



POLICIES & PROCEDURES MANUAL

PURPOSE

The Angelina College Policies and Procedures Manual contains the policies and regulations governing College District operations. The Board of Trustees and the administration make every effort to maintain policies, regulations, and procedures contributing to the success, strength, and stability of Angelina College. New policies and procedures and changes to existing policies and procedures are adopted to accommodate current best practices and continuous improvement; to comply with changes in laws, regulations, or accreditation standards; or to respond to operational issues.

ORGANIZATION

As adoptions or changes occur, two identical versions of the Manual will be maintained. The official copy will be in the College President's office, and an electronic copy will be available for day-to-day use on the College District's website.

Each policy and regulation is identified according to an alphabetical code in the upper right corner of the page. The issue date of the policy or regulation is noted in the lower left corner with a place for the adoption date for policies. There are seven sections, each devoted to a separate area of College District governance:

- A – Basic District Foundations
- B – Local Governance
- C – Business and Support Services
- D – Personnel
- E – Instruction
- F – Students
- G – Community and Governmental Relations

LOCAL POLICIES

Local policies govern the College District and meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) governance requirements. Only the Board of Trustees may adopt or amend a Local Policy. Local policies are identified by the designation "LOCAL" directly below the alphabetical code in the upper right corner of each page.

LEGAL POLICIES

The legally referenced policies track the language of the U.S. and Texas Constitutions, federal statutes, the Texas Education Code and other Texas law, Attorney General opinions, Texas Higher Education Coordinating Board rules, the Texas Administrative Code, and other sources of authority defining governance of public community college districts in the state of Texas. Policy statements that cite court cases or Attorney General opinions stand only for the specific statements in the policy and do not otherwise implicate the entire opinion. Such citations are provided only for reference; no other meaning is implied or intended. All legally referenced

policies have the designation “LEGAL” in the upper right corner of each page directly below the alphabetical code.

REGULATIONS

The Board of Trustees delegates to the College President the express authority to adopt regulations and procedures for the operation and administration of the College District. Regulations and procedures are not formally adopted by the Board of Trustees. Administrative regulations or procedures are identified by the designation “REGULATION” directly below the alphabetical code in the upper right corner of each page.

EXHIBITS

Exhibits are pages with forms, notices, and more information that are used by the College District; some exhibits are promulgated by legal authority. Although not formally adopted by the Board, exhibits are included in the College District’s manual to assist in the implementation of policy and regulations. Exhibits have the designation “(EXHIBIT)” directly below the code in the upper right corner. Multiple exhibits under the same code are usually preceded by a cover page listing the various exhibits.

BOTTOM NOTES

Bottom notes indicate the adoption date of a policy, or the issuance, or review date of regulations and procedures. The complete Policy and Procedures manual was reviewed and recoded by The Board of Trustees in March 2005.

INDEX

Section D: Personnel

DAA	Hiring Practices	Local	4
DBA	Credentials and Records	Regulation	5
DBE	Nepotism	Local	6
DC	Hiring Practices	Regulation	7
DCA	Nonteaching Staff Members Serving as Instructors	Regulation	12
DCB	Employee Background	Regulation	14
DCD	Faculty and Executive	Regulation	17
DDB	Tenure	Local	18
DE	Compensation and Benefits	Local	20
DEA	Salaries	Local	21
DEAA	Compensation and Benefits	Regulation	24
DEB	Fringe Benefits: Tuition Waivers	Local	26
DEC2	Family and Medical Leaves Mental Health Leave for Peace Officers	Regulation	28
DECA	Leaves and Absences Family and Medical Leave	Regulation	31
DED	Vacations and Holidays	Local	37

DEE	Compensation and Benefits Expense Reimbursement	Regulation	41
DEE	Compensation and Benefits Expense Reimbursement: Travel Reimbursement Rates	Exhibit A	48
DEE	Compensation and Benefits Expense Reimbursement: Vehicle Request Form	Exhibits B	49
DF	Retirement Programs	Regulation	50
DGA	Freedom of Association	Regulation	52
DGBA	Employee Grievances	Exhibit A	53
DGC	Employee Rights and Privileges - Academic Freedom and Responsibility	Local	56
DH	Employee Standards of Conduct	Local	59
DI	Assignment and Schedules	Regulation	61
DIA	Employee Freedom from Discrimination, Harassments, and Retaliation	Regulation	63
DJ	Campus Hours and Employee Schedules	Regulation	68
DLA	Evaluation	Exhibits	71
DM	Discipline and Dismissal of Employees	DM	73
DN	Personnel Positions	Regulation	80
DNA	Personnel Positions: Faculty Position Description	Regulation	84
DOA	Standards of Conduct: Harassment	Exhibit	90
DP	Use of Angelina College Trademarks and Service Marks	Regulation	92

HIRING PRACTICES

SECTION ONE: EQUAL OPPORTUNITY

- 1.01** The College District Board of Trustees is committed to ensuring that its employment standards, procedures, and practices are applied in a manner that provides equal opportunities without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, pregnancy, genetic information or veteran status.
- 1.02** The Board values its employees and their contributions, promotes opportunities for their professional growth and development, and provides a positive working and learning environment that encourages diversity, innovation and creativity, and inclusion.
- 1.03** It is the full intent and purpose of the College District that the employment, promotion, and retention policies of the College District apply equally to all persons based upon their professional or work qualifications without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, pregnancy, genetic information, or veteran status. Capable employees shall be eligible for promotion to positions of greater responsibility as the employee develops and matures in job-related skills and knowledge.
- 1.04** The Sr. Director of Human Resources has been designated as the equal employment opportunity officer for the College District. Any inquiries concerning equal opportunity employment practices should be addressed to this officer.

SECTION TWO: EQUAL OPPORTUNITY

- 2.01** The following equal employment opportunity policies are in effect at the College District:
 - 2.01.1** An equal employment opportunity statement (e.g., "An Equal Opportunity Employer") shall be printed on the following: purchase orders, College District bulletins and brochures, applications for employment, and recruitment announcements and advertisements.
 - 2.01.2** An equal employment opportunity statement shall be a written part of all purchasing and contractual agreements made by the College District.
 - 2.01.3** The equal employment opportunity officer shall be notified of all existing or potential vacancies, appointments, terminations (defined as any reason for leaving the employment of the College District), and/or changes in role and responsibility, as such circumstances occur.
 - 2.01.4** The equal employment opportunity officer will maintain copies of all publicized vacancies prior to the solicitation of applications.
 - 2.01.5** The equal employment opportunity officer shall be informed of the location of all application files and employment records and have access to them.
 - 2.01.6** The equal employment opportunity officer will be notified within five working days of an employee's termination or change of status.

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS**

PERSONNEL RECORDS AND CREDENTIALS

ACCESS

- 1.01** Staff and faculty personnel records are maintained in the office of Human Resources. Records of part-time personnel in community services are also maintained in the Office of Human Resources.
- 1.02** The Office of the Vice President of Academic Affairs separately maintains records related to faculty credentials. These records may include, but are not limited to, official transcripts of college work, an employment application, certificates of proficiency, resumes, employment recommendations and commendations.

NEPOTISM

SECTION ONE: NEPOTISM

- 1.01** No person shall be employed or hired as an independent contractor who is related to a member of the Board by consanguinity within the third degree, or by marriage within the second degree as defined by state law.
- 1.02** Exceptions may be made for continuous previous employment as provided by state law.
- 1.03** When two or more members of the same family are employed by the College District, neither member of the family shall be in a position to have direct supervision over the other without prior approval of the Board.

HIRING PRACTICES

SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY

- 1.01** Purpose: The purpose of this regulation is to establish processes and procedures for hiring all personnel.
- 1.02** Alignment: This regulation aligns with standards 5.5 and 6.3 set forth by SACSCOC regarding the appointment, employment, and regular evaluation of faculty and non-faculty personnel.

SECTION TWO: DEFINITIONS

- 2.01** “Days” shall mean College District business days, unless otherwise noted.
- 2.02** “Direct Supervisor” means the individual authorized to make the hiring recommendation and will manage the employee on a day-to-day basis.
- 2.03** “New Employee” means the individual has never worked for AC, or has not worked for AC for over 12 months.
- 2.04** “Official Transcript” means an original transcript (not copy) indicating the degree has been conferred with the conferred date. An official transcript will contain the school's official seal along with the Registrar's signature and will be required.
- 2.05** “Screening Committee Chair” means the individual responsible for organizing and leading the Screening Committee.
- 2.06** “Screening Committee” means a committee consisting of a minimum of four (4) and a maximum of six (6) diverse members required for the hiring process.

SECTION THREE: GENERAL PROVISIONS

- 3.01 Screening Committee Chair**
Human Resources appoints the Screening Committee Chair.
- 3.02 Screening Committees**
A Screening Committee is required for exempt positions. All Screening Committee members are required to complete screening committee training provided by Human Resources once per calendar year before the Screening Committee meets.
- 3.03 Position Postings**
Positions are generally concurrently posted internally and externally for a minimum of fourteen (14) calendar days, with the option to repost based on viable candidate pools.

3.04 All full-time and part-time candidates must submit an application, official transcripts, and if appropriate, official documentation of professional and work experience, technical and performance competency, licenses and certifications, and other qualifications as defined in the vacancy announcement. (Content moved from DK Regulation.)

SECTION FOUR: SELECTION OF FULL-TIME PERSONNEL

- 4.01** The guiding principles in the selection and assignment of all personnel shall be meeting the mission and goals of the College District and emphasizing the needs of the students in the teaching–learning process. All employees shall be subject to assignment or reassignment at any time to meet the needs of the College District.
- 4.02** An approved job description shall be on file in the Human Resources office before the selection process begins.
- 4.03** From the date of position publication, all College District vacancies will remain open for application for the minimum length of time in accordance with personnel practices. In order to be considered for employment, an applicant for any College District position shall submit an approved Angelina College application.
- 4.04** The executive officer for the college branch to which the position is assigned, in conjunction with the Human Resources office, is responsible for ensuring the search process is conducted legally and appropriately.

SECTION FIVE: SEARCH PROCESS AND SCREENING COMMITTEE

- 5.01** Human Resources will appoint a screening committee. Human Resources will make a good-faith effort to ensure screening committees include individuals from diverse backgrounds.

The chair of the screening committee, as appointed by Human Resources, will coordinate all committee activities and will collaborate with the Human Resources office to communicate with the candidates.

The Human Resources office will conduct an orientation for screening committees to ensure the chairs and members understand their responsibilities, including compliance with college policies and regulations.

5.02 Duties and Responsibilities

The duties and responsibilities of the screening committee shall be as follows:

5.02.1 Outline screening criteria based on the approved position description before initiating review of application packets.

5.02.2 Review application packets and complete the qualifications matrix form for all candidates using the screening criteria. The screening committee should

disqualify any candidate who does not meet minimum qualifications for the position and document which qualification(s) the disqualified candidate(s) failed to meet. However, the committee shall not be required to interview candidates simply because they met the minimum qualifications.

- 5.02.3** Determine how many candidates the screening committee will interview, develop a list of interview questions approved by Human Resources to ascertain job-related information, and conduct interviews in collaboration with the Human Resources office.
- 5.02.4** Human Resources will communicate with all candidates to schedule interviews. When candidates are interviewed, the direct supervisor and/or executive officer may interview them one-on-one, with the screening committee, or may participate during any other portion of the interview process. Each employee who interviews candidates should document the interview using the interview evaluation form.
- 5.02.5** When screening for an instructor vacancy, the interview process should include a 10-to 15-minute classroom presentation. The topic of the presentation should be selected by the screening committee and communicated to the candidate by Human Resources prior to the interview date.
- 5.02.6** Using a consensus process with the committee members, the screening committee chair should prepare a single list of strengths and weaknesses for each finalist candidate and submit it with all documentation to Human Resources.
- 5.02.7** The direct supervisor will meet with the executive officer, review the screening committee documentation, and submit his or her hiring recommendation.
- 5.02.8** The executive officer or direct supervisor will conduct reference checks for the strongest candidate(s) and document the information gathered using the approved form. A minimum of three references for the strongest candidate(s) should be documented. Reference checks should include a recent or current direct supervisor for the candidate(s).
- 5.02.9** The Chair of the screening committee will turn in all committee members' documents to Human Resources.
- 5.02.10** Once references are documented, the executive officer or direct supervisor will make a hiring recommendation to the Vice President of Academic Affairs, Vice President of Business Affairs, and Senior Director of Human Resources.
- 5.02.11** Once the Vice President of Academic Affairs and Vice President of Business Affairs approve the recommendation, the Senior Director of Human Resources or designee will present an offer of employment to the candidate.

5.02.12 Each staff member and instructor who verbally accepts an offer of employment from the College shall receive a written offer letter from the Office of the President sent by Human Resources. No employee should begin working without having returned a signed copy of the offer letter to Human Resources.

5.02.13 All accepted job offers will be presented to the Board of Trustees at the next regularly scheduled board meeting to finalize the appointment.

SECTION SIX: DIRECT SUPERVISOR REVIEW (WHEN SCREENING COMMITTEE NOT USED)

6.01 The Direct Supervisor is responsible for the screening activities, including interviewing, selection of candidates, and submitting all required documentation to Human Resources.

SECTION SEVEN: OFFERS

7.01 All compensation offers are determined by Human Resources. Offers are based on relevant factors such as experience, education, internal equity with existing employees, and market data. All job offers are extended by the Senior Director of Human Resources or designee. Other College employees may not extend offers of employment without specific authorization from the Senior Director of Human Resources or designee. All job offers are conditional upon successful completion and approval of a background check, and drug test, when appropriate.

SECTION EIGHT: EMPLOYMENT FILES

8.01 The Human Resources office shall keep an employment record and personnel file for every employee of the College District. The Vice President of Academic Affairs or designee shall maintain credential files for all instructors.

SECTION NINE: ONBOARDING

9.01 New hires complete onboarding activities with Human Resources prior to or on the 1st day of employment. The direct supervisor will receive notification once the new hire onboarding is complete.

SECTION TEN: PERFORMANCE IMPROVEMENT PLAN OR CORRECTIVE ACTION IMPACT

10.01 Internal candidates who are on a Performance Improvement Plan (PIP) or Corrective Action are not eligible to be considered for job vacancies at the College prior to the successful completion of their PIP or corrective action.

SECTION ELEVEN: IMPLEMENTATION AND REVIEW

11.01 Responsible Person

The Senior Director of Human Resources is responsible for the implementation of this policy.

11.02 Communication to Constituents

The College shall publish all LOCAL policies and REGULATIONS in the *Angelina College Policy & Procedure Manual* and the TASB Board Policy Manual, both of which the College makes available online.

The College Marketing Office provides a hyperlink to all new or revised policies and regulations in the *Angelina College Policies & Procedures Manual* in the Weekly Update email to all employees.

The Office of Human Resources conducts an orientation for each newly hired employee on the first day of employment. One aspect of the orientation is a review of the policies and regulations of the College District, which includes a review of this policy.

11.03 Timeline for Completion of Procedures

The College President will approve and publish procedures for this policy within 30 days of its adoption and/or amendment by the Board of Trustees.

11.04 Methodology for Monitoring Compliance and Reporting Results

The Office of Human Resources shall address any instances of noncompliance with this regulation.

11.05 Schedule for Review

As part of its compliance with state and local laws, the College will review this policy every three years to monitor effectiveness and currency.

NONTEACHING STAFF MEMBERS SERVING AS INSTRUCTORS

SECTION ONE: GUIDING PRINCIPLES

1.01 Purpose of Nonteaching Staff Positions

The College creates and maintains nonteaching staff positions to provide services and fulfill functions critical to the efficient and effective operation of the college.

1.02 Blended Positions

The College occasionally creates positions that blend nonteaching staff duties with instructional assignments. The Position Descriptions for blended positions will clearly detail the course load assigned to the position in addition to the staff responsibilities. For such blended positions, the College expects the employee to coordinate with his/her supervisor(s) to balance the staff and teaching responsibilities during the workday. Blended positions are excluded from the requirements of any other Subsections of this Regulation.

1.03 Non-teaching Staff Serving as Adjunct Instructors

From time to time, when the College is unable to recruit a qualified adjunct instructor for a specific course section in a given semester, the Vice President of Academic Affairs or his/her designee may invite an employee assigned to a nonteaching staff position who holds appropriate credentials to serve as an adjunct instructor for the course section. Inviting an employee to serve as an adjunct instructor for a specific course section in a given semester under this subsection is not a commitment to hire the employee as an adjunct instructor in subsequent semesters.

