, classrooms, and laboratories. At the conclusion of a class meeting, instructors should return furniture and equipment to the designated classroom locations. Children are not to accompany adults in the classrooms, laboratories, or offices……NO EXCEPTIONS!

Advisory Committees

Advisory committees are required for each technical program or cluster of closely related programs. Such committees have the following general purposes:

1. To offer advice concerning program and course outcomes, curriculum

development and revision, equipment acquisitions, facilities, external learning experiences, professional development of faculty, public relations, and student employment and placement.

2. To review all program changes before these changes are submitted to the Academic Council.

Advisory committee members should be knowledgeable about the skills used in the occupation for which they are providing information and guidance. Committees must be composed of persons who broadly represent the demographics, including the ethnic and gender diversity of Vernon College's service area as well as the demographics of the occupational field. Committee members should be drawn from the public and private sectors, with emphasis on business, industry, and labor membership. Membership should represent the needs of special population's students. Full-time faculty and staff of VC may serve only as ex-officio members of the committee. All advisory committees must meet, in person, at least once each schoolyear and advisory members should be informed regularly on the status of the program throughout the academic year.

Articulation Agreements

Faculty members are encouraged to develop articulation agreements with both secondary and post-secondary institutions. The process includes signed agreements between the chief executive officers and chief academic officers of both institutions. Once these are established, faculty members from both institutions may meet to work out details of the agreement using the standard articulation formats established by the college.

When Vernon College awards college credit for work completed at the secondary school level, the VC faculty member must determine the following before a final agreement is signed:

1. Credit awarded is at the collegiate level. College course outcomes must be included in the secondary school course and documentation attached to the articulation agreement.

2. Secondary school instructors must at a minimum meet the credential Guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges and the Texas Higher Education Coordinating Board.

It is expected that VC faculty members will evaluate articulation agreements annually.

Travel

Prior approval for all travel, including prepaid expenses, must be obtained before any expenses are incurred. Receipts for the actual amounts spent must accompany travel expense vouchers in order to receive reimbursement. See *Policy Manual*, DEE (LOCAL)

Class/Program Fund Raising

Faculty members and/or students (excluding approved clubs) wishing to raise funds for class projects other than VC institutional and endowed scholarships must receive approval from the Dean of Instructional Services, Dean of Student Services, and Director of Institutional Advancement before initiating such projects. At the conclusion of the project, a report should be forwarded to the Dean of Instructional Services concerning the success of the project and included in the division's planning and evaluation process.

Copyright Laws

Employees of VC shall comply with the United States Copyright Law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others. An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following should be considered in determining fair use: The purpose and character of the use; the nature of the copyrighted work; the amount and importance of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work. Additional information concerning performances and displays, guidelines, prohibitions, and broadcast programs is available in the *Policy Manual,* EDD (LEGAL).

College Catalog

The current VC *General Catalog* is for informational purposes and does not constitute a contract with the student. It contains the rules and regulations of the college in effect at the time of publication. These rules and regulations are subject to change by the Board or legislative action. Changes will be available from the Division Chair or Dean of Instructional Services.

A student may receive a certificate or degree in accordance with the requirements stated in the catalog in effect at the time he/she enters VC or those catalogs of any subsequent years. The requirements must be completed within five years of the beginning date of the catalog selected. A minimum of three (3) semester hours must be completed during the year the selected catalog was in effect. Degree and certificate requirements must be from one catalog, which begins in the fall semester and runs through the end of summer school of the next calendar year.

College Calendar

The college calendar represents planning of one year in advance for activities and events for all college teaching locations. While the length of semesters may vary, all credit is recorded in semester hours. See *Policy Manual*, EA (LEGAL)

Computer Facilities

Computer facilities are available at all major instructional locations. Open computer laboratory times are posted adjacent to all computer laboratory entrances. In addition, all libraries and resource centers have computers with access to the Internet. These computers are available to students during posted library/resource center hours.

Allocation and Use of Information Technology

The allocation and use of information technology is based on short- and long-term unit and division evaluations, planning, and prioritizing of needs, and the assignment of funds through the annual budgeting process. In addition, faculty members wishing to receive computers and software cascaded from computer laboratories for their programs and offices should contact their Dean of Instructional Services for placement on the replenishment list maintained by the Information Technology department.

Distance Learning

Distance learning is a means of providing access to instructional courses and programs for students who are separated by time and physical location from a faculty member. Courses are the same as VC courses offered on-campus in terms of academic quality, outcomes, credit hours, transferability, and cost. Distance learning courses are provided via the Internet and interactive video. The VC internet address is http://www.vernoncollege.edu/distance-education-1188 .

In addition to extensive training required for faculty members teaching these courses, quality criteria and standards have been set to ensure courses offered by telecommunications meet the standards the college

requires of its courses offered on-campus to regularly enrolled students. See *Policy Manual*, EB (LOCAL), ED (LOCAL)

Emergency Conditions (All Locations)

***See Emergency Procedures Quick Reference Chart for the following information*:**

- Accidents
- Assault/Managing Alleged Assault
- Fire or Explosion
- Riot/Political or Community Demonstration
- Bomb Threat
- Operational Crises
- Tornado/Natural Disasters
- Emergency Numbers

Admission to Continuing Education (Non-Credit Courses)

The Continuing Education courses at Vernon College vary in length from one class session to 778 clock hours. These courses are normally open to all persons who are 18 years of age or older, unless indicated otherwise. Request for enrollment by persons who do not meet the general and/or specific requirements may be considered for special admission by the Associate Dean of Instructional Services and/or the director or coordinator assigned to the program. Students desiring admission into continuing education courses(s) having specialized requirements must meet those requirements prior to registering for the courses(s). Admission to the college for continuing education courses(s) is official when the registration form is completed and payment is received.

Continuing Education Credit

Continuing Education ensures that continuing education activities offering the Continuing Education Unit (CEU) meet all criteria of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges. Ten (10) clock hours of instruction equates to one (1) CEU.

Transcripting of CEUs

Continuing Education at Vernon College maintains and issues upon request a record of each student's participation in continuing education activities for which CEUs are awarded. Only those who successfully meet the established requirements for an activity are awarded CEUs. A cumulative record or transcript represents an official verification of a student's CEU participation. VC maintains a record of participation for a period of at least seven years from the date of award.

Credit from Non-Degree Programs/Courses and Professional Certifications

Hours earned in a VC non-degree program/course or through professional certification may be converted to semester hour credit provided the following conditions are met: The credit awarded must apply to the student's declared major; the amount of credit awarded is clearly stated and is in accordance with commonly accepted good practice; the course outcomes and competencies must be equivalent; the course must have been taught by a qualified faculty member; and decisions regarding the awarding of credits and the determination of such credits will be made by qualified faculty members and the Dean of Instructional Services.

Students concurrently enrolled in courses taught for both credit and continuing education may convert 50% of their technical course work from continuing education to credit. Conversion must be requested within five (5) years after the last course is completed.

No more than four (4) semester hours for a credit certificate of 29 or less hours and no more than eight (8)

semester hours for a credit certificate over 30 hours or a degree may be converted to semester hour credit through professional certification except in the case of Emergency Medical Technology in which case a maximum of nineteen (19) semester hours may be awarded. A $25 fee is charged for each course recorded to an academic transcript.

SECTION G

STUDENT SERVICES

Objectives

The Division of Student Services at Vernon College is dedicated to the concept that every student is unique with individual needs that must be recognized and fulfilled to the greatest extent possible. Believing in the need for a student services program that supports the philosophy and objectives of the institution, VC encourages students to take an active, responsible role in the decision-making processes of the college and their education. VC provides a counseling/guidance and testing program that assists the faculty and staff in their efforts to meet the needs of the student. VC provides a student activity program appropriate to the needs and preferences of the greatest number of students possible.

Student Organizations

The student body of Vernon College has founded numerous clubs and organizations and continues to have the opportunity to develop new groups to satisfy individual and group interests. Organizations already recognized include Phi Theta Kappa; the International Junior College Scholastic Society; the Aggie Club; the Student Nursing Association; the Student Government Association; the Chaparral Christian Fellowship; the Chaparral Singers; the Theater Ensemble; the Surgical Technology Student Association; the VC Toastmasters; the VC Science Club; and the Student Forum. The college encourages the founding of any organization that is in keeping with the philosophy and mission statement of the college and the interests of the students. Student organizations recognized by or registered with VC are not authorized agents of the college.

Student Handbook

The VC Student Handbook is a source of valuable information regarding the student's responsibilities, obligations, and privileges while attending the college. Advantages derived from attending VC will depend not only on scholastic effort but upon wise participation in extracurricular activities. The Student Handbook is available at orientation, new student group advising, registrations and online. Additional copies are available in the Student Services office at the appropriate instructional location. Failure to read the Student Handbook does not excuse students from the requirements and regulations described therein. Since the programs, policies, and statements contained in the Student Handbook are subject to continuous review and evaluation, VC reserves the right to make changes at any time without notice.

Vernon College Campus Police

The VC Campus Police seek to ensure the well-being and security of all institutional property, buildings, employees, and enrolled students. The Campus Police are licensed peace officers sworn to uphold the college ordinances and the laws of the State of Texas. The Campus Police enforce parking regulations and monitor traffic related problems. The Director of Campus Police, as well as officers of the department, report to the Dean of Student Services. The Campus Police may be reached in case of emergency by dialing the switchboard at the appropriate campus during office hours or by calling local police departments at 911 for emergencies after office hours.

Student Intellectual Property Rights

Any intellectual property (such as research papers, essays, inventions, discoveries, creations and new technologies) conceived or first reduced to practice by a student at Vernon College as a work products (including homework assignments, laboratory experiments, special and independent study projects) of a course will be owned by the student. Vernon College does not claim ownership of such intellectual property.

Student Records

Custodians of Records: The Dean of Admissions and Financial Aid/Registrar is custodian of all records for currently enrolled students and for all official academic records. The Dean of Instructional Services is custodian of academic status records. The Dean of Student Services is custodian of advising, disciplinary, and placement records. The Dean of Administrative Services is custodian of all financial records.

Types and Locations (of Records): Each record custodian shall be responsible for the education records of the College District. This responsibility includes maintaining the security (access), confidentiality, and integrity of student records regardless of campus or center location. These records may include:

1. Admissions data, personal and family data. (registrar office)

2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings. (Registrar and Dean of students offices)

3. All achievement records, as determined by tests, recorded grades, and teacher evaluations. (Academic Dean office)

4. Attendance record. (Academic Dean office)

5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student. (Dean of Students and Academic Dean offices)

6. Disciplinary records, including scholastic disciplinary actions. (Dean of Students office)

7. Copies of correspondence with parents and others concerned with the student. (Registrar office)

8. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled. (Registrar office)

9. Records pertaining to participation in student activities including academic awards or recognition by the College District. (Registrar office)

10. Information relating to student participation in special programs. (Registrar office)

11. Records of tuition and fees paid and outstanding. (Business office)

12. Other records that may contribute to understanding of the student. (Registrar and Dean of Students offices)

13. Financial aid records. (Financial Aid office)

14. Job placement records. (Dean of Students office)

15. Scholarships or other financial awards. (Financial Aid office)

Request Procedures*: The comprehensive record shall be made available to the student. Records* may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the College President, Dean's or counselor's office, or other restricted area designated by the record custodian. The original copy of the record any document contained in the comprehensive record shall not be removed from the school.

Directory Information: Directory information shall be released to any individual or organization that files a written request with the College President or designee. The College District shall give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform the College District that any or all of the directory information should not be released without prior consent.

Access by School Officials: For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the College District, as well as attorneys, consultants, and independent contractors who are retained by the College District. "School officials" have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions or the student's case; compiling statistical data; or investigating or evaluating programs.

Access by Parents: The College District may disclose educational records to a student's parent with the student's written consent.

Disaster Management of Student Records: In the event of a disaster that results in the lost of the College's hardware (computer server) which processes and contains student records, the College's software provider offers a service for restoring all software applications and data in their office (located in Tulsa, Oklahoma) within 1 business day at a contracted price. It is the College's plan to utilize this service should a disaster necessitate action.

Counseling/Student Services Records

The Dean of Student Services and the Counseling Department utilizes the College's electronic imaging system to minimize the existence of paper documentation and safeguard against the loss of all physical records by disaster. The use of the electronic imaging system also allows access to these files by approved appropriate personnel from any VC location. The Student Services Division also takes steps to further protect grievance and disciplinary files, essential housing documentation, and critical health clinic medical records. These files are not only kept in locked storage behind locked office doors but are furthermore protected in fire safe files.

Destruction of Student Services paper records is done by shredding. All records are destroyed after 5 years except for housing and medical clinic records which are destroyed after 3 years. Student disciplinary and grievance records are kept in perpetuity within the office of the Dean of Student Services in fire safe files.

SECTION H

BUSINESS AND SUPPORT SERVICES

College Budget

The operating budget is a systematic planning of the expenditures in relation to the anticipated income for any given year. The budget year covers the period of September 1 through August 31. Due to legislative action and delays in state appropriation funding numbers, this timetable will be subject to changes. The following outline indicates the normal budget process and timetable:

January	Administrative Team Meeting--initial budget meeting--explanation of budget process and agreement of ground rules for the budget submission process. Review accomplishments/status of the Annual Action Plan.
February	Dean of Administrative Services submits budget packets to Divisional Deans and College President for preparation of initial budget requests.
	Review by departmental personnel to determine needs for the fiscal year – all per-Sonnel personnel consult their annual plan for established priorities and return budget requests to the Divisional Deans and College President.
March	College President/Divisional Deans/Division Chairs/Directors/Program and Co-ordinators - establish priorities and submit initial budget requests to the Dean of Administrative Services.
March/April1	College President/Divisiona lDeans – initial budget hearings, evaluate requests, make decisions concerning personnel, equipment, technology, facilities, and instituteimprovement with regard to approved annual action plans.
	Estimate income for upcoming fiscal year--Dean of Administrative Services Matches requests against estimated income.
May	Produce first draft of the budget and review with Deans, Division Chairs, directors, program coordinators and the Board.
June	Produce second draft of budget ensuring it meets needs identified in Technology Plan Personnel Plan, Facility Plan, and Institutional Improvement Plan. Review with the Board of Trustees.
July	Final budget workshop with the Board.
August	Final budget approved by the Board.

When the budget is approved by the Board, it becomes the College President's directive for financial support of college functions. Each division or activity allocated funds is responsible for managing its operation within the financial limitation set forth in the budget. The College President looks to the Dean of Administrative Services to assist in the maintenance of continuous budget control throughout the year. The Dean of Administrative Services has been directed to not approve any requests for expenditures that would result in exceeding the authorized budget allocations. If budget changes are needed during the fiscal year, requests should be made to the College President's office through normal administrative channels for consideration and processing. Each administrator and faculty member is to avoid committing the college to unauthorized financial obligations.

