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PERSONNEL SERVICES **Policy 4110**

Employment

Equal Opportunity Employment

State Fair Community College is an equal opportunity employer and is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board of Trustees commits itself to the policy that there shall be no unlawful discrimination against any person because of color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity (including gender expression), sexual orientation, military or veteran status, genetic information, marital status, or family /parental status. All decisions with regard to employment shall comply with applicable state and federal laws.

State Fair Community College is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4120**
(Regulation 4120)

Employment

Employment Procedures

In approving applicants for employment at State Fair Community College, the Board of Trustees will be guided by the desire to employ individuals committed to providing the highest quality education for the College's students. Candidates for employment by the College shall be recommended by the appropriate administrator to the Executive Director of Human Resources and the President. The recommendation should include a suggestion for either the level, and step for initial placement of faculty on the salary index or the initial placement of non-instructional employees. (See also Policy and Regulation 4506 – Initial Salary Schedule Placement.)

The Board, upon recommendation of the President, shall approve the employment of all full-time instructional, exempt and administrative employees. The President shall authorize employment of full-time non-exempt staff, which does not require Board of Trustees' approval. The President may approve the employment of full-time instructional, exempt, and administrative employees when there is an urgent need for the employee to start their employment prior to the next scheduled meeting of the Board of Trustees if the position was previously authorized by the Board of Trustees and the approximate salary established.

The College will pay a maximum of $250 towards travel expenses for candidates who are finalists for faculty, exempt, and administrative positions. The College will reimburse a maximum of $1,000 towards moving expenses for vice presidents and $5,000 for the president.

The Office of Human Resources will provide orientation for new full time faculty and non-instructional employees through scheduled orientation days, printed materials, and personal contacts.

In addition to the new hire orientation, the Vice President for Education and Student Support Services, or their designee, shall provide faculty orientation including appropriate guidelines published in the Faculty Handbook. Immediate supervisors shall assist new hires by making introductions and ensuring that the employee is familiar with the responsibilities and duties of their position.

In its procedures for recruiting and hiring employees, the College will comply with applicable federal regulations including use of E-Verify as mandated through state/federal law. The Office of Human Resources will maintain documentation, including Eligibility Verification Forms (Form I-9), as required under the Immigration Reform and Control Act.

(Approved 1/22/07; revised 9/24/26)

PERSONNEL SERVICES **Policy 4121**
(Regulation 4121)

Employment

Criminal Background Check

- It is the policy of State Fair Community College that *all new hires* ("Applicant") will be subject to a criminal background check as a condition of appointment (student hourly positions, per course faculty, part time and temporary employees are exempt except for "sensitive positions" and some departmental per course faculty as outlined below).

- Criminal background checks (including the sexual offender registry) shall be completed on finalists after an offer of employment is made. Results of the background checks shall be provided to the Office of Human Resources (HR) and the responsible Vice-President or Dean.

- Evidence of a conviction does not automatically disqualify an applicant. However, if an individual has a criminal history, the College will consider the following factors before continuing employment: the nature and gravity of the offense; the time since the conviction/completion of the sentence; and the nature of the job held or sought and the relatedness of the conviction(s) to the duties and responsibilities of the position. (If an offer has already been extended and/or employment has commenced, upon consideration of these issues, the division may rescind the offer and/or terminate the appointment.)

- Information collected will be treated confidentially.

- State Fair Community College will abide by the Fair Credit Reporting Act, Missouri Human Rights Act and all applicable laws to ensure individuals are not discriminated against.

- It is the employee's responsibility to disclose any criminal charges, or convictions, to their immediate supervisor while they are employed at State Fair Community College. The information will then be referred to the Office of Human Resources for further review.

(Approved 12/5/12; revised 3/27/19)

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Employment

Employee Drug Testing

In order to ensure a safe and healthy learning environment for all students and employees, drug testing may be performed on faculty who teach in environments that require testing, such as truck driving and hospitals. Random drug/alcohol tests may be required throughout the year for reasonable cause. In addition, post occupational accident/injury testing will be required. If the initial testing is positive, a second test may be issued. A refusal to submit to required drug testing will be considered the same as testing positive.

The drug screening process will be defined by the appropriate program and will be included in the employee handbook.

Employees may appeal actions taken as the result of drug screening using the Employee Grievance and Appellate Process defined in Regulation 4850.

(Approved 8/23/10)

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PERSONNEL SERVICES **Policy 4125**
(Regulation 4125)

Employment

Position Vacancies

Prior to publishing any position vacancy, the position description must be written to comply with all federal and state guidelines, and approved by the appropriate department head and the Executive Director of Human Resources. The procedures for filling position vacancies are described in Regulation 4125. Also refer to the Hiring Manual for specific instructions on the hiring process.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4126**
(Regulation 4126)

Employment

Faculty Credentials

Hiring and retaining faculty who have credentials appropriate to their teaching assignments is important for quality teaching and learning. SFCC credential requirements will meet or exceed the requirements for community college faculty as established by the State of Missouri and accreditation and/or licensure organizations, including the Higher Learning Commission.

(Approved 2/23/16)

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PERSONNEL SERVICES **Policy 4130**

Employment

Notification of Initial

Employment Notification of initial employment for faculty and exempt employees will be in writing via an offer letter signed by the employee and the Executive Director of Human Resources. In addition, employment contracts for faculty and professional staff will be prepared, and signed, by the employee as well as the Board President and Board Secretary, unless, the President approved the employees hiring under Policy 4120, then the employment contract will be signed by the employee as well as the President.

Faculty appointments for the academic year ordinarily run 168 days, starting in August with in-service days for fall and spring semesters varying dependent upon the approved academic calendar. CTC faculty have 180-day appointments, and faculty in certain programs that require 12-month programming, such as Allied Health, have 184-day appointments. Any exception to this will be negotiated between the faculty member, the Vice President of Education and Student Support Services, the Executive Director of Human Resources, and the President.

For non-faculty exempt employees, contracts typically start July 1 and end June 30. Any exceptions will be negotiated between the faculty or staff member, the appropriate Vice President, the Executive Director of Human Resources, and the President.