SECTION TWO: GENERAL PROVISIONS

2.01 When the Vice President of Academic Affairs or his/her designee invites an employee to serve as an adjunct instructor, the employee is expected to perform the duties, fulfill the responsibilities, and meet the College expectations for his/her non-teaching staff position at a level acceptable to his/her regular supervisor throughout the semester during which he/she serves as an adjunct instructor.

2.02 Employees on disciplinary probation (see Regulation DHA) and employees currently assigned a performance improvement plan may not serve as adjunct instructors.

2.03 An employee assigned to a nonteaching staff position who serves as an adjunct instructor must complete a time and effort form each week of the semester documenting when he/she completed work related to the adjunct instructor position (e.g., delivering lectures, engaging with students via Blackboard, grading assignments, conducting learning assessments, analyzing learning assessment results, participating in academic meetings, serving in-person and virtual office hours, responding to student inquiries, etc.). The employee should submit completed time and effort forms each week to his/her supervisor.

- 2.04** Each week, the employee's supervisor should review and sign the time and effort form completed by the employee, and submit it to the Office of Human Resources.
- 2.05** If an employee indicates on a time and effort form that he/she used staff time to complete work related to the adjunct instructor position, or if the supervisor observes the employee completing work related to the adjunct instructor position during staff time that is not documented on the time and effort form, the supervisor should initiate the process to administer appropriate discipline (see Regulation DHA).

SECTION THREE: APPROVAL PROCESS

- 3.01** An employee invited to serve as an adjunct instructor must request permission from his/her direct supervisor in writing. If the direct supervisor approves the employee's request, the supervisor affirms (a) the employee is not on disciplinary probation and is not currently assigned a performance improvement plan, (b) the employee has a reasonable plan to fulfill the responsibilities of an adjunct instructor in a manner that will not interfere with the employee's performance in his/her non-teaching staff position, and (c) he/she will monitor the weekly time and effort forms completed by the employee to ensure the employee is not working as an adjunct instructor during time he/she is paid to serve as a non-teaching staff member. The written request may be submitted via an email message to the supervisor's college email address.
- 3.02** If a supervisor approves an employee's request as described in Subsection 3.01, the supervisor should forward the employee's request to the Vice President of Academic Affairs in writing. The written request and approval may be submitted to the Vice President of Academic Affairs via an email message to the Vice President of Academic Affairs college email address.
- 3.03** In response to a critical need, the Vice President of Academic Affairs may request permission from the College President for an employee to teach a course section scheduled during his/her normal working hours and to work the same amount of time on the duties of his/her non-teaching staff position during hours other than the employee's normal working hours. The request must be accompanied by a written plan, prepared by the employee and endorsed by the employee's supervisor, detailing the hours the employee will serve in each role. The College President will consider such requests on a case-by-case and semester-by-semester basis. If the College President approves the request, the employee must complete and submit time and effort forms each week as described in Subsection 2.03 of this Regulation except the time and effort forms must document when instructional work was completed and when "makeup" hours were completed.

HIRING PRACTICES: BACKGROUND CHECKS

SECTION ONE: PURPOSE

- 1.01** The purpose of this regulation is to provide guidance and information regarding requirements needed to ensure the College District remains in compliance with all State and Federal laws, SACSCOC Guidelines, and all College District Policies and Regulations pertaining to employment eligibility.

SECTION TWO: APPLICABILITY

- 2.01** This regulation applies to all selected candidates (including current employees, faculty, adjunct faculty, staff, and work-study students) who received and accepted a conditional job offer from the authorized College District official(s) and are required to undergo a criminal history background check and/or drug testing for designated safety and security sensitive positions.

SECTION THREE: DEFINITIONS

- 3.01** "Security Sensitive Positions" means positions that are described in the Texas Education Code 51.215§ as positions in which the employee handles money, has access to a computer terminal, has access to a master key, or works in a safety and security sensitive position designated by the College District. All positions at the College District are considered security-sensitive.

"Safety and/or Security Sensitive Positions" are positions that the College District has identified as positions in which an employee may be required to perform "safety and security sensitive" duties or functions.

- 3.02** "Public Information Search" means information, in any form or format, available to the general public. Examples of public information pursuant to this regulation include, but are not limited to, public court filings, published news articles, and information publicly accessible on social media or other websites, such as photos, videos, and/or commentary.
- 3.03** "New Employee" means the individual has never worked for Angelina College or had any break in service with Angelina College.
- 3.04** "Current Employee" means someone who is currently employed by the College District and accepted a conditional job offer for a new position within the organization.
- 3.05** "Break in Service" for adjunct faculty means the employee had a break in service of more than one (1) semester (summer sessions not included) or less than twelve (12) months).
- 3.06** "Break in Service" for staff and faculty means the employee had a break in service of more than one (1) day but less than twelve (12) months. "Work Study Student" means a

College District student who works on the College District's property. (Work Study Student is not considered an employee of the College District)

- 3.07** "Fingerprinting" shall mean an individual submits to being fingerprinted by an outside agency contracted by the College District for a DPS/FBI criminal history report.
- 3.08** "Days" shall mean College District business days unless otherwise noted. "Hit" shall mean results that include a felony, an act of moral turpitude, or a series of arrests, including misdemeanors.

SECTION FOUR: PRE-EMPLOYMENT CRIMINAL HISTORY BACKGROUND CHECK/FINGERPRINTING

- 4.01** The College District must obtain a pre-employment criminal history background check for all position categories (new employee, current employee, former employee, and work study student) after a conditional job offer is made. A criminal history background check is required for all employees prior to the first day of employment. Any falsification of application information or credentials, or failure to make full disclosure of criminal history when requested, as defined within this regulation, shall be grounds to deny or terminate employment in the position applied for or the College District job currently held.

SECTION FIVE: MANAGEMENT OF CRIMINAL HISTORY RESULTS

- 5.01** All criminal history background records returned with a hit or verification notification of a criminal record may be reviewed by the Chief of Police, Sr. Director of Human Resources, and Vice President of Business Affairs.

SECTION SIX: PROHIBITED CRIMINAL RECORD

- 6.01** A selected candidate may be ineligible for employment if the individual has the following including, but not limited to:
- Has a felony violation as prohibited by the requirements of the Texas Education Code 22.085§
 - Has been convicted of a felony, a misdemeanor involving moral turpitude
 - Has a pending charge for a prohibited offense
 - Is currently on probation or parole (including deferred adjudication probation) for a prohibited offense
 - Has been convicted of any other serious offense as determined by the Sr. Director of Human Resources and the Vice President of Business Affairs or College President.

SECTION SEVEN: SAFETY AND SECURITY SENSITIVE POSITIONS

- 7.01** Resources will review and update the list of employment positions on an annual basis or as needed in consultation with supervisory personnel from departments in

which employees performing safety and security-sensitive duties or functions are employed.

SECTION EIGHT: PRE-EMPLOYMENT DRUG TESTING PROCEDURES

8.01 When applying for a safety-sensitive position, a pre-employment drug test may be required, along with a criminal history background check prior to the first day of employment. When required, the applicant has three (3) days to complete the drug testing requirement. If an applicant does not comply with the requirements outlined in this regulation, he/she is not eligible for employment with the College District.

SECTION NINE: MANAGEMENT OF DRUG TEST RESULTS

9.01 The Sr. Director of Human Resources manages the program for drug testing results returned with a hit except for those programs managed by the College District's Police Department.

FACULTY AND EXECUTIVE ADMINISTRATOR CONTRACT RENEWALS

SECTION ONE: PURPOSE

- 1.01** The purpose of this regulation is to outline procedures for contract renewals for Executive Administrators.

SECTION TWO: APPLICABILITY

- 2.01** This regulation applies to all contracted employees of the College District.

SECTION THREE: DEFINITIONS

- 3.01** “Contract renewal” means the act of making an agreement to continue employment for an agreed period of time following the end date of the current contract or during the term of the current contract.

“Executive Administrator” means an employee at or above the executive level, such as Vice President, Executive Director, or other administrative equivalent.

“Days” shall mean College District business days unless otherwise noted.

SECTION FOUR: COLLEGE DISTRICT PROCESS

4.01 Executive Administrator Contract Renewals

The President or designee shall endeavor to provide written notice of non-renewal to affected administrators at least thirty (30) days prior to the expiration of the contract. The timeline in this regulation is not contractual in nature but merely provided to promote an orderly and fair process. In rare circumstances, the President or designee may find it necessary to reverse a previous decision to renew a contract.

The College District reserves the right to revoke a proposed renewal any time before the employee and the College District have signed a new contract.

If the President fails to provide either a new contract or written notice of non-renewal, then the affected Executive Administrator will continue to be employed but shall have the status of an at-will employee.

FACULTY TENURE

SECTION ONE: FACULTY TENURE

1.01 Definition

“Tenure” means assurance to an experienced full-time instructor that the employee may expect to continue in a position unless:

1. a preponderance of evidence establishes good cause for dismissal,
2. bona fide financial exigency on the part of the institution requires a reduction of staff, or
3. the institution closes an academic program to which a tenured instructor is assigned (See: regulation DHA Section Two). Tenure is also terminated by retirement and or acceptance of resignation.

1.02 Tenure Track Determination

The Board of Trustees authorizes the College President to determine if an instructor is eligible to earn tenure at the time of the instructor’s initial appointment. If the College President determines the instructor is eligible to earn tenure, the employment offer letter sent to the instructor will indicate the instructor is on the “tenure track”. Instructors who are on the tenure track are guaranteed consideration for eventual tenure. Instructors who are not on the tenure track are not eligible to be considered for tenure.

1.03 Tenure Standards

To be eligible for tenure, an instructor on the tenure track must meet the following standards:

1. an earned master’s degree or an earned bachelor’s degree if the instructor’s academic field does not require masters-level preparation;
2. service as instructor of record for course sections totaling at least 15 semester credit hours in Fall semesters and at least 15 semester credit hours in the Spring semesters of three (3) consecutive academic years;
3. at least “satisfactory” ratings in annual evaluations for three (3) consecutive years
4. documentation of adequate service to the college and service to the community.

1.04 Service to the College and Community

Service to the College may be demonstrated through service on a standing committee or ad hoc committee; advising a registered student organization; promoting, developing, or improving the instructional and student service programs of the College, the educational image and philosophy of the College, or the operational practices, policies, and procedures of the College; assisting in the student recruitment, registration, retention, and completion processes and initiatives; and/or continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

Service to the community may be demonstrated through service on the board of

directors for nonprofit organizations in the College's service area; volunteer service related to the instructor's field of study at independent school districts in the College's service area; participation in economic development, leadership, or community service campaigns, programs, or events in the College's service area; service in elected office in the College's service area; and/or participating in the outreach, marketing, or public relations efforts of the College.

1.05 Awarding of Tenure

If an instructor on the tenure track believes he/she has met the eligibility standards for tenure, the instructor may submit a letter to the Vice President of Academic Affairs (VPAA) requesting consideration for tenure. With the letter, the instructor should enclose a portfolio documenting how he/she has met the eligibility standards.

Based on the portfolio provided by the instructor and on College records, if the VPAA determines the instructor has met the eligibility standards for tenure, the VPAA shall recommend awarding tenure to the instructor in a letter to the College President that summarizes how the instructor has met the tenure eligibility standards.

The College President shall present the letter from the VPAA to the Board of Trustees at a regular meeting of the Board. The instructor requesting consideration for tenure must attend this meeting to respond to any Trustee questions. If the Board of Trustees awards tenure to the instructor, the College President shall notify the instructor in writing, and all subsequent appointment letters will indicate the instructor is tenured.

1.06 Tenure Awarded Prior to May 2017

Any currently employed instructor awarded tenure prior to May 2017 shall continue in tenure status regardless of his/her achievement of the standards described herein, although the College encourages tenured instructors to continue striving to meet any standard(s) he/she does not currently meet.

The College President will notify currently employed full-time instructors who have not earned tenure by May 2017 if they are on the tenure track in their appointment letters for the 2017-2018 academic year. A currently employed full-time instructor who is on the tenure track must comply with this policy to earn tenure; however, he/she may document service, evaluations, or achievements prior to May 2017 that contribute to meeting the tenure eligibility standards.

COMPENSATION AND BENEFITS

SECTION ONE: EMPLOYEE COMPENSATION

- 1.01** The President shall provide competitive pay for faculty and staff. Compensation for all employees shall be administered consistently and fairly. College District pay practices are based on the compensation practices similar to Texas community colleges, comparable U.S. community colleges, and the local market.

The President and Vice President of Business Affairs shall annually recommend pay and budget plans for the College to the Board.

SECTION TWO: BENEFITS

- 2.01** The President ensures that the College District complies with the eligibility rules for various benefits as prescribed by state and federal law. These programs may include health insurance, dental insurance, life insurance, and retirement benefits.

Benefits provided by the College District shall be reviewed periodically and amended by the Board, as necessary, upon recommendation of the President and Vice President of Business Affairs.

COMPENSATION AND BENEFITS: SALARIES AND WAGES

SECTION ONE: GENERAL PRINCIPLES

- 1.01** The College shall set wages for part-time employees, adjunct instructors, and temporary contract personnel based on the new employee's work experience and credentials, conditions of employment, complexity of work and level of independent judgment and responsibility required by the position in relation to other College positions, labor market conditions, and College resource, while ensuring the total expense for all such employees is within the allocation authorized by the Board in the College's annual budget.
- 1.02** The College may award a stipend to an employee to address market conditions affecting the competitiveness of the College's compensation in specific administrative or academic fields or as compensation for additional non-typical work performed in a given fiscal year.
- 1.03** The College will round up all salaries and wages to the nearest value evenly divisible by 12 whenever the Board approves a salary or wage increase or when applying other adjustments.
- 1.04** The Vice President of Academic Affairs shall determine the length of the annual appointment of each full-time instructor based upon the needs of the College.
- 1.05** The following general guidelines apply to setting individual salaries or wages upon hire:
 - 1.05.1** The College President will set the salary for each newly hired College Executive.
 - 1.05.2** The Senior Director of Human Resources will recommend a salary for each newly hired full-time instructor, based on the Faculty Starting Salary Schedule. The Senior. Director of Human Resources, Vice President of Business Affairs and Vice President of Academic Affairs will review all recommendations and will make a final determination.
 - 1.05.3** The Assistant Vice President of Academic Affairs will recommend a salary for each newly hired full-time or part-time noncredit instructor based on market conditions and college resources. The Senior Director of Human Resources, Vice President of Business Affairs and Vice President of Academic Affairs will review all recommendations and make a final determination.
 - 1.05.4** The executive supervisor of each position will recommend a salary or wage for each newly hired full-time employee. The Senior Director of Human Resources, Vice President of Business Affairs and Vice President of Academic Affairs will review all recommendations and make a final determination.
 - 1.05.5** The executive supervisor of each position will recommend a wage for each newly hired nonteaching part-time employee. The Director of Human

Resources, Vice President of Business Affairs, and Vice President of Academic Affairs will review all recommendations and make a final determination.

- 1.05.6** The College will set the salary for all adjunct instructors annually during the budgeting process.

SECTION TWO: CLASSIFICATION OF POSITIONS

- 2.01** The Senior Director of Human Resources shall determine the classification of positions or employees as “exempt” or “non-exempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

2.02.1 Exempt:

Exempt employees, because of their positional duties, responsibilities, and level of decision-making authority, shall be excluded from overtime provisions of the FLSA. The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the Payroll Manager for prompt resolution.

2.02.2 Nonexempt:

Nonexempt employees shall be compensated for all hours worked.

An employee shall not earn overtime pay unless the employee works more than 40 hours in a work week.

SECTION THREE: WORK WEEK DEFINED

- 3.01** For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Monday until 11:59 p.m. Sunday.

SECTION FOUR: OVERTIME PAY

- 4.01** Employees who work overtime without prior authorization from their supervisor shall be subject to disciplinary action. The employee’s supervisor shall be disciplined if he or she allows subordinates to work unauthorized overtime, if he or she fails to maintain proper records, or if he or she otherwise fails to comply with system policies and procedures regarding timekeeping.

SECTION FIVE: COMPENSATORY TIME

- 5.01** Nonexempt employees shall not receive compensatory time off, rather than overtime pay, for overtime hours.

SECTION SIX: RAISE FOR INSTRUCTOR CREDIT/DEGREE PROGRESSION

6.01 The College will increase the salary of individual instructors who earn credits from a regionally accredited institution according to the progression presented in Table 1. When an instructor reaches a step in the progression, the instructor should have the awarding institution send official transcripts to the Vice President of Academic Affairs. Upon recommendation by the Vice President of Academic Affairs and approval by the Vice President of Business Affairs and the Director of Human Resources, the raise shall be effective and prorated for the current year based on the approval date. The raise will not be backdated to the date the degree or progression is earned. Table 1 presents the progression and corresponding increases.