Purchasing Procedures

In order to maintain control over purchases of and accounting for materials and services necessary to the efficient operation, including the auxiliary functions, the following purchase policies will be observed:

1. An authorization for purchases of materials and/or services shall originate in the various offices utilizing an official purchase requisition form. The office of the Dean of Administrative Services or his designee shall cause to be prepared an official purchase order to be signed by the Dean of Administrative Services, or his designee.

2. The Dean of Administrative Services, or his designee, will review the purchase for the following prior to preparing the purchase order:

   - The purchase requisition has been signed by appropriate supervisors
   - The purchase is appropriate for the budget area.
   - The budget account number is appropriate for the expenditure classification
   - Budget is available for the requested expenditure
   - Board policy does not require the requested item to be bid

3. The purchase order shall be prepared in five parts with the original copy to the supplier, the first copy filed in the purchasing file in the business office, the next copy in a numerical file also in the business office, the next copy will be sent to the originator as the receiving copy to be returned to the business office when the goods are received or the services completed, and the final copy as an originator copy to be maintained in the departmental purchasing file.

4. The college complies with the State of Texas policy concerning purchases made through competitive bidding. State of Texas rules generally require the formal bidding guidelines to be followed for all purchases of personal property valued at $50,000 or more in the aggregate during a 12 month fiscal year. The Business office will assist all personnel when bidding is required. For specific rules and requirements see Board *Policy Manual,* CF. See policy in Appendix Q.

5. The use of purchasing cooperatives or consortiums is encouraged. Examples are the General Services Commission and the Texas Association of Community College Purchasing Network.

6. Exceptions to the purchase requisition and purchase order system will be allowed in the following circumstances:

   - Petty cash purchases of $25.00 or less per day
   - Purchases at office supply vendors that have approved charging/billing systems
   - Emergency purchases for maintenance or security of the physical plant
   - Purchases at local vendors that have an approved charging/billing system
   - Utility bills mailed for payment at the end of the month
   - College-approved credit card charges

Investment Policy

The general goals and objectives of the investment policy are to keep all funds in the lowest risk instruments available while at the same time earning a reasonable investment return. Currently, the investment policy and procedures are found in the Board *Policy Manual* designated as CAK (LEGAL).

1. The Board reviews and approves depository bids every two years. The depository bid includes rates to be paid on time deposits of specified periods of time. The rate is established using the bid price of the treasury bill as the interest rate benchmark.

2. The Dean of Administrative Services' job description designates this position as the investment officer. Maturity date decisions are made by the Dean of Administrative Services based on cash flow needs and fund obligations.

3. It is the prerogative of the Board to amend or make changes in the goals and objectives of the investment policy at any time. The annual independent audit includes a review of all investments and that those investments are in keeping with the depository contract approved by the Board and the Public Funds Investment Act as amended by the State Legislature.

Inventory of Physical Property

The Dean of Administrative Services or designee shall serve as the fixed asset coordinator of the District. The fixed asset inventory management system is maintained by the Business office. Each division of the college is responsible for all items in their departmental area. A formal review of the accounting for fixed assets is conducted by the independent auditor at each year's end. See *Policy Manual*, CDB (LOCAL)

Payroll Procedures

SALARY PAYMENTS:

Twelve-month contract employees will be paid monthly on the basis of 1/12th of their annual salary. Payroll checks are prepared in the Business office and are available on the last working day of each month.

Faculty on nine-month contracts will be paid on a monthly basis of 1/12th of their annual salary. Payroll checks are prepared in the Business office and are available on the last working day of each month. Twelve-month physical plant employees, college work-study students, and other student workers will be paid twice per month. Payroll checks are prepared in the Business office and are available on the fifteenth day of the month or the last working day before the fifteenth and on the last working day of each month.

DEDUCTIONS:

Retirement Plan - *See Sect. D pg 38*
Health Plans - *See Sect. D 38*
Optional TDA/TSA
Social Security: VC employees do not participate in the social security plan.
MetLife Retirement Plan (part-time employees)

WITHHOLDING TAXES: All salaries and wages will be subject to the Federal Withholding Tax provisions, and such will be withheld on the basis of information furnished by the employee on the W-4 form.

PAY RATES AND PAY CALCULATIONS FOR EMPLOYEE GROUPS:

1. Faculty annual contract amounts are determined by placement on the Faculty Salary Schedule. See Appendix I.

2. Placement on the Faculty Salary Schedule is based on the number of years of service with VC and the highest earned academic degree in the faculty members teaching field.

3. Classified employees annual contract amounts are determined by the approved entry level salary for the grade of the position for which they have been employed.

4. Classified staff annual increases are based on the approved Classified Salary Schedule and/or a percentage approved by the Board.

5. Administrative employees initial contracted salary is determined by the amount appropriate for the position's duties, responsibilities, and the points of said position as per the Administrative Salary Schedule.

Overload pay rate for full-time faculty is $500 per load hour. Rate of pay is not determined by education level. Summer term pay rates for full-time faculty are determined by the following and are limited to a maximum of **four (4) courses**:

Occupational specialists or earned associate degree -- $600 per load hour
Earned bachelor degree -- $650 per load hour
Earned master degree -- $700 per load hour
Earned doctorate degree -- $750 per load hour

Adjunct pay rate is $500 per load hour. However, adjunct instructors shall not be compensated at a rate less than that adopted rate for substitute teachers. Rate of pay is not determined by education level.

Any deviation from the **four (4) class** maximum or the pay scale must be approved by the Dean of Instructional Services and the President. Human Resources must be notified of any deviations Immediately.

TEACHING FOR ADDITIONAL COMPENSATION FOR ADMINISTRATORS AND NON-FACULTY: The following procedures will be followed when full-time administrators or other full-time members of the non-teaching staff request or are asked to teach a credit hour, workforce education, or continuing education class for VC for additional compensation:

1. Teaching credentials as required by VC and/or the Texas Higher Education Coordinating Board/Southern Association of Colleges and Schools Commission on Colleges shall be met.

2. Teaching hours shall be outside the normal workday and with the approval of the College President.

3. For such teaching, additional compensation may be paid according to the rates paid to adjust faculty, workforce education, or continuing education faculty.

4. The Dean of Instructional Services shall approve the teaching assignment in advance.

5. The College President shall approve any exceptions to the above regulations in advance.

LOAD & LISTING SHEET PROCEDURES: A Load & Listing Sheet will be prepared each term or semester under the procedures listed below to document faculty loads and specify payroll information:

1. Load & Listing Sheets will not be prepared until the official reporting date for each

term or semester has been reached.

2. Load and Listing Sheets will be prepared and forwarded to the Human Resources office and the College President's office.

3. The Human Resources office will approve the recommendations included on the Load & Listing Sheets if such recommendations are consistent with college policies and procedures. The Human Resource office will send the necessary payroll data to the Business office to prepare payroll checks at the appropriate date.

OVERLOAD/SUPPLEMENTAL DUTIES PAYROLL SHEET PROCEDURES: At designated times, Overload Payroll Sheets are prepared under the procedures included below to document full-time faculty loads on a cumulative basis over the annual contract, to identify overload hours, and to specify overload payroll information. Summer pay for fulltime faculty will be paid as supplemental pay on the next regular payroll date following the end of the specific summer semester.

1. Overload Payroll Sheets will not be prepared until the appropriate faculty member's annual contracted load is determined.

2. The Dean of Instructional Services will prepare Overload Payroll Sheets and forward such to the Human Resources office and the College President's office.

3. The Human Resources office will approve the recommendations included on the Overload Payroll Sheets if such recommendations are consistent with college policies and procedures. The Human Resource office will send the necessary payroll data to the Business office to prepare payroll checks at the appropriate date.

4. Overload payroll payment for nine-month, sixteen week, contracted faculty who are not scheduled to teach Spring II is March. Overload payroll payment for nine-month, sixteen week contracted faculty who are scheduled to teach Spring II is April.

5. Overload payroll payment date for twelve-month, contracted faculty is July.

ADJUNCT FACULTY PAYROLL PROCEDURES: At the designated times detailed below, adjunct faculty are paid for their services to the college. Adjunct faculty pay is based upon figures submitted by the Dean of Instructional Services and approved for payment by the Human Resources office. *No paychecks will be released until all required personnel, payroll, and instructional documents have been completed. The last payment may be withheld pending submission of final grades. Payment will be made according to the following schedule:

8-Week Classes:

1. All adjunct payroll will be distributed as follows:
   Fall I – ½ on the last business day of September; ½ on the next regular payroll date following final exams in October
   Fall II – ½ on the last business day of November; ½ on the next regular payroll date following final exams in December
   Spring I – ½ on the last business day of February; ½ on the next regular payroll date following final exams in March
   Spring II – ½ on the last business day of April; ½ on the next regular payroll date following final exams in May

16-Week Classes:

1. Fall semester adjunct payroll is distributed as follows: ¼ each on the last business days in September October and November; and ¼ on the next regular payroll date following final exams in December.

2. Spring semester adjunct payroll is distributed as follows: ¼ each on the last business days in February, March and April; and ¼ on the next regular payroll date following final exams in May.

Summer Classes:

1. Summer term adjunct payroll is distributed as follows: 1/3 each on the last business days in June and July; and 1/3 on the next regular payroll date following final exams in August.

2. Summer I adjunct payroll is distributed as follows: One check at the next regular payroll date following the end of the term.

3. Summer II adjunct payroll is distributed as follows: One check at the next regular payroll date following the end of the term.

SUMMER FULL-TIME FACULTY PAYROLL PROCEDURES: At the designated times detailed below, full-time summer faculty are paid for their services to the college. Full-time summer faculty pay is based upon figures submitted by the Dean of Instructional Services and approved for payment by the Human Resources office.

1. Summer 11 week full-time and adjunct faculty payroll is distributed as follows: 1/3 on the last business days of June and July and 1/3 on the next regular payroll date following final exams in August.

2. Summer I full-time and adjunct faculty payroll is distributed as follows: One check at the next regular payroll date following end of the term.

3. Summer II full-time and adjunct faculty payroll is distributed as follows: One check at the next regular payroll date following end of the term.

MINI-TERM, FULL-TIME/ ADJUNCT PAYROLL PROCEDURES

1. Mini-terms may be offered following fall and spring semesters. Adjunct faculty payroll is distributed as follows: December mini-term will be paid by January 15th, and May mini-term will be paid on next regular payroll date following final exams.

WORKFORCE EDUCATION AND TRAINING FACULTY PAYROLL PROCEDURES:

1. Workforce training and education faculty will be paid at the conclusion of the course and after the final class roll has been submitted to the Continuing Education office.

2. On certain occasions, when a course is very lengthy, Workforce Training and Education faculty may be paid after completing segments of the course and after documentation of these hours has been forwarded to the Continuing Education office.

3. A request for payment will be initiated and transmitted by the Continuing Education office to the Business office for approval and preparation of payroll at the next regularly scheduled payroll date.

College Vehicles

College-owned vehicles are available for authorized institutional travel. These vehicles are under the jurisdiction of the Dean of Administrative Services or his designees. Costs for use of college vehicles must be paid by the user department or office at approved rates. Priorities for use of college vehicles will be made by the Dean of Administrative Services or his designee in consultation with the Deans of the staff members requesting vehicles. User/reimbursement rates and vehicle assignment guidelines are detailed below:

1. For professional development and other travel, vehicles will be assigned only after an approved Travel Request Form has been forwarded to the Business office.

2. Rate charges to user departments are as follows: $.05 less than the published State mileage reimbursement rate per mile for the minivans/ sedans/farm vehiicles, and $0.65 per mile for buses.

Only college employees (full-time and part-time), trustees, and other persons specifically approved by the Dean of Administrative Services or the College President may drive a college vehicle. For persons other than college employees to drive a vehicle, they must be specifically approved by the Dean of Administrative Services or his designee, and the person's name, driver's license number, and other information must be submitted to the insurance carrier prior to the travel taking place.

Travel Request Forms, available from the Business office, must be completed and approved by the appropriate supervisors prior to taking a trip classified as routine, professional development, or other travel and before reimbursement is requested.

For routine, professional development, or other travel, college vehicles may be assigned, if available, upon submission of a Travel Request Form to the Business office.

1. All travel request forms must be signed by the supervisor and Dean. Faculty professional development travel requests should include the signature of the Dean of Instructional Services.

2. If a college vehicle is requested but not available, the employee will be asked to drive his/her own vehicle and it will be noted in the auto assigned section (documented by the Business office). The form will be returned to the employee requesting the vehicle.

4. College vehicles should be picked up not earlier than one hour prior to departure and returned to the campus not later than one hour after returning to the site where the vehicle is housed.

5. Before vehicles are returned, they should be filled with gas, and all trash and personal belongings should be removed.

6. When using college vehicles, keys, credit cards, and a vehicle request form should be picked up from the Business office (Vernon or Wichita Falls) and returned as soon as possible after returning.

Each year, the college will establish a budget for repair of vehicles in the college fleet. In most instances, repairs will be done off-campus.

Travel Authorization

The college provides multi-purpose vehicles for routine and professional travel. Vehicles must be checked out in the Business office areas. Appropriate travel forms must be completed and approved before any travel will be reimbursed by the college. Budgeted funds must be available before travel expenditures will be reimbursed. Travel is defined as routine or professional development travel.

1. Routine travel is defined as travel from one's primary workplace to a destination and back in the same day. Routine Travel Request/Report Form typically reimburses an employee for mileage, if travel in his/her own vehicle, and for meals if a receipt is returned verifying the cost.

   A Routine Travel Request & Report Form must be approved by the appropriate division chair, director, or Dean.

   The Routine Travel Request & Report Form and travel packet will be available the day of travel in the Business office.

   Upon returning from the routine travel the employee must return the travel form packet, gasoline credit cards, and meal reimbursement receipt, if applicable, to the Business office. Reimbursement for meals will be as follows:

   - Day travel/no overnight stay
     - Breakfast $ 7.00
     - Lunch $11.00
     - Dinner $18.00
     - Daily total $36.00
       - (all meals must be documented with receipts)

   Gratuities are not reimbursable expenses from Federal or State Grant Funds. Any eligible gratuities will be paid from local funds.

   If a college vehicle is utilized, the gas tank must be filled and any trash or personal property must be removed before returning the keys to the Business office.

2. Professional development travel and other overnight travel require approval prior to the travel taking place. These types of travel require completion of a Travel Request Form properly signed by the Division Chair/supervisor, Dean, business official, and College President (if applicable). The employee will typically be reimbursed for all costs associated with the travel up to college approved limits. The Travel Expense Voucher must be prepared and presented upon return from an approved trip in order to received reimbursement for travel expenditures. Several employees attending the same conference/meeting should travel together in order to maximize budget efficiency. Requests for exceptions to this procedure must be fully justified and approved prior to the travel taking place by the appropriate Dean.

   The college reimburses an employee mileage for approved travel. If the employee utilizes a college vehicle a cost of mileage will be charged to the departmental budget. Mileage reimbursement for college travel will be a flexible rate established at .05 below the published state approved mileage reimbursement rate. The Business

office will post notification of any Vernon College rate change based on published state approved rate changes when they occur.

