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APPENDICES

Appendix A Driver Drug Testing

PERSONNEL SERVICES **Regulation 4120**
(Form 4120)

Employment

Employment Procedures

Immigration Reform and Control Act

The federal Immigration Reform and Control Act requires all employers to hire only American citizens and aliens who are authorized to work in the United States in order to preserve jobs for those who are legally entitled to them. The College will implement the following procedures to assure compliance with the law:

1. Any employees hired after November 6, 1986, will complete an Eligibility Verification Form (Form I-9), and will produce documents to an HR or designated/approved College official that will establish his/her identity and eligibility to work. (Form I-9 contains a list of documents that will fulfill this requirement.) within three days from the initial hire date.

   *Access to College networking systems, e-mail, and learning management systems will not be available until the individual has completed all required documents showing proof of eligibility to work in the United States and verified through the federal E-Verify system.

2. The College will retain an individual's Form I-9 for three years after the date of hire or one year after the individual is terminated, whichever is later.

3. The form may be reviewed and revised by various federal agencies. In order to minimize potential intrusion, Eligibility Verification Forms will be maintained separately from the employee's personnel files as stipulated in Policy 4860.

For further information concerning the procedures surrounding the Form I-9 and E-Verify system or the College's obligations under the Act, consult the Vice President for Finance and Administration. (Approved 1-26-09)

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PERSONNEL SERVICES **Regulation 4121**

Employment

Criminal Background Check

I. Hiring
State Fair Community College departments will incorporate the following steps into their hiring process.

a. **Announcing a Vacancy –** All vacancy announcements (including ads) will contain the following statement:
"Employment will require a criminal background check at College Expense"
This statement will be included in the campus human resources systems for insertion in all position materials.

b. **Applicant Notice and Authorization Form –** Once the department identifies the finalist for a faculty or staff position, the department must notify the BCC. This must be done before a job offer is made. If the individual declines to sign the authorization form, he or she will no longer be considered a candidate for the vacancy.

c. **Offering a Position –** Criminal background checks must be complete prior to making an offer of employment. In most cases, only the finalist being offered the position will be checked. However, there may be circumstances where more than one applicant is checked (e.g., President, Vice-President, Dean search). See Section IV, conducting criminal background checks, for a description of the process, including notification of the Dean, Vice-President or President in the case of a positive criminal history.
(1) II. Sensitive Positions
All new hires or transfers (including student hourly, part time, and per course faculty) to sensitive positions as defined below shall be subject to a criminal background check. Sensitive positions shall include the following individuals who:

a. **Have Fiduciary Responsibilities** including ability to move funds between accounts, use college funds routinely to purchase items/services, handles more than nominal amounts of cash ($5,000+); works with grant funding that can be transferred between accounts, and/or is responsible for auditing fiduciary activities.

b. **Work with Vulnerable Populations** including:

- Summer Camps and Conferences (e.g. Sports Camps, Kids College, Upward Bound, etc.)

c. **Work in programs which require or allow for the unsupervised provision of services directly to minors who are not enrolled students of the university.**

d. **Work with Select Agents (Hazardous Materials)** in which federal requirements mandate criminal background checks.

e. **Work in the residence halls** including but not limited to: resident assistants and hall directors.

f. **Provide Security Services** including perimeter security and management of security functions.

g. **Operate Campus Vehicles** where a Commercial Driver's License (CDL) is required or employee drives a campus vehicle as a regular part of their functions.

h. **Have Network/Database Responsibilities** that include the ability to access sensitive data (e.g., LAN Administrator, Database Administrator, etc.).

i. **Have Property Access** through assigned functions requiring the use of master building keys that provide direct access to students and campus resources. Positions with these responsibilities might include department chairs, custodians, department administrators, security personnel, building managers, facilities and maintenance staff.

j. **Serve in positions designated as sensitive positions by the President, appropriate Vice-President or Dean.**

(2) III. Employee Self-Reporting

All employees must self-report felony criminal arrests and convictions within five days to the Background Check Coordinator.