TABLE 1

Faculty Credit/Degree Progression and Corresponding Salary Increases

Order	Step	Increase
Step 1	Earned Bachelor's Degree	\$2,000
Step 2	Earned Master's Degree	\$2,000
Step 3	Master's Degree plus 12 graduate credits	\$800
Step 4	Master's Degree plus 24 graduate credits	\$800
Step 5	Master's Degree plus 36 graduate credits	\$800
Step 6	Master's Degree plus 48 graduate credits	\$800
Step 7	Master's Degree plus 60 graduate credits	\$800
Step 8	Earned Doctorate	\$1,600

Note: The College will round up the instructor's salary to the nearest value evenly divisible by 12 after applying the increase.

COMPENSATION AND BENEFITS: PROMOTIONS, DEMOTIONS, TRANSFERS, AND REASSIGNMENTS

SECTION ONE: PURPOSE

- 1.01** The purpose of this regulation is to outline the procedure to ensure fair promotion, demotion, transfer, and reassignment of employees in accordance with applicable laws and rules.

This regulation applies to all employees at the College District.

SECTION TWO: APPLICABILITY DEFINITIONS

- 2.01** "Promotion" means an employee is hired into a position with a higher salary or title than the employee's current position.

"Demotion" means an employee moves to a position which has a lower salary or title than their current position.

"Lateral move" means an employee is hired into a position with the same salary and title classification as the employee's current position.

"Reassignment" means an employee is moved from one department to another, but position does not change.

"Internal Equity" means the comparison of like positions with similar salaries.

SECTION THREE: PROMOTIONS

- 3.01** The scope and responsibilities of the new position and internal equity with current incumbents will be considered when making the corresponding salary adjustment for promotions. The Human Resources Department will use the same guidelines for determining the appropriate salary in a promotion as they would for a new hire.

In no case should an employee receive a salary decrease in conjunction with a promotion.

The promotional increase is limited to a max of 15% unless the adjustment is internally inequitable. Human Resources will make the determination.

An adjustment for internal equity must fall within the salary range of the new position and be approved by the Senior Director of Human Resources, Vice President of Academic Affairs, and Vice President of Business Affairs.

SECTION FOUR: DEMOTIONS

- 4.01** Internal equity will be used to calculate the salary for a demotion, not to exceed the maximum of the salary of other employees in a similar position.

SECTION FIVE: LATERAL MOVE

- 5.01** A salary offer that is equal to the employee's current salary will be made for a lateral move unless internal inequity exists as determined by Human Resources. Changes based on internal equity require the approval of the Senior Director of Human Resources, Vice President of Academic Affairs and Vice President of Business Affairs. In no case should an employee receive a salary decrease in conjunction with a lateral move.

SECTION SIX: REASSIGNMENTS

- 6.01** No reassignment should result in a salary increase. The reassignment may lead to a job analysis review.

If the employee is moving to a department within the authority of their existing supervisor, the reassignment does not require the approval of the Vice President of Academic Affairs and Vice President of Business Affairs. However, it does require the approval of the Senior Director of Human Resources

COMPENSATION AND BENEFITS TUITION WAIVERS

SECTION ONE: CREDIT COURSES

- 1.01** Full-time employees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lesson, and special fees as designated) are waived for such employees. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job related, and is approved in writing in advance by the employee's supervisor. Employees must complete an Employee Tuition Exemption Scholarship Application. To access the form, log into the AC Portal, click on the Employees tab, then click on "Scholarship Form-FT Employee & Dependent" and complete the appropriate form.

SECTION TWO: NONCREDIT COURSES

- 2.01** Full-time employees may enroll without charge in up to seven semester hours of noncredit courses per semester. Tuition and all other fees (except other fees charged for a private music lesson, and special fees as designated) are waived for such employees, except Driver's Safety. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job related, and is approved in writing in advance by the employee's supervisor. Employees must complete a Full-Time Employee CE Tuition Waiver. To access the form, log into the AC Portal, click on the Continuing Education tab, then scroll to the bottom of the page and complete the form.

SECTION THREE: ANGELINA COLLEGE RETIREES

- 3.01** Retirees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for a private music lesson, and special fees as designated) are waived for such employees. Retirees must complete an Employee Tuition Exemption Scholarship Application (Contact Human Resources at hr@angelina.edu to request the appropriate form).

SECTION FOUR: DEPENDENTS

- 4.01** Dependents of full-time employees are entitled to scholarships for credit courses in the amount of tuition and fees (excluding special fees) not to exceed the cost of 15 in-district credit hours per fall, spring, and summer (1&2 combined) semesters textbooks are not included. To be eligible, the dependent must be a spouse, a child or stepchild under age 26, or a dependent claimed as an exemption on the employee's most recent tax return. The employee must complete the Dependent Tuition Exemption Scholarship Form. To access the form, log into the AC Portal, click on the Employees tab, then click on "Scholarship Form-FT Employee & Dependent" and complete the appropriate form.

Any full-time employee's dependents may take non-credit courses, except Driver's Safety, at 50 percent of tuition and fees, if space is available, with the discount not to

exceed an amount equal to the present cost of 15 in-district credit hours tuition and fees. When the College District offers courses and programs in partnership with other entities, the amount of the tuition and fee waiver may not exceed the total revenue allocated to the College District for each student. Employees must complete a request form for each

dependent. To access the form, log into the AC Portal, click on the Continuing Education tab, then scroll to the bottom of the page and complete the form.

FAMILY AND MEDICAL LEAVES: MENTAL HEALTH LEAVE FOR PEACE OFFICERS

SECTION ONE: PURPOSE

- 1.01** The purpose of this regulation is to provide guidance regarding the administration of Mental Health Leave for Peace Officers within the College District.

SECTION TWO: APPLICABILITY

- 2.01** As required by SB 1359, Angelina College provides upon request Mental Health Leave for all College District peace officers involved in a work-related traumatic event.

SECTION THREE: DEFINITIONS

- 3.01** "Traumatic Event" means an event which occurs in the peace officer's scope of employment when the peace officer is involved in the response to, or investigation of, an event that causes the peace officer to experience unusually strong emotional reactions or feelings which have the potential to interfere with their ability to function during or after the incident.

Traumatic events which occur in the peace officer's scope of employment may include, but are not limited to, the following:

- a.** Major disasters which may include response to weather-related events involving multiple casualties; explosions with multiple casualties; or search and recovery missions involving multiple casualties;
- b.** Incidents involving multiple casualties which may include shootings or traffic accidents;
- c.** Line of duty death or suicide of a department member;
- d.** Death of a child resulting from violence or neglect;
- e.** Officer-involved shooting of a person.

"Mental Health Leave" means administrative leave with pay granted in response to a traumatic event that occurred in the scope of the peace officer's employment.

"Mental Health Professional" means a licensed social or mental health worker, counselor, psychotherapist, psychologist, or psychiatrist.

SECTION FOUR: GENERAL

- 4.01** A College District peace officer directly involved in a traumatic event may request the use of mental health leave in writing directly to the Chief of Police or designee. Unless the Chief of Police can articulate specific compelling reasons to deny granting the leave, approval by the Chief of Police shall be granted no later than 24-hours following the

submission of the request. Following the approval to grant leave, the request document(s) will be forwarded to Human Resources.

A supervisor or coworker who becomes aware of behavioral changes in a peace officer directly involved in a traumatic event should suggest to the peace officer that he or she seek mental health leave and the assistance of a mental health professional.

Any request for mental health leave shall be treated as strictly confidential by all parties involved and shall not be discussed or disclosed outside the officer's immediate chain of command and Human Resources, as necessary to facilitate the use of the leave. Any peace officer or supervisor who becomes aware of behavioral changes and suggests the peace officer seek mental health leave shall not discuss that matter with any third party. Any breach of this confidentiality shall be grounds for discipline up to and including termination.

Confidentiality may be waived by the peace officer seeking mental health leave. Confidentiality may be waived under circumstances which indicate the peace officer is a danger to self or others and department personnel must confer with mental health professionals.

SECTION FIVE: DURATION

5.01 A peace officer directly involved in a traumatic event may request up to five (5) working days of mental health leave.

SECTION SIX: RESPONSIBILITIES SUPERVISOR/EMPLOYEE

6.01 A College District peace officer directly involved in or impacted by a traumatic event may request the use of mental health leave in writing directly to the Chief of Police. Unless the Chief of Police can articulate specific compelling reasons to deny granting the leave, approval by the Chief of Police shall be granted no later than 24 hours following submission of the request.

The role of the Chief of Police following a request for mental health leave is to notify Human Resources. The Police Chief should keep continued communication with Human Resources in relation to the mental health leave. The Chief of Police or designee will immediately provide notification to Human Resources whenever the following occurs:

- A peace officer provides oral or written notification of their need for mental health leave related to a traumatic event.
- The Chief of Police or a member of the Department becomes aware that a peace officer may need assistance following a traumatic event.
- The Chief of Police should direct the employee to complete and submit Request for Mental Health Leave or may do so on behalf of the peace officer when he or she is

unable to complete the form.

- The Chief of Police is responsible for time entry and approval in the college's time card management system on behalf of the peace officer.

SECTION SEVEN: PROCEDURES

- 7.01** When a peace officer has identified the need for mental health leave related to a traumatic event, the peace officer should promptly contact the Chief of Police by telephone or email.
- 7.02** The peace officer shall complete and submit a Request for Mental Health Leave and provide to the Chief of Police. The Chief of Police shall notify Human Resources.
- 7.03** The peace officer must give notice of their intent to return to duty before expiration of the Mental Health Leave. The peace officer ordinarily shall give 24-hour notice of his or her projected date of return.
- 7.04** The College District may require return to work certification by a treating healthcare provider to ensure the peace officer is capable of performing the essential functions of his or her job upon return. When applicable, failure to comply with the certification requirement may result in discipline up to and including termination.
- 7.05** A peace officer who is unable to return to work following mental health leave should contact the Chief of Police and Human Resources to discuss options under applicable Angelina College policies governing leave, FMLA, and accommodations. A peace officer is expected to be able to return to work by the end of their approved leave. A peace officer who is unable to do so should contact the Chief of Police and Human Resources.
- 7.06** If the peace officer is unable to return to work at the end of his or her mental health leave and has not been granted any additional leave, their employment ends as "unable to return from leave" effective the last day of the approved leave, unless a continuation of leave has been granted for other reasons.
- 7.07** A peace officer who fails to return to work as scheduled after mental health leave may be subject to termination of employment.
- 7.08** A peace officer who exceeds his or her leave without an approved extension of their leave approved under appropriate leave provisions, may be subject to termination of employment pursuant to the appropriate College District's Policy.

LEAVES AND ABSENCES: FAMILY AND MEDICAL LEAVE

SECTION ONE: PURPOSE

- 1.01** The purpose of this regulation is to provide guidance regarding the administration of leave under the Family and Medical Leave Act (FMLA).

SECTION TWO: APPLICABILITY

- 2.01** This regulation applies to all employees of the College District.

SECTION THREE: DEFINITIONS

- 3.01** "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a healthcare provider.

"Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, treatment thereof, or recovery therefrom.

"Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition in accordance with the FMLA regulations.

"Son or daughter" means biological, adopted, or foster child, step-child, a legal ward, who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability" at a time FMLA leave is to commence.

"Spouse" means a husband or wife as defined or recognized in the State where the individual was married and includes individuals in a same-sex marriage.

"Days" shall mean College District business days, unless otherwise noted.

SECTION FOUR: GENERAL

- 4.01** Human Resources administers and monitors all leave policies and regulations. All hiring authorities and supervisors, however, are responsible for being familiar with this regulation and for assisting Human Resources in the fair and consistent application of this regulation.

SECTION FIVE: EMPLOYEE RIGHTS

- 5.01** Employee rights include:

- 12 weeks of job-protected leave per fiscal year for eligible employees.
- Maintenance of health care benefits for employees only during the approved period of Family Medical Leave. *(The employee will continue to pay his/her portion of the*

- health and optional insurance premiums.)*
- Job restoration to the same or equivalent position upon expiration of FMLA leave.
- Assurance that taking off FMLA leave will not count against the employee's attendance record.

SECTION SIX: MARRIED EMPLOYEES

- 6.01** Married employees are jointly entitled to a combined total of twelve (12) work weeks of family leave for the birth of a child or placement of a child for adoption or foster care.

SECTION SEVEN: ELIGIBILITY

- 7.01** To be eligible for leave under the FMLA, a College District employee must have:

- One (1) year of employment with the College District;
- Physically worked 1,250 hours within a rolling calendar year; and
- A federal qualifying reason according to the Family and Medical Leave Act:
 1. For the birth of a son or daughter, and to care for the new-born child;
 2. For placement with the employee of a son or daughter for adoption or foster care;
 3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
 5. Any qualifying exigency due to the employee's family member's (spouse, son, daughter, or parent) status as a covered military member on "covered active duty." Or has been notified of an impending call or order to cover active duty status; and
 6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

SECTION EIGHT: INTERMITTENT/REDUCED SCHEDULE LEAVE

- 8.01** FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under the following circumstances:

- Intermittent/reduced schedules may be taken when medically necessary for certain qualifying reasons.
- When intermittent/reduced schedule leave is needed for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the College District's operation.
- An employee on an intermittent/reduced schedule leave may be requested to provide an updated medical certification every 30 days or at other intervals as permitted by law.
- Employees on intermittent or reduced schedule leave may not be required to

work beyond the hours of their approved, modified schedule.

SECTION NINE: EMPLOYEE WORK RESTRICTIONS

9.01 Except in circumstances in which an employee has been approved to take intermittent or reduced hour leave, employees proved for continuous Family Medical Leave are prohibited from engaging in any employment with the College District or with another employer. Employees found in violation of this policy are subject to disciplinary action up to and including termination.

SECTION TEN: EMPLOYEE RESPONSIBILITIES

10.01 Employee responsibilities include:

- When the need for FMLA leave (including intermittent or reduced work schedule leave) is foreseeable, the employee must provide his supervisor with 30 days prior notice, when possible. The employee shall complete and submit a request for Family or Medical Leave and obtain the supervisor's signature. The employee shall promptly transmit this information to Human Resources. If the employee fails to give timely advance notice when the need for leave is foreseeable, this may cause a delay in the approval of FMLA.
- When the need for FMLA leave is not foreseeable, the employee or family member or representative of the employee must give notice to the employee's supervisor as soon as practicable (generally within two workdays after the leave begins). The employee and/or supervisor shall complete and submit the Request for Family or Medical Leave. The supervisor shall promptly transmit this information to Human Resources.
- Provide periodic reports on status and intent to return to work.
- Employees must give notice of their intent to return to duty before expiration of the FMLA leave. The employee ordinarily shall give 24-48 hours' notice of his or her projected date of re- turn. Such notice is necessary to minimize potential workplace disruption and to allow for the smooth transition of assignments from other employees to returning employees.
- Provide medical certification within 15 calendar days of Human Resources request.
- It is the employee's responsibility to obtain and submit a complete and sufficient Certification of Health Care Provider forms to Human Resources. A certification is considered incomplete if Human Resources receives a certification form, but one or more of the applicable entries have not been completed. A certification is considered insufficient if the employer receives a complete certification, but the information provided is vague, ambiguous, or non-responsive. When Human Resources receives an incomplete or insufficient form, Human Resources will return the Certification form to the employee and allow 70 calendar days for the employee to cure the deficiency. If the deficiencies specified are not cured in the resubmitted certification, The College District reserves the right to deny the

FMLA leave request. A certification that is not returned by the deadline date is no longer considered incomplete or insufficient but constitutes a failure to provide certification and FMLA can be denied.

- When approved for intermittent FMLA an employee is responsible for time entry of FMLA-protected leave in the time card system.
- An employee who does not return to work after exhaustion of FMLA may be subject to termination. The employee no longer has job protection rights under the FMLA.
- An employee who fails to comply with the following Family and Medical Leave Regulations may be subject to disciplinary action up to and including termination.

SECTION ELEVEN: FITNESS FOR DUTY CERTIFICATION

- 11.01** If the employee was absent due to his or her serious health condition, the employee must submit a fitness-for-duty certification from his or her healthcare provider before the expiration of the FMLA leave. If the employee fails to provide a requested fitness-for-duty certification, the College District may delay job restoration until the employee submits the certificate. The costs associated with obtaining the certification shall be the employee's responsibility. The fitness-for-duty requirement may also apply to employees returning from intermittent or reduced schedule leave.