The college will reimburse an employee for the actual cost of a hotel room. The most reasonable room rate should be requested for all overnight stay. A receipt is required before reimbursement will be made. An employee is required to present a tax exempt form to the hotel and be prepared to pay only the appropriate taxes.

Meal reimbursement:

- Travel that requires overnight stay
  - $46.00 daily total (US General Services Administration standard rate)
    - (including travel days) to be used as needed and documented with receipts

Gratuities are not reimbursable expenses from Federal or State Grant Funds. Any eligible gratuities will be paid from local funds.

All requests for meal reimbursements must be accompanied by an itemized meal receipt.

Credit card receipts are not a valid itemized receipt. Repeated failure to provide an itemized receipt may result in denial of the reimbursement request for those charges.Vernon College will not pay for any alcoholic item.

Any expense incurred for taxi services, parking, tolls, or registration fees must be presented for reimbursement along with the receipt received for the service. Original receipts must accompany the Travel Expense Voucher. If the College Visa card is used, copies of receipts must accompany the College Visa purchase requisition.

The Travel Expense Voucher should be prepared and submitted for approval within ten days after returning from the approved travel. Travel Expense vouchers not submitted within one month of travel will not be reimbursed without approval from the College President.

3. If the college bus is utilized, the employee requesting the bus must do so through the office of the Director of Physical Plant. The bus will be charged to the user at the rate of $0.65 per mile. A driver will be provided. The cost of the driver must be calculated in the cost of the travel to the department.

College Credit Cards

College credit cards may only be used for charges involving college business. Employees must not use the college credit card to put fuel into their personal vehicles.

Telephone System

The college owns several phone systems that serve the individual campuses. The systems include voice mail features at each location. Employees who are not familiar with the many of features of these systems should contact the system administrator for their campus and arrangements will be made for a brief orientation.

The telephone systems will handle the normal load of the campus. Occasionally, during peak periods, a busy signal will be encountered when attempting to call off-campus. This happens when all of the trunk lines

coming to the campus are being used. For this reason, it is imperative that calls of personal nature be held to a minimum. The inter-campus use of the telephone does not interfere with incoming or outgoing trunk lines.

HOURS OF OPERATION: The college switchboard is open whenever classes are in session or during normal business hours. The automated attendant answers incoming calls when the switchboard is closed. Individual extensions may be reached at any time.

ON-CAMPUS CALLS: Extension numbers may be reached from any location by dialing the appropriate four-digit number.

OFF-CAMPUS CALLS: Local area numbers may be reached from any on-campus extension by dialing "9" then the off-campus number.

MAINTENANCE: Any problems with telephone service should be reported to the switchboard operator or system administrator.

CHANGES IN SERVICE: Equipment or system change desired should be requested in writing to the system administrator.

STUDENT USE OF TELEPHONES: College telephones are not for student use. Faculty and staff are asked to help enforce this policy.

Mail Procedures

The following is a list of the mail system procedures:

1. Incoming mail will be delivered to the mailroom between 10:00 a.m.-12:30 p.m. daily.

2. Mail clerk will sort the mail into the mailboxes located in the Osborne Administration Building or the CCC mailroom as soon as possible.

3. Packages delivered by the U.S. Post Office or UPS will be delivered to the bookstore and then to the individual as soon as possible. Individual receiving the package will be required to sign for it.

4. Outgoing mail will be picked up and postmarked 1 ½ hours before closing time each day (i.e., Monday - Thursday 3:30 p.m. & Friday 10:30 a.m.). Outgoing mail received in the mailroom after these times will be processed the next regular business day.

5. The outgoing depository box is located in the administration building mailroom and in the Colley Student Center.

6. All outgoing mail must have the office or account number listed on each envelope or parcel to be processed.

7. Any large items to be mailed should be delivered to the bookstore. Bookstore staff will advise if the U.S. Post Office can process the item.

8. Any large number of items to be mailed in any one day should be delivered to the mailroom.

9. Any out-of-country mail must be handled differently than U.S. mail. Any out-of-country mail must be separated from U.S. mail in order to assure proper postage.

10. Any incoming parcel delivered to the campus must be delivered to the bookstore. The bookstore has the loading dock and all forms required to process any specially handled mail. Specially handled mail would include any mail requiring a signature to receive and deliver the mail.

11. Mailboxes in the Osborne Administration Building are alphabetized by department and/or staff's name.

Copying Services

Vernon College provides copying services to the following individuals, groups, and organizations:

1. Instructional departments
2. Administrative offices
3. Auxiliary enterprises
4. Enrolled students
5. Public and private non-profit organizations
6. Profit-making organizations
7. General public

PROCEDURES FOR RECORDING COPY USAGE: In order for a department or office to make a copy, a unique number be must be entered into the copying machines. By entering the assigned number, the machine will automatically record the number of copies. A member of the Business office will read each machine on a monthly basis and record the number of copies for each number.

PROCEDURES FOR CHARGING BUDGET ACCOUNTS: The total copies recorded on each number will be charged to the appropriate budget accounts monthly.

COIN-OP COPIER: A coin-op copier is available for use by persons other than VC departments and offices. The charge per sheet is $.10. The individual is responsible for making all copies. No VC staff is available to make copies for students or the public.

SCHEDULE OF CHARGES:

1. Instructional departments--$.05 per sheet
2. Administrative offices--$.05 per sheet
3. Auxiliary enterprises--$.05 per sheet
4. Enrolled students--$.10 per sheet
5. Public and private non-profit organizations--$.10
6. Profit-making organizations--$.10
7. General public--$.10

Faxing Services

Vernon College provides facsimile machines for official college business only. Machines are provided in various administrative office areas.

College Bookstores

The college operates two bookstores. One store is located on the Vernon campus. The second store is located in the Century City Center in Wichita Falls. All books to be utilized in classes are ordered and

stocked in the appropriate store. A limited amount of school and teaching supplies are also available. The bookstore staff works closely with the instructional and administrative divisions to provide necessary items for operation.

Petty Cash Drawers

A petty cash fund is maintained in the Business office for the purpose of reimbursing faculty and staff members for purchases not exceeding $25.00 which are necessary for the orderly operation of the department. Discretion should be exercised by D ivision Chair/directors in approving such purchases. This procedure should not be used to circumvent the normal purchasing procedures.

To obtain reimbursement from the petty cash fund, the faculty or staff member should bring the receipt for the purchase to the Business office and complete a petty cash voucher.

Sale of Surplus Property

The Board will approve the sale of a college owned asset with an estimated individual sale value in excess of $2,500. The Board may elect to delegate such authority to the Dean of Administrative Services.

The Board may authorize the Dean of Administrative Services to dispose through sale, auction, or consignment any asset no longer needed by the college with an estimated sale value of less than $2,500.

Cashiering Function

The cashiering function is centralized in the Business office. All funds are receipted on pre-numbered forms and are deposited on a daily basis. A copy of each receipt is filed with the daily deposit slip. Each deposit slip is verified by a bank cashier and marked with the bank's stamp and initialed. A second copy of each deposit slip is filed numerically in the Business office. All receipts are posted individually utilizing the Business office copy of the deposit slip and receipt. An employee in the Business office, other than the cashier, posts all receipts to the general ledger. These procedures follow generally accepted accounting principles and have proven to assist the institution in maintaining an effective system for managing and safeguarding institutional funds.

SECTION I

INSTITUTIONAL ADVANCEMENT

Gifts and Donations

All gifts and donations will be processed by the office of Institutional Advancement. A Gift Acceptance form will be completed by the donor, the Vernon College employee who received the gift or donation, or a member of the office of Institutional Advancement staff and filed in the office of Institutional Advancement. The Gift Acceptance Form can be found on the Vernon College website under Institutional

Advancement or obtained in paper form from the office of Institutional Advancement. All gifts and donations shall relate to the College's mission and are included in the College's annual planning and evaluation process by the appropriate office. The office of Institutional Advancement is charged with the responsibility for accounting for and acknowledging all gifts and donations to the College.

Endowments

All endowments will be received and processed by the office of Institutional Advancement. All endowments shall relate to the College's mission are incorporated into the college's planning and evaluation process. The office of Institutional Advancement is charged with the responsibility for accounting for and acknowledging all endowments to the College.

Gifts-in-Kind

Gifts-in-Kind are tangible assets, such as equipment, parts, books, etc. All gifts-in-kind must relate to the mission of Vernon College. A Gift-in-Kind Acceptance form must be completed by the donor, the Vernon College employee who received the asset, or a member of the Institutional Advancement staff and filed in the office of Institutional Advancement. The Gift-in-Kind Acceptance Form can be obtained from the Vernon College website under Institutional Advancement or in paper form from the office of Institutional Advancement. Because of Internal Revenue Service rules governing the donation of tangible assets, the Vernon College employee involved in the donation of a gift(s)-in kind must contact the Director of Institutional Advancement immediately to complete the donation and prior to acceptance of the asset. Under no circumstances may a Vernon College employee place a value on the donation; that is the responsibility of the donor. The office of Institutional Advancement is charged with the responsibility for accounting for and acknowledging all gifts-in-kind to the College.

Fund-raising

The office of Institutional Advancement is responsible for overseeing and coordinating all private philanthropy fundraising for Vernon College. This includes the identification, solicitation and assignment/tracking of all individuals, corporations, foundations and organizations. When a Vernon College employee is planning to cultivate and/or solicit an individual, corporation, foundation or organization it is their responsibility to contact the office of Institutional Advancement in advance to ensure that the prospect is not already assigned to another part of the college. This will facilitate the private philanthropy coordination process.

Depending on the type of fundraising, the activity must be approved through one of four different offices including the offices of the President, the Dean of Instructional Services, Student Services, or Institutional Advancement. When a fund-raising activity or event is approved, a duplicate of the approval form is sent to the office of Institutional Advancement so that one location will have a record of all fund-raising as a time-saving factor for anyone wishing to check timing and duplication before approving an activity. If a fund-raising event is held on Vernon College property, a Vernon College Facility Use form must be completed and filed with the Director of the Physical Plant. All fund-raising shall relate to the college's mission statement and is included in the college's planning and evaluation process through the appropriate office.
Staff or staff groups who wish to raise funds and all off-campus fund-raising must be approved in advance through the office of the President.

All faculty or faculty group fundraising projects must be approved by the Dean of Instructional Services before initiating such projects. All students' class fund-raising projects (excluding approved clubs) must receive approval from the Dean of Instructional Services before initiating such projects. Upon approval, a "Student Fund-Raising Approval" form, which can be found in the office of the Dean of Student Services, must be completed and filed in that office. At the conclusion of the project, a report should be forwarded to the Dean of Instructional Services concerning the success of the project and be included in the division's planning and evaluation process.

All student organizational fund-raising activities must be approved through the office of the Dean of Student Services in advance. Student organizations may gain this approval by submitting the appropriate form which is available in the Student Services office.

All fund-raising by the Vernon College Foundation, Inc. must be approved by the Foundation Board of Directors, which is governed by bylaws created in accordance with Vernon College's Mission Statement and approved by the Vernon College Board. The chairman of the college's Board is an ex-officio voting member of the Foundation Board of Directors. All aspects of Foundation fund-raising is incorporated into the college's annual planning and evaluation document by the Director of Institutional Advancement. The Foundation has an annual independent audit.

Advertising, Public Information, and Right-to-Know

The Director of Institutional Advancement coordinates and approves all marketing activities of the college so that duplications and conflicts in information do not occur. These activities include, but are not limited to, the following: Public service announcements, news releases, advertising, promotions, publications, and all printed materials. If Vernon College programs or events are sponsored by individuals or businesses, a list of the donors with the amounts donated will be sent to the office of Institutional Advancement so that sponsorships by businesses are kept to an acceptable level. All marketing activities are in accordance with the College's mission statement and are included in the College's annual planning and evaluation document by the Director of Institutional Advancement.

Release and use of information will adhere to guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Equal Opportunity Employment Act.

Guidelines for Posting Information on the Vernon College Homepage

Scrolling Pictures – if you have a suggested change or addition, email the picture to Clara Gregory. Once eviewed and approved, the picture will be added to the rotation schedule and posted to the website. Although we want everyone to have exposure, we must keep a limit of 10 pictures at any given time.

Quick Links – if you have a suggested addition, email the information to Clara Gregory. Once approved, the information will be posted to the website. As a reminder, not all suggested additions will be approved for this section of the website.

Highlights – The primary purpose of this section is to emphasize timely and pertinent information. This information will be changed, added or deleted on a regular basis based on relevance or time sensitivity. If you have information that you would like to submit, complete the Online Request Form. This form will be located at the bottom of Clara Gregory's daily email signature line.

Announcements – This section is intended for events and important dates. If you have information that you would like to submit, complete the Online Request Form. This form will be located at the bottom of Clara Gregory's daily email signature line.

In addition to the homepage information, the Online Request Form should also be used to submit information for facebook & twitter, the Vernon marquee, student emails, Student Service's Student Update, and the TV monitors on both CCC and Vernon campus. The information submitted through this form will be distributed to the appropriate office.

SECTION J

PHYSICAL PLANT OPERATIONS

Facility Reservations

Vernon Campus:

Application for use of college facilities shall be made to the office of the Director of Physical Plant; this includes use of the Auditorium, Board Room, Chaparral Room, and Private Dining Room. The Director of Physical Plant will notify the College President's office of requests for these rooms after the request has been processed. See Appendix J.

Century City Center:
All requests to use rooms at CCC are made to the Administrative Assistant to the Dean of Instruction at ext. 3212. Requests for events that require special set-ups need to be made at least 5 days in advance of the event.

Skills Training Center:
Requests to use rooms at STC are to be made to the Skills Center Administrative Assistant at ext. 7100.

All requests for the use of college facilities, whether from inside the college or from community organizations, when approved, are placed on college calendars for each facility.

The College President shall designate one or more areas of the college which may be reserved for use by staff and/or faculty members. The use of such designated areas is restricted to educational uses which support and complement the college's mission statement and published curriculum. Such areas may not be used for entertainment, fund-raising, or commercial purposes. See *Policy Manual*, GF (LOCAL)

Work Requests

Vernon Campus:
Employees who need members of the college maintenance staff to complete a specific task should send a detailed request via email to the Director of Physical Plant or the Physical Plant Secretary.

Wichita Falls Campuses:
Send Facilities Manager an email detailing your work request. Requests for special room set-ups should be made at least 5 days in advance of the event.

College Keys

Faculty and staff may check out keys or access cards for their offices and other areas to which they need access. Such areas are generally kept locked for security reasons. These keys may be checked out from the Director of Physical Plant for the Vernon campus. Access cards for the Century City Center or Skills Training Center can be requested by properly completing the Key Request form which is available at the CCC Business office or the CCC Administrative office and turning it in to the Facilities Manager. When an instructor/employee resigns, keys must be turned in to the Human Resource office for the Vernon Campus and the Business office for the CCC/STC Campuses. General purpose classrooms and other rooms, except those rooms which have special equipment and supplies, will be left unlocked. Therefore, there will be access to these rooms any time the buildings are open. Master keys to buildings will be issued only to those employees who have a special need for such keys because of the nature of their duties and responsibilities. Exceptions will be made to this procedure upon approval of the Director of Physical Plant for the Vernon campus and the Facilities Manager for the Wichita Falls locations.