(3) IV. Conducting Criminal Background Checks

Criminal background checks will be conducted and managed by the Human Resources Department. The following process and roles will be built into how criminal background checks are done and what actions are taken.

a. **Background Check Coordinator (BCC) –** Human resources will identify at least one employee as the college's Background Check Coordinator (BCC). This individual will be responsible for all activities involved with the checks including determining the scope, conducting, making decisions on results, and relaying on decisions to both employer and employee. A key component of this role involves keeping information confidential except on a need-to-know basis.

b. **Steps for Completing Check –** For new hires, the BCC will be notified by the hiring department that a check needs to be conducted. BCC will contact the finalist to secure the necessary waivers and additional information to secure a background check. The BCC will tell the finalist he or she is "a" finalist. The BCC will not tell the finalist he or she is "the" top candidate or that he or she will be offered the position. If the finalist refuses to sign the necessary waivers and/or provide additional information, he or she will be eliminated from further consideration.
The following are standards for conducting the checks.

1. **Minimum Criminal Background Check will require a check done by the chosen College vendor.** This check will provide information on misdemeanor and felony convictions and sexual offender registry in the state of Missouri on every finalist.

2. **Out of State Checks** should be done for the last seven years if the final candidate has an employment history outside of Missouri or has lived outside the state. This can be determined by utilizing either information the candidate has provided (resume/vita, reference check information, past employment information, etc.) or the vendor.

3. **International Checks** shall be conducted on non-United States citizens who have been in the United States for less than 7 years. College may rely on the FBI checks conducted during the Visa process for international criminal history.
   Note: The Vendor will **not** perform reference checks. Relevant job performance questions are not easily standardized and hiring departments are in the best position to evaluate the reference information collected.

c. **Making Decisions**

- Relevant criminal background information will be limited to felony convictions, except for certain specified positions where misdemeanor convictions may be significant such as motor vehicle offenses for persons whose job duties involve the operation of motor vehicles. Human Resources will maintain a statement of those positions for which misdemeanor convictions are considered relevant, and a description of those convictions.

- If the criminal record check indicates there are no convictions, the vendor shall inform Human Resources who in turn shall inform the Vice-President or Dean and the hiring department that the candidate is viable for employment.

- If the criminal record check indicates there are convictions, the vendor shall inform Human Resources. Human Resources shall notify the Vice-President or Dean and shall follow any adverse action procedures below.

- If the criminal record check reveals convictions which the individual disclosed in the application, HR shall review the report and shall evaluate each conviction, including any additional information that the individual provides before the offer of employment is confirmed or withdrawn. HR shall consult with legal counsel and the Vice-President or Dean supervising the position. The existence of a conviction does not automatically disqualify an individual from employment. Factors to be considered are: 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. Any decision to accept or reject an individual with a conviction is solely at the discretion of the College.

- If unreported felony convictions are discovered in the criminal record check, the offer of employment may be withdrawn, and, if employed, the individual shall be subject to termination from employment, unless the individual proves that the report is in error. The decision to reject

- or terminate an individual with an unreported conviction is solely at the discretion of the College.

d. **Adverse Action Procedures**

0. **Before** College takes any adverse action based in whole or in part on the results of the criminal background check, HR must give the individual a pre-adverse action disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights under the Fair Credit Reporting Act".

1. After notice to the individual, College must wait five days before taking any adverse action in order to give the applicant an opportunity to refute the information.

2. After College takes an adverse action, it must give the individual notice. It must include:

a. The name, address, and phone number of the vendor that supplied the report.

b. A statement that the vendor that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and

c. A notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

d. **Keeping Records –** Records gathered as a result of a criminal background check will be kept by the BCC. These records will include:

- Authorization Form
- Information collected from the check
- Analysis and decision regarding any convictions
- Correspondence related to criminal background check

The records will be securely maintained during the duration of employment and in accordance with state retention policy.
College shall provide for proper disposal of records pursuant to applicable federal law.
(4)V. Other Background Checks/Evaluations
Other types of background checks and/or evaluations may be utilized due to the nature of particular positions. This could include the need to conduct drug analyses and/or credit checks. If this need arises, campus departments will get approval from the Office of Human Resources (HR) to ensure these tools are only used as justifiable and appropriate with appropriate authorizations from the individual.
Any questions related to this policy, including interpretations and resource locations, should be directed to the Human Resources Department.
(Approved 12/5/12)