SECTION TWELVE: RECERTIFICATION

- 12.01** Employees may be required to submit medical recertification from their health care providers either every 30 days or the minimum duration of the incapacity or treatment period designated by the health care provider, whichever is greater. The College District also may require recertification when:
- The employee requests an extension of leave.
 - The circumstances of the original certification have changed significantly.
 - If the College District receives information that casts doubt on the continuing validity of the original certification and;
 - In all cases the College District may request recertification of a medical condition every six months in connection with an absence by the employee even if the medical certification indicates the need for intermittent or reduced schedule leave for a period over six months (e.g., for a lifetime condition).
 - The employee must provide the requested recertification to Human Resources within at least 15 calendar days after the request unless it is not practicable under the particular circumstances to do so.

SECTION THIRTEEN: REQUESTING FMLA STATUS AFTER RETURNING FROM LEAVE

13.01 If an employee takes leave for an FML reason but has not formed the College District, and the employee desires that the leave be counted as FML leave, the employee must notify Human Resources by submitting a Request for FMLA within two (2) business days of returning to work and must follow all steps required to request Family Medical Leave. In the absence of such timely notification by the employee, the employee may not assert FMLA protection for a previous absence.

SECTION FOURTEEN: SUPERVISOR RESPONSIBILITIES

14.01 The role of the supervisor is to transmit information to Human Resources and to apprise Human Resources of employee absences that might be due to an FMLA-qualifying reason. Supervisors do not determine FMLA eligibility. A supervisor shall immediately notify Human Resources whenever the following occurs:

- An employee provides oral or written notice that there is a medical reason for an absence. The employee need not specifically reference "FMLA" leave or disclose the condition when requesting leave.
- A supervisor becomes aware that an employee was absent or is absent due to a potential FMLA-qualifying reason.
- An employee is absent due to a work-related injury covered by Workers' Compensation. In most instances, FMLA leave, and Workers' Compensation leave will run concurrently. FMLA leave ordinarily will commence on the first full day of absence due to a work-related injury. Supervisors must inform Human Resources when a work-related injury occurs.
- Supervisors are responsible for ensuring your employee enters any intermittent time entry of FML-protected hours.
- Supervisors are responsible for time entry of continuous FMLA-protected leave in the timecard system:

1st: FMLA Sick until exhausted;

2nd: FMLA Catastrophic when notified by Human Resources of approval by the Manager of Payroll. This should only be entered after approval of the Manager of Payroll and notification by Human Resources.

3rd: FMLA Vacation until exhausted and;

4th: FMLA Leave without Pay.

- Supervisors must be mindful of the fact that the law provides the employee with a legal right to refrain from any work during the period of leave. During an approved FMLA absence, to avoid confusion or disputes, supervisors may not require the employee to work while on leave and employees may not volunteer to work while on leave. Supervisors shall keep any contact to an absolute minimum.

SECTION FIFTEEN: HUMAN RESOURCES BENEFITS RESPONSIBILITIES

15.01 Upon notice of a request for leave, Human Resources will evaluate the following FMLA Requirements:

- (i) Employee has worked at the College District for at least 12 months;
 - (ii) whether the employee worked 1,250 hours in the 12 months immediately preceding the commencement of the leave;
 - (iii) and whether the employee has already used 12 weeks of FMLA time in the rolling calendar year before the request. If the employee does not satisfy these requirements, the employee is not entitled to FMLA leave and will be notified, ordinarily within five (5) business days of the employee's notice.
- Medical certification is not required for adoptions, or foster care; however, non-medical documentation may be required to substantiate a claim when necessary (such as a birth certificate, court order, official correspondence from a foster care agency or adoption agency, or other official documentation).

15.02 Upon receipt of the Request for FMLA, Human Resources shall send an FMLA-information packet to the employee by either certified mail, regular, and/or email with instructions for completing the required forms. The information packet ordinarily will be sent within five (5) business days of the employee's notice.

15.03 The FMLA information packet will include the following forms and formation sheets:

- FMLA Initial Designation Letter providing the Certification of Health Care Provider Form due date, and;
- FMLA Eligibility Notice and Statement of Employee's Rights and Responsibilities;
- FMLA "Checklist" for Employees Certification of Health Care Provider for Employee's Serious Health Condition; or
- Certification of Health Care Provider for Family Member's Serious Health Condition; or
- Certification for Serious Injury or Illness of a Current Service Member for Military Family Leave; or
- Certification of Qualifying Exigency for Military Family Leave;
- If leave is for the employee's illness, a current copy of the employee's job description listing the employee's essential job functions; and
- The initial letter, which will advise whether the employee is a "key" employee (among the highest-paid 10 percent of all the College District's employees) who might be denied job restoration after the expiration of leave.

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

SECTION ONE: DEFINITIONS

- 1.01** "Vacation" pay is an employee fringe benefit provided by Angelina College that allows employees to be absent from work with pay. The number of paid vacation days provided is based on the number of years of employment.
- 1.02** "Active Status" means an employee who is currently in an approved and budgeted Angelina College position. May be a full-time, part-time, or temporary job.
- 1.03** "Holiday" pay is for time off provided by the employer in observance of federal holidays as well as those days observed by Angelina College. Employees are eligible to receive holiday pay as soon as they become employees-there is no waiting period.
- 1.04** "Inclement Weather" is referred to as severe or harsh weather.
- 1.05** "Essential Personnel" means faculty and staff who are required to report to their designated work location to ensure the operation of essential functions during an emergency when Angelina College has suspended operations.
- 1.06** "Days" shall mean College District business days, unless otherwise noted.

SECTION TWO: ANNUAL LEAVE (VACATION)

- 2.01** Only full-time, 12-month employees shall be entitled to paid vacation leave. Part-time employees, 9-month employees, and 10.5-month employees are not entitled to paid vacation. Days during which the College is closed, such as holidays, during the fiscal year must be taken as scheduled and do not accrue and carry forward to the next year.
- 2.02** Vacation entitlement shall be earned commencing on the first day of employment and ending on the last day of employment.
- 2.03** Continuous employment of six months is required before an employee can be granted a vacation with pay.
- 2.04** The direct supervisor reviews and approves all vacation requests to determine that there will be no adverse impact on unit operations.
- 2.05** Vacation days earned may be taken at one time or maybe taken incrementally as determined by the employee and the supervisor.
- 2.06** Vacation days taken incrementally may not result in a long-term alteration of the employee's scheduled work days or hours.

2.07 If an employee becomes ill while on vacation, the time off is to be charged to vacation (NOT sick leave).

2.08 Vacation entitlement is earned as follows:

Years of Service	Hours/Month	Hours/Year
0-4	6.66	80
5-9	10.00	120
10-14	13.33	160
15+	16.66	200

2.09 Vacation entitlement shall be prorated for any employee who is full-time, but does not regularly work a 40-hour-per-week schedule. For example, a 0.9 full-time equivalent position shall earn 90% of the entitlement above.

2.10 If vacation is earned but not taken, a maximum of 300 hours shall automatically be carried into the next fiscal year. Vacation hours in excess of 300 hours earned but not taken by August 31 will be forfeited.

2.11 An employee who resigns, is dismissed, retires, or otherwise is separated from employment, shall be paid for accrued vacation hours but not exceed the maximum carry forward.

SECTION THREE: PAID HOLIDAYS

3.01 All employees (except students, and part-time employees) are entitled to paid holidays designated in the College District bulletin. The College District reserves the right to change, add, or delete holidays as dictated by the best interests of the College District.

3.01.1 Non-exempt or hourly employees eligible to observe holidays will be paid for these days if such employees would otherwise be listed on the payroll for the period.

3.01.2 An employee becomes eligible for holiday pay immediately upon reporting for duty as required by the College District, except that holiday pay for the Winter semester and Spring Break will not be paid unless the employee works at least one month immediately prior to the break.

3.02 The Winter semester break and Spring Break are holidays for employees but are not computed in a pro-rata salary adjustment for partial assignment years.

3.03 Non-exempt employees who are required to work during a paid holiday period will be compensated at their normal rate of pay for the holiday, plus one and one-half times their hourly rate for actual hours worked. Except on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, Martin Luther King Day, New Year's Day, July 4th, Juneteenth, Memorial Day, and Labor Day employees shall be compensated at their

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normal rate of pay for the holiday, plus two times their hourly rate for actual hours worked.

- 3.04** The following dates are paid holidays for full-time employees:

Labor Day	September
Thanksgiving	November
Christmas	December
New Years	January
Martin Luther King Day	January
Memorial Day	May
Juneteenth	June
July 4th	July

- 3.05** The College District reserves the right to change approved holidays if dictated by the approved College District calendar.

SECTION FOUR: OFFICIAL COLLEGE CLOSURE AND INCLEMENT WEATHER

- 4.01** Official college closures occur based on an imminent danger to an employee's life or as a result of a severe weather condition or other emergency. The President or a designated official must determine that an employee was officially ordered or authorized to evacuate for an employee to be paid for an official closure.
- 4.02** Employees whose salary or hourly rate is paid from a grant must adhere to the personnel guidelines as stated in the grant. Absent guidelines in a grant, grant personnel shall adhere to the college Policy.
- 4.03** Inclement weather closure may not affect all Angelina College campuses or centers. Thus, the inclement weather closure may not affect all employees. The President or a designated official must make the determination that a campus or center should be closed due to inclement weather for an employee to be paid for an official closure.
- 4.04** The President or designee will designate the employee groups that will be excused from work assignments during inclement weather closings.
- 4.05** In case of inclement weather or other emergency closing of Angelina College or its locations, full-time employees who are absent from work assignments shall receive regular pay, if the following conditions are met:
- a.** The full-time employee reports for work and is later sent home during the workday because of emergency closing; or
 - b.** The full-time employee does not report to work because the College District announces an emergency closing prior to the beginning of the workday.

SECTION FIVE: ESSENTIAL PERSONNEL

- 5.01** If essential personnel are required to report for duty during a designated inclement weather closure, the essential personnel will be compensated (Regular Rate of Pay) for the actual hours worked in addition to Inclement Weather Leave.
- 5.02** If a full-time employee does not report to work when an inclement weather closing has not been announced, the absence shall be charged against the employee's personal business or vacation accrual, unless there is no such personal business or vacation time remaining, in which case the absence will be unpaid.
- 5.03** There are designated televisions and/or radio stations that will broadcast any decision determined by the appropriate College District authority as to whether or not there has been a single or multiple site closing due to inclement weather. The College District will also notify employees through the emergency message system.

COMPENSATION AND BENEFITS: EXPENSE REIMBURSEMENT

SECTION ONE: EXPENSE REIMBURSEMENT

1.01 The College will reimburse employees for work-related expenses as allowed by this Regulation.

1.02 Definitions

1.02.1 Instructional Travel

Instructional travel is defined as travel required as part of the employee's assignment, and it includes but is not limited to, clinical or practicum travel for instructors, routine recruiting travel, off-campus teaching travel, registration travel, and other travel required for the purpose of supervising students.

Employees are encouraged to submit monthly mileage reimbursement requests for instructional travel, but should submit reimbursement requests no less frequently than once per semester. The College may delay the processing of travel reimbursement requests if requests are submitted during the last week of a semester. All travel reimbursement requests for a fiscal year must be submitted by the processing deadline for check requests pertaining to that fiscal year.

Instructional travel reimbursements should only include mileage in excess of round-trip mileage from home to campus (see: *DEE – EXHIBIT B*)

1.02.2 Professional and Development Travel

Professional or developmental travel includes approved travel for the enhancement of knowledge and skills required by a position's job description.

1.03 Travel Approval

During the College's budget development process, each unit manager should estimate the cost of all anticipated travel by employees assigned to his/her unit for the fiscal year. All actual travel must be approved in advance by the employee's supervisor.

1.04 Reimbursement Rates

The College will calculate reimbursement for travel using approved travel reimbursement rates and guidelines. Currently approved rates and guidelines are included in *DEE – EXHIBIT A*.

1.05 College Credit Cards

Employees authorized to use a College credit card should exercise care to keep receipts and to document the use of the card on *AC Form 10L*. Travel expenses charged to a credit card should be within allowable limits and should not be claimed additionally for reimbursement.

1.06 Receipts

All receipts submitted for reimbursement must be legible and include the name of the business, date of purchase, detail of what was purchased, and how payment was made. All credit card charges should be in the name of the employee.

SECTION TWO: EXPENSE CATEGORIES

2.01 Mileage

DEE – EXHIBIT A presents the College's reimbursable mileage rate. Allowable mileage is different from odometer mileage. Employees should use the Internet versions of either *Mapquest* or *Google Maps* to calculate allowable mileage. The employee should attach a copy of the calculation to the reimbursement request.

Employees may not claim mileage reimbursement when using a College vehicle (see *DEE Exhibit C*).

2.02 Airfare

When it is necessary to book airfare, the College will reimburse employees for the actual cost of economy-class airfare. Where necessary, the College will reimburse employees for one checked bag or one carry-on bag. The College will not reimburse employees for seat upgrades or for first-class tickets.

Employees must attach documentation evidencing the cost of airfare. If employees book reimbursable airfare, employees must attach an original boarding pass, or other documentation indicating ticket utilization, with their reimbursement request.

The College encourages employees to book airfare sufficiently in advance, where possible, to obtain the lowest price possible.

2.03 Parking

The College encourages employees to use self-parking and free parking options. However, where free parking is not available or there is a safety, health, or similar reason, the College will, with a receipt, reimburse the cost of parking.

2.04 Tolls

The College will reimburse employees for toll fees with supporting documentation.

2.05 Registration Fee(s)

The College will reimburse employees for registration fees with supporting documentation. If registration materials indicate meal(s) were included in the cost of the conference, event, or program, the College will reduce reimbursement for meals accordingly.

2.06 Tips or Gratuities

Because the per diem meal allowance is inclusive of tips, the College will not reimburse employees for tips or gratuities except for business-related meals. The College will reimburse tips and gratuities for business-related meals up to a maximum of 20 percent of

the meal cost (see *Subsection 3.02* of this Regulation).

2.07 Lodging

Employees must reserve lodging in their name. The College will reimburse employees for the actual cost of lodging, but the College will not reimburse employees for the Texas state sales tax.

Employees are encouraged to utilize conference rates or the *Texas State Travel Directory*, which provides for a negotiated lower rate for state employees, when possible. In circumstances where lodging is unavailable at less than the currently approved rate, employees may claim a higher rate only if approved prior to the travel by the Vice President of Academic Affairs or the Vice President of Business Affairs.

The College will not process reimbursement without an original lodging receipt that shows a detail of charges, the method of payment, and a zero balance due. It is the employee's responsibility to obtain a receipt and to submit for reimbursement even if the reservation was made and paid by Angelina College.

Employees are reminded to carry and use the hotel occupancy tax exemption certificate for exemption from Texas state sales tax. Certificates are available in the business office and at the reservation desk of many lodging establishments. If an employee does not carry an exemption certificate, the sales tax incurred will be deducted from the employee's reimbursement.

The College will reimburse the cost of internet/wifi access during hotel stays when it is not provided free of charge or included in the nightly rate. It is the employee's responsibility to obtain a receipt or have the charge documented on his/her hotel bill.

2.08 Overnight Meals

The College will reimburse for meals during overnight travel. Employees will not be reimbursed for meals that occur during non-overnight travel except for business-related meals as defined in *Subsection 3.02* of this Regulation. When traveling overnight, employees may claim the per diem amount for breakfast if they travel between 12:00 a.m. and 9:59 a.m. Employees may claim the per diem amount for lunch if they travel between 10:00 a.m. and 4:59 p.m. Employees may claim the per diem amount for dinner if they travel between 5:00 p.m. and 11:59 p.m. No meal receipts are required for overnight meals. Allowable meal per diem amounts are listed in *DEE EXHIBIT A*.

The College will reimburse actual expenses for all overnight Perkins grant travel.

2.09 Entertainment

The College will not reimburse the cost of entertainment and/or excursions that are arranged for a conference/convention or team travel (i.e., golf fees, amusement park fees, etc.).

SECTION THREE: SPECIAL CIRCUMSTANCES

3.01 Advance Money for Student Travel

For student travel only, the College may advance money for student lodging and meals to a trip sponsor who is not authorized to use a College credit card. A trip sponsor shall be a full-time employee of the College. The College will not issue advance money directly to students. To request travel advance money, the trip sponsor should complete the *Student Travel Request Form*.

When the College issues travel advance money, the employee is responsible for submitting a properly documented *Travel Reimbursement Form*, with a copy of the *Student Travel Request Form* attached, within 10 business days of completion of the travel. If the employee fails to submit all required documentation within 10 business days of completion of the travel, the College may deduct the amount that was advanced from the trip sponsor's pay.