Sheppard Learning Center:
The SLC Administrative office (Bldg. 402, Rm. 305) is unlocked during business hours. The classrooms (Bld. 920) are unlocked at 2:00 p.m. when the PASS Center opens. Keys are issued to individual instructors as needed.

Century City Security System

The outside entrances to the Century City Center are secured by magnetic locks. Each employee requesting access to the building must request secure swipe card access from the Business Office/Facilities Coordinator.

No room at the CCC will be unlocked for students unless the instructor or a proctor is present. At the end of

the class the instructor should lock the classroom door. All doors, classroom, office, storage, etc. should be locked if no one is in the room.

Maintenance Emergencies

In emergency situations in which the initiation and completion of the work request process would be too time consuming, a direct phone call should be made to the Physical Plant Director's office or the Maintenance Supervisor's office for Vernon and the Facilities Manager for any Wichita Falls location.

SECTION K

APPENDICES

APPENDIX A:
VC'S HIRING PROCEDURE FOR ALL CAMPUSES

APPROVAL TO HIRE

- All hiring will begin with the College President.

- The Dean/supervisor will meet with the College President to seek approval for the position, the assignment of a Search Committee and to provide general instructions regarding the nature of the search.

- The Dean will fill out Position Request and Position Announcement then turn forms into the Director of Human Resources.

- The Director of Human Resources will secure the appropriate signatures of Dean of Administrative Services and College President.

ADVERTISING

- The Dean will advise Director of Human Resources where and when they wish to advertise the position.

RECEIVING APPLICATIONS

- All applications (including Wichita Falls campuses) will be received by the Human Resources Department in Vernon through the designated cutoff date.

- The Director of Human Resources will screen applications for minimum qualifications and preferred qualifications.

PREPARING FOR INTERVIEWS

- After the Search Committee has had the opportunity to review the applications, the Committee Chairperson will notify the Director of Human Resources whom they wish to interview.

- The Director of Human Resources will schedule interviews and notify the Committee Chair, confirming the times and dates of interviews.

- The committee will meet to prepare their interview questions.

THE INTERVIEW

- The Director of Human Resources will discuss with the committee chairperson prior to the actual interviews to review the questions to be ask and provide any advice/instructions as required.

- An accepted system of scoring the interview questions will be agreed upon and used by all committee members.

- Committee members will document the applicant's answer to all questions according to the scoring system.

- Some positions will require a presentation of teaching material as per committee's instructions.

- Following all interviews, the committee members should meet to discuss the applicants and their scores. Committee Chair shall document this discussion.

- The Committee Chair is responsible for accumulating all questions, answers, scores, and any/all notes from each interview. This documentation must be retained in the Human Resources Department for a minimum of two years.

- The Director of Human Resources will provide a summary/cover sheet for all interviews documenting the committee's decision as to whom they wish to employ. The Chairperson will sign the summary sheet.

THE NEW EMPLOYEE

- The Director of Human Resources will secure the approval from the College President to offer the position to the recommended applicant.

- The College President retains the right to visit with any or all candidates.

- The Director of Human Resources will notify the recommended person of the College President's approval, also discuss the starting date and New Employee Orientation.

- The Director of Human Resources will advise the Committee Chair that selected person has accepted the position, the dates for New Employee Orientation, and when the supervisor can expect the employee to report for work.

- The Director of Human Resources will conduct a criminal background search on the selected applicant.

- Human Resources office will notify, in writing, all applicants who applied but not hired, thanking the applicants for applying, informing them that the position has been filled.

APPENDIX B:
AT-WILL AND CLASSIFIED STAFF PERSONNEL SALARY SCHEDULES

At - Will

See Salary Schedules on Human Resource page.

Classified Staff

See Salary Schedules on Human Resource page.

Group Classifications for Classified Positions

Classified personnel are classified under one of three groups. Salaries are dependent upon which group classification the employee fits and the number of years of employment experience. The specific requirements for each group are as follows:

GROUP I

KNOWLEDGE REQUIRED: Requires knowledge of word processing and personal computer operations/software. Requires knowledge of English language, grammar, spelling, and punctuation plus basic knowledge of mathematics.

SKILLS REQUIRED: Skill in operating work processing and personal computer equipment. Requires skill in preparing, proofreading and editing written information for final documents and reports.

EXPERIENCE REQUIRED: High school diploma/GED or experience equivalent to one-year's (1) relevant work experience.

COMPLEXITY OF DUTIES: Operate personal computer/word processing equipment to prepare correspondence, letters, contracts, reports, etc. Performs work of a semi-repetitive nature under moderate supervision with some measure of discretion permitted. No supervisory responsibilities.

GROUP II

KNOWLEDGE REQUIRED: Requires knowledge of word processing and personal computer operations and/or software. Requires knowledge of English language, grammar, spelling, and punctuation plus basic knowledge of mathematics.

SKILLS REQUIRED: Skill in operating work processing, spreadsheet, and/or personal computer operations and software. Requires knowledge of English language, grammar, spelling, and punctuation plus basic know-ledge of mathematics and statistics.

EXPERIENCE REQUIRED: High school diploma/GED or relevant work experience equivalent to three-year's (3) office experience.

COMPLEXITY OF DUTIES: Operates personal computer/word processing equipment to perform moderately complex assignments for a department, program, or division. May be required to prepare correspondence and reports of a confidential nature. May prepare for supervisor's signature, such documents as purchase orders, check requisitions, payroll information as well as syllabi, bulletins, contracts, reports, student records, faculty records, budget records, and other written materials. Performs duties under limited supervision and may be required to supervise student worker(s). Daily work activities may be subject to outside inspection and/or audit.

Serve as office receptionist, screen phone calls, greet students/visitors and route to appropriate personnel; arrange meetings; make appointments for supervisor; receive and sort office mail; assist with special events.

May assist students with admission, registrations, and financial aid and graduation processes. May assist faculty with classroom monitoring.

GROUP III

KNOWLEDGE REQUIRED: Requires knowledge of word processing and/or personal computer operations and software. Requires knowledge of English language, grammar, spelling, and punctuation plus basic knowledge of mathematics and statistics. Requires excellent interpersonal skills.

SKILLS REQUIRED: Skill in operating work processing, spreadsheet, and personal computer equipment and/or dedicated software applications required of office functions. Requires skill in preparing, presenting, and reviewing oral and written information and reports. Requires skill in organizing work for others.

EXPERIENCE REQUIRED: May require an Associates Degree in office occupations or related field or relevant work experience equivalent to five-year's (5) experience.

COMPLEXITY OF DUTIES: Coordinate and participate in administrative support/clerical office activities in a department, program or division requiring the exercise of imdependent judgment, initiative, responsibility, and a high degree of tact and discretion. Conduct research as required or directed and prepares complex reports and other materials for supervisor without supervision.

May be required to train and supervise others, including student workers. Required to prepare for supervisor's signature such documents as purchase orders, check requisitions, and payroll information as well as other written materials. May be required to prepare correspondence and reports of a confidential nature. Daily work activities may be subject to outside inspection and/or audit.

Serve as office receptionist, screen phone calls, greet students/visitors and route to appropriate personnel; arrange meetings; make appointments for supervisor; receive and sort office mail; assist with special events.

Procedure

All classified personnel are compensated according to the Classified Salary Schedule, which is administered as follows:

1. Each Dean, in cooperation with the employee's immediate supervisor, determines the classification for each job within the area of responsibility.

2. The College President also reviews and approves job classifications.

3. Each employee is placed in the appropriate job classification bracket on the salary schedule according to the nature of the job.

4. Employees move from step to step on the salary schedule with each year of experience until the maximum has been reached.

5. Employees will be evaluated annually by their immediate supervisor.

6. If individual job responsibilities change, the supervising Dean may recommend that the job classification be upgraded or downgraded as necessary.

7. At the discretion of the supervising Dean, new employees may be given credit on the salary schedule for job-related experience earned with prior employment up to a maximum of five (5) years. This must be approved by the College President. Otherwise, all new employees will start at the beginning salary for their salary group.

APPENDIX C:
EDUCATION PLAN

NAME:_____ DATE OF APPLICATION: _____

POSITION:_____ LOCATION/CENTER: _____

It is understood by the applicant of this Education Plan that no course work is to be commenced until a copy of the approved plan with required signatures is returned to the applicant.

Applicant's Signature: _____

New Degree Sought: _____

New Degree Entry Date: _____

New Degree Completion Date: _____

Proposed Major: _____

Proposed Minor: _____

Narrative -- How will this degree enhance your teaching or professional duties with VC?

_____

_____

_____

_____

_____

_____

_____

_____

A copy of your current official transcript must accompany this form.

AUTHORIZING SIGNATURES

PROGRAM OF STUDY APPROVED:

_____	_____	_____	_____
Supervising Dean*	Date	College President	Date

PROGRAM OF STUDY DISAPPROVED:

_____	_____	_____	_____
Supervising Dean*	Date	College President	Date

NOTE: Human Resources Officer will verify details of Education Plan are in compliance with appropriate rules and regulations of *Policies and Procedures Manual.*

The stipend or change in salary will be paid upon issuance of new contracts.

Upon completion of degree and submission of transcript:

ELIGIBLE FOR EDUCATIONAL STIPENDS:

Certificate - $250
Associate - $500
Bachelor - $750
Master - $1,000
Doctorate - $1,250

_____	_____	_____	_____
Supervising Dean*	Date	College President	Date

Received Human Resources office Date: _____

Acknowledgment: _____
Human Resources Director

APPENDIX D:
APPROVAL FOR RELEASE TIME FOR ATTENDING A CLASS

Name: _____ Position: _____

Date request was made:_____ Your Supervisor: _____

Dates that your class will be held: Start (Month & Year): _____ Finish: _____

Institution you will attend: _____

Title of class you plan to attend: _____

Do you have an Education Plan on file in the Human Resources office? _____

Reason that you are taking this class: _____

Class day and time: _____

Number of hours/minutes you will be absent each week**.**

Please mark off the time that you will be absent weekly from your job.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						

I understand that I will be eligible for job-release time as stipulated in the VC Employee Handbook to enroll in college classes during the long semesters, but not during the summer semesters. This is a privilege offered to VC personnel who can stay current with their job responsibilities and who do not abuse the privilege in any way. If I cannot stay current with my job responsibilities, I will be denied this privilege.

_____ _____

Supervising Dean* Date College President Date

APPENDIX E:
POLICY ON ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the college or at college-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drugs as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.

3. Any abuse glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxication, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

VIOLATIONS: See *Policy Manual* DH (Local), DHB (Local) & DO (Local).

EXCEPTION: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

NOTICE: In addition to a copy of this policy, each employee shall be given a copy of the college's statement regarding drug-free workplace and drug-free schools, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [See *Policy Manual,* Exhibit at DO (EXHIBIT)]

APPENDIX F:
ANTI-HARASSMENT/SEXAUL ASSAULT AND CONSENSUAL RELATIONSHIPS POLICY

Prohibition Statement and Notice of Non-Discrimination

Sexual misconduct, which includes: sexual assault, sexual harassment, sexual exploitation, stalking, dating and domestic violence; is an affront to human dignity and fundamentally at odds with the values of Vernon College. The Vernon College community has a responsibility to maintain an environment free from harassment, assault, and exploitation. Vernon College is committed to taking all appropriate steps to eliminate all prohibited conduct, prevent its recurrence and remedy its effects.

Vernon College is committed to fostering a climate free from sexual misconduct through clear and effective policy, a coordinated education and prevention plan for staff, a coordinated education and prevention plan for students, as well as fair and equitable procedures for resolutions of complaints from staff and resolutions of complaints from students.

If you have experienced sexual assault please consider your safety and medical needs first. Vernon College also encourages you to report assaults.

All reported or suspected occurrences will be promptly and thoroughly investigated. Immediate disciplinary action, when deemed necessary, will be taken which may include written warning, suspension, transfer and/or termination.

VC will not permit or condone any acts of retaliation against anyone for filing harassment complaints or cooperating in the investigation of the same.

Definitions (Appendix F, *Anti-Harassment/Sexual Assault and Consensual Relationship Policy*; under *Definition*, consider adding one's sexual orientation)

Harassment - includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an inidividual's race, religion, sex, age, national origin or disability. The term "harassment" may also include conduct of employees, supervisors, vendors, faculty and/or students who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of VC.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of employment;
- Employment decisions are based on an employee's submission to or rejection of such conduct; or,
- Such conduct interferes with an individual's work performance or creates an intimidating, threatening, hostile or offensive working environment.

(In accordance with the Campus Sexual Violence Elimination (SaVE) Act, the terms dating violence, domestic violence, sexual assault and stalking are defined as follows):

Dating Violence – violence, including sexual or physical abuse or the threat of such abuse, committed by an individual who is currently in, or who was in the past in, a romantic or intimate relationship with the victim. The relationship's existence is to be determined based on the statement

of the individual who makes the report and with consideration of the length and type of the relationship and the frequency of interaction between the partners. The definition does not include acts defined as domestic violence.

Domestic Violence-a felony or misdemeanor crime of violence committed by the victim's current or former spouse or intimate partner; by an individual who shares a child with the victim; by an individual who currently is cohabitating or who has cohabitated in the past, with the victim as a spouse or intimate partner; by an individual who is similarly situated to a spouse of the victim under the law of the jurisdiction where the crime occurred; or by any other individual against an adult or child who is protected from those acts by the domestic or family violence laws of the jurisdiction where the crime occurred.

Sexual Assault – an offense meeting the FBI Uniform Crime Reporting (UCR) Program definition of rape, fondling, incest, or statutory rape.

Stalking-engaging in a course of conduct targeting a particular person that would cause a reasonable person to fear for the person's safety or that of others or to suffer substantial emotional distress, defined as significant mental suffering or anguish that may require professional treatment or counseling. A *course of conduct* is two or more acts, including acts in which the perpetrator directly, indirectly, or through another person, and by any method, action, device or means, follows, monitors, surveils, threatens, observes, or communicates to or about a person or interferes with a person's property.

Vernon College strictly adheres to Texas Penal Code definition of consent (Section 1.07).

Consensual Relationships

The college's educational mission is promoted by professionalism in staff, faculty, and student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty, staff members, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the college educational mission.

Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse or appear to abuse their power in such a context violate their duty to the college community**.**

Faculty and staff members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their future studies or their future employment, or conferring any other benefits on them. Amorous relationships between staff/faculty members and students are wrong when the member has professional responsibility for the student. Such situations greatly increase the chances that the member will abuse his/her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and staff may be affected by such unprofessional behavior because it places the staff member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the college will view it as unethical if staff members engage in amorous relations with students, even when both parties appear to have consented to the relationship.