(Approved 7/25/11; revised 9/24/26)

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PERSONNEL SERVICES **Policy 4131**

Employment

Extra Duty and Extended Duty Assignments

Job descriptions on file give an idea of duties expected of employees however they are not all inclusive. In most cases additional duties that are not listed on the official job description fall under "other duties as assigned" however in some instances, full-time employees may be compensated for additional duties as recommended by the appropriate Vice President and approved by the Executive Director of Human Resources and the President. The procedures for additional compensation are described in Regulation 4220.

(Approved 1/22/07; revised 12/15/18)

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PERSONNEL SERVICES **Policy 4140**

Employment

Continued Employment

The Board of Trustees will approve continued employment of all full-time faculty, exempt, and Administrative positions no later than the March Board meeting. Appointment letters will be issued to the appropriate Administrator prior to April 15 by the Office of Human Resources. In certain circumstances administration may elect to withhold the appointment letter based on the employee's conduct or performance until a later date, or not renew at all. Administration will work with the Executive Director of Human Resources and the President if such circumstances exist.

Faculty and Non-instructional exempt employees must sign and return the appointment letter by the date indicated.

Failure to return the signed letter of appointment by the specified date will be considered a rejection of the Board's offer and official resignation of employment.

(Approved 7/26/04; revised 1/28/08; revised 1/18/19)

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PERSONNEL SERVICES **Policy 4150**

Employment

Adjunct Faculty

Recommendations for hiring adjunct faculty will be submitted to the Vice President of Education and Student Support Services.

Whenever feasible, first choice will be given to full-time faculty to teach overload, subject to recommendation of the appropriate Dean. Adjunct faculty will be employed to teach classes for SFCC when full-time staff is not available or is not qualified to instruct in a specific field. Procedures for conditions of employment, development, evaluation, and compensation of adjunct faculty shall be determined by the Vice President for Educational and Student Support Services.

(Approved 1/22/07; revised 1/2014)

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PERSONNEL SERVICES **Policy 4160**

Employment

Legal Status

The state of Missouri has no legal permanent tenure for community college instructors, nor does the College employ a system of probationary service leading to extended employment periods for instructors.

(Approved 1/22/07; revised 1/18/19)

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PERSONNEL SERVICES **Policy 4170**

Definition of SFCC Retiree

Employees must be currently employed at State Fair Community College at the time of retirement and have five consecutive years of service to be considered a State Fair Community College retiree.

(approved 1-28-08)

In accordance with Missouri Revised Statutes, Chapter 169 Teacher and School Employee Retirement Systems, Section 169.590 and ERISA employees who retiree through PSRS/PEERS system will have the election to remain on Board approved benefits such as health and dental with premiums to be paid by the retiree. The election period shall be one year from retirement within the system, Employees must provide the most recent statement of eligibility for retirement from PSRS/PEERS. Benefits that are not college paid such as vision may be elected through COBRA.

(Amended & Approved 7/27/09

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PERSONNEL SERVICES **Policy 4220**
(Regulation 4220)

Personnel Work Assignment

Non-Exempt Duties, Schedules and Working Hours

The academic calendars will be set annually by the Board of Trustees. Work hours for specific departments may be adjusted, or changed, by the appropriate department head as needed as long as customer facing departments are available during the hours of 8:00 am to 5:00 pm

Regular attendance is essential in order to maintain quality service. All employees**,** with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Overtime/Compensatory Time

This policy applies to non-exempt employees whose employment status is full-time, part-time, limited service, or temporary. These employees are subject to overtime pay provisions of the Fair Labor Standards Act (FLSA) and must be paid at least the federal minimum wage for all hours worked; overtime will be paid at time and one-half the regular rate of pay for all hours worked over forty (40) hours in a work week. Non-exempt employees cannot donate services related to their regular job duties under the direction of the Board of Trustees and are not permitted to work in excess of their regularly scheduled work hours without supervisory approval.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4230**
(Regulation 4230)

Flexible Work

SFCC is a complex organization, where no single flexible work program can apply, and no single practice is appropriate for all situations. Each position or department within the college has different responsibilities to consider when evaluating flexibility and flexible work is not suitable for all departments or positions.

When implemented by departments and units as appropriate to their needs, flexible work is a strategic tool to achieve institutional goals, empower employees to do their best work, foster individual and collective wellbeing, maintain business continuity, and support a diverse and inclusive work environment. Supervisors are encouraged to be innovative and work with their ELT member and their teams to think outside of traditional practices to enable flexible work arrangements when possible.

Situational work, which accommodates one-time or unexpected needs, is a separate issue from scheduled flexible work requests and allows the employee and supervisor more flexibility. **Flexible work** at SFCC refers to any work plan that differs from the standard expectation that employees are on campus during their department's core hours. These are formal on-going flexible work plans that have gone through an approval process.

Situational work requests due to one-time, or unexpected, instance do not require a signed agreement but do require approval by the direct supervisor. Situational instances are intended to facilitate business continuity for the institution and work-life balance for the employee during those one-time, or unexpected, circumstances.

- Types of situational work may offer occasional off-site, or alternative work schedules (hours other than typical core hours) and occasional remote work including, but are not limited to:
    - Occasional remote work conducted from home or another acceptable location
    - Shortened or lengthened lunch
    - Alternate start or end times

Scheduled **flexible work** plans require that the employee complete the formal flexible work approval process. A scheduled flexible work plan is a consistent schedule routinely adhered to by the employee.

- Types of flexible work may include (see regulation for definitions):
    - 100% Remote Work
    - Hybrid Work
    - Alternative work schedule

Employees and supervisors will use the procedures and forms found within the Personnel Services Regulation 4230 to evaluate departmental staffing needs, evaluate position eligibility, submit a flexible work request, and document approved work plans.

(Approved 9/23/21)

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PERSONNEL SERVICES **Policy 4310**
(Regulation 4310)

Absences

All absences must be reported to the appropriate supervisor using the College approved electronic forms and approvals. Planned absences need to be requested in advance. In case of emergencies or illness, the report of the absence must be made as soon as possible.