Travel reimbursement rates and guidelines shall apply to students except that meal per diem may not exceed the currently approved student daily rate (see: *DEE EXHIBIT A*). If the trip sponsor purchases meals for him/herself, the employee meal per diem guidelines shall apply.

3.02 Business-Related Meals

Business-related meals while not on overnight trips must be substantiated using the actual receipt method. The College will reimburse tips and gratuities for business-related meals up to a maximum of 20 percent of the meal cost. Business-related meals must meet one of the following conditions:

- The main purpose of the meal is to meet with one or more individuals who are not employed by the College to conduct College business or to otherwise benefit the College during the meal. Examples of appropriate business-related meals include recruiting prospective students or employees, negotiating with potential or current partners, cultivating donations or other support for the College, establishing or strengthening professional relationships beneficial to the College, etc. Receipt documentation must include the names of those joining the meal and the purpose of the meal. Reimbursement will be paid from itemized receipt, but the cost of the meal should stay within meal per diem guidelines.
- An employee attends a business meeting or conference of exempt organizations (chambers of commerce, business leagues, professional organizations or associations, or government agencies) in which the employee represents the College, but the meal is not provided as part of the meeting registration. The College requires a receipt for the meal, and a meeting or conference agenda or itemized bill as documentation for reimbursement.
- An employee travels as a coach or sponsor with a team or group of students. Employees should submit itemized receipts with the names of those joining the meal.

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Individual meal per diem guidelines should be followed.

- With prior approval from the College President, a Vice President, or a Dean, a meal in which the primary purpose is to meet with college employees and conduct college business. Approvals for meals of this type should be infrequent and used to mark a special occasion or to enhance the efficiency of the meeting.

3.03 Carl D. Perkins Basic Grant-Related Reimbursement

Carl D. Perkins Basic Grant (Perkins) funds must be expended for reasonable and necessary costs in conducting grant activities. Reasonable means a cost is consistent with prudent business practice and comparable to current market value. Necessary means the cost is essential for the College to accomplish the objectives of the project. The College must comply with the applicable Federal Cost Principles in expending grant funds.

Travel costs for executive officers (including the president, vice presidents, and deans) or administrative support staff may not be funded under the grant program.

Perkins professional development activities will be limited to one (1) event per academic year per Career Technical Education (CTE) employee.

3.03.1 Travel Approval

Travel costs for professional development including registration fees, flight, and lodging must be submitted in advance to the Office of Grants and Sponsored Program. Travel must be approved by the Texas Higher Education Coordinating Board (THECB) prior to the event. Any costs above the requested amount will be charged directly to the employee's department account.

3.03.2 Travel Documentation

Travel costs must be properly documented with receipts to be reimbursable. Travel costs not supported by proper documentation are not allowable grant charges and are subject to disallowance by state and federal auditors and monitors. Travel documentation must be submitted within a timely manner to be reimbursed. All documentation must be submitted within fifteen (15) days of completion of travel to the Office of Grants and Sponsored Programs.

3.04 Perkins Grant-Professional Development Allowable and Unallowable Expenses

Employees may be reimbursed for expenses related to Perkins grant-funded workshops or conferences. In addition to college policies, such reimbursements must conform to grant specific requirements set by funding agency.

3.04.1 Mileage

Faculty will be reimbursed for mileage by using the College's reimbursable mileage rate. Mileage rates are listed in *DEE Exhibit A*. If the state approved rate falls below the institution rate, the lower rate will be used for reimbursement.

3.04.2 Airfare

Airfare is allowable at the lowest fare available. First-class or business-class upgraded airfare is not an allowable expense. Perkins will reimburse one checked bag and one carry-on bag for each flight. Receipts for checked baggage must be submitted with travel reimbursement request. All flights will be reserved with the College approved travel agent.

Flight reservations must be submitted 60-90 days in advance of travel date to ensure reasonable rates. If flight changes are made by employee after reservation confirmation, the flight change fees and non-refundable flight costs will be charged to the employee's department account.

3.04.3 Car Rental

Car rental fees, at destination, are not allowable in Perkins unless other transportation such as taxi, shuttle, or other ride-sharing service is not available for performing official business or unless car rental is more cost effective than alternate modes of travel. If other transportation is available and a car rental is necessary for out-of-state travel, the fees will be charged to the employee's department account.

Car rental fees, for out-of-state travel from college to destination, are not an allowable expense unless the employee has medical documentation restricting them from flying to/from the approved destination. If medical documentation is not provided, the car rental fees will be charged to the employee's department account.

Car rental fees, for in-state travel, are not an allowable expense in Perkins. If a car rental is necessary for in-state travel, the fees will be charged to the employee's department account.

If a car rental is allowable, gasoline for the rental car is approved with Perkins funds. If a car rental is allowed, personal accident insurance or personal effects coverage for rental cars will not be covered.

Car rental reservations will be completed with the College approved rental agency.

3.04.4 Registration Fee(s)

Registration fees to attend workshops or conferences are allowable expenses. Conference social events, meals, or recreational events available at a cost above the basic registration fee are not allowed with grant funds.

3.04.5 Lodging

Lodging is reimbursable up to the rate allowable for the destination city. Site-specific information on rates for in-state and out-of-state travel is available at <http://www.gsa.gov>. The difference between the actual and allowable lodging rates will be charged to the employee's department account.

3.04.6 Parking

Airport, lodging, and conference standard parking rates are allowable. Valet parking is not an allowable expense without medical documentation.

3.04.7 Meals

Per institutional policy, per-diem for meals will be charged directly to the employee's department account. Receipts for meals will not be needed for reimbursement.

3.04.8 Other allowable and non-allowable expenses

Taxi fares and other ride-sharing service fees for official business are allowable. Receipts for taxi or ride-share must be submitted with travel reimbursement request.

Other non-allowable expenses include tips or gratuities of any kind, alcoholic beverages, entertainment, recreational, social events, or any expense for other persons.

TRAVEL REIMBURSEMENT RATES

SECTION ONE: TRAVEL REIMBURSEMENT RATES

1.01 Pursuant to *Regulation DEE*, the travel reimbursement rates are as follows:

1.01.1 Mileage: Present IRS-approved rate.

1.01.2 Employee Meals: \$55/day; Breakfast: \$13.00, Lunch: \$16.00, Dinner: \$26.00

1.01.3 Student Meals: \$40/day; Breakfast: \$10.00, Lunch: \$12.00, Dinner: \$18.00

1.01.4 Lodging: \$160/night. Lodging expenses may exceed \$160/night with prior written approval from the Vice President of Business Affairs or the Vice President of Academic Affairs.

1.02 The College is exempt from paying state sales tax. The employee must provide a *Hotel Occupancy Tax Exemption Certificate* to the hotel to avoid state sales tax. Any sales tax paid is the responsibility of the employee.

VEHICLE REQUEST FORM

Vehicle _____ Division _____ Account # _____

Purpose: _____

Destination _____ Driver _____

Exact Time and Date of Departure_____	Approximate Time and Date of Return _____
--	--

Speedometer Reading When Received _____ When Returned _____ Miles Driven _____

Credit Card and Keys Issued _____ By _____

RETIREMENT PROGRAMS

SECTION ONE: FULL-TIME EMPLOYEES

- 1.01** Except for professional personnel participation in the optional retirement program, all personnel employed on a full-time, regular basis shall be members of the Teacher Retirement System of Texas.

Eligibility for participation in the optional retirement program (ORP) shall be subject to such rules as may be prescribed by the coordinating board.

Full-time faculty whose duties include teaching or research, fulltime administrators responsible for teaching and research faculty, and other professional employees such as librarians, a president, or other professional staff whose national mobility requirements are similar to those of faculty members and who fill a position that is the subject of nationwide searches in the academic community shall be eligible for participation in ORP. Classified employees shall not be eligible for participation in the ORP.

- 1.02** An eligible employee 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 91st day after becoming eligible and is irrevocable. An eligible employee 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.

To ensure that all employees who become eligible to select the ORP in lieu of the TRS are provided uniform and unbiased information on which to base their decision, on or before the commencement of the 90-day period allotted for such a decision, at a minimum the College District shall provide such employees with introductory information on ORP provided by the Texas Higher Education Coordinating Board.

- 1.03** On or before the commencement of the 90-day period allotted for newly eligible employees to select the ORP in lieu of the TRS, the College District shall provide written notification to such employees that selection of ORP in lieu of TRS entails certain responsibilities for the employee, including selection and monitoring of vendors and investments. The College District shall also provide written notification that the institution has no fiduciary responsibility for the market value of participants' investments or for the financial stability of the vendors chosen by the participants.

SECTION TWO: PART-TIME EMPLOYEES

- 2.01** The College District maintains a retirement plan for part-time employees as required by law.

The plan is an ERISA-exempt 403(b) defined contribution plan administered by TIAA-CREF.

The plan requires a contribution of 7.50% of gross wages on a tax-reduction basis. Neither the College District nor the State of Texas make any contribution to the plan.

All part-time employees, except TRS or ORP retirees and part-time employees already participating in TRS, shall be required to participate in the plan.

SECTION THREE: TAX-SHELTERED ANNUITIES

- 3.01** All employees are eligible to participate in the Tax Sheltered Annuity Program. Contributions are subject to limits as established by the Internal Revenue Service. The business office may require completion of the maximum exclusion allowance calculation to substantiate contribution amounts. An employee can change contributions or company anytime during the year.

SECTION FOUR: CARRIERS

- 4.01** Only carriers approved by the Board may write ORP policies for College District employees. Approved carriers may also write TSA policies. The College District does not endorse or recommend any carriers nor does the College District advise employees whether to choose TRS or ORP. New employees who transfer from other colleges with ORP and/or TSA policies may retain the same carriers as long as such carriers are authorized to write such policies in Texas and are authorized to conduct business with the College.

SECTION FIVE: TEACHERS RETIREMENT SYSTEM

- 5.01** All eligible personnel, except faculty members in the optional retirement program, employed on a full-time, regular basis shall be members of the Teacher Retirement System of Texas.

SECTION SIX: OTHER PROVISIONS

- 6.01** All changes to payroll must be submitted to payroll in writing and filed in the business office five working days before the scheduled payroll date.
The College District may make available to carrier representatives directory information on employees unless employees advise the College District, in writing, that such information is not to be released.
The College District reserves the right to bar any carrier or its representative from campus for good cause.

EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION

SECTION ONE: PROFESSIONAL ORGANIZATION MEMBERSHIP

- 1.01** All personnel are encouraged to be members of and participate in professional organizations that provide excellent opportunities for professional growth and development.
- 1.02** The College District may provide funds for institutional memberships in professional organizations, but individual memberships are generally paid by the employee. Faculty are encouraged to belong to organizations whose major concerns coincide with the faculty member's teaching fields.

**ANGELINA COLLEGE
EMPLOYEE COMPLAINT AND APPEAL FORM**

All formal complaints/grievances and appeals must be submitted using this form, and all fields must be completed. If a field is not relevant, write "N/A" in the space provided. **Please note** Complaints alleging discrimination, including violations of *Title IX of the Education Amendments Act of 1972, as amended* (sex and gender), *Title VII of the Civil Rights Act of 1964, as amended* (race, color, religion, national origin), *Age Discrimination in Employment Act of 1967, as amended* (age), or *Section 504 of the Rehabilitation Act, as amended*, and the *Americans with Disabilities Act of 1990 as amended* (disability), shall be submitted in accordance with the Employee Freedom from Discrimination, Harassment, and Retaliation regulation (see: *DIA Regulation* in the AC Policy and Procedure Manual).

Field 1: **Employee Name:** _____ Field 2 :**Date:** _____

Field 3: **Mailing Address:** _____

Field 4: **Email Address:** _____ Field 5: **Phone Number:** _____

Field 6: **Select One Option by Filling in the Corresponding Circle:**

<input type="radio"/>	LEVEL ONE: Complaint to Supervisor
<input type="radio"/>	LEVEL TWO: Appeal to Next Level Supervisor
<input type="radio"/>	LEVEL THREE: Appeal to College President
<input type="radio"/>	LEVEL FOUR: Appeal to Board of Trustees

OR

<input type="radio"/>	DISCRIMINATION/HARASSMENT
✓	Title IX & Title VII: submit form to Dean of Student Affairs
✓	ADEA, ADA & Section 504: submit form to Director of Human Resources
✓	All other Discrimination: submit form to College President
<input type="radio"/>	VIOLATION OF LAW
✓	Violation of law by supervisor that is not related to Discrimination/Harassment: submit form to College President

You may attach any relevant documents to this form. You may also attach additional pages if the spaces provided below are insufficient. If you choose to attach additional pages, please write "see attached" in the space(s) below.

**DGBA
(EXHIBIT A)**

Field 7: Complaint

Be specific (e.g., full names - including the name(s) of responsible person(s), date the alleged incident occurred, location(s), relevant rule(s) & regulation(s), etc.). The complaint must be in relation to an incident that has already occurred. **Do not reference multiple matters or matters already addressed in a complaint you previously submitted.**

Field 8: Adverse Effect: Explain how the alleged action or issue adversely affected you.

Field 9: Requested Relief: State the specific corrective action or relief you are requesting. The corrective action or requested relief must be within the authority of AC to grant.

Field 10: Names of Witnesses who have firsthand knowledge of the events being grieved:

Field 11: Name of Representative: _____ ☐ No Representative Chosen

“Representative” means any person who or organization that is designated by an individual to represent the individual in the complaint process. The individual may designate a representative through written notice to the College at any level of this process. If the individual designates a representative with fewer than three days’ notice to the College before a scheduled conference or hearing, the College may reschedule the conference or hearing to a later date, if desired, in order to include the College’s counsel.

SIGNATURE

SIGNATURE

DATE

PRINTED NAME

ADMINISTRATION USE ONLY

Name of administrator who received this form: _____

Date complaint form received: _____.

Date of complaint conference or hearing: _____ Date written response sent to complainant: _____

Administrator must retain (a) the original complaint form and any attachments, (b) all other documents submitted by the employee (Level One only), (c) the written response issued by the supervisor/administrator and any attachments, (d) all other documents relied upon by the supervisor/administrator in reaching the initial decision, and (e) any recordings of conferences.

EMPLOYEE RIGHTS AND PRIVILEGES: ACADEMIC FREEDOM AND RESPONSIBILITY

SECTION ONE: ACADEMIC FREEDOM

1.01 Academic Freedom Commitment and Definition

Academic freedom is a scholar's freedom to express ideas without unreasonable constraints or risk of professional disadvantage, to explore fully within the field of his or her assignment, and to give in the classroom and elsewhere such explanation or description of his or her subject as he or she believes to represent the truth.

The College is committed to academic freedom, and the Board of Trustees and administration shall respect and defend the academic freedom of College faculty and students. Any faculty member who believes his/her academic freedom is being unreasonably or illegally restricted is encouraged to submit a complaint in accordance with the Employee Complaints and Grievances Policy (DGBA - Local). Any student who believes his/her academic freedom is being unreasonably or illegally restricted is encouraged to submit a complaint in accordance with the Student Complaints policy (FLD - Local).

1.02 Academic Freedom - General Principles

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. Therefore, faculty members must be free to pursue scholarly inquiry without undue restriction and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Each faculty member must be free from the fear that others inside or outside the College community with differing opinions may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject being taught. Within the bounds of professional behavior, faculty members also have full freedom to express disagreement with other members of the College community. Although a faculty member observes the regulations of the institution, he or she maintains the right to criticize and seek revision of those regulations.

Faculty members are also citizens of the nation, state, and community; therefore, when speaking, writing, or acting outside the classroom, they must be free from institutional censorship or discipline. On such occasions, faculty members should make it clear that they are not speaking for the institution.

SECTION TWO: ACADEMIC ETHICS AND RESPONSIBILITIES

2.01 General Principles

For faculty members, the notion of academic freedom is linked to the equally demanding concept of academic ethics and responsibility. As a faculty member, a person assumes certain ethical obligations and responsibilities to students, to other members of the

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campus community, to the institution, to the profession, and to society at large.

2.02 Ethical Obligations and Responsibilities to Students

Faculty members should foster scholarly values in students, including academic honesty, the free pursuit of learning, and the exercise of academic freedom.

Faculty members should act professionally in the classroom and in other academic relationships with students. Faculty members should exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching a controversial matter that has no relation to their subject.

Faculty members should maintain respect for the student and for the student's role as a learner. Faculty members should evaluate students on the true merit of their academic performance.

Faculty members should be available at reasonable intervals to students for consultation on course work.

Faculty members shall not engage in any exploitation, harassment, or illegal discriminatory treatment of students.

2.03 Ethical Obligations and Responsibilities to Members of the College Community

Faculty members shall neither harass nor exploit any member of the College community.