- **Consensual Relationships in the Instructional Context**

No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty

member.

- **Consensual Relationships Outside the Instructional Context**

Amorous relationships between staff members and students occurring outside the instructional context may lead to difficulties. Particularly while the member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations (and others that cannot be anticipated), the member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the member has or had an amorous relationship will be deemed to have violated his/her ethical duty to the student, to other students, to colleagues, and to the college.

Procedures

Filing a Complaint - *complaint may be filed by any person, or the process may be initiated by any person having knowledge of or a reasonable suspicion of inappropriate behavior. Students can also go through Student Services as outlined in the Student Handbook.*

VC provides its employees/students with a convenient and reliable method for reporting incidents of harassment, including sexual harassment, or sexual violence.

Anyone who feels they have been or are being harassed, discriminated against, or victimized is encouraged to report the conduct to his/her immediate supervisor, manager or director. If preferable, the employee may bypass those persons and go directly to the Director of Human Resources, ADA/Section 504 Coordinator, Title IX Coordinator, or the Dean of Student Services. In selecting whether to report the conduct to College District officials listed above, employees may consider reporting such conduct to the person with whom they feel most comfortable discussing the facts. A report to a co-worker or other employee not listed in this policy may not be sufficient to notify management or administration. Moreover, a report to any employee not listed in this policy may compromise any attempted confidentiality. The report should include all facts available to the employee regarding the incident.

All reports will be treated seriously and as confidentially as circumstances allow. However, absolute confidentiality is not promised nor can it be assured. VC will conduct an investigation of any complaint, and such investigation generally will require limited disclosure of pertinent information to certain parties, including the accused.

Investigation of Complaints

Once a complaint is received, Vernon College will begin a prompt and thorough investigation. The investigation may include interviews with all involved parties, including the accused and any party who is aware of facts or incidents alleged to have occurred.

A separate, confidential file on the investigation will be maintained by Human Resources/Title IX Coordinator, with limited access. While investigative materials will not be placed in any employee's personnel file, any documentation regarding disciplinary action will.

Determination/Conclusion of Investigation

Once the investigation is completed, a determination will be made regarding the validity of the allegations. Prompt remedial action will be taken when necessary. This may include some or all of the following steps:

- Restore any lost terms, conditions or benefits of employment of the complaining employee.

- Discipline which can include disciplinary measures from verbal and written warnings up to probation, suspension and/or termination.

If the accused is a vendor or customer, VC will take appropriate action to correct the complained-of conduct.

Protecting Both Parties

After the investigation, the accuser/accused will be informed promptly about the outcome of the proceedings.

Supervisors of the parties directly involved may or may not be informed, based upon a "need to know."

Duties of Employees/Supervisors

All employees of VC – faculty, staff and administration – are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a complaint regarding inicidents experienced personally or incidents observed in the workplace. VC strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and expects the assistance of all employees in this effort.

VC supervisors and administrators are expected to adhere to the anti-harassment policy.

All administrators, directors, and supervisors are responsible for doing all they reasonably can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and directors are to act promptly to notify the Human Resource Department of the complaint so that Vernon College may proceed with an investigation.

If a supervisor or director fails to follow this policy he/she will be disciplined as circumstances dictate. Such discipline may include termination.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

Retaliation

Retaliation in any form against individuals who report cases of harassment is strictly prohibited and will result in appropriate disciplinary action up to and including suspensions or termination.

False Charges

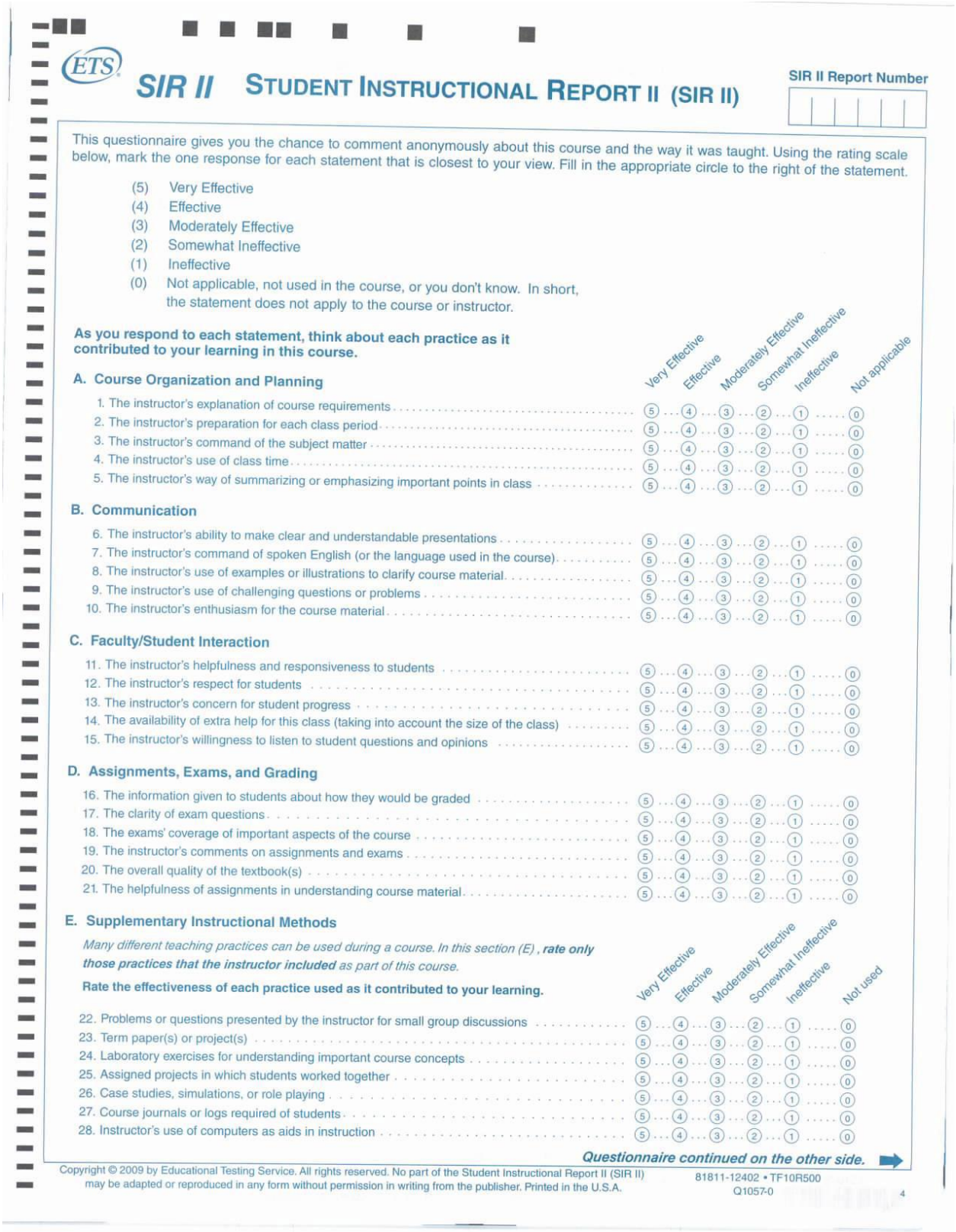
False charges, if proven, may result in disciplinary action against the complainant by the college or civil action against the complainant by the alleged harasser if the charges were known to have been false at the time they were made.

Sexual Harassment Awareness Training

Within thirty (30) calendare days of their respective dates of employment, all new employees must receive appropriate training in sexual harassment and sexual violence awareness and be given a copy of the college's policy. All employees will receive annual training.

Updated 8/15

APPENDIX G:
STUDENT SURVEY OF INSTRUCTION FORM



ETS

SIR II STUDENT INSTRUCTIONAL REPORT II (SIR II)

SIR II Report Number

This questionnaire gives you the chance to comment anonymously about this course and the way it was taught. Using the rating scale below, mark the one response for each statement that is closest to your view. Fill in the appropriate circle to the right of the statement.

(5) Very Effective
(4) Effective
(3) Moderately Effective
(2) Somewhat Ineffective
(1) Ineffective
(0) Not applicable, not used in the course, or you don't know. In short, the statement does not apply to the course or instructor.

As you respond to each statement, think about each practice as it contributed to your learning in this course.

	Very Effective	Effective	Moderately Effective	Somewhat Ineffective	Ineffective	Not applicable
A. Course Organization and Planning						
1. The instructor's explanation of course requirements	5	4	3	2	1	0
2. The instructor's preparation for each class period	5	4	3	2	1	0
3. The instructor's command of the subject matter	5	4	3	2	1	0
4. The instructor's use of class time	5	4	3	2	1	0
5. The instructor's way of summarizing or emphasizing important points in class	5	4	3	2	1	0
B. Communication						
6. The instructor's ability to make clear and understandable presentations	5	4	3	2	1	0
7. The instructor's command of spoken English (or the language used in the course)	5	4	3	2	1	0
8. The instructor's use of examples or illustrations to clarify course material	5	4	3	2	1	0
9. The instructor's use of challenging questions or problems	5	4	3	2	1	0
10. The instructor's enthusiasm for the course material	5	4	3	2	1	0
C. Faculty/Student Interaction						
11. The instructor's helpfulness and responsiveness to students	5	4	3	2	1	0
12. The instructor's respect for students	5	4	3	2	1	0
13. The instructor's concern for student progress	5	4	3	2	1	0
14. The availability of extra help for this class (taking into account the size of the class)	5	4	3	2	1	0
15. The instructor's willingness to listen to student questions and opinions	5	4	3	2	1	0
D. Assignments, Exams, and Grading						
16. The information given to students about how they would be graded	5	4	3	2	1	0
17. The clarity of exam questions	5	4	3	2	1	0
18. The exams' coverage of important aspects of the course	5	4	3	2	1	0
19. The instructor's comments on assignments and exams	5	4	3	2	1	0
20. The overall quality of the textbook(s)	5	4	3	2	1	0
21. The helpfulness of assignments in understanding course material	5	4	3	2	1	0

	Very Effective	Effective	Moderately Effective	Somewhat Ineffective	Ineffective	Not used
E. Supplementary Instructional Methods						
*Many different teaching practices can be used during a course. In this section (E), **rate only those practices that the instructor included** as part of this course.* **Rate the effectiveness of each practice used as it contributed to your learning.**						
22. Problems or questions presented by the instructor for small group discussions	5	4	3	2	1	0
23. Term paper(s) or project(s)	5	4	3	2	1	0
24. Laboratory exercises for understanding important course concepts	5	4	3	2	1	0
25. Assigned projects in which students worked together	5	4	3	2	1	0
26. Case studies, simulations, or role playing	5	4	3	2	1	0
27. Course journals or logs required of students	5	4	3	2	1	0
28. Instructor's use of computers as aids in instruction	5	4	3	2	1	0

Questionnaire continued on the other side.

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For the next **two** sections (F and G), use the rating scale below. Mark the one response for each statement that is closest to your view. Fill in the appropriate circle to the right of each statement.

(5) **Much More** than most courses
(4) **More Than** most courses
(3) About the **Same** as others
(2) **Less** than most courses
(1) **Much Less** than most courses
(0) **Not applicable**, not used in the course, or you don't know. In short, the statement does not apply to the course or instructor.

	Much More Than most courses	**More Than** most courses	About the **Same** as others	**Less** than most courses	**Much Less** than most courses	**Not Applicable**
F. Course Outcomes						
29. My learning increased in this course	(5)	(4)	(3)	(2)	(1)	(0)
30. I made progress toward achieving course objectives	(5)	(4)	(3)	(2)	(1)	(0)
31. My interest in the subject area has increased	(5)	(4)	(3)	(2)	(1)	(0)
32. This course helped me to think independently about the subject matter	(5)	(4)	(3)	(2)	(1)	(0)
33. This course actively involved me in what I was learning	(5)	(4)	(3)	(2)	(1)	(0)
G. Student Effort and Involvement						
34. I studied and put effort into the course	(5)	(4)	(3)	(2)	(1)	(0)
35. I was prepared for each class [writing and reading assignments]	(5)	(4)	(3)	(2)	(1)	(0)
36. I was challenged by this course	(5)	(4)	(3)	(2)	(1)	(0)

H. Course Difficulty, Work Load, and Pace

37. For my preparation and ability, the level of difficulty of this course was:
(5) Very difficult (4) Somewhat difficult (3) About right (2) Somewhat elementary (1) Very elementary

38. The work load for this course in relation to other courses of equal credit was:
(5) Much heavier (4) Heavier (3) About the same (2) Lighter (1) Much lighter

39. For me, the pace at which the instructor covered the material during the term was:
(5) Very fast (4) Somewhat fast (3) Just about right (2) Somewhat slow (1) Very slow

I. Overall Evaluation

40. Rate the quality of instruction in this course as it contributed to your learning (try to set aside your feelings about the course content):
(5) Very effective (4) Effective (3) Moderately effective (2) Somewhat Ineffective (1) Ineffective

J. Student Information

41. Which one of the following best describes this course for you?
(1) A major/minor requirement (2) A college requirement (3) An elective (4) Other

42. What is your class level?
(1) Freshman/1st year (2) Sophomore/2nd year (3) Junior/3rd year (4) Senior/4th year (5) Graduate (6) Other

43. Do you communicate better in English or in another language?
(1) Better in English (2) Better in another language (3) Equally well in English and another language

44. Sex (1) Female (2) Male

45. What grade do you expect to receive in this course?
(1) A (2) A- (3) B+ (4) B (5) B- (6) C (7) Below C

K. Supplementary Questions If the instructor provided supplementary questions and response options, mark your answers in this section. Mark only one response for each question.

46. (5)(4)(3)(2)(1)(NA)	48. (5)(4)(3)(2)(1)(NA)	50. (5)(4)(3)(2)(1)(NA)	52. (5)(4)(3)(2)(1)(NA)	54. (5)(4)(3)(2)(1)(NA)
47. (5)(4)(3)(2)(1)(NA)	49. (5)(4)(3)(2)(1)(NA)	51. (5)(4)(3)(2)(1)(NA)	53. (5)(4)(3)(2)(1)(NA)	55. (5)(4)(3)(2)(1)(NA)

L. Student Comments If you would like to make additional comments about the course or instruction, use a separate sheet of paper. You might elaborate on the particular aspects you liked most as well as those you liked least. Also, how can the course or the way it was taught be improved? An additional form may be provided for your comments. **Please give these comments to the instructor.**

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If you have any comments about this questionnaire, please send them to:
Student Instructional Report II, Educational Testing Service, Princeton, NJ 08541-0001.