All absences must be reported to the appropriate supervisor.
Faculty, professional staff, classified staff and Administrators are expected to participate in convocations, graduation and other college activities related to their position description.

Inclement Weather/Campus Closure

In the event of a campus closure due to inclement weather, SFCC faculty and staff will be available remotely to facilitate continuity of instruction and essential services.

(Approved 1/22/07; revised 1/18/19, 9/23/21)

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Time off Work/Leaves:
Family Medical, Holidays, Vacation, Sick Leave, Shared Sick Leave

The Board of Trustees shall approve the following types of leave for College employees:

1. Sick Leave,
2. Personal Leave,
3. Bereavement Leave,
4. Leave for Jury Duty,
5. Military Leave,
6. Professional Leave,
7. Family Medical Leave (See Policy and Regulation 4321),
8. Sabbatical Leave, and
9. Leave of Absence without Pay.

Specific provisions of the various types of leave are set out in Regulation 4320.

Sick Leave

The sick leave policy for full-time employees is as follows:

All full-time faculty and non-instructional employees will accrue paid sick time at a rate of five (5) hours per pay period.

Paid sick days will begin to accrue when an employee is hired. Paid sick days will continue to accrue at each pay period however hours accrued cannot exceed 1040. In addition, for personal leaves greater than thirty (30) days the employee will cease accruing sick time until such time that they return to full time active duty.

Sick leave is to be used when an employee is absent from duty due to their own non-occupational illness or injury; for medical and dental appointments; or for an illness, injury, or medical and dental appointment in the immediate family member or persons for whom the employee has guardianship.

If an employee has used all sick and vacation time, the leave will be without pay. Sick time is not paid out upon resignation, retirement or termination.
(Approved 1/22/07; revised 1/18/19)

Shared Sick Leave Program

The College maintains a Shared Sick Leave program for employees, or their immediate family members, with catastrophic illnesses who have fully exhausted their paid leave and need limited additional leave until they are eligible for disability. In this instance, immediate family is defined as spouse or domestic partner, children, stepchildren, foster children or persons of whom the employee has guardianship. Through this program, employees who are eligible to accrue sick leave can voluntarily donate sick leave hours to a shared pool for access by eligible employees with catastrophic illnesses. Catastrophic illnesses are defined as a serious, extreme or life-threatening illness, injury, impairment or physical or mental condition which as caused, or is likely to cause, the employee to take extended leave and keeps the employee from performing regular day to day life, and work, duties**.**

The Office of Human Resources serves as the administrative office for the program. Requests and/or appeals will be reviewed and approved by the appropriate Vice President, the President, and the Executive Director of Human Resources.
(Approved 1/22/07; revised 1/26/09; revised 6/29/19)

Vacation

The vacation policy for full-time employees is as follows:

Faculty: Instructional faculty do not accumulate vacation days. The dates for teaching faculty to return in the months of August and January shall be determined by the Master Calendar Committee and approved by the Board of Trustees.

Full-time non-instructional employees: All eligible employees working under terms other than the instructional contract will accrue paid vacation according to the schedule below:

Hire date through five years	12 days per year
Six years through fifteen years	15 days per year
Sixteen years or more	18 days per year

Paid vacation days will begin to accrue when an employee is hired. Upon completion of five (5) years or fifteen (15) years of continuous service, the new rate will take effect in the pay period following the pay period in which the individual's employment anniversary occurs. All requests for vacation must be approved in advance by the individual's supervisor.

If any full-time non-instructional employees are absent when their site is open and have not made prior arrangements with their direct supervisor, they will be charged a day of vacation.

Personal leaves, medical or otherwise, that are less than 30 days in length do not constitute an interruption in service for purposes of accruing and calculating vacation benefits. However, if an employee is out on leave longer than 30 days they will no longer be eligible to accrue vacation time until they return to active status. In addition, if an employee leaves the employment of the College

and is subsequently rehired, that separation will be considered an interruption in service and upon rehire the employee will accrue vacation and sick time as a new employee. Holidays and days during school breaks when personnel are not required to be present shall not count against vacation time. A maximum of 160 hours may accrue. Upon resignation, retirement or termination of employment accrued, but unused, vacation will be paid to the employee.
(Approved 1/22/07; revised 1/18/19)

Bereavement Leave

A full-time employee of the College shall be entitled to a leave of absence of up to three (3) days, without loss of salary, upon the death of any member of the immediate family (mother, father, grandparent, brother, sister, son, daughter, spouse, or the same relationships to spouse, grandchild, son-in-law, daughter-in-law, or persons for whom the employee has guardianship). Bereavement leave upon the death of persons not identified above may be granted upon the approval of the appropriate supervisor. Additional bereavement leave, not to exceed three (3) days, if approved by the appropriate administrator, shall be deducted from the employee's accumulative sick-leave account. Exceptions to this rule may be requested through the President's Office.

Family and Medical Leave

The Family Medical Leave Act serves to preserve the integrity of the family unit as well as to protect the working environment. This Act establishes federal procedures the College must follow regarding the amount of time, and when, an employee can use FMLA. Regulation 4321 defines the FMLA procedures.
(Approved 1/22/07)

Holidays

The Board of Trustees will adopt a two-year academic calendar which will recognize paid holidays for full-time employees,.

Employees will not receive additional compensation for holidays unless they are required to work on such holidays. Part-time employees who elect to work on a holiday with prior supervisory approval will receive straight time pay for the time worked. Employees must be on paid status the working day prior to a holiday to be compensated for the holiday. If an employee is on an unpaid status, regardless of the reason, the working day prior to the holiday they will not receive compensation for the holiday or any subsequent holidays that occur consecutively. For example; if an employee misses the Tuesday before Thanksgiving break begins (break begins on Wednesday) then the employee will not be eligible to receive the holiday pay for Wednesday – Friday.
(Approved 1/22/07; revised 1/18/19)

PERSONNEL SERVICES **Policy 4410**
(Regulation 4410)

Professional Activities, Training and Professional Growth

Standards of Professionalism

The Board of Trustees supports the adoption of "Standards of Professionalism" that guides the appropriate conduct of all employees.