Faculty members shall respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members shall show due respect for the opinions of others.

Faculty members shall acknowledge the academic contributions of others, strive to be objective in their professional judgment of colleagues, and accept their share of faculty responsibilities for contributing to the governance of the institution.

2.04 Ethical Obligations and Responsibilities to the College

A faculty member's comments regarding matters of public concern are protected even though they may be highly critical in tone or content, or even erroneous. The constitutionally protected rights of faculty members, as citizens, to freedom of expression on matters of public concern cannot be abridged. However, when a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline. Faculty members, like all citizens, are responsible for all actions that are not constitutionally protected.

Neither an employee nor anyone else has an absolute constitutional right to use all parts of a College building or its immediate environs for unlimited expressive purposes.

Faculty members should recognize that their primary responsibilities are to the institution as they determine the amount (if any) and character of work done outside of the

institution. Such outside work shall be consistent with College requirements (See: College Policy *DBF LOCAL*)

Although faculty members may follow subsidiary interests, these must never compromise their freedom and willingness to draw intellectually honest conclusions.

When considering the interruption or termination of their service, faculty members should take into account the effect of their decision upon the institution and give due notice of their intentions.

2.05 Ethical Obligations and Responsibilities to the Profession

Faculty members have ethical obligations and responsibilities to their profession. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and exhibition of such professional competence in the classroom, studio, library, or laboratory and in the public arena by such activities as discussions, lectures, consulting, publications, or participation in professional organizations and meetings.

2.06 Ethical Obligations and Responsibilities to the Public

Faculty members have ethical obligations and responsibilities to the public. The demonstration of professional integrity by a faculty member includes recognition that the society at large will judge the profession as well as the institution by his or her statements and behavior. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect to members of the society at large who express different opinions, and to avoid creating the impression that the faculty member speaks or acts for the College when speaking or acting as a private person.

A College employee may not use official authority or influence or permit the use of a program administered by the College to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. A College employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.

EMPLOYEE STANDARDS OF CONDUCT

1.01 All employees, members of the Board, and representatives of the College District will reflect the highest professional standards of ethics and integrity and always conduct official duties in accordance with the laws of Texas and the United States and the goals and mission of the College District. [See AE] Employees are also encouraged to act in accordance with professional codes of ethics related to their position at the College District. All employees and members of the College District community will:

- 1.01.1** Be responsible for protecting confidential information.
- 1.01.2** Refuse to accept any gift, favor, or service that might reasonably tend to influence the discharge of official duties if such gift, favor, or service is offered with the intent to influence or control.
- 1.01.3** Avoid personal investments that could reasonably be expected to create a conflict of interest.
- 1.01.4** Be responsible for the creation of a positive and constructive environment essential for the teaching/learning process. Basic to that environment is freedom from harassment, concern for the individual student, concern for colleagues, maintenance of a drug-free and weapon-free campus and concern for the image of the institution in the community. Care must be taken to maintain professional boundaries in any student interactions.
- 1.01.5** Respect human dignity and the importance of diversity in an institution of education and learning, and promote respect for all cultures and peoples.
- 1.01.6** Ascribe to the judicious use of power vested upon their position in the institution and exercise particular care in relationships in which they have the responsibility for control. This is true whether it is the faculty/student or the supervisor/employee relationship.
- 1.01.7** Obey the law with respect to discrimination and oppose any violation of fair employment practices.
- 1.01.8** Keep proper records of all financial transactions and reports for which they are responsible.
- 1.01.9** Avoid using College District property or facilities for commercial purposes and avoid solicitation of students for commercial or political purposes.
- 1.01.10** Interact with colleagues and the community with a collaborative spirit to enhance the College District's mission, goals, and services for a better community. DH (LOCAL) 267
- 1.01.11** Practice the current code of professional ethics related to their educational field. This includes the use of social media and electronic communication guidelines for the profession.

1.02 Reported Criminal History Information An employee shall notify the College President within three (3) calendar days of any arrest, investigation, law enforcement report, indictment, conviction, no contest or guilty plea, disposition, or other adjudication

involving the employee in any way for a felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

Crimes involving moral turpitude (including misdemeanor offenses), which include:

Dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; 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; act constituting public intoxication, operating a motor vehicle while under the influence of alcohol or drugs or disorderly conduct; acts constituting family violence abuse under the Texas Family Code.

**FAILURE TO TIMELY REPORT ANY MATTER REQUIRED TO BE REPORTED
UNDER THIS POLICY MAY RESULT IN ADVERSE EMPLOYMENT ACTION.**

Adverse employment action may be taken for failure to meet the College's standards of professional conduct or for any other activity, work-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effective performance of assigned job duties.

ASSIGNMENT AND SCHEDULES

SECTION ONE: TEACHING LOADS

- 1.01** A full-time teaching load for faculty usually includes classes and/or labs during the standard work week—Monday through Friday. The teaching assignment may be on- or off-campus and include the evening program and distance learning (i.e. hybrid and Internet) as necessary. The responsibilities will involve advising, performing divisional and College District duties, participating in official College District functions, and attending general faculty meetings.

Teaching assignments and schedules will be made by the division director based on student needs and demands. All full-time faculty are expected to be able to teach all courses within their discipline and the College District will attempt to make full use of all personnel resources.

The teaching load is five classes, or 14–16 semester credit hours, each long semester with the average being 15 semester hours. The load calculations may vary and the following principles apply to equating loads for each semester:

- 1.01.1** Lecture courses: One hour each week equals one credit hour. Virtual hours are equivalent to workload based on semester credit hours.
- 1.01.2** Laboratory courses: Three hours of lab each week equals one credit hour or may be paid by contact hour rate.
- 1.01.3** A practicum or co-op of approximately 20–25 students equates to three credit hours. If less than 20 students, the instructor will be paid pro-rated for the course semester credit hours. (10–13 students = 1/2 credit; 5–7 students = 1/4 credit).
- 1.01.4** Private instruction: Three hours each week equals two credit hours as part of the load. (1 hr. private = 2/3 credit) Overload hours are paid at the approved rate on the salary schedule.
- 1.01.5** Accompanying: Two hours equals one credit hour.
Musical accompanying: Two equated credits.
- 1.01.6** Instructional contracts in specialized areas may reflect different loads related to the unique discipline, laboratory area, or extremely small class size (under 10). In specialized areas, contact hour loads may vary from 16–35 contact hours each week.
- 1.01.7** Reduced classroom teaching loads may be approved to permit other special assignments and projects, including curriculum development. However, only one 3–4 SCH overload is allowed for these individuals.

1.01.8 Overload is the teaching load above the established standard class and laboratory load. This assignment requires consideration of the full-time load, total student enrollment, contact hours, number of preparations, instructional effectiveness, and any other campus responsibilities. In general, the upper limits of a teaching Assignment shall be 18–21 semester hours or equivalent. Scheduled overloads should not reduce the time required for student conferences and other campus duties.

Courses taught in community services shall also be subject to these overload guidelines. Communication for a faculty member to teach a course shall be initiated by the Vice President of Workforce and Continuing Education with the appropriate Division Director.

The teaching load for all part-time instructors is a maximum of two courses or eight semester credit hours.

Part-time and overload pay will be paid at the approved rate on the salary schedule.

Summer load assignments may vary. Some are defined in contract letters with corresponding pay defined and others are dependent upon the needs of College District programs. The maximum normally allowed is two courses or eight semester credit hours; a request must be submitted and approved by the Vice President of Academic Affairs for additional hours.

1.01.9 Oversized classes require prior documentation of need and approval.

It is the responsibility of the Division Director to assign faculty work loads with current applicable policy.

It is the responsibility of the Division Director to prepare an official report of the workload according to an established calendar on the form provided.

It is the responsibility of the Vice President of Academic Affairs to ensure that the College District's workload policy is being implemented and accurately reported and maintained.

EMPLOYEE FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

SECTION ONE: STATEMENT OF NONDISCRIMINATION

1.01 Statement of Nondiscrimination Angelina College provides education and employment opportunities without discrimination based on race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression. Angelina College complies with the Americans with Disabilities and Veterans Act.

1.02 Retaliation

The College prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

1.03 False Claims and Statements and Noncooperation with Investigations

An employee who intentionally makes a false claim offers false statements or refuses to cooperate with a College investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

SECTION TWO: DEFINITIONS

2.01 Employee

Solely for the purposes of this policy, the term “employee” includes former employees, applicants for employment, unpaid interns, and volunteers.

2.02 Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex, gender, race, color, religion, national origin, disability, age, or on any other basis prohibited by law that adversely affects the employee’s employment.

2.03 Prohibited Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on the employee’s sex, gender, race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

2.03.1 has the purpose or effect of unreasonably interfering with the employee’s work performance;

2.03.2 creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for

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accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

2.04 Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

2.04.1 Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2.04.2 The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

2.05 Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

2.06 Examples of Sexual Harassment

Examples of sexual harassment may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

2.07 Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the employee's gender, the employee's expression of characteristics perceived as stereotypical for the employee's gender, or the employee's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

2.08 Retaliation

Retaliation is punishing employees for asserting their rights to be free from discrimination including harassment. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified reprimands, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

2.09 Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and

retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

SECTION THREE: REPORTING PROCEDURES

3.01 Employee Report

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor. Alternatively, the employee may report the alleged acts to one of the College District officials below.

3.02 Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Tifini Whiddon
Title: Senior Director of Human Resources
Mailing Address: Office of Human Resources, P.O. Box 1768, Lufkin, TX 75902-1768
Campus Address: 201 Administration
Phone: 936-633-4511

3.03 Employee ADA/Section 504 Coordinator

In matters relating to employees, the College designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973 as amended.

Name: Tifini Whiddon
Title: Senior Director of Human Resources
Mailing Address: Office of Human Resources, P.O. Box 1768, Lufkin, TX 75902-1768
Campus Address: 201 Administration
Phone: 936-633-4511

3.04 Other Antidiscrimination Laws

The College President or designee shall serve as coordinator for purposes of College compliance with all other anti-discrimination laws.

3.05 Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or the ADA/Section 504 Coordinator, may be directed to the College President. A report against the College President may be made directly to the Board President. If a report is made directly to the Board President, the Board shall appoint

an appropriate person to conduct an investigation.

3.06 Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College's ability to investigate and address the prohibited conduct.

3.07 Notice of Report

Any College supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College official listed above and take other steps required by this policy.

3.08 Investigation of Report:

The College may request, but shall not require a written report. If a report is made orally, the College official shall reduce the report to written form.

3.08.1. Investigation of the Report

Upon receipt or notice of a report, the College official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College official shall immediately authorize or undertake an investigation regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

3.08.2. Referral

If the College official determines that the allegations if proven, would not constitute prohibited conduct as defined by this policy, the College official shall refer the complaint for consideration under the Employee Complaints and Grievances Policy as appropriate.

3.08.3. Interim Action

If appropriate, the College shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College's investigation.

3.08.4. College Investigation

The investigation may be conducted by the College official or a designee or by a third party designated by the College, such as an attorney (hereinafter "investigator"). The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College's policy and procedures. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. When appropriate, the supervisor(s) shall be involved in or informed of the investigation.

3.08.5. Concluding Investigation

Absent extenuating circumstances, the investigation should be completed within

ten (10) College business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the College official overseeing the investigation.

SECTION FOUR: COLLEGE ACTION

4.01 Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The College may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

4.02 Confidentiality

To the greatest extent possible, the College shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

4.03 Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through the Employee Complaints and Grievances process (see DGBA LOCAL in the AC Policy and Procedure Manual), beginning at the appropriate level. The complainant may have the right to file a complaint with appropriate state and federal agencies.

4.04 Records Retention

Retention of records shall be in accordance with the College's records retention procedures.

4.05 Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College employees and students in compliance with the law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the College Policies and Procedures Manual, and other major College publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College's website, taking into account applicable legal or administrative offices, and shall be distributed to an employee who makes a report requirements. Copies of the policy and procedures shall be readily available at the College's administrative offices and shall be distributed to an employee who makes a report.

CAMPUS HOURS AND EMPLOYEE SCHEDULES

SECTION ONE: CAMPUS HOURS

- 1.01** The College strives to be responsive to the needs and preferences of its stakeholders, which include students and partners as well as the citizens of the communities served by the College. One manner in which the College is responsive to stakeholder needs and preferences is offering courses, college services, and campus events at convenient and appropriate times.
- 1.02** The College's normal operating hours for offices, programs, and services are 8:00 a.m. through 5:00 p.m. Monday through Friday.
- 1.02.1** The Academic Affairs division and the Community Services division may schedule course sections to begin and end on any day of the week and at any time of the day that meets the needs of students or employers.
- 1.02.2** The Student Affairs division may schedule student activities and programs on any day of the week and at any time of the day that meets the needs and preferences of students and student organizations as long as such scheduling is not substantially disruptive to the campus environment.
- 1.03** The College President or his/her designee may adjust the operating hours of the College in general or of specific administrative or instructional units of the College as necessary. The work hours of all employees are subject to assignment and reassignment by the College President or his/her designee at any time.

SECTION TWO: EMPLOYEE SCHEDULES

- 2.01 Full-Time Instructors**
As professional employees (see *Regulation DN § 1.02*), the College depends on full-time instructors to maintain work schedules that meet the needs of students and the expectations of the College. In addition to their assigned teaching loads and the related work (see *DI Regulation*), full-time instructors fulfill vital college functions such as curriculum and course design; continuous improvement of curricula, pedagogies, and courses; program review; support for student activities and other campus functions; service on college standing and ad hoc committees; service to their fields; and service to the community.
- 2.01.1** The College expects full-time instructors to work a minimum of 35 hours each week, although the College knows fulfilling the responsibilities of a full-time instructor will typically require more than 35 hours of work each week.
- 2.01.2** The College requires full-time instructors to post and maintain five (5) on-campus office hours each week of each semester for student appointments.

- (a) Because student schedules are variable, each instructor should make a good faith effort to schedule his/her five on-campus office hours throughout the week.
- (b) Instructors should also provide directions for how students can schedule one-on-one appointments with the instructor at times other than posted office hours.
- (c) On a case-by-case basis to maximize student access to instructors, academic administrators may allow an individual instructor to substitute a limited number of his/her on-campus office hours for a proportional number of online office hours. The College expects instructors to be immediately available to interact with students during online office hours.

2.01.3 The College does not require full-time instructors to post and maintain office hours during the summer semesters. However, the College expects instructors teaching in the summer to (a) inform students how to contact the instructor outside of class meetings; (b) respond in a timely manner to student questions or concerns; and (c) when requested by a student, meet individually with the student by appointment.

2.02 Adjunct Instructors

The College expects each adjunct instructor to deliver the required contact hours for each course section the College assigns him/her to teach. For every hour of scheduled class or laboratory instruction, the College expects each adjunct instructor to spend an additional hour on tasks related to the course, such as planning and organizing the course, preparing necessary course materials and technology, documenting student learning and grading student assignments, assigning final grades, et cetera. Although the College does not expect adjunct instructors to post and maintain office hours, the College does expect adjunct instructors to (a) inform students how to contact the adjunct instructor outside of class meetings, (b) respond in a timely manner to student questions or concerns, and (c) when requested by a student, meet individually with the student by appointment.

2.03 Noncredit Instructors

The primary duties of all noncredit instructors are teaching, learning assessment, and supporting student success. Full-time noncredit instructors work 40 hours per week in all weeks during which the College is open throughout the calendar year. The College limits teaching assignments for a part-time noncredit instructors to 19.5 hours per week, which includes time spent on tasks related to the course in addition to time spent in class sessions.

2.04 Executive Employees

The College expects executive employees to work whatever hours are necessary to fulfill their responsibilities. Executive employees are exempt from earning overtime and compensatory time.

2.05 Administrative Staff

The College expects employees assigned to administrative staff positions to work whatever hours are necessary to fulfill their responsibilities; however, the work assigned to administrative staff positions typically requires 40 hours per week during the College's normal operating hours (see section 1.02 of this regulation). Administrative staff are exempt from earning overtime and compensatory time.

2.06 General Staff

Employees assigned to General Staff positions typically work during the College's normal operating hours (see section 1.02 of this regulation). The College will determine if each general staff position is eligible for overtime pay (i.e., hourly) or exempt from overtime pay (i.e., exempt) in accordance with relevant laws and regulations.

- If a general staff position is hourly, the employee in that position should obtain authorization from his/her supervisor before working overtime. For employees in hourly positions, the College does not include lunch time as compensated time.
- If a general staff position is exempt, the employee in that position should work whatever hours are necessary to fulfill his/her responsibilities; however, the work assigned to general staff positions typically requires 40 hours per week during the College's normal operating hours.