APPENDIX H:
SUPERVISOR'S EVALUATION OF FACULTY FORMS

Vernon College
Professional Improvement and Review
Academic Year 2014-2015

Faculty member **Reviewer**

Name: _____ **Name: _____**

Title: _____ **Title: Division Chair:**
_____

Date of
Review:_____

(Double left click the mouse on each blank line above to type in information)

Instructions:
1. The Faculty member completes each area in Section I of the Professional Review Form utilizing their present job description as a guide and electronically forwards the completed document to their Division Chair (reviewer) with the job description attached.
2. The Division Chair reviews the document and completes Section II.
3. The Faculty member and the Division Chair meet to review the document and discuss the personal assessment, the reviewer assessment, goals, actions, and improvement goals. 4. The Faculty member and the Division Chair complete and sign off in Section III.
5. The Division Chair then forwards the document to the Dean of Instructional Services, who, after reviewing, will sign and forward on to the Director of Human Resources for inclusion in the Faculty member's personnel file.

Section I: Faculty member Assessment (Completed by the Faculty member)
1. Job Description Review—Specify suggested additions, deletions, or revisions to the job description for Division Chair review. If no changes necessary, circle N/A.

****The current job description will be utilized for this cycle.**

2. Provide **specific** comments to each of the following as your personal assessment of your work for this review year.

a. State position related significant accomplishments for 2014-2015.

b. Challenges to work on improvement during the upcoming year to enhance your area or professional abilities.

3. Goals agreed to last year and actions taken.

****N/A for this first cycle**

4. Goals for upcoming year which relate to the Vernon College Priority Initiatives.

a. Position specific goals

b. Professional development goals

5. **Faculty Only**: Specific faculty comments in regard to student evaluations of instruction (SIR II results).

6. In the big picture for Vernon College, outside of your specific area of responsibility, what are some specific things you would like to see accomplished in the future?

7. What can I do, as Division Chair, to better help you and to strengthen our division?

Section II: Reviewers Assessment (Completed by the Division Chair)

1. Position Description—Rationale for additions, deletions, or revisions to position description (if no change, write no change).

2. Position Description—Division Chair comments on individual effectiveness on fulfilling position specific responsibilities.

   The current Administrative Evaluation Form will be utilized for this cycle.

3. Improvement suggestions/goals—State any improvement suggestions and specific goals for improvement discussed with the Faculty member including appropriate timeline for the goals to be met.

4. **Faculty Only**: Specific Division Chair comments in regard to student evaluation of instruction, classroom observations, peer evaluations, and instructor performance review. Attach appropriate documentation.

Section III

I, the Division Chair, have reviewed this evaluation/professional review with the Faculty member. The goals developed will be a basis for the next annual evaluation/professional review.

_____ _____

Signature – Division Chair Date

I, the Faculty member, have reviewed this evaluation/professional review with my Division Chair. I___agree or _____do not agree with this evaluation/professional review. I understand that my job description and new goals identified will be the basis for my next evaluation/professional review. (Additional documentation should be added to clarify if the Faculty member disagrees with the evaluation/professional review.)

_____ _____

Signature – Faculty member Date

_____ _____

Signature - Dean of Instructional Services Date

Vernon College
SUPERVISOR'S EVALUATION OF ADJUNCT INSTRUCTOR

Name: Position: Instructor

Rating period from: To:

Rate each instructor on a scale of 1-5 or N/A on each item.

1. UNSATISFACTORY - Means that an employee's work in that particular area is poor enough for his dismissal if not improved.
2. FAIR - Means that work in this area must improve to become satisfactory.
3. SATISFACTORY - Means good performance. This is the level of acceptable performance that each instructor must meet.
4. VERY GOOD - Means that work is above the level required for satisfactory rating.
5. OUTSTANDING - Means exceptional work approaching the best possible for the job.
6. N/A - Not Applicable or not known

☐	A.	Presents course materials consistent with learner outcomes using standard American English.
☐	B.	Demonstrates current knowledge of subject and is well prepared for class.
☐	C.	Uses instructional techniques and policies in accordance with the course syllabus and the employee handbook. (e.g. Early alert submissions, grade submissions and completion of the ESCR)
☐	D.	Maintains a balance between freedom and control in the classroom.
☐	E.	Presents well-planned and organized laboratory exercises (if applicable).
☐	F.	Keeps abreast of major issues within the discipline and incorporates new content into courses as appropriate.
☐	G.	Maintains accurate attendance and grading records.
☐	H.	Prepares course outline in sufficient detail to meet the college requirements.
☐	I.	Continues to learn and grow in skills and knowledge in accordance with the Vernon College professional development policy.
☐	J.	Incorporates new methods in course delivery, including technology applications.
☐	K.	Acts and performs in the best interest of the college in the classroom and in public.
☐	L.	Participates in departmental activities commensurate with the needs of the college.
☐	M.	Fulfills responsibilities of the job description.

Overall Appraisal: ☐ Appraisal Average: ☐
General Appraisal: Summary of Student Surveys and Supervisor's Evaluation Form.

What action was taken by the instructor since the last evaluation to improve quality of instruction and the program?

What is the plan of action for the next evaluation period to improve instruction and the program?

Written responses, if desired, made by faculty member to the evaluation.

Recommendation for Employment:

Signatures signifying completion of the conference. This evaluation will be retained by the College.

Faculty Member	Date	Supervisor	Date
Supervising Dean	Date		

APPENDIX I:
FACULTY SALARY SCHEDULE

See Salary Schedules on Human Resource page.

APPENDIX J:
FACILITY RESERVATION FORM

SUBMIT TO THE DIRECTOR OF PHYSICAL PLANT AT LEAST **FIVE (5)** WORKING DAYS PRIOR TO THE PLANNED ACTIVITY.

_____ requests use of _____
Individual or Organization *Specific Facility*

on_____ _____ from _____.m. until _____.m.
Day *Date*

for the following activity _____

_____. Estimated number in attendance _____

Will special equipment, owned by VC, be needed? □ Yes □ No

If yes, explain. _____

_____

Will VC maintenance assistance be required for setup, cleanup, etc? □ Yes □ No

If yes, explain. _____

_____
Person responsible for arrangements and facility - (Please Print)

_____ _____ _____
Name *Address* *Phone*

Requested by _____ _____
Signature *Date*

* ***OFFICE USE ONLY*** *

CO-APPROVAL: _____ _____
Signature *Date*

APPROVED BY: _____ _____
Director of Physical Plant *Date*

SERVICE FEE? □ Yes □ No Amount $ _____ Rec'd _____ Date _____ Bus. Off_____

cc: Custodial Supv. _____
Student Services/Security _____
PBX _____

SPECIAL INSTRUCTIONS: _____

APPENDIX K:
SICK LEAVE BANK POLICY

VERNON COLLEGE
SICK LEAVE BANK POLICY

Purpose

This program provides for the alleviation of the hardship caused to an employee in the event a catastrophic illness or injury forces the employee to exhaust all leave time earned by that employee and to lose all compensation benefits from the College.

Definitions

- A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or immediate family member that requires the ervices of a licensed physician or practitioner for a prolonged period of time. The catastrophic illness or injury forces the employee to exhaust all eligible paid leave time earned by that employee and to lose compensations from the College for the employee.

- Licensed physician or practitioner means a medical or health care provider, as defined in the Texas Insurance Code, licensed by the state of his/her residency, which is practicing within the scope of his/her license.

- Eligible employee means any benefits-eligible full-time (40 hours per week) or limited full-time employee (working between 20 and 39.5 hours per week) who has completed at least one year of eligible employment before applying for Sick Leave Bank hours.

- Immediate Family as defined on page D1 of the *Employee Handbook*.

- Sick Leave Bank means a collection of employee-donated sick leave hours available to the employee after exhausting all other sick leave, personal leave, and vacation time available to that employee. The hours that may be used from the Sick Leave Bank for each occurrence by each employee will vary depending upon and according to established Sick Leave Bank guidelines and the discretion of the President.

- The Director of Human Resources or his/her designee will serve as the Sick Leave Bank Monitor.

- Long Term Disability is a benefit paid by the college for all eligible employees. To be eligible for LTD benefits the employee must be declared totally disabled and after the employee completes the waiting period of the employee's sick leave and extended sick leave/sick leave pool or 90 consecutive days, whichever is greater.

- Short Term Disability is a benefit available to all eligible employees at their own expense. To be eligible for STD benefits the employee must be declared totally disabled and after the employee completes the waiting period of the employee's sick leave and extended sick leave/sick leave pool or 30 consecutive days, whichever is greater.

- Sixty (60) days is the maximum number of days available for sick leave in any fiscal year. This number included both accrued days and days acquired from the Sick Leave Bank.

Where applicable, Vernon College's Family Medical Leave Act (FMLA) policy applies to the use of Sick Leave Bank benefits. For information on FMLA, refer to *Employee Handbook* page D3.

The fiscal year is September 1 through August 31.

General Provisions

- Following one full year of employment with the college, all eligible employees may apply to use sick leave from the Sick Leave Bank.

- Employees who contribute leave to the bank cannot have it returned to them unless they qualify for use under the guidelines of the Sick Leave Bank Policy.

- The maximum amount of Sick Leave Bank time available, per employee for any fiscal year in combination with the individuals accrued time, will not exceed 60 working days.

- Employees must exhaust all eligible paid leave before they are eligible to use leave from the Sick Leave Bank.

- Employees with a catastrophic illness or injury are not required to contribute to the Sick Leave Bank before they can apply for Sick Leave Bank leave.

- Employees who use Sick Leave Bank leave are not required to pay back Sick Leave Bank leave.

- The benefit amount from all college plans cannot exceed 100% of the employee's normal compensation.

- The employee must apply for either LTD or STD when he/she becomes eligible. Upon approval of LTD or STD said employee would become ineligible for Sick Leave Bank leave.

Contributing to the Sick Leave Bank

- Contributions to the Sick Leave Bank are strictly voluntary and confidential.

- Eligible employees may contribute accrued sick leave to the bank each month in full day increments. Contributions may be made at any time or on a continuous basis if the employee holds a maximum number of hours.

- To contribute to the Sick Leave Bank, employees must submit a contribution form provided by the Human Resource office.

- Employees may not designate a specific person to receive their contributions.

Requests to Use Leave from the Sick Leave Bank

- The eligible employee submits to the Human Resource office a Sick Leave Bank Application (Withdrawal) for Sick Leave Bank leave, with a current, dated statement from the licensed physician or practitioner attached.

- Applications to use Sick Leave Bank leave will be processed on a first-come, first-served basis.

- An eligible employee may not draw time from the Sick Leave Bank in an amount that exceeds a total of 60 working days, per fiscal year.

- Guidelines to determine eligibility for Sick Leave Bank use will be the responsibility of the monitor and will be updated as deemed necessary. Each request for Sick Leave Bank days will be reviewed by a standing committee appointed annually by the College President and chaired by the Director of Human Resources.

- If it is determined that the employee is eligible to participate in the Sick Leave Bank, the monitor shall determine the exact amount of time that an employee is eligible to draw from the bank.

- All withdrawals from the Sick Leave Bank must be approved by the President before the time is actually used.

- Approval/disapproval of any application shall be made within a reasonable period of time by the President.

- Any unused balance of Sick Leave Bank time granted to an employee must be returned to the Sick Leave Bank upon return to work.

- The Sick Leave monitor will prepare an annual report regarding the status of the Sick Leave Bank. Copies of the report will be forwarded to the President and all Deans for review.

Updated 09/16/2010

CONTRIBUTION OF SICK LEAVE

_____ I would like to contribute the following hours to the Sick Leave Bank:

_____ Total number of hours _____ Remainder in my account

_____I would like to contribute all hours accrued, in the excess of the maximum hours allowed in my personal account, to the Sick Leave Bank. These hours will be contributed on a continuous basis until I notify Human Resources, in writing, to discontinue this election.

I understand that once these hours are contributed to the Bank I no longer have control of how or by whom the hours are used. I also understand that I cannot withdraw the hours after the donation date.

Employee _____ Date _____

Received by _____ Date _____

VERNON COLLEGE
VERNON · WICHITA FALLS

SICK LEAVE BANK APPLICATION
(WITHDRAWAL)

Employee's Statement

1. Name _____

2. Department _____ Supervisor _____

3. Last day physically at work _____ Expected return date _____

4. Accrued Leave available at commencement of absence:

Sick Leave_____Vacation_____Comp _____ Total _____

I certify that the above answers are true and correct to the best of my knowledge and I am willing to provide necessary medical documentation to Vernon College concerning this application.

I certify that I am unable to work due to a severe condition/combination of conditions affecting the mental or physical health of myself or an immediate family member, as defined in Section D of the Employee Handbook, which requires the services of a licensed practitioner for a prolonged period of time. I further certify that I am forced to be absent from work and have exhausted or will exhaust all available leave time and will be required to be placed on a leave without pay status.

Signature of Employee _____ Date _____

Important
Submit completed form to the Director of Human Resources

Human Resources:

Received by _____ Date Received _____

Sick Leave Bank Committee _____Approved _____Not Approved - for submission to College President for review and approval. Date ___/____/_____

_____ Approved _____ Denied

_____ _____
President's signature Date

Certification of Physician or Practitioner

1. Employee's Name: _____
2. Patient's Name: _____
3. Diagnosis (including complications): _____
4. Date condition commenced: _____
5. Probable duration of condition: _____
6. Check YES or NO to the questions below:
   Yes____No ___ Is inpatient hospitalization required?
   Yes____No ___ Does the patient require assistance for basic medical, hygiene, nutritional needs, or safety?
7. If this certification is for the employee's own seriously-ill condition:
   Yes____No ___ Is the employee able to perform the functions of the mployee's position?
   Yes____No ____ Is the employee able to perform work of any kind? If so, what type of work is employee able to perform?
8. The definition of a Catastrophic Injury or Illness is:

A severe condition or combination of conditions affecting the mental or physical health of the employee or an immediate family member that requires the services of a licensed practitioner for a prolonged period of time and forces the employee to be absent from work.

In your opinion, do the circumstances of this case meet this definition?

Yes _____ No _____

Name of Attending Physician (Print) _____

Telephone # _____

Address: _____

Signature: _____Date: _____

APPENDIX L:
ACADEMIC INTEGRITY POLICY

Preamble. Vernon College is a comprehensive community college that promotes a culture of success for all who are a part of the institution. It is in this learning environment that the ethical growth and development of students can best be facilitated. The success of their experiences at Vernon College is contingent on the existence of an environment that requires adherence to a set of values that includes but is not limited to honesty, fairness, excellence, freedom, responsibility, achievement, civility, and community. Therefore, behaviors that contradict these ideals are unacceptable and will promote values that are in opposition to our mission and vision for the future. Academic integrity is the foundation of the respect and worth of our instructional efforts including the degrees and certificates we award.

Rights and Responsibilities of Faculty. All members of the college community have a responsibility to ensure academic integrity, and members of the instructional faculty are especially instrumental as academic integrity is based in the classroom whether real or virtual. Members of the faculty have primary responsibility for:

1. communicating standards of academic honesty and scholastic expectations;
2. managing activities, assignments, and assessment so as to minimize opportunities for dishonesty;
3. approaching students who are suspected of misconduct and meeting with them privately in a civil and respectful manner;
4. establishing and following prescribed procedures for academic dishonesty;
5. protecting the identity of a student who reports an incident of academic misconduct.