(Approved 1/22/07; revised 1/28/08)

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PERSONNEL SERVICES **Policy 4420**
(Regulation 4420)

Professional Activities, Training and Professional Growth

In-Service Training

All full-time employees of the College are expected to participate in in-service activities which contribute to professional development. Such participation shall not unduly interfere with the teaching program or staff responsibilities and shall be cleared in advance with the respective supervisor. All employees will attend in-service programs of the College unless excused by their supervisor.

Funding for on-campus activities is administered through appropriate ELT member.

(Approved 1/22/07; revised 1/26/09)

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PERSONNEL SERVICES **Policy 4430**
(Regulation 4430)

Professional Activities, Training and Professional Growth

Professional Development

Professional development is a valuable tool for the improvement of all employees and is supported philosophically and financially by the institution depending on the availability of funds.

Professional development funds enable employees to (1) attend professional conferences; (2) participate in workshops, seminars, or short courses; (3) visit other institutions to observe programs and activities; and (4) enhance their professional growth through work-related activity.

Professional development funds are available through the Dean of Academic Affairs, and can be allocated for those activities which are most likely to:

1. Improve the quality or efficiency of instruction;

2. Apply to College programs and services;

3. Improve the management of the College resources;

4. Improve the College's ability to attract and retain students; or

5. Improve the productivity of an employee.

Certain professional development may be used for non-traditional advancement (See Policy and Regulation 4509 – Salary Schedule Advancements).

(Approved 1/22/07; revised 1/26/09)

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Professional Activities, Training and Professional Growth

Employee Association Memberships

Every employee is encouraged to participate in SFCC employee associations and associations concerned with their discipline. Each full-time staff member may attend state, regional or national meetings of such associations, within budget constraints, and with the approval of the appropriate supervisor.

Institutional employee associations exist to provide the opportunity for all employees to work collaboratively to advocate for the well-being and professional integrity of all classifications of employees; to create lines of communication between employees and with the college administration; and to provide representation on councils and committees to enhance employee involvement in decision-making. Each employee is eligible for membership in the appropriate institutional employee association.

SFCC Faculty Association

Membership in the Faculty Association is open to all full-time and adjunct instructors, including teaching staff of the Career and Technology Center and extended campus facilities.

SFCC Professional Staff Association

Full-time and part-time exempt employees may belong to the Professional Staff Association. The members are non-instructional staff, including but not limited to, counselors, librarians, Career and Technology Center professional staff, program and project directors, site or project coordinators, and various specialists.

SFCC Classified Staff Association

Full-time and part-time non-exempt employees may belong to the Classified Staff Association. The members are non-exempt, non-instructional staff, including, but not limited to, custodians, food service workers, maintenance and grounds workers, administrative assistants, specialists, clerks, and technicians.

(Approved 1/22/07; revised 1/26/09)

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PERSONNEL SERVICES **Policy 4505**
(Regulation 4505)

Compensation

Salary Schedules

The President, with input from the Executive Leadership Team and the College Council, will submit the annual compensation package for approval by the Board of Trustees at the April Board meeting.

Initial Salary Schedule Placement

Each recommendation for initial hiring of an employee will specify the salary index or schedule, compensation, duties, and the individual's qualifications.

Faculty

Compensation for faculty will be based on the salary index, where the Level recognizes preparation and is determined by an evaluation of the candidate's college transcript, and at times, relevant occupational experience, and/or appropriate job skills. The Step recognizes service prior to and during the instructor's employment by the College but is not always equal to total years' experience in a specific discipline

Non-Instructional Employees

Non-instructional employees will be compensated through a market-based system. Salary ranges for paygrades are to be evaluated annually by the Executive Leadership Team in coordination with the Office of Human Resources.

College President

The Board will determine the salary of the President.

(Approved 1/22/07; revised 1/18/19)

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PERSONNEL SERVICES **Policy 4508**

Compensation

Faculty Load and Overload

The full-time faculty load is typically 15 credit hours per 16-week semester. As part of the contracted salary these faculty members also are expected to advise students, serve on college committees and be involved in service to the community and/or their discipline. Exceptions and other loading issues can be found in the Instructional Pay Manual, available in the offices of the Deans, the Vice President for Education and Student Services and the Executive Director of Human Resources.

Overload pay will be paid to full-time faculty who teach courses beyond their designated full-time load. Full-time faculty members have first right of refusal on overload assignments. Full-time instructors with an acceptable performance evaluations are eligible for overload assignments and may accept up to 8 credit hours overload each 16-week semester.

Overload salary is compensated according to the Overload Salary Schedule.

During the summer semester, all full-time faculty are paid at the rate of 2 percent of the last base contract (calculated on a 10-month basis) for each credit hour taught. Full-time faculty may teach no more than 9 credit hours during the summer.

Exceptions to this policy may be made by the Vice President for Education and Student Services upon the recommendation of the appropriate division chair and Dean.

(Approved 7/26/04; updated 7/31/19)

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PERSONNEL SERVICES **Policy 4509**
(Regulation 4509)

Compensation

Salary Schedule Advancement

Requests for advancement on the salary index or salary schedule must be discussed with, and approved by, the employee's direct supervisor during the performance management and professional/educational development conversations. Once this discussion has occurred requests for advancement must be approved by the appropriate Vice President and submitted to the Office of Human Resources no later than December 1st. Recommendation for advancement will be presented to the Executive Leadership Team for review and approval during the budget process..

Faculty

Faculty who are placed on the salary index will be eligible for advancement based on the accumulation of college credits and professional growth-related experiences. Faculty may apply for advancement based on professional-growth experience only after they have completed two (2) years of service at the College unless they are in the middle of program at the time of hire, which may be considered as part of the employment offer. Each faculty member shall maintain a professional development plan, which is incorporated into the annual performance evaluation and is approved in writing by the appropriate Dean. The professional development plan must specify the coursework, work experience, and/or nontraditional activity which the employee proposes to complete and submit as the basis for level advancement on the salary index. Completed course work and nontraditional activities shall be reported by the instructor at the next annual year-end evaluation. All college credit and professional-growth experiences submitted for evaluation must relate directly to the faculty member's current teaching assignment. To be counted toward advancement, nontraditional activities must have occurred in the previous five (5) years. For advancement to be applied to a contract, coursework must be completed prior the start of the fiscal year.