2.07 Clerical, Trades, and Labor Staff

The College pays clerical, trades, and labor (CTL) staff positions on an hourly basis. Full-time employees in CTL positions typically work 40 hours per week. Each supervisor of employees assigned to CTL staff positions will establish and communicate the work schedule for his/her employees. An employee in a CTL position should obtain authorization from his/her supervisor before working overtime. The College does not include lunch time as compensated time.

SECTION THREE: WELLNESS ACTIVITIES

3.01 Wellness Activities

The College encourages regular wellness or fitness activities targeted to an employee's improved health. The College authorizes employees to use on-campus exercise facilities and equipment as long as such use does not interfere with College activities, services, or programs. With approval from the employee's supervisor, an employee may use on-campus exercise facilities and equipment for a reasonable period of time during his/her scheduled workday providing this time away from work activities does not (a) interfere with the fulfillment of the employee's job duties, (b) impose a hardship upon other employees or students, or (c) result in hourly employees being paid for time spent engaged in wellness or fitness activities.

STATUS OF EMPLOYMENT: EVALUATION

ANNUAL SCHEDULE FOR EVALUATION PROCEDURES: FULL-TIME FACULTY

ACTION	DATE
The Dean observes the instructor in the classroom.	By November 15 in the fall and April 15 in the spring.
The Instructor submits completed instructor input and self-assessment forms to Dean.	By December 1.
The Instructor and Dean complete instructional appraisal forms.	By December 1 in the fall and May 1 in the Spring.
The Instructor administers learner survey of instruction to students.	During the last three weeks of the semester (fall and spring).
The Dean returns completed learner surveys (or summaries of tabulations) to the instructor.	By January 31 for fall surveys or by May 31 for spring surveys.
The Dean gives the completed faculty evaluation form to the instructor. The instructor signs all copies and will be given the original. The instructor and the Dean will discuss the recommendation. Dean retains a copy of the completed and signed form.	By February 15.
The Dean meets with the Vice President of Academic Affairs (VPAA) to discuss faculty evaluation forms and to formulate any needed developmental action plans for the faculty.	February 28.
The VPAA gives an annual report of faculty strengths and weaknesses to the College President.	By June 30.
Dean observes the Instructor in the classroom.	By December 1.
The Instructor and Dean complete instructional observation forms.	By December 1.

ANNUAL SCHEDULE FOR EVALUATION PROCEDURES: ADJUNCT FACULTY

ACTION	DATE
The Dean observes the instructor in the classroom. *	By November 30 in the fall and April 30 in the spring.
The Dean and instructor complete instructional appraisal forms. *	By December 1 in the fall and May 1 in the spring.
The Instructor submits completed learner surveys to the Dean. *	No later than the last day of the semester (fall and spring).
The Dean returns completed learner surveys (or summaries of tabulations) to the Instructor.	By January 31 for fall surveys or by May 31 for spring surveys.

***Dean or other qualified College personnel.**

DISCIPLINE AND DISMISSAL OF EMPLOYEES

SECTION ONE: GENERAL PROVISIONS

The purpose of this regulation is to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship; to meet the requirements of state and federal law; to ensure compliance with institutional, divisional, and unit policies and rules; and to comply with requirements from funding and accreditation agencies.

All employees of the College, excepting only the College President, are employed on an at-will basis. College employees have no property right or interest in employment. Any employee may be dismissed at any time in the best interest of the College. The College may non-renew or terminate the employment of any employee at any time for any reason, except as otherwise provided by law.

The College has the right to modify any of the terms or conditions of employment, with or without advance notice. Nothing in this regulation creates a contract or property right to continued employment or changes the employment “at-will” relationship.

1.01 Scope of Regulation

This regulation is applicable to conduct or job performance of an employee that results in a decision to impose a disciplinary penalty of verbal reprimand, written reprimand with disciplinary probation, suspension without pay, or dismissal. It does not apply to:

- a) employees who are subject to other approved discipline or dismissal procedures;
- b) suspension with pay pending investigation of allegations relating to an employee;
- c) decisions not to offer reappointment to persons whose appointment for a stated period of one year or less expires at the end of such period; and
- d) dismissal of employees:
 - i. who occupy positions that are dependent upon funding from a specific source and such funding is not received;
 - ii. who, after all available leave has been exhausted, are unable to return to work to perform job functions for medical reasons;
 - iii. as a result of reorganization;
 - iv. because of financial exigency; or
 - v. who are not appointed but who are employed on a per diem or hourly rate and work on an as needed basis.

1.02 Employee Responsibility

Each employee is expected to acquaint himself or herself with performance criteria for his/her particular job and with all rules, procedures, and standards of conduct established by the Board of Trustees, the College President, and the employee’s administrative or instructional unit. An employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures, and standards of conduct may be subject to adverse personnel action.

1.03 Progressive Discipline

Progressive discipline involves increasingly severe consequences each time an employee is disciplined. Immediate elevation of the level of disciplinary action, including dismissal or suspension without prior warning, may be justified at any occurrence of inappropriate behavior, based upon the seriousness and impact of the behavior(s) or action(s) or for multiple documented deficiencies.

For employees, progressive discipline sets clear standards and warns of consequences for noncompliance. It assures predictable, progressive, and equitable treatment and promotes fair decisions. For administration, progressive discipline maintains order and enforces College policies and procedures. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. The discipline process also allows for the termination of employees who will not or cannot change unacceptable behavior or performance.

1.04 Levels of Disciplinary Actions

Although the policy is to be applied consistently, because policies cannot anticipate every situation, some circumstances may require the College to impose more severe disciplinary action for certain conduct or omission than is contemplated by the policy. This policy shall provide each authorized supervisor the latitude to vary from the typical discipline when circumstances warrant.

The levels of disciplinary actions from least severe to most severe are:

1. verbal reprimand,
2. written reprimand and disciplinary probation,
3. suspension without pay, and
4. dismissal.

The College President must approve suspension without pay and dismissal prior to those actions being administered.

Once an employee is disciplined for any infraction, the progressive discipline process has been commenced with respect to all subsequent infractions. The College may modify and/or apply the policy in any manner it deems appropriate under the circumstances, including acceleration, skipping, or repetition of steps.

1.05 Conduct Subject to Disciplinary Action - Work Performance

Failure of an employee to maintain satisfactory work performance standards can constitute good cause for disciplinary action including dismissal. The term “work performance” includes all aspects of an employee’s work.

Work performance is judged by the supervisor’s evaluation of the quality and quantity of work performed by each employee. When, in the opinion of the supervisor, the work

performance of an employee is below standard, the supervisor should take appropriate disciplinary action.

If an employee's work performance changes substantially between administrations of the annual performance review process, the supervisor must document how the employee's work performance has changed as part of the progressive disciplinary process, and the supervisor must document the unacceptable work performance or behavior(s) when administering the next annual performance review.

1.06 Conduct Subject to Disciplinary Action - Unacceptable Behavior

All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, including dismissal, may be imposed for unacceptable behavior.

Examples of unacceptable behavior include, **but are not limited to:**

- a) falsification of times sheets, personnel records, or other College records;
- b) smoking anywhere;
- c) gambling, participating in lotteries, or any other games of chance on the premises at any time;
- d) soliciting, collecting money, or circulating petitions on the premises other than within the rules and regulations of the College;
- e) bringing intoxicants or drugs onto the premises of the College, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time (Note: the College President may grant exceptions for special events or programs to allow the consumption of alcohol on campus);
- f) abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College;
- g) creating or contributing to unhealthy, hazardous, or unsanitary conditions;
- h) violations of safety rules or accepted safety practices;
- i) failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
- j) disorderly conduct, horseplay, or use of abusive language on the premises;
- k) harassment of other employees, students or visitors/guests, including sexual harassment;
- l) fighting, encouraging a fight or threatening, attempting or causing injury to another person on the premises;
- m) neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;
- n) theft or unauthorized use of College physical, electronic, financial, or human resources;
- o) unauthorized use, theft, or release of College or student records and confidential information;
- p) destroying or defacing College property or records or the property of a student or employee;

- q) refusal to follow instructions or to perform designated work that may be required;
- r) repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reasons or unavailability for work; and
- s) violation of policies or rules of the College.

1.07 Investigations

All incidents that involve the potential for disciplinary action shall be investigated by the employee's supervisor or other designated administrative official (see: *College Employee Freedom from Discrimination, Harassment, and Retaliation* policy).

If the investigation results in a preponderance of credible evidence establishing that the employee engaged in conduct warranting the disciplinary action (hereinafter "the evidentiary standard"), the supervisor shall hold a pre-disciplinary conference before seeking approval for proposed disciplinary action more severe than verbal reprimand.

1.08 Pre-disciplinary Conference

The pre-disciplinary conference serves as an opportunity to avoid mistaken decisions to impose discipline. An employee shall be informed of the basis for the disciplinary action under consideration and have an opportunity to respond before a final decision is made to take disciplinary action.

There is no prescribed procedure for this conference. It should be informal. However, before reaching a final decision to impose discipline, the supervisor shall:

- a) inform the employee of the reasons for the proposed disciplinary action, the facts upon which the supervisor relies, the names of any persons who have made statements about the disciplinary incident, and the content of such statements;
- b) give the employee access to any documentary material that the supervisor has relied upon; and
- c) give the employee an opportunity to respond to the charges either orally or in writing within a reasonable time and to persuade the supervisor that the evidence supporting the charges do not meet the evidentiary standard.

1.09 Administering a Verbal Reprimand

Following a pre-disciplinary conference, if the supervisor is persuaded the evidence supporting the charges meets the evidentiary standard, he/she may administer a verbal reprimand. When a verbal reprimand is administered, the supervisor should record the date of the reprimand, a description of the work performance or behavior(s) resulting in the reprimand, and any direction given for the employee to improve/change his or her behavior in the supervisor's management notes.

1.10 Permission to Impose Disciplinary Action More Severe than Verbal Reprimand

After completing the pre-disciplinary conference, if the supervisor determines a disciplinary action more severe than verbal reprimand is necessary given the current behavior being addressed or given past disciplinary actions involving the employee, the supervisor should consult with the Director of Human Resources and should obtain

authorization from the appropriate Executive Council member prior to administering a more severe level of discipline.

The College President must approve suspension without pay and dismissal prior to those actions being administered by the College.

1.11 Administering Disciplinary Actions More Severe than a Verbal Reprimand

If the supervisor receives authorization to impose a more severe disciplinary action, the supervisor shall administer the disciplinary action by informing the employee in writing of the following:

- a) The disciplinary penalty being administered (i.e., written reprimand with probation, suspension without pay, or dismissal);
- b) the effective date of dismissal if applicable;
- c) the specific period for probation if applicable;
- d) a specific period for a suspension without pay if applicable, not to exceed three (3) work days;
- e) the specific incident, conduct, course of conduct, unsatisfactory work performance, or other basis for the disciplinary penalty;
- f) any previous efforts to make the employee aware of the need to change or improve work performance or conduct;
- g) reference to any relevant rule, regulation, or policy;
- h) for written reprimands with probation, suspensions without pay, a performance improvement plan; and
- i) the right to appeal the disciplinary action at Level Two of *Local Policy DGBA - Employee Complaints and Grievances*, and provide the employee a copy of the policy.

1.12 Effect upon Employee Benefits

- 1.12.1** An employee who is suspended without pay continues to accrue vacation and sick leave, to be covered by group insurance, and to be entitled to other employee benefit programs.
- 1.12.2** If a suspension without pay is appealed and it is determined that there was not good cause for the suspension, the employee shall be entitled to payment for wages lost as a result of the suspension.
- 1.12.3** If the decision to dismiss an employee is not upheld upon appeal, the employee shall be reinstated to the same or similar position and shall be entitled to payment of back wages less any unemployment benefits received by the employee after the date of dismissal. Employee benefits such as vacation and sick leave shall be credited back to the date of dismissal.

1.13 Records of Disciplinary Actions

Copies of all documents pertaining to disciplinary actions shall be filed in the employee's personnel file maintained by the Office of Human Resources.

SECTION TWO: TENURED FACULTY MEMBERS

2.01 Good Cause

Adequate cause for dismissal of a faculty member with tenure may be established for good cause.

2.02 Financial Exigency

Cases of bona fide financial exigency on the part of the institution, or the phasing out of institutional programs requiring reduction of staff, may permit exceptions to tenure regulations in unusual circumstances as follows:

2.02.1 Any employee with tenure involved in such adjustments in emergency situations shall be given opportunities for appointment in related areas provided that the individual is qualified professionally to perform in such areas, and that such positions are available.

2.02.2 Any employee with tenure who can present prima facie evidence of discriminatory treatment or infringement of academic freedom in such emergencies has the right to a fair hearing before an elected peer committee, prior to any hearing authorized under dismissal procedure for good cause.

2.02.3 Any employee with tenure involved in such a readjustment process has the right to reappointment to a previous position if it is reestablished within two years.

2.03 Right to Appeal

When the College determines not to reappoint a faculty member with tenure for good cause or financial exigency, the faculty member may appeal the decision through the process described in *Local Policy DGBA - Employee Complaints and Grievances*.

2.04 Optional Developmental Plan

If the College is considering dismissal of a faculty member with tenure for behavior or performance issues that could be corrected by the faculty member within a reasonable timeframe as determined by the College, the College will take the following steps prior to dismissing the employee:

2.04.1 Provide written notice to the faculty member that includes a description of the behavior or performance issue and a developmental plan to guide the faculty member in correcting the issue.

2.04.2 After issuing the notice, regular conferences with the direct supervisor will be used to monitor and document progress toward meeting expectations or correcting behavior.

2.04.3 Not later than the last Monday in February, the Vice President of Academic Affairs will apprise the President if he/she recommends not reappointing the faculty member for the next academic year.

- 2.04.4** The President will provide written notice to the faculty member by April 1 if College is not going to reappoint him/her.

SECTION THREE: PUBLICATION, APPROVAL, IMPLEMENTATION, AND ENFORCEMENT

3.01 Publication

The regulation is published in the online Angelina College Policy & Procedure Manual and is available in the Office of the President.

3.02 Approval

The regulation was approved by the President on May 3, 2017.

3.03 Implemented

The Regulation will be implemented on an ongoing basis.

3.04 Enforced

The Regulation will be enforced by action of the President or his designee.

PERSONNEL POSITIONS

SECTION ONE: FACULTY

1.01 Members of the faculty are generally responsible for ensuring the achievement of appropriate student learning and academic program outcomes as well as contributing to the overall educational environment of the College. See *Regulation DNA* and associated exhibits for detailed faculty position descriptions. All job descriptions are available in the Office of Human Resources.

1.02 Full-Time Instructors

The job title of full-time members of the faculty is “instructor”. Instructors are full-time, professional employees, and instructors are exempt from overtime compensation under the Fair Labor Standards Act (*29 CFR 541.303(a)*). Instructors are not eligible for vacation leave.

1.02.1 Each fiscal year, the College engages instructors in 34-week contracts for the fall and spring semesters of that year, or 42-week contracts for the fall and spring semesters and one summer semester of that year. From time to time, the College may adjust the number of weeks, and prorate the salary accordingly, in a specific instructor’s contract for a given year to align with variations in the academic calendar.

1.02.2 Upon initial employment, the College sets each instructor’s salary according to the Instructor Salary Schedule, which the College publishes annually in the Operating Budget. In subsequent years, if the College offers a contract to an instructor, the College will include in the contract amount any salary adjustments approved by the Board of Trustees in past or current fiscal years for which the instructor is eligible.

1.02.3 Because faculty play a critical role in fostering a vibrant learning community, the College expects instructors to spend at least 35 hours per week on campus engaged in (a) direct student instruction, (b) office hours, (c) service to the College through committee work or other work related to the academic mission of the College, or (d) support of co-curricular, extra-curricular, or approved community-engagement activities. The Vice President of Academic Affairs may authorize an instructor to include hours spent off campus during which the instructor is engaged in scheduled online interactions or off-campus activities/programs similar to those described in this subsection on a semester-by-semester basis.

1.03 Adjunct Instructors

The job title for a part-time member of the faculty is “adjunct instructor”. Adjunct instructors are part-time, professional, and at-will employees, and adjunct instructors are exempt from overtime compensation under the Fair Labor Standards Act (*29 CFR 541.303(a)*). The primary duties of adjunct instructors are teaching, learning assessment,

and supporting student success in the classroom. An adjunct instructor's assignment shall not exceed eight (8) semester credit hours, inclusive of classroom and laboratory instruction, without prior approval of the Vice President of Academic Affairs. The Board of Trustees approves the compensation rate by semester hour for adjunct instructors annually, and the College publishes the rate in the Operating Budget. See *Regulation DNA* for a detailed faculty position description.