PERSONNEL SERVICES **Regulation 4125**

Employment

Position Vacancies

Upon receipt of a completed, approved Position Requisition Form, Business Office personnel will coordinate with the hiring manager to develop a vacancy notice to be posted on the Employment Opportunities Webpage of the SFCC Website. Current employees will receive notification of the opening through the in-house vacancy posting process. When advertised in newspapers, the phrase "Equal Employment Opportunity" shall appear in the ad. Applications will be kept in the Office of Human Resources for six (6) months and accessed upon written request by the applicant for consideration of available vacancies.

Classification of Positions

As vacancies occur, the appropriate department chairperson, program director and supervisor in consultation with the appropriate administrator, will make a recommendation to the President describing the vacancy. If necessary, position descriptions and qualifications for non-instructional positions will be revised beginning with a review by the Vice President for Finance and Administration in accordance with the Fair Labor Standards Act. Supervisors, with approval of the appropriate vice president, will initiate a Position Requisition Form. Classification and salary range placement for new positions will be conducted by the Vice President for Finance and Administration, reviewed by the immediate supervisor and the appropriate Vice President and Approved by the Executive Leadership Team for budget approval.

Reclassification of Existing Positions

Requests for reclassification of existing positions may be initiated by the immediate supervisor using a Position Description Questionnaire no later than January 31st of the fiscal year. The Vice President of Finance, Administration and HR will conduct a job content evaluation, to place the position within the appropriate job family and salary range. Reclassification recommendations will be submitted to the Executive Leadership Team for budget approval no later than March 31st of the fiscal year.

Vacancy Notification

Upon review and approval by the appropriate hiring manager Payroll Service Staff will advertise the position as follows:

1. Announce the posting through approved internal communication channels.

2. Publish the vacancy on the SFCC website Employment Opportunities page.

3. Place ads in local and regional newspapers.

4. If requested, distribute the vacancy notice to placement offices and graduate departments of Colleges and universities and advertisements in professional publications, journals and web services. Such placements of advertisements will be funded by the hiring department.

5. List the job with the SFCC Career and Job Placement Counselor;

6. Distribute the listing to placement offices and, when appropriate, graduate departments of regional Colleges and universities; and

7. When appropriate, place newspaper ads in regional and national newspapers as well as in professional publications and journals.

Detailed guidelines for advertising vacancies are available in the SFCC *Hiring Manual.*

Screening and Interviewing Candidates

To be fully considered, all applications must be complete to include an SFCC Employment Application and required materials. Upon request by the hiring manager, applications will be screened by Payroll Services Staff for minimum qualifications then forwarded to the chair of the selection committee.

The Vice President for Finance and Administration or designee will conduct a brief orientation for members of the selection committee prior to the review, interview, and selection of candidates. The interview process may include interviews with members of the department or program in which the vacancy exists. Once the selection committee and the appropriate vice president have reached agreement, the vice president shall complete the process by coordinating with HR staff to insure all search files are complete and the appropriate salary is determined for submission to the President for approval. The President will present recommendations for full-time faculty, administrative and exempt, employees, to the Board of Trustees for approval. Recommendations for hiring non-exempt employees will be submitted by the appropriate administrator to the Vice President of Finance, Administration and HR and the President for approval.

When a position is offered, the applicant is given a reasonable length of time to accept or reject the offer.

(Approved 12/5/12)

PERSONNEL SERVICES **Regulation 4126**

Employment

Faculty Credentials

The following credential requirements meet or exceed the requirements for community college faculty as established by the State of Missouri, the Higher Learning Commission and other pertinent accreditation and licensure organizations. All SFCC faculty will meet or exceed these requirements by October 2017.

Faculty teaching general education courses, or other non-occupational courses must have:

1. A master's degree or higher in the discipline or subfield, or
2. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which he or she teaches.