Student Responsibilities. Students have a responsibility to behave in accordance with ethical standards that will build and sustain the trust of the faculty, the administration, and their peers to follow the *Honor Code of Conduct* of Vernon College:

By virtue of being a student of Vernon College, I pledge to behave ethically by following the standards of academic honesty and scholastic expectations;

1. refraining from giving or receiving any unauthorized aid or engaging in collusion;
2. refusing to take the work of others and submit it as my own;
3. notifying the appropriate instructor and/or those in immediate authority of any incidents of suspected academic misconduct.

Specific Violations of Academic Integrity. Violations of academic integrity are serious academic violations and will not be tolerated. Violations of academic integrity and forms of scholastic dishonesty include but are not limited to the following:

Plagiarism, collusion, cheating and other acts designed to give an unfair academic advantage to the student.

"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else's work and then submitting that work for credit as if it were one's own. It also includes the failure to properly document sources used in research.

"Collusion" includes, but it is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

"Cheating" includes, but is not limited to

1. copying from another student's work, e.g., test paper or assignment, or allowing another student to copy from one's own without authority;
2. possessing any materials during a test that are not authorized by the instructor, such as class notes, specifically designed "crib notes", calculators, electronic devices, etc.;
3. using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer programs;
4. collaborating with or seeking aid from another student during a test or other assignment without authority;
5. discussing the contents of an examination with another student who will take the examination;
6. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or kept by the student;
7. substituting for another person or permitting another person to substitute for oneself to take the course, to take a test, or to complete any course-related assignment;
8. registering for and taking a class for which the student does not have the formally required prerequisite classes or a written waiver from a Division Chair or Instructional Dean;
9. falsifying academic records, including, but not limited to, altering or assisting in the altering of any official record of the College.

Sanctions Related to Violations of Academic Integrity. The sanctions for academic dishonesty include but are not limited to :

1. a grade of zero on an exam or assignment;
2. an "F" in a course;
3. administrative withdrawal from a class with a possible recommendation of disciplinary sanctions.

Student Rights. *See Vernon College Student Handbook*

APPENDIX M:
AUTHORIZATION FOR CRIMINAL BACKGROUND SEARCH

Authorization for Criminal Background Search

Vernon College reserves the right to conduct a criminal background search of all applicants considered for employment, students participating in work programs, and students enrolled in certain programs of study.

The following information is required to proceed with the application process. By signing, you give Vernon College permission to have the Texas Department of Public Safety Crime Records Service conduct the search, and report all findings to Vernon College.

This search and the findings are strictly confidential and will not be shared with any other entity.

I give permission for a Criminal Background Search to be conducted.

Full Name (Please Print)	Maiden Name (if any)
Other Name You Have Gone By (if any)	Date of Birth
Social Security Number	Drivers License Number
Signature	Date

CRIMINAL BACKGROUND CHECKS - EMPLOYEES

Date Adopted/Most Recent Revision: 06/18/2014

A. **General**

Vernon College is committed to providing the safest possible environment for students, employees and visitors and to safeguard sensitive data, personal information, and personal and public property. To that end, a criminal background check shall be conducted on each applicant, employee, and volunteer hired to fill a security-sensitive position at Vernon College.

B. **Definitions**

1. **Applicant.** An applicant is an individual who applies for an open position at Vernon College. Within the scope of this policy, the term applies to all external and internal applicants who are finalists for positions. Additionally, for the purpose of this policy, the term applicant applies to current Vernon College employees who transfer to, or are promoted to another position. The term applicant applies to candidates for both benefits-eligible and non-benefits eligible positions, including student employment and unpaid volunteer positions, but does not apply to persons hired through temporary employment agencies who are not considered to be employees of the college.
2. **Security Sensitive Position**. All positions designated as security-sensitive positions are subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)
3. **Criminal Background Check**. A criminal background check consists of criminal history information collected directly by the college through the appropriate law enforcement agencies or indirectly through private vendors that offer national criminal background check services.
4. **Criminal History Information**. Criminal history information is a record of information collected about a person by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, and other formal criminal charges and their dispositions. Texas Government Code 411.082

C. **Procedures**

1. Individuals selected for a position will be investigated prior to the issuance of a written offer, notice of employment, or contract.
2. Background checks for current employees who are promoted, transferred, or reclassified may be requested by the Human Resources Department upon notification of the proposed change in employment status unless the employee has successfully completed a criminal background check by the college within the most recent twelve month period.
3. The designation as a security sensitive position shall be included in the position's job description, announcements, and advertisements.
4. Prior to conducting the criminal background check, the Human Resources Department will obtain a signed, written consent and release form from the applicant.
5. The criminal background check will be requested upon receipt of the signed consent form and the results will be reported to the Human Resources Department.

6. The President in consultation with the Director of Human Resources shall be responsible for making a decision to hire, promote, transfer, reclassify, or retain the applicant based in part upon an evaluation of the contents of the criminal history report.
7. The subject of the background check has the right to challenge the accuracy and completeness of the report and to submit additional information relating to the criminal record.

D. **Confidentiality**

Criminal history information is privileged and confidential. It may not be released or otherwise disclosed without a legitimate need to know during the hiring process, except on court order. Criminal history information is relevant only for evaluation in the hiring/employment decision; it is not placed in the applicant or personnel file; and it is destroyed by the Chief of Police of Vernon College as provided in Texas Government Code 411.094.

E. **Penalties for Misuse**

1. Only employees who have signed the DPS Authorized User Acknowledgement and obtained a personal password will be permitted to retrieve criminal history records from the Department of Public Safety databases.
2. Any unauthorized access, retrieval, or misuse of confidential information obtained through the DPS databases may lead to criminal charges and termination of employment.

F. **Use of Private Vendors**

When the college elects to use a third-party vendor credit reporting agency to conduct criminal history checks, the resulting report is considered a "consumer report" under the Fair Credit Reporting Act (FCRA) and the institution shall comply with all applicable FCRA disclosure and notification requirements.

G. **Employee Disclosure**

Current employees must report information to the Director of Human Services within three (3) business days of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to report shall constitute grounds for disciplinary action, up to and including termination.

H. **Nondiscrimination**

Criminal history information shall not be used to discriminate on the basis of race, color, national origin, religion, sex (gender), disability, age, sexual orientation, or genetic information. Disclosure of a criminal offense will not automatically exclude or disqualify an applicant from consideration for employment. The relevance of the applicant's criminal history to the employment decision will be determined on a case-by-case basis in consideration of the following factors:

1. the length of time since an offense;
2. the number of offenses;
3. the nature of the offense;
4. the applicant's subsequent employment history;
5. the applicant's efforts at rehabilitation;
6. the specific duties of the position to be filled, and
7. the accuracy of criminal history information disclosed by the applicant.

APPENDIX N:
ADMINISTRATIVE SALARY SCHEDULE

See Salary Schedules on Human Resource page.

APPENDIX O:
ELECTION TO DISCLOSURE

ELECTION ON DISCLOSURE OF PERSONAL DATA

As required in Section 552.024 of the Texas Government Code "each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the ***person's home address, home telephone number, or Social Security number, or that reveals whether the person has family members***."

If the person does not choose this election of disclosure, then the information becomes accessible to the public.

A person may change this election of disclosure at a later date if he/she does so in writing through the main personnel officer of the governmental body.

ELECTION NOT TO DISCLOSE PERSONAL DATA

I, _____, by my signature below do hereby instruct the personnel officer of Vernon College, or a designated official of the College, not to disclose my personal home address, home telephone number, Social Security number, or that fact that I have family members under Section 552,024 of the Texas Government Code.

Further, I hereby acknowledge that it is my sole responsibility to make this election, and I shall not hold Vernon College or any of its representatives liable for such a disclosure.

_____ _____

Employee, Former Employee, or Official, Former Official Date

APPENDIX P:
FAMILY AND MEDICAL LEAVE POLICY

FAMILY AND MEDICAL LEAVE

General

In compliance with the Family and Medical Leave Act (FMLA), effective August 5, 1993, as amended January 28, 2008, Vernon College will provide up to twelve (12) weeks of unpaid leave during a 12- month period to eligible employees for:

1. Childbirth
2. Adoption or foster care placement
3. Recovery from a serious illness or injury
4. Care of a seriously ill spouse, son, daughter, or parent. (Children must be less than nineteen (19) years of age or, if over eighteen (18) years of age, they must be mentally or physically disabled.)
5. A qualifying exigency which is the result of the spouse, child, or parent of the employee being on active duty or notified of an impending call to active duty in support of a contingency operation of the Armed Forces.

Service Member Family Leave

An eligible employee who is the spouse, child, parent, or nearest blood relative of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the covered service member. During this single 12-month period, an eligible employee shall be entitled to leave for a total of 26 workweeks in combination with other types of leaves under paragraph A, 1-5.

Covered Service Member

A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the military's temporary disability retired list, for a serious injury or illness.

E. **Eligibility**

To be eligible for FMLA leave an employee must have worked for the college for at least twelve (12) months and for at least 1,250 hours during the 12 months preceding the start of the FMLA leave.

E. **Reinstatement**

Upon expiration of the approved leave, Vernon College will reinstate the employee to the same or equivalent position held before taking the leave. An employee who has been on FMLA leave due to his or her own serious health condition is required to provide medical certification of fitness for duty.

F. **Continuation of Benefits**

State-paid employee health benefits will be maintained during the approved leave. Employees must pay their portion of optional dependent and other insurance to maintain optional coverage in force. Longevity, sick leave, and vacation leave accruals will not be authorized during unpaid FMLA leave. If the employee does not return to work after the leave period, for any reason other than a serious health condition or circumstances beyond the employee's control, the employee will be responsible for reimbursement to the college for the health insurance premiums paid during the leave.

G. **Serious Health Conditions**

A serious health condition is any illness, injury, impairment, physical, or mental condition which involves inpatient care in a hospital, hospice, or medical care facility or continuing treatment by a health care provider for a chronic or long-term health condition. As applicable to a covered service member, a serious injury or illness is one incurred by the member in the line of duty while on active duty in the Armed Forces that renders the member medically unfit to perform assigned duties.

H. **Notification**

Employees are expected to give as much advance notice as possible when requesting FMLA leave and to make all reasonable efforts to minimize the disruption caused by their absence; i.e., rescheduling of medical treatments whenever possible, etc. In the event the employee does not request FMLA leave, supervisors should promptly notify the Human Resources Department if they suspect that an employee is absent due to an FMLA event. Questions may be asked of the employee to confirm whether the leave needed or being taken qualifies for FMLA purposes. Employees shall be notified in writing that an absence is being designated by the college as FMLA leave. If the college was not aware of the reason for the leave, leave may be designated as FMLA retroactively while the leave is in progress or within two business days of the employee's return to work.

I. **Intermittent Leave**

Employees may request that the FMLA leave be taken on an intermittent basis when the condition is medically necessary. Intermittent leave for the birth of a child or placement of an adopted or foster child may only be taken upon approval of the college. Subject to advance notification, a reduced leave schedule or intermittent use of leave may be granted to an employee for a qualifying exigency due to the active duty of a spouse, child, or parent in support of a contingency operation of the Armed Forces. During a prolonged period of intermittent leave, the college may require the employee to transfer to another position which offers equivalent pay and benefits.

J. **Spouses Employed by the Same Employer**

If a husband and wife both are employed by the college, in some instances, the total FMLA leave entitlement of both employees must be aggregated.

1. Combined leave taken for the birth of a child or placement of an adopted or foster child is limited to 12 workweeks in a 12-month period.
2. Combined leave taken to care for a sick child or parent is limited to 12 workweeks in a 12-month period.
3. Combined leave taken for a qualifying exigency as the result of a contingency operation of the Armed Forces is limited to 12 workweeks in a 12-month period.
4. Combined leave taken to care for a covered service member is limited to 26 workweeks during a single 12-month period.

K. **Application Procedures**

Vernon College employees requesting FMLA leave shall follow these procedures:

1. Prepare a written leave request indicating the nature of the FMLA leave and, if a medical condition, the relationship of the patient, the duration of the condition, and the medical facts regarding the condition. Certification from the health care provider should be attached verifying the above conditions. This information is required if the medical condition applies to the employee or if the condition involves a member of the immediate family (spouse, child, or parent). **Request for Leave and Certification forms can be acquired in the Human Resources office.** The employee may be required to furnish

additional certifications to substantiate the need for continuing leave. A request for leave related to active duty or a call to active duty in support of a contingency operation must be supported by a certification.

2. The written request for FMLA leave will be provided to the employee's immediate supervisor, who shall forward the request to the Director of Human Resources who will review the request and verify that the leave satisfies the requirements set forth in this policy.
3. The employee is required to substitute any available accrued paid leave for any part of the applicable 12 or 26 weeks of leave provided under the Family Medical Leave Act. Requests for unpaid FMLA will only be approved after the employee has exhausted all available accrued leave, if applicable.
4. All employees will record all FMLA leave time taken on Leave Request forms.

L. **Employee Rights**

Employees who exercise their rights under the Family and Medical Leave Act are guaranteed protection from discrimination and retaliation by the college.

4/16/10

APPENDIX Q:
PURCHASING POLICY

Purchase of Supplies, Equipment and Services for the College

It is the policy of the Board that all purchases be made within the laws and guidelines established by the State of Texas. This includes the Texas Education Code, Attorney General Opinions, Texas Local Government Code, Texas Uniform Commercial Code and established Board policies. The College President is authorized to delegate the coordination of the college purchasing process to an appropriate member of the administrative staff. Those authorized to purchase supplies and equipment for the College will abide by the following requirements in making the necessary arrangements for bids, quotations and contracted services and will comply with federal and state requirements as outlined in the Code of Federal Regulations, 34, Subpart P, Sections 74.160-74.166.

1 . No quotes, bids, or RFPs are necessary for the purchase of equipment, supplies or contracted services costing $1 to $5,000. However, in all cases, telephone quotes and catalog quotes will be utilized in order to gain any cost advantage for Vernon College.

2. Informal quotes in the form of signed Vernon College quotation forms will be requested from at least three (3) vendors, for the purchase of equipment, supplies, or contracted services costing more than $5,000 and less than $50,000.

3. All items of equipment and supplies costing $50,000 (aggregate cost) or more in a 12 month period are subject to the formal competitive purchase process. Legal notices shall be posted in the county in which the College's central administrative office is located, once a week for at least two (2) weeks prior to bid openings. Bids will be opened and read aloud at a designated location. In accordance with existing state statutes, bids representing the best value to the College will be taken in all cases.

4. Whenever possible, the use of purchasing co-ops approved by the State of Texas (TPASS, Buy-Board, Tex Moss, DIR, etc.) will be utilized. In accordance with existing statutes, items purchased through approved purchasing cooperatives are not subject to the competitive purchasing process.

Specific operational policies and procedures regarding the purchasing of equipment, supplies and contracted services are found in CF(LEGAL) Purchasing and Acquisitions.