1.04 Noncredit Instructors

All noncredit instructors (full-time and part-time) are at-will employees who are qualified to teach workforce education classes, adult basic education classes, or personal interest classes. The primary duties of all noncredit instructors are teaching, learning assessment, and supporting student success. All noncredit instructors are exempt from overtime compensation under the Fair Labor Standards Act (29 CFR 541.303(a)). Full-time noncredit instructors work 40 hours per week in all weeks during which the College is open throughout the calendar year, and they accrue vacation leave. Upon initial employment, the salary of a full-time noncredit instructor is set according to the Instructor Salary Schedule. The teaching assignment for a part-time noncredit instructor is limited to 19.5 hours per week, except with prior approval from the Vice President of Workforce and Continuing Education. The hourly compensation for part-time noncredit instructors is set according to the noncredit pay schedule published in the annual Operating Budget.

SECTION TWO: STAFF

Detailed job descriptions for all staff positions are available in the Office of Human Resources.

2.01 Executive

Executives are full-time, professional employees who contribute to the general leadership and direction of the institution with direct responsibility for a significant division of the College. Executive positions are exempt from overtime compensation under the Fair Labor Standards Act (29 CFR 541.100). The College President sets Executive compensation based on market conditions and College resources, and the Board of Trustees reviews Executive compensation when it considers the College President's annual personnel plan.

2.02 Administrative Staff

Administrative staff members are full-time, professional employees whose primary duties involve performing office or non-manual work directly related to the management or operations of the College. As part of their primary duties, Administrative Staff exercise discretion and independent judgment with respect to matters of significance in their assigned areas. Administrative staff are exempt from overtime compensation under the Fair Labor Standards Act (29 CFR 541.200). The College sets compensation for Administrative Staff using the Salary Grades chart, which is published annually in the Operating Budget.

2.03 General Staff

General staff members are full-time or part-time employees whose work requires specialized knowledge or skills; ability to reliably complete complex or nuanced tasks; and/or specialized service to students, internal clients, or the public. The College will determine if each general staff position is exempt from overtime compensation under the Fair Labor Standards Act on a case-by-case basis. The College sets compensation for General Staff using the Salary Grades chart, which is published annually in the Operating Budget.

2.04 Clerical, Labor, and Trades Staff

Clerical, Labor, and Trades staff members are full-time or part-time employees who are eligible to earn overtime compensation under the Fair Labor Standards Act. Clerical Staff generally perform day-to-day office tasks, such as answering telephones; entering or accessing data using software; providing routine service to students, internal clients, or the public; word processing; sorting and filing; photocopying and collating; record keeping; appointment scheduling; and minor bookkeeping. Trades Staff are employees who specialize in a particular occupation that requires work experience, on-the-job training, and often formal vocational education. Labor Staff are employees who perform tasks that require minimal training or education. The College sets compensation for Clerical, Labor, and Trades Staff using the Salary Grades chart, which is published annually in the Operating Budget.

SECTION THREE: STUDENT EMPLOYEES

The College may employ students to work in a broad range of jobs. The working conditions and pay rates for comparable student jobs are the same regardless of the source of funding for the position (see below). Student employees are eligible for overtime compensation under the Fair Labor Standards Act; however, in order to support students' academic endeavors, the College will not authorize overtime for student employees.

3.01 Federal College Work Study

Student employees in the Federal College Work Study program must qualify under Federal requirements, demonstrate financial need, and maintain satisfactory academic progress. The maximum work schedule is 19 hours per week during. Full- and part-time students may be eligible for Federal College Work Study.

3.02 Texas College Work Study

Student employees in the Texas College Work Study (TCWS) program must qualify under the TCWS program provisions. They may work only during the fall and/or spring semesters, not the summer semesters. They must demonstrate financial need and maintain satisfactory academic progress. The maximum work schedule is 19 hours per week. Full- and part-time students may be eligible for TCWS.

3.03 Angelina College Work Study

Student employees in the Angelina College work-study program must maintain satisfactory academic progress but do not have to demonstrate financial need. They may work during any semester. The maximum work schedule is 19 hours per week.

PERSONNEL POSITIONS: FACULTY POSITION DESCRIPTION

SECTION ONE: DEFINITIONS

- 1.01** “Instructors” are full-time, professional employees whose duties include teaching, academic advising, supporting student success, conducting learning assessments, engaging in curriculum development and continuous improvement, providing professional service to the College, and contributing to academic fields and to the College’s service area.
- 1.02** “Adjunct Instructors” are part-time, professional employees whose duties include teaching, learning assessment, and supporting student success.

SECTION TWO: MINIMUM QUALIFICATIONS

- 2.01** Instructors and adjunct instructors shall meet or exceed the minimum qualifications (e.g., academic credentials, licensures, experience, etc.) for the field in which they teach as established by Angelina College, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges.
- 2.02** The Vice President of Academic Affairs is responsible for ensuring all instructors and adjunct instructors meet or exceed minimum qualifications and for maintaining a credential file with appropriate and adequate documentation of qualifications for each instructor and adjunct instructor employed by Angelina College.
- 2.03** Instructors and adjunct instructors are responsible for providing appropriate documentation of academic credentials, licensures, and experiences to the Vice President of Academic Affairs to establish they meet or exceed minimum qualifications, including newly acquired credentials, renewed licenses, or new experiences.

SECTION THREE: SUPERVISION RECEIVED

- 3.01** All instructors and adjunct instructors are assigned to one of the academic schools. The Vice President of Academic Affairs may reduce the number of credit hours a full-time instructor is assigned to teach (release time) in consideration of a temporary, part-time, non-teaching administrative assignment.
- 3.02** Instructors and adjunct instructors receive supervision from the Dean or Department Chair responsible for the school or department to which they are assigned.
- 3.03** For each academic program or curricular area, the College appoints one full-time instructor or qualified academic administrator to serve as lead instructor responsible for coordinating the program as well as for leading curriculum development, review, and outcomes assessment for the program under the supervision of the Dean to which the program or curricular areas is assigned.

3.04 For any academic program that obtains program-level accreditation, the College appoints a Program Director responsible for all functions assigned to a lead instructor in addition to exercising functional supervision for all instructors and adjunct instructors assigned to that program. The Dean responsible for an academic school in which an accredited program is housed shall supervise the Program Director and exercise administrative supervision of instructors and adjunct instructors in that program.

3.04.1 For the purposes of this Section, “functional supervision” shall involve tasks related to the assignment and distribution of work, including training, scheduling, learning outcome assessment, curriculum development and continuous improvement, task assignments, and checking on work performance. Functional supervisors shall provide input on the hiring, evaluation, and contract renewal of instructors and adjunct instructors assigned to a program.

3.04.2 For the purposes of this Section, “administrative supervision” shall involve tasks requiring the exercise of independent judgment including hiring recommendations, performance evaluations, assignment of employee discipline, and termination or nonrenewal recommendations.

SECTION FOUR: DUTIES AND RESPONSIBILITIES

4.01 The following subsections are not intended to provide a comprehensive listing of activities, duties, and responsibilities required of instructors and adjunct instructors. The specific duties and responsibilities of instructors and adjunct instructors may vary given the diverse nature of academic fields or best pedagogical practices.

4.02 Instructors and adjunct instructors are generally responsible for ensuring the achievement of appropriate student learning and academic program outcomes as well as contributing to the overall educational environment of the College.

4.03 The faculty has primary responsibility for the content, quality, and effectiveness of the curriculum, including the development and approval of new curriculum and the assessment and continuous improvement of existing curriculum. Individual instructors are expected to support the fulfillment of this responsibility.

4.04 In addition to (a) providing quality instruction, (b) supporting curriculum development and review, and (c) helping foster an optimal educational environment, instructors are responsible for actively assisting the College fulfill its mission through service to the College and service to the community.

4.04.1 Examples of service to the College include membership on a standing committee or ad hoc committee; advising a registered student organization; promoting, developing, or improving the instructional and student service programs of the College, the educational image and philosophy of the College, or the operational practices, policies, and procedures of the College; assisting in the student recruitment, registration, retention, and completion processes and initiatives; and/or

continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

4.04.2 Examples of service to the community include membership on the board of directors for nonprofit organizations; volunteer service related to the instructor's field of study at independent school districts in the College's service area; participation in economic development, leadership, or community service campaigns, programs, or events in the College's service area; service in elected office in the College's service area; and/or participating in the outreach, marketing, or public relations efforts of the College.

4.05 The College expects all instructors to fulfill the following duties and responsibilities:

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, shops, and co-curricular programs.
- Teach 15 credit hours per semester of organized courses according to the College Catalog description, the syllabus, and the schedule of classes.
- In collaboration with instructors assigned to the same academic unit, exercise responsibility for the content, quality, and effectiveness of assigned curriculum.
- For assigned academic unit and/or educational program, participate with colleagues and administrators in identifying expected learning outcomes, assessing the extent to which students achieve those outcomes, and provide evidence of improvement based on the analysis of the results.
- As an individual and as a member of various Standing Committees, participate in the promotion, development, and continuous improvement of the College's academic and administrative policies, procedures, programs, and services.
- Assist in the student registration and academic advising processes, including the maintenance and updating of associated records.
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment.
- Report disruptive or inappropriate student behavior to the Executive Director of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see *FLB Local*).
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave an instructional setting immediately.
- At the beginning of each semester, distribute appropriate course information to students in each assigned course section according to the instructional arrangements policy (see: *EC Regulation*).
- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the student admissions and attendance policy (see: *FBD Regulation*).
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to grading and credit policies and procedures (see: *EGA Regulation*).
- Submit semester class rolls, final class rolls, final grades, and grade book records to

the Registrar's Office according to the directives of the Office.

- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content.
- Develop and proctor all examinations administered in assigned course sections.
- Post and hold a minimum of five (5) office hours per week according to the workload policy (see: *DJ Regulation*).
- Counsel students concerning problems related to the academic program. Counseling for personal, disciplinary, or other issues may, in the judgment of the instructor, be referred to the Executive Director of Student Affairs.
- Provide accommodations to students with disabilities as directed by Student Affairs.
- Aid in planning academic programs and policies in cooperation with the appropriate administrators and College Standing Committees.
- Prepare appropriate and current course syllabi according to the instructional arrangements policy (see: *EC Regulation*) .
- Attend scheduled faculty meetings, school meetings, and committee meetings.
- Review and uphold the established policies and procedures of the College, and communicate problems, grievances, or suggestions to the Dean or to the Vice President of Academic Affairs, as appropriate.
- Assist in the recruitment and retention of students as appropriate.
- Bolster the College's public image and support its educational philosophy through actions and interactions in all instructional settings and in the community.
- Strive for continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

4.06 The College expects all adjunct instructors to fulfill the following duties and responsibilities:

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, and shops.
- Teach assigned course sections according to the College Catalog description, the syllabus, and the schedule of classes.

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(REGULATION)**

- Conduct learning assessments and implement improvements based on the analysis of the results as directed.
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment.
- Report disruptive or inappropriate student behavior to the Executive Director of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see: *FLB Local*).
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave the instructional setting immediately.
- At the beginning of each semester, distribute appropriate course information to students in each class according to the instructional arrangements policy (see: *EC Regulation*).
- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the admission and attendance policy (see: *FBD Regulation*).
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to the grading and credit policy and procedures (see: *EGA Regulation*).
- Submit semester class rolls, final class rolls, final grades, and grade book records to the Registrar's Office according to the directives of the Office.
- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content.
- Develop and proctor all examinations administered in assigned course sections.
- Appropriately refer students to the Executive Director of Student Affairs for personal, health, or other issues.
- Provide accommodations to students with disabilities as directed by Student Affairs.
- Execute assigned course sections in accordance with the approved course syllabi.

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
3. Otherwise adversely affects an individual's employment or academic opportunities

Harassing conduct includes (1) epithets, slurs, negative stereotyping, threatening intimidation, or hostile acts that relate to gender; and (2) written or graphic material that

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denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, elsewhere on College District premises, or is circulated in the work place.

Employees shall not engage in conduct constituting sexual harassment. College District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the appropriate dean or their immediate supervisor, in accordance with the procedures in the College District's grievance policy. [See DGBA(LOCAL)] However no procedure or step in that policy shall have the effect of requiring the employee or student alleging harassment to present the matter to a person who is the subject of the complaint, nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out in DGBA(LOCAL).

It is the policy of the College to provide a work environment free from oppression, harassment and hostility.

Notice of Employee Rights

What is the College District policy concerning sexual harassment?

The College District forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students.

The College District encourages employees to come forward with allegations of sexual harassment or misconduct in the workplace. Employees who report sexual harassment will not be subjected to adverse treatment for reporting the harassment.

What is sexual harassment?

“Sexual harassment” includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when submission to such conduct is made a term or condition of employment or has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. “Sexual harassment” includes same-sex harassment when the harassment constitutes discrimination because of sex.

What laws address sexual harassment?

Title VII is a federal law that prohibits discrimination on the basis of race, color, religion, sex, or national origin. The Texas Labor Code, Section 21.051, makes it an unlawful employment practice for an employer to discriminate on the basis of race, color, disability, religion, sex, national origin, or age.

Title VII does not prohibit genuine but innocuous differences in the way men and women routinely interact with members of the same sex and of the opposite sex. It forbids only behavior so objectively offensive as to alter the “conditions” of the victim’s employment.

What do I do if I believe I have been the victim of sexual harassment?

Employees are encouraged to report allegations of sexual harassment as soon as possible. Complaints may be brought to your supervisor, or the Title IX coordinator. You may make your request in writing or orally, and you are encouraged to file your complaint promptly, so that any problems may be resolved at the earliest possible time. Although the College District will not reject any such complaint because it is filed too late, employees should understand that the sooner the issue is brought to the College District’s attention, the Sooner it can be resolved.

What will happen once I file a complaint?

Whether you report your problem to an appropriate administrator, your supervisor, or the Title IX coordinator, the process will be the same. If you have made your complaint orally, the supervisor will reduce it to writing and ask you to verify that it has been transcribed accurately. The supervisor will hold a conference with you as soon as possible, but at the latest, within ten

days. Following the conference, the supervisor ordinarily will have ten calendar days to offer a response, unless the investigation takes longer to resolve. You will be informed if there is a delay in the response.

What if I'm not happy with my supervisor's response?

The College District provides a three-level complaint process. If you are not satisfied with the initial outcome, you may appeal to the College President or the College President's designee. The College President or designee will hold another conference with you and attempt to resolve the situation. If you still feel that the problem has not been solved, you may appeal to the Board of Trustees.

How will the College District respond to claims of sexual harassment?

The College District will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

USE OF ANGELINA COLLEGE TRADEMARKS AND SERVICE MARKS

SECTION ONE: GENERAL PRINCIPLES

- 1.01** The College develops and promotes various trademarks and service marks (hereinafter “marks”) to visually represent the College and to identify and distinguish the College’s programs and services.
- 1.02** The College acquires common law ownership rights to a mark simply by using the mark in commerce in connection with its goods or services. The College does not have to register a mark to acquire common law rights to it.
- 1.03** From time to time, the College registers certain marks with the Texas Secretary of State. Registration of a mark with the Texas Secretary of State is constructive notice throughout Texas of the College’s claim of ownership of the mark (*Tex. Bus. & Com. Code § 16.060(b)*). Texas law provides statutory cause of action for infringing upon a registered mark (*Tex. Bus. & Com. Code §§ 16.102-.104*), and it is a crime to counterfeit registered marks (*Tex. Penal Code § 32.23*).
- 1.04** The College uses the following marks in commerce.



- 1.05** The College will enforce its rights to its marks.

SECTION TWO: USE OF COLLEGE MARKS

- 2.01** The College uses various marks in association with traditional and online messages to foster a factual and emotional perception of Angelina College that is recognizable, impactful, and unique. This perception is the College's "brand".
- 2.02** The AC Office of Communications publishes a visual style guide to help employees using the College's marks for College publications, correspondences, and online messages ensure their use is consistent, appropriate, and supports Angelina College's brand.
- 2.03** The College recognizes that employees and students may use the College's marks on personal websites and/or social media services to demonstrate their association with the intuition. However, the College President or his/her designee may revoke an employee's or student's authorization to such use of the College's various marks if the person's private use of the College's marks is inconsistent with or damaging to the College's brand. If the messages or tone on a private website or social media account on which an employee or student has used a College mark are detrimental to the College's brand, the College President or his/her designee may revoke the person's authorization to use the College's marks, and direct the person to remove such marks from his/her site or account.