Non-Instructional Employees

Non-instructional employees may apply for advancement annually with satisfactory performance evaluations. Formal course work may be submitted for consideration in requests for advancement within the appropriate salary range. Participation in workshops, Professional Development Institute sessions, and other non-traditional professional development activities will be included in the individual's professional development plan, incorporated into the annual performance evaluation, and recognized in annual compensation increases based on availability of funds.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4510**
(Regulation 4510)

Compensation

Benefits

The Board of Trustees provides benefits to full-time employees. The extent and nature of benefits provided may vary by employee group and work schedule. Information and summary communications intended to explain benefit plans will be furnished to all plan participants on a continuing basis.

Benefits available for employees include the following:

1. Liability Insurance (full and part-time),

2. Workers' Compensation Insurance (full and part-time),

3. Unemployment Compensation Insurance (full and part-time),

4. Medicare Coverage,

5. Medical Insurance,

6. Dental Insurance,

7. Life and Accidental Death Insurance,

8. Public School Retirement System and Public Education Employee Retirement System Contributions, and

9. Tuition waivers/scholarship for employees and qualified dependents.

Other benefits include:

1. Admission to most College activities (full and part-time), and

2. Bookstore discounts (full and part-time).

(Approved 1/22/07; revised 7/31/19)

PERSONNEL SERVICES **Policy 4520**
(Regulation 4520)

Compensation

Payroll Deductions and Procedures

Withholding Taxes

A federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A state withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Social Security and Medicare

Except for instructors and professional staff who are covered by Public School Retirement System of Missouri (PSRS), College employees contribute to the Social Security System and Medicare. The College matches FICA contributions. Since March 31, 1986, Medicare has been deducted from new employees' earnings, but not from those full-time staff with PSRS membership and continuous employment at SFCC prior to March 31, 1986.

Public School Retirement System (PSRS) of Missouri

In compliance with PSRS guidelines, all full-time and part-time instructors and qualified exempt staff are members of PSRS provided they work 17 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year. Employee contributions to PSRS are matched by the College at the authorized rate. Members of PSRS are not covered by Social Security.

Public Education Employee Retirement System (PEERS) of Missouri

In compliance with PEERS guidelines, all employees who are eligible for PEERS Retirement and work 20 hours or more per week in a position that normally requires at least 600 hours of service per year are members of Public Education Employee Retirement System (PEERS) and are also covered by Social Security. The College matches employees' contributions into the PEERS.

In compliance with PEERS guidelines, all full-time and part-time non-exempt employees are members of PEERS provided they work 20 hours or more per week and are employed in a position

that normally requires at least 600 hours of service per year. Employee contributions to PEERS are matched by the College at the authorized rate. Members of PEERS are also covered by Social Security.

Tax Sheltered Annuities (403b)

The College provides for payroll deduction and processing for employees participating in college approved tax-sheltered annuities.

(Approved 1/22/07; revised 1/26/09)

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Compensation

Workers' Compensation Benefits

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the College according to the Workers' Compensation Law of the State of Missouri ("the Law"). Employees driving College owned or subsidized vehicles are not covered by this policy when driving such College owned vehicles to or from the home or to or from the work station. Absence from duty resulting from a work-related injury will be compensated according to the law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are eligible for additional sick leave and vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

(Approved 1/23/06)

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Compensation

Group Insurance Benefits

State Fair Community College provides medical group insurance coverage for full-time employees. The Executive Director of Human Resources and Vice President for Finance and Administration will solicit proposals and make recommendations to the Board for approval of the insurance provider. The contract for medical insurance will be submitted for competitive bidding.

(Approved 1/22/07)

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Compensation

Continued Benefits (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their qualified dependents/beneficiaries the opportunity to continue health and/or dental/vision coverage when a qualifying event would normally result in the loss of eligibility.

Common qualifying events are termination of employment, death of the employee, reduction in hours, a leave of absence or legal separation, or qualified dependents who no longer meet the eligibility requirements for insurance.

Under COBRA, the employee or beneficiary is responsible for paying the full cost of coverage at the College's group rate. The Office of Human Resources will contact employees who have a qualifying event to provide them written notice describing their rights and obligations.

(Approved 1/22/07; revised 1-26-09)

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Compensation

Retirement Compensation

Public School Retirement System (PSRS) of Missouri

In compliance with PSRS guidelines, all full-time and part-time instructors and qualified professional staff are members of PSRS provided that they work 17 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year. Employee contributions to PSRS are withheld from salary payments and are matched by the College at the authorized rate.

Public Education Employee Retirement System (PEERS) of Missouri

In compliance with PEERS guidelines, all employees who are eligible for PEERS Retirement and work 20 hours or more per week in a position that normally requires at least 600 hours of service per year are members of Public Education Employee Retirement System (PEERS) The College matches employees' contributions into PEERS. Non-exempt employees' salaries are also subject to Social Security deductions. Employee contributions are withheld from salary payments and matched by the College.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4555**
(Regulation 4555)

Compensation

SFCC Retirement Program

All full-time employees of the College in good standing (on record in the Office of Human Resources) may apply for retirement if they have the required years of service with the College and are eligible for retirement under the appropriate retirement system. Application for the retirement program as designated in Regulation 4555 must be received on or before September 1st for retirements occurring at the end of the calendar year or on or before February 1st for retirements occurring at the end of a contract. A minimum of four (4) months should be allowed for processing the application. Retirement applications for full time faculty and professional staff employees are subject to Board approval.

(Approved 1/28/08; revised 7/31/19)

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PERSONNEL SERVICES **Policy 4560**

Compensation

Consulting Activities/Staff Teaching

Consulting activities related to an exempt employee's assignment are encouraged. Employees may have the option of taking vacation time or remitting the consulting fee to the College. Any consulting activities on or off campus which would require that the staff member be absent from the job during normal working time must be approved by the respective supervisor or the President.