Faculty teaching in applied and occupational courses must have:

1. At least a bachelor's degree in the field, or
2. An Associate's Degree in the field and three years pertinent work experience in the field, or
3. Education or training and five years pertinent work experience in the field, or
4. Recognized Industry Certification and/or Licensure.

Faculty who are working to attain credentials may receive approval to teach under the following conditions:

1. If needing college graduate credit or degree, a bachelor's degree or an associate's degree, the faculty member has no more than six credit hours remaining to complete the credentials requirement; and
2. The faculty member is continuously enrolled during the fall and spring semesters in required college courses; or
3. The faculty member is currently and continuously enrolled in a recognized Industry Certification Program.
4. The faculty member can be approved to teach certain classes based on approval under the Alternative Qualification Form through the appropriate Division Chair and Dean. This process considers other factors such as related degrees, teaching experience, and awards or internships completed in the field of study.

Faculty teaching non-credit courses will have credentials appropriate to the course taught.

Documentation of faculty credentials, including transcripts, certifications, and/or resumes documenting pertinent work experience will be maintained in the Human Resources Office and must be submitted prior to hiring.

Division chairs will establish the specific minimum credentials for each class based on the requirements of the discipline. These minimum qualifications will be maintained in a document, Master Course Credential Qualifications. Faculty division chairs will review and revise this document by January 1st of each year. Any updates, additions, or changes are effective the following fall semester.
(Approved 2/23/16, revised 2/8/18)

PERSONNEL SERVICES **Regulation 4220**

Personnel Work Assignments

Non-Exempt Duties, Schedule and Working Hours

The work week and working hours for Non-exempt employees will be set by the Board of Trustees.

Overtime/Compensatory Time

Authorization by the immediate supervisor is required for non-exempt employees to work outside the normal working hours set by the Board of Trustees. Payment of overtime must be approved by the appropriate vice president.

Non-exempt employees who work more than forty (40) hours during any workweek will be awarded compensatory time off ("comp time") or paid overtime. Comp time or overtime pay will be awarded at the rate of one and one-half (1½) hours for each hour of overtime worked.

1. Supervisors who are responsible for approving time-sheets need to insure compensatory time earned is taken within ninety (90) days. If compensatory time earned is not taken within the 90 day period, the supervisor must submit approval for time to be paid to the appropriate Vice President.

2. Every effort will be made to permit the use of comp time at the earliest time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the College's operations, the College retains the right to postpone comp time usage.

3. Employees with unused comp time who are terminated or who terminate their employment will be paid for unused comp time.

4. For the purpose of determining straight time and/or overtime pay, the work week will consist of actual hours worked. Employees who are eligible for paid time off will be compensated for paid time off taken during the work week at their regular hourly rate. However, paid time off hours will not be counted in a calculation of weekly overtime.

In the event a supervisor and employee wish to arrange mutually agreeable exchange of a work day-(i.e., a weekend or a College holiday) the supervisor will submit a Flexible Schedule Request to the Vice President for Finance and Administration one week prior to the schedule change.

Compensation for Professional (Exempt) Staff

Additional Compensation

Exempt employees are not entitled to overtime and are paid on a salary basis. At times an exempt employee may be required to perform additional duties outside the scope of the position. When exempt staff performs such duties, additional compensation must be approved by the supervisor and forwarded to payroll services by initiating a Pay Authorization Form by the appropriate Supervisor and Vice President. Approval by the Vice President for Finance and Administration will be given based on the project, timeframe, availability of funds and adequate justification.

Deduction in Pay

Deductions from pay are permissible when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

State Fair Community College will comply with the salary basis requirements of the FLSA. Therefore, we prohibit supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the College does not allow deductions that violate the FLSA.

Improper Deduction

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Emergency and Inclement Weather

In the event the College is closed due to inclement weather or for any other reason, essential employees may be required to report for work at the discretion of their supervisor.
(Approved 7/27/019)

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

Flexible Work

Situational Arrangements

Situational work is a valuable benefit for employees and departments and will be implemented successfully when approached cooperatively with an eye towards achieving departmental goals and promoting individual and collective wellbeing.