Revised: 07/01/10

APPENDIX R:
TELECOMMUNICATIONS POLICY

RESPONSIBLE FACULTY AND STAFF USE OF VERNON COLLEGE'S COLLEGE'S TELECOMMUNICATIONS RESOURCES

Personal Responsibilities

Every faculty and staff has personal responsibility for reporting any misuses of Vernon College's telecommunications resources to the Information Technology office: (940) 552-6291, ext. 2242). Misuse includes but is not limited to the following:

a. sharing of passwords or remote access account information;

b. invasion of privacy of other users;

c. unauthorized access to data belonging to other users;

d. downloading or uploading pornographic material (see point 3)

e. using abusive or otherwise objectionable language in either public or private messages; and/or

f. unethical or illegal solicitation.

Inappropriate Network Use

Vernon College's network may not be used for any of the following:

a. commercial advertising;

b. lobbying for votes;

c. encouraging the use of illegal substances;

d. accessing, downloading, or uploading pornographic or inappropriate material (see *Policy on Pornography*);

e. sending messages, e-mail, or files that are racist, sexist, and/or contain obscenities;

f. sending inflammatory messages;

g. sending a message with someone else's name on it;

h. sending a large number of personal messages from any computer on campus;

i. knowingly placing a computer virus on the network;

j. placing unlawful information on the network; nor

k. sending unsolicited bulk e-mail messages commonly known as spam.

Policy on Pornography

Vernon College's computers are not to be used for knowingly accessing, downloading, or uploading sexually explicit graphics and information in terms patently offensive as measured by contemporary community standards.

However, material with specific instructional uses at Vernon College is excluded from this statement. For instance, biology instructors dealing with human anatomy may have a need for graphics some community members would consider sexually explicit and offensive. This statement is not meant to limit academic freedom in any way. Employees who use remote access from their home computers must take responsibility of preventing other persons from accessing Vernon College resources via employee remote access. This cannot be the responsibility of Vernon College.

Network Security

Security is a high priority in our system. Any user who identifies a security problem is required to report it immediately to Information Technology. The problem should never be demonstrated to any person outside of Information Technology. The IT department has the authority to examine all Vernon College owned computers at any time to check for unauthorized use. This includes unauthorized software or programs, inappropriate websites, inappropriate use of email, storage of inappropriate material, or any other use not authorized by Vernon College. In order to maintain network security, the College reserves the right to:

a. Limit, restrict, or terminate an account holder's usage;
b. At any time to inspect, copy, remove, or otherwise alter any data, file, or system resource that threatens the security of that system or the network, with or without prior notice to the user;
c. Periodically check the systems and take any other such actions necessary to protect the College computers, information, and networks.

Email Policy

The purpose of this email policy is to ensure the proper use of Vernon College's email system and make users aware of what Vernon College deems as acceptable and unacceptable use of its email system. The company reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

LEGAL RISKS

Email is a business communications tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that you are aware of the legal risks of email:

- If you send or forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and the company can be held liable.
- If you unlawfully forward confidential information, you and the company can be held liable.
- If you unlawfully forward or copy messages without permission, you and the company can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and the company can be held liable.

LEGAL REQUIREMENTS

The following rules are to be strictly adhered to. It is **prohibited** to:

- **Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.**

- Forward a message with sensitive information without acquiring permission from the sender first.
- Send unsolicited email messages.
- Send email messages using another person's email account.
- Copy a message or attachment belonging to another user without permission of the originator.

STAYING SAFE

- **Beware of viruses**:
    - Do not click on any links or open any attachments of unsolicited or suspicious looking emails. These messages could infect your computer with a virus.
- **Beware of phishing**:
    - If you receive an email from a bank or any other institution, asking you to click on a link and update your details, DO NOT CLICK on the link. Do not be fooled if the sender appears to have some of your private details. This information can be obtained through Facebook, Linked-in and other social media websites. Instead, go to the company website by typing in the URL in a web browser, or call the company.

BEST PRACTICES

Vernon College considers email as an important means of communication and recognizes the importance of proper email content in conveying a professional image. Users should take the same care in drafting an email as they would for any other communication. Therefore the company wishes users to adhere to the following email guidelines:

- **Writing emails**:
    - Write well-structured emails and use short, descriptive subjects.
    - Vernon College's email style is informal. This means that sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards'. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
    - Signatures must include your name, job title and company name. A disclaimer will be added underneath your signature (see Disclaimer below)
    - Users must spell check all mails prior to transmission.
    - Do not send unnecessary attachments. Compress attachments larger than 5 MB before sending them.
    - If you need to send files of over 10 MB, do not send these via email; contact your Administrator to find alternate methods for sending the files.
    - Do not write emails in capitals.
    - Do not use cc: or bcc: fields to send a mailing to multiple recipients. Instead, use company designated mail merge software.
    - Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
    - Only mark emails as important if they really are important.

- **Newsgroups**:
    - Users need to request permission from their supervisor before subscribing to a newsletter or news group.
- **Maintenance**:
    - Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

PERSONAL USE

Although the company's email system is meant for business use, Vernon College allows limited personal usage if it is reasonable and does not interfere with work. However the sending of chain letters, junk mail, jokes and executables is prohibited. All messages distributed via the company's email system are company property.

CONFIDENTIAL INFORMATION

Do not send credit card details, social security numbers, or other confidential information via email. If you need to send confidential information, check with your supervisor for safe methods.

PASSWORDS

Use a combination of words, numbers and special characters for passwords. All passwords must be made known to the company. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

ENCRYPTION

Users may not encrypt any emails without obtaining written permission from their supervisor. If approved, the encryption key(s) must be made known to the company.

EMAIL RETENTION

For email retention guidelines, refer to the company's email retention policy.

EMAIL ACCOUNTS

All email accounts maintained on our email systems are property of the company. Passwords should not be given to other people and should be changed once a month. Email accounts not used for 60 days will be deactivated and possibly deleted.

SYSTEM MONITORING

Users expressly waive any right of privacy in anything they create, store, send or receive on the company's computer system. The company can, but is not obliged to, monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, the company reserves the right to take disciplinary action, including termination and/or legal action.

DISCLAIMER

The following disclaimer will be added to each outgoing email:

'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.'

Personal Responsibility for Safe Internet Use

Utilization of technology for non-school related purposes may occur, during personal time.All users must be aware that personal privacy is not, and cannot be guaranteed. Be safe. In using the computer network and internet, do not reveal personal information such as hour home address, telephone number, SSN, financial information, etc.

Updated 05/18/2015

ACCEPTANCE OF RESPONSIBILITY FOR VC'S TELECOMMUNICATIONS RESOURCES

Please check one: ❑ Staff ❑ Faculty
Are you ❑ Full-time ❑ Part-time

I am requesting access to the following Information Technology services:

❑ E-mail
❑ POISE If checked, please complete the area(s)

What area(s): ❑ Registrar (REG)
❑ Admission (REG)
❑ Continuing Education (CE)
❑ Student Billing System (SBR)
❑ Financial Aid (AID)
❑ Fiscal System (FIS)
❑ Faculty -- Are you an instructor ❑ Yes ❑ No
If yes, your Social Security Number is required to set you up.
What department will you be teaching such as Math, English, etc.
_____

_____
Printed: Last First Middle

_____ _____
Social Security Number (Faculty only) Phone number where you can be reached.

_____ _____
Office or Room Number Campus Location: Vernon, W.F., C.C., etc

_____ _____
Printed: Supervisor's Name Alternate E-mail account where you can be reached.

_____ _____
Employee Signature Date

Please return this form to Information Technology Services located in the Osborne building at the Vernon campus.
Office use only

❑ Staff	❑ Instructor	❑ Poise
❑ Payroll	❑ E-mail	❑ Portal

APPENDIX S:
CORRECTIVE ACTION REPORT

Vernon College

Corrective Action Report

Date: _____
Employee Name: _____
Job Title: _____
Department: _____
Date and Time of Incident: _____
Date and Time of Supervisor/Employee Conference: _____
Action Applied:

- _____ ***Verbal Correction***
- _____ ***Written Warning/Probation***
- _____ ***Written Final Warning***_____ ***Written Warning With Suspension***
  _____***Working Days, Beginning*** _____***And Ending*** _____ ***With Pay*** ___
  Without Pay_____
- _____ ***Recommendation for Termination***

Facts:

_____
_____
_____
_____
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_____
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_____
_____
_____
_____
_____

Steps to be taken to correct/eliminate problem:

_____
_____
_____
_____
_____

Comments/Rebuttal:

_____
_____
_____

Employee Signature: _____
Supervisor Signature: _____
Scheduled Review Date: _____
Copy to employee and copy to Human Resources. Received by HR _____
Review:

_____
_____
_____
_____
_____
_____
_____

Employee Signature:_____
Supervisor Signature: _____
Copy to employee and copy to Human Resources. Received by HR _____

APPENDIX T:
EMPLOYEE TUITION AND FEE EXEMPTION POLICY AND FORM

Vernon College
Employee Tuition and Fee Exemption Policy

Purpose:
The purpose of the employee tuition and fee exemption policy is to provide incentive for full-time employees to continue their education toward a degree and/or to increase their job skill level through appropriate workforce courses. **The exemption is only for courses taught by Vernon College**.

Guidelines:

1. Non-credit continuing education workforce courses that are not related to the employee's current job duties will not be considered for the exemption.
2. Non-credit continuing education workforce courses that are related to the employee's current job duties are to be considered for exemption with approval of the direct supervisor prior to enrollment.
3. Credit courses that are included in a two-year or four year degree plan that the employee has selected are to be considered for exemption when included as part of the education plan submitted by the employee and approved by the direct supervisor prior to enrollment.
4. An employee must complete twelve months of full-time employment with Vernon College and have a positive employee evaluation prior to requesting the exemption.
5. Any employee who is placed on probation due to the employee evaluation will not be eligible for the exemption until after the next evaluation period and then only if the evaluation is positive.
6. The exemption is for a maximum of 6 credit hours or non-credit continuing education equivalent for each of the fall, spring, and the combined summer sessions.
7. Once approved for the exemption, an employee who receives a W, D, or F in 50% or more of the approved classes will lose the opportunity for the exemption for the following full semester or combined summer sessions.
8. Courses should be arranged outside of normal working hours. Any exceptions must be approved by the direct supervisor, the component Dean, and the President. If an exception is approved, the schedule to make up time missed during normal working hours must be documented in writing with the appropriate Dean.

Process:

1. The employee will complete a tuition and fee exemption form prior to **each** enrollment which will be approved by the direct supervisor, the component Dean, and the President. The official form is only available in the Human Resources office.

2. The employee must provide a copy of the signed form to the appropriate Dean and to the Human Resources office.
3. The approved form and the estimated statement of account will be taken to the financial aid office for processing.
4. The approved form will then go to the business office accounts receivable to process payment for the courses and to be booked as a waiver.

Updated 1-11-11

APPENDIX U:
TOBACCO USE POLICY

USE OF TOBACCO PRODUCTS

Date Adopted/Most Recent Revision: 06/18/2014

A. **Policy**

Vernon College seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco products shall be prohibited in all indoor and outdoor facilities and in all college vehicles, except in designated areas. The advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities. The policy extends to faculty, staff, students, vendors, guests, and visitors.

B. **Specifications**

1. "Use of tobacco products" shall include:
   a. possession of a lighted tobacco product;
   b. use of smokeless tobacco products; and
   c. use of e-cigarettes and other tobacco derived products.
2. "Indoor and outdoor facilities and college vehicles" shall include:
   a. all buildings and facilities owned or leased by Vernon College;
   b. all outdoor areas owned or leased by Vernon College, including the grounds of the Main Campus, Century City Center and Skills Training (except in designated areas);
   c. all college-owned or leased vehicles, including cars, pick-up trucks, vans, buses, and carts.
3. Exceptions: With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

C. **Enforcement**

1. It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.
2. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the college by affirming its commitment to this policy.
3. Courtesy and consideration will be exercised when informing violators of this policy. No person will be retaliated against for informing others of the policy or asking others to comply with the policy.
4. A complaint against a violator, who fails to comply with the policy after being asked by another to do so, may be referred to the President, Dean, or director. Appropriate disciplinary action may be applied to a violator against whom multiple complaints have been received.

APPENDIX V:
SUBSTANTIVE CHANGE POLICY

Purpose

Vernon College is obligated to report certain academic and administrative changes to our regional accreditor, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and in many instances must seek approval before initiating the change.

This policy and related procedure is designed to

- ensure SACSCOC notification of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes and
- ensure that all substantive changes are reported to SACSCOC in a timely fashion.

Procedure

The College Effectiveness Committee and the Academic Council for Vernon College will provide oversight for substantive changes as defined by SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges Policy and Procedure. Vernon College deans, directors, coordinators, or administrators must report proposed substantive changes in writing to the appropriate committee or council. Upon review and approval, the chair will forward the information to the Vernon College SACSCOC Liaison who will communicate to the Vernon College President. The President will forward recommended substantive changes to the Vernon College Board of Trustees for approval.

Responsibility for Reporting Changes

Upon approval of the recommended substantive change by the Board of Trustees, the SACSCOC Liaison will prepare notification to SACSCOC to assure that certain changes are communicated as required by SACSCOC policy and/or federal law, The SACSCOC Liaison will track the subsequent correspondence to its completion, keeping all affected parties informed of the progress.

Lead Time Required

Following approval by the Board of Trustees, a six month lead time for SACSCOC notification of approvals is required for most changes. In order to conform to the SACSCOC defined timelines, the SACSCOC Liaison must be notified in writing at least 8 months in advance. The Liaison is charged with reviewing SACSCOC policy to determine if a full six months or more will be required for SACSCOC approval; some changes will require only notification to SACSCOC before they are implemented. No substantive change will be implemented prior to SACSCOC notification of approval.

Definitions of Substantive Changes

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated

- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

The SACSCOC Board of Trustees has approved additional substantive changes that require notification and, in some cases, approval prior to implementation. This policy and its procedures address substantive changes identified through Federal regulations and Board approval.

For a complete explanation of the College's required actions, a glossary of terms and the specific requirements for each type of change, see the SASCOC current policy on Substantive Changes at http://www.sacscoc.org/SubstantiveChange.asp.

Publication of this Policy

This policy is published and made available on the Vernon College website as part of the Vernon College Board Policy Manual, the Employee Handbook, and SACSCOC Accreditation information.

Review of the Effectiveness of the Policy and Procedure

Reports of compliance and the effectiveness of this policy and the related procedures will be made annually by the Vernon College Effectiveness Committee and Academic Council as scheduled on the Vernon College Annual Planning Calendar. Recommendations will be forwarded to the SACSCOC Liaison and President and presented to the Board of Trustees for appropriate action.

Responsible Authority

The Director of Institutional Effectiveness/SACSCOC Liaison is responsible for communicating, publishing and implementing this policy and procedure across the College.

Reviewed and approved by the College Effectiveness Committee on March 27, 2015.
Reviewed and approved by Academic Council on May 1, 2015