In addition, there are professional staff members who are qualified to teach as adjunct for the college. The college supports this endeavor however, as with any secondary job it cannot interfere with, or take precedence over, the primary position.

A professional staff member (this process excludes classified staff due to FLSA rules) may be hired to teach adjunct if they meet the qualifications as outlined by the Higher Learning Commission. Professional staff who have elected to teach can teach **one** course during the business day and utilize up to one and half (1.5) hours of their work day (one hour designated as their "lunch hour" and the other half hour to be made up, if necessary) to facilitate that course, whether that be on-ground instructing, grading, online instructing, etc. Any other courses taught must occur after business hours and are considered the same as outside, secondary, employment. Monday through Friday, 8:00 a.m. to 5:00 p.m. are the approved business hours for the institution.

Outside employment is acceptable for a non-exempt (classified) or exempt (professional) employee, however it must occur outside normal business hours. Outside employment that interferes with an employee's regular work hours is not allowed.

(Approved 1/22/07; revised 6/20/19)

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PERSONNEL SERVICES **Policy 4610**
(Regulation 4610)

Performance Evaluation

Evaluation of Instructional Performance

Regular instructor evaluations by a Dean or designees are based on student feedback, classroom visits, review of professional development activities and on the instructor's service to the College and the community. Results are placed in the permanent personnel files and serve as the basis for setting goals for improvement during the coming academic year as well as for continued employment and salary recommendations.

The College's Comprehensive Faculty Evaluation system will rate four broad faculty roles: teaching, institutional service, professional development, and community service. The teaching role will have instructional delivery, instructional design, content expertise and course management components. The components of institutional service will be community service, student advisement and committee work. A standardized, commercially available student rating form will be used to gather data from students for the teaching role. SFCC-developed forms will be used to gather other primary source data from each of the following sources: an administrative representative (Faculty Evaluation by Dean), the faculty member being evaluated (Faculty Self-Review), and students (Course Instruction Feed-back Form).

(Approved 1/24/05; revised 1/2014)

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Performance Evaluation

Evaluation of Non-Instructional Staff Performance

Annual salary increases for non-instructional employees will be addressed through the availability of funds and subsequent approval from the Board of Trustees. If it is felt that equity adjustments are warranted, a proposal from the appropriate Dean, or Vice President, must be submitted to the Executive Director of Human Resources prior to February 1st for review with the President. In these instances employee performance, internal equity, market data and educational achievement evaluations will be evaluated and the request may be approved contingent upon the availability of funds and the Board of Trustees approval.

In instances of documented performance issues salary increases may be withheld, these instances will be reviewed on a case by case basis with the appropriate Dean, Vice President, Executive Director of Human Resources and the President.

Non-Exempt Staff

Non-Exempt staff members will be evaluated by their supervisors prior to the end of the academic year. A signed evaluation will be sent to the Human Resources Office and placed in the employee's permanent personnel file. Any unsatisfactory rating must be accompanied by a specific plan for improvement. Each Non-Exempt employee and their supervisor will develop and agree upon a professional, and educational, development plan for the ensuing academic year and for continued employment recommendations. An educational development plan must be on file for an employee to apply for educational salary advancements.

Exempt Staff

Exempt staff (exempt, non-instructional employees other than senior administrators) will be evaluated annually by their supervisors. Exempt staff will also be required to include a 360 degree evaluation by peers or subordinates every two years. Criteria used in the performance evaluation will reflect the duties and responsibilities specified in the employee's position description. Results of the evaluations will be retained in the permanent personnel file and will serve as the basis for the next year's professional, and educational, development plan and for salary and re-appointment recommendations. An educational development plan must be on file for an employee to apply for educational salary advancements.

Administration and Executive Leadership Team

Performance evaluations for Administration will be conducted annually and every other year shall include a 360 degree evaluation by peers, subordinates and 2 persons from an external department of the employee's choice and 2 persons external to the department of the Administrator's direct supervisor's choice. The self-evaluation, a professional development plan, and, if applicable, an

educational development plan all of which include setting out goals for the next contract period. Results of these evaluations are retained in the personnel files. The President also conveys the evaluation results to the Board of Trustees together with the contract and salary recommendations for the next fiscal year.
(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4625**
(Regulation 4625)

Performance Evaluation & Recognition

Employee Emeritus

Purpose

SFCC Employee Emeritus status is an honor used by the College to recognize the long-term, distinguished service of faculty, professional and classified staff, and administration.

Eligibility

Employees who retire from State Fair Community College in good standing with a minimum of 15 years of fulltime service are eligible for consideration. Service years can be cumulative for individuals who are employed in multiple categories during their tenure.

- Faculty
- Professional Staff
- Classified Staff
- Administrator

Those seeking Emeritus status can apply or be nominated through the application process, which requires two (2) letters of endorsement to serve as evidence of distinguished service and good standing with the College.

Examples: Service in the community, Foundation giving at any level, service on College committees, showing initiative in going above and beyond normal job responsibilities, proven leadership.

Eligibility will expire two years following the retirement of the employee. (Any past SFCC retiree who meets the eligibility requirements can apply or be nominated for Emeritus consideration during the first two years of policy implementation 2022-2024.)

Process

Faculty/Professional Staff/Classified Staff

Upon a submission of intent to retire, Human Resources will verify years of service and good standing with the institution and notify retiree of eligibility. Emeritus Application will be provided to the retiree for consideration. Applications with letters of endorsement are submitted to Human Resources then directed to the retiree's employee association executive committee. The retiree's association executive committee will review applications and forward recommendations for Emeritus status to the Office of the President. The President will review accompanying documentation and present the approved slate of nominees to the Board of Trustees, who have final approval.

Administration

Upon a submission of intent to retire, Human Resources will verify years of service and good standing with the institution and notify retiree of eligibility. Emeritus Application will be provided to the retiree for consideration. Applications with letters of endorsement are submitted to the President. The President will review documents, and present the approved slate of nominees to the Board of Trustees, who have final approval.