Situational work requests that occur due to one time, or unexpected, situation(s) do not require any type of signed agreement or application 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.

When an employee experiences an unexpected, or one-time, situation and desires an adjustment to their normal schedule, they should contact their supervisor to request a situational work arrangement.

- Approved requests should be consistent with the college and department mission and not compromise the services provided to any stakeholder.
- Employees and supervisors should ensure that students, or other employees, are not adversely affected by situational work arrangements (i.e., courses scheduled on-ground or meetings scheduled in person should not be affected, if adjustments cannot be made the employee would need to log sick, or vacation, time to cover the missed meeting/class).

Situational work options facilitate business continuity in situations where an employee is not able to work their typical hours or from their typical location.

- 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

If the employee is not available to facilitate business continuity, they should utilize personal, sick, or vacation time. Supervisors and team members are encouraged to work collaboratively and creatively to facilitate situational work requests when possible.

Examples include but are not limited to: An employee whose child becomes ill and the parent needs to stay home to care for them but is still able to do the majority of their duties remotely, an employee who has car trouble or needs to have a repairperson come to their home during the day.

It is important to note that every effort should be made by the employee to plan these days in advance however in the event that an unexpected instance should arise the employee is responsible for contacting their supervisor as soon as possible and for having the appropriate equipment available to do their job. If an employee does not have the appropriate equipment with them to facilitate business continuity then vacation, personal, or sick time must be taken for that day.

* Situational work is for occasional needs ONLY and does not require a formal request, or application. It only requires approval by the employee's direct supervisor however it is important to note that not all positions are eligible for situational work and that eligibility is determined by the Department Assessment. Employees experiencing a need, or desire, for on-going, scheduled flexible work should complete the Flexible Work Request Form.

Situational Arrangement Requirements

To be considered for situational remote work, you must meet the following requirements:

- A reliable internet connection sufficient to support video conferencing
- A mobile phone or landline to forward, or answer, calls (In many instances Jabber will work to forward calls however it is important to have a mobile phone or landline available in the event of an urgent issue)
- Confidentiality and Secure workspace(s)
    - Ensure any documents and operating systems remain secure and confidential
    - Ensure any conversations that include confidential, or sensitive, information are occurring in a secure space.
- Responsiveness/Customer Service
    - Employees should be responsive to communication via email, SFCC chat, and phone as well as respond to all communication in a timely manner as determined by their area's service level expectations.

*See Regulation 4230b for Department Assessment and Position Assessment Process

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

Flexible Work

Flexible Work Arrangements

Scheduled Flexible Work Arrangements

All approved Flexible work plans at SFCC should meet the following criteria:

1. Job appropriate and supports the mission, goals and functional role of the employee, department and college.
    a. Any approved flexible work supports each department's on-campus core hour and peak period staffing needs.
    b. Scheduled flexible work plans, in general, should comprise of no more than 40% of a 40-hour workweek.
2. The process for evaluating flexible work requests is equitable and decisions are made without bias.
    a. The key to equity is a fair and transparent process by which the flex work proposal is assessed by the supervisor(s), and appropriate ELT member, in conjunction with HR. An individual's organizational role, personal circumstances, work history, and other factors may affect the ultimate outcome, which will not be the same for everyone.
3. The flexible work requests should have a net-neutral or net-positive effect for our community, our students, the department, and the College.
4. Flexible work should be responsive.
    a. Plans should be reviewed annually, at a minimum, to ensure that the arrangement continues to support the needs of the department and the organization.
    b. Workers with flexible work arrangements should be prepared to support the department and institution by working traditional hours or coming to campus during peak times or staffing shortages.
5. Approved flexible work arrangements should be documented and stored with the HR department.
6. No flexible work requests will be reviewed, or approved, until after department assessments are completed, approved by appropriate ELT member and on file with Human Resources.
    a. Department assessments and flexible work requests should be reevaluated regularly to allow for departmental, or staffing, changes.
    b. New hires will not be eligible to submit a flexible work request until after they have completed their probationary period (180 days post hire) unless flexible, or remote, work was part of their employment agreement. Such agreements would require ELT approval.
    c. Exceptions to this process would occur if part of the negotiation process where an agreement is entered into as a condition of hire.