Emeritus Title

Upon retiring and having Emeritus status conferred, the Emeritus suffix will be added to the retiree's last title held. Examples: Dean of Academic Affairs Emeritus, Division Chair Emeritus, Instructor Emeritus, Executive Director Emeritus, Coordinator Emeritus, Administrative Assistant Emeritus, Custodian Emeritus.

Certain individuals with dual roles or prior roles that would be a better representation of their service may be listed with their preference. Example: A Dean who was previously a faculty member may be listed as Dean of Academic Affairs Emeritus or Instructor of Biology Emeritus.

Benefits

Blue Card or equivalent with emeritus status noted
Access to institutional facilities and services
Library
Fitness center
Campus Store
Campus Store employee discount
Activities discount – athletics, cultural events, and sponsored programs (BlueCard perks)
Participation in graduation and other relevant ceremonies
Named in Commencement program for the year of Emeritus conferment
Name and Emeritus Title listed on the College website
Invitations and notifications of relevant College events
Recognition at Employee Recognition Banquet
Pay for adjunct teaching at fulltime faculty overload rate

Disclaimer

The College reserves the right to terminate Emeritus status at any time, for any reason. Emeritus status may be revoked if the retiree exhibits behavior that does not align with the College's mission and core values. The retiree may also terminate their Emeritus status at any time, for any reason, if they so choose.

(Approved 4/28/2022)

PERSONNEL SERVICES **Policy 4710**

Separation

Resignations: Exempt Employees

During a contract year written notice of resignations will be submitted to the Board of Trustees via the Personnel Report prepared by the Executive Director of Human Resources..
(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4711**

Separation

Release from Employment

Employees seeking a release from employment must present the request in writing to the President (via their immediate supervisor) stating the effective date they wish to terminate and their reason for resignation..
Release from employment prior to the end of an appointment must be approved by the President.

(Approved 8/23/04; revised 11-5-12)

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Separation

Resignation: (Non-exempt) Employees

Non-exempt employees who resign their employment from the College must give at least two (2) weeks advance notice (excluding earned vacation days) in order to leave in good standing. Employees with three consecutive unexcused absences will be considered to have officially resigned from their position.

Resignation: (Exempt) Employees

Exempt employees who resign their employment with the College must give at least thirty (30) days advance notice (excluding earned vacation days) in order to leave in good standing. Employees with three consecutive unexcused absences will be considered to have officially resigned from their position.
(Approved 1/22/07)

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Separation

Termination: Non-Exempt Employees

Non-exempt employees are subject to suspension or termination at any time.
(Approved 1/22/07)

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Separation

Suspension or Dismissal: Exempt Employees

Suspension or dismissal of any employee during the term of their appointment shall be for cause and in accordance with existing law and College policy.

The following list includes, but is not limited to, grounds for which an Exempt employee may be suspended or dismissed:

1. Physical or mental condition which incapacitates the employee instruction or association with students and which cannot be reasonably accommodated without undue hardship upon the College;

2. Conduct by which an employee takes improper advantage of their position to the detriment of a student or another employee;

3. Insubordination;

4. Violation of, or failure to obey, the published policies, regulations and procedures of the College and/or state and federal laws applicable to the College, and its employees and/or students;

5. Excessive or unreasonable absence from performance of duties;

6. Conviction of a felony or a crime involving moral turpitude;

7. Acts of malfeasance or misfeasance;

8. A finding of responsibility in cases regarding harassment, discrimination or retaliation, based on a protected class of another member of the SFCC campus community (as outlined in Policy 1210).

Appellate Procedure

An employee who has been suspended or dismissed during the term of their appointment is given recourse through the College's Grievance and Appellate Process, which is outlined in Regulation 1385.

(Approved 1/22/07; revised 7/18/24; revised 10/30/25)

PERSONNEL SERVICES **Policy 4750**
(Regulation 4750)

Separation

Reduction in Force

The President is authorized to reduce the number of employees when necessitated by factors including, but not limited to, decreases in student enrollment, College reorganization, or financial reasons. In making such staff reductions, the College will seek to retain those staff members best able to serve the needs of its students.

1. Employees placed on unrequested leave of absence because of a reduction-in-force (RIF) shall receive consideration for other College jobs for which they qualify. The unrequested leave of absence shall extend for a period of one (1) year.

2. Each employee, while on unrequested leave, shall keep the Office of Human Resources informed, in writing, of their current address and telephone number.

3. During the leave period the employee shall retain their seniority, accumulated sick leave, and unused vacation for consideration and use upon recall.

4. Should the individual placed on unrequested leave seek other employment, supervisors will respond to requests for letters of recommendation, and the College will provide some assistance in preparing for the other position(s) as specified in Regulation 4750.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4810**
(Regulation 4810)

Employee Welfare

Owner – Executive Director of Human Resources

Contact – Executive Director of Human Resources

Nondiscrimination, Harassment and/or Retaliation in the Workplace

State Fair Community College is committed to creating an environment of equal opportunity as both an employer and an institution of higher education. SFCC commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, national origin, age, religion, disability or handicap, sex, ancestry, gender identity (including gender expression), sexual orientation, military or veteran status, genetic information, or pregnancy. All decisions with regard to employment or educational access and benefits shall comply with applicable State and Federal laws.

The following person have been designated to handle complaints regarding or reports of discrimination or harassment at SFCC:

Autumn Whitehead, Ed. D.
Title IX Coordinator
Hopkins Student Services Center
Room 756
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7393
APorter14@sfccmo.edu

Scott Simoneaux
Deputy Title IX Coordinator
Hopkins Student Services Center
Room 702
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7484
SSimoneaux@sfccmo.edu

Inquiries also may be directed to:

Kansas City Office
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
FAX: (816) 268-0599; TDD: (800) 877-8339
Email: OCR.KansasCity@ed.gov

For descriptions of prohibited conduct, processes for reporting complaints or concerns of discrimination, harassment or retaliation, or a full outline of the Nondiscrimination, Harassment or Retaliation Resolution Process, please see Regulations 1210 and 1211.

(Approved 8/23/04; revised 7/18/24)

PERSONNEL SERVICES **Policy 4820**
(Regulation 4820)

Employee Welfare

Employees with Communicable Diseases

An employee may be required to take a medical leave of absence with pay and medical benefits if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, as defined by the Center for Disease Control unless the Board of Trustees or its designee has determined, based upon medical evidence, that the employee

1. No longer has the disease,

2. Is not in the contagious or infectious stage of an acute disease, or

3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

College officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may require the employee to take a medical leave of absence with pay and medical benefits, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the work environment.

The College complies with applicable HIPPA regulations; therefore, employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Willful or negligent disclosure of confidential information about an employee's medical conditions or health by an employee will be cause for disciplinary action up to and including termination.
(Approved 8/23/04)

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PERSONNEL SERVICES **Policy 4830**

Employee Welfare

Board/Staff Communications

The line of communication between the College employees and the Board of Trustees shall be through the President. Open and appropriate communication between the Board and employees should support the continuous improvement of educational services and the proper disposition of issues which may arise.
(Approved 7/25/05)

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PERSONNEL SERVICES **Policy 4840**
(Regulation 4840)

Employee Welfare

Conflict of Interest

College employees are prohibited from engaging in any activity which would conflict, or raise a reasonable question of conflict, with their responsibilities.

No employee, officer or agent of the College shall participate in the selection, award, or administration of a contract or purchase order when to his or her knowledge any of the following has financial interest in that contract or purchase order:

1. The employee, officer or agent;

2. Any member of their immediate family;

3. The employee's partner;

4. Any organization in which any of the above is an officer, director or employee; or

5. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.

Any procurement transactions shall be conducted in a manner to provide open and free competition to the maximum extent practical.
(Approved 8/23/04)

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PERSONNEL SERVICES **Policy 4841**

Employee Welfare

Employment of Relatives – Nepotism Policy

No Trustee, administrator, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint, hire, make salary or wage determinations, discipline, or terminate an employee of the College, including regular, temporary, and part-time appointments, who is related to such person within the fourth degree by blood or marriage.

It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the College. A relative within the fourth degree includes, but is not limited to spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grand niece/nephew and cousin. All relationships are included, whether full-, half-,step-, foster-, adopted, or in-law.

An employee or supervisor who has a question pertaining to the relatives covered by the College's nepotism policy should contact their supervisor or the Executive Director of Human Resources.

* Appointments made prior to the effective date of this policy will continue, however direct or indirect supervision will be evaluated and changed on a case by case basis.
(Approved 1/22/07)

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Employee Welfare

Consensual Physical Relationship Policy

State Fair Community College strives to provide an environment for students, faculty and staff that is respectful, fair and free of unlawful harassment or discrimination. This policy applies to all Employees and students, as defined below

To protect the integrity of the college, consensual physical relationships between members of the college community are prohibited when one participant has direct evaluative or supervisory authority over the other because such relationships create, or give the perception of creating, an inherent conflict of interest, and may result in favoritism or exploitation (see Regulation 4842 for definitions and additional information). The integrity of interaction among faculty, staff and students must not be compromised. Even when individuals are involved in a consensual physical relationship and there exists positions of unequal power, there still is a potential for conflicts of interest, favoritism, or exploitation. In addition, these relationships may be less voluntary than the person with greater power perceives, or circumstances may change and conduct that was once welcome may become unwelcome. The fact that a relationship was initially consensual does not insulate from a later claim of sexual harassment. Moreover, such relationships may lead to restricted opportunities, or the perception thereof, for others in the work or academic environment.

In addition, and to be consistent with the purpose of this policy, coaches, academic advisors and navigators shall not engage in romantic or sexual relationships with students they instruct, evaluate, assign or advise.

A violation of this policy, regardless of the manner in which it is brought to the attention of the College, may lead to disciplinary action as appropriate, up to and including termination of employment, following appropriate processes for such discipline.
(Approved 2/27/20)

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PERSONNEL SERVICES **Policy 4860**
(Regulation 4860)

Employee Welfare

Personnel Records

Personnel files on all employees will be maintained in the Office of Human Resources. It is the intent of the Board of Trustees to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act.

The College will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel file as will time/leave reporting files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by the appropriate Supervisor, legal counsel, or state agencies with authority in the presence of Office of Human Resources staff.

Upon request to and in the presence Office of Human Resources staff, any employee will have the right during regular working hours to inspect their own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual.

(Approved 1/22/07)

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PERSONNEL SERVICES **Policy 4870**
(Regulation 4870)

Employee Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on College premises or as a part of College activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on College premises or while on duty must notify the President of their conviction. Notification must be made by the employee to the President within five (5) days of the conviction. Within ten (10) days, the President will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The College will institute a drug-free awareness program to inform employees of

1. The dangers of drug and alcohol abuse in the workplace,

2. This policy of maintaining a drug-free workplace,

3. Available counseling and rehabilitation, and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverage's that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The College's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the administrative practice applicable to job performance requirements.

Upon the request of the Department of Higher Education or an agency of the United States, the College shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The College shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.
(Approved 1/24/05)

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PERSONNEL SERVICES **Policy 4871**
(Regulation 4871)

Employee Welfare

Driver Drug Testing

The College recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The College complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the College test its drivers who are required to hold commercial drivers licenses under specified conditions. The College will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.

(Approved 8/23/04)

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PERSONNEL SERVICES **Policy 4872**
(Regulation 4872)

Staff Welfare

Alcohol and Illicit Drugs

SFCC prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on college premises. This prohibition is exemplified by Policy 4870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post Accident Drug/Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to College property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the College will require the employee to submit to post injury alcohol/drug testing.

Post accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of College equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a College administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions may be subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).

(Approved 1/23/06)

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PERSONNEL SERVICES **Policy 4880**

Employee Welfare

Use of College Property

Employees may be provided access to and use of College property including, but not limited to, desks, file cabinets, closets, storage areas and computers. However, these items remain the property of the College and are subject to inspection by College administrators.

(Approved 8/23/04)

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