Flexible work arrangements are a privilege and not a guarantee. A flexible work arrangement is there to ensure business continuity while also ensuring an employee's wellbeing and maintaining a healthy work-life balance. These work arrangements are not intended to substitute for an employee's need for daycare, eldercare, pet care, etc. and they may be revoked at any time due to a variety of factors such as; organizational needs, staffing level decline, substandard work performance, change in departmental demands, etc. Supporting the institution's mission, vision and core values are always the main priority and ensuring we are meeting the needs of the students and the community must take precedence.

To be considered for scheduled flexible remote work, employees must meet the following requirements:

- A reliable internet connection sufficient to support video conferencing

- A mobile phone or landline to forward calls (In many instances Jabber will work to forward calls however it is important to have a mobile phone or landline available in the event of an urgent issue)
- Outlook Calendar compliance – employees must keep their Outlook Calendar up to date.
    - Post regular work hours
    - Block time in Outlook for out of office time, scheduled meetings and appointments
        - Utilize Out of Office automatic email replies when out of the office
- Secure Workspace
    - Restrictions on use by other members of the household for non-work related purposes and password-protection of devices
- Appropriate Office Equipment and Supplies
    - Table/desk and chair or other functional workstation
    - Office Supplies (pens, paper, items necessary to facilitate the effective completion of the job)

Items that will be provided by SFCC:

- Laptop/laptop charging cord
- Applications specific to business continuity (Jabber, Okta, YuJa, etc.)

*Certain exceptions may apply dependent upon position

Remote Workplace Etiquette

- Maintain boundaries between work and home spaces (as much as possible).
- Ensure there is a functional workspace that limits distractions.
- Practice strict time-management.
- Be proactive with management and establish a standard method for updating managers on progress.
- When on Zoom or Video calls/meetings with multiple participants remember to mute when not speaking and should ensure that they have an appropriate/professional background and can be clearly seen and heard unless otherwise communicated to the meeting attendees.
- Camera's should be used and be mindful of the angle. If there is a need to turn the camera off temporarily or for the duration of the meeting, explain so to the meeting participants.
- Appropriate work attire – clothing when working remote should be the same as what would be worn in the office
- Be fully engaged in all aspects of your position (meetings, calls, emails, messaging, projects, deadlines, etc.)

Flexible Work Assessment and Request Process

Supervisors:

1. Supervisors will complete a **Department Assessment Form** to evaluate on-campus staffing needs during core hours, determine service level expectations, and identify departmental peak periods. Supervisors are expected to collaborate with their team when completing this form.
    a. The department assessment form should be completed yearly at the time of program/department review and will be housed in HR.

i. Implementation of innovative practices may allow for changes to the department assessment over time.

b. Core hours at SFCC are 8-5 Monday- Friday, August through May. Summer hours may differ slightly. Each department will evaluate the appropriate in-person staffing level for their area.
   i. Evaluate number of on-campus vs remote employees needed during core hours.

c. Establish peak periods for each department. Peak Periods refers to times during the week, month, semester, or year when business activity or work volume is high, and the department must be staffed on site at a specified level.
   i. During peak periods, employees who are typically remote (either 100% or hybrid) may be required to work on campus.

d. Evaluate departmental service level expectations.
   i. Expected availability and response time.

2. **Position Classification Forms** will be completed for each position within the department classifying them as eligible for 100% remote work, hybrid work, alternative work schedule, situational work, or ineligible for flexible work.
   - The position classification process evaluates the position not the person.
   - A position may be deemed eligible for multiple categories.
   - A position being classified as eligible does not guarantee that any specific flexible work plan or specific employee will be approved for flexible work.

   a. The supervisor will assess the essential functions of the position and determine which functions can be performed remotely.
   b. The supervisor will determine if an alternative schedule for this position could support the department's core hour staffing needs.
   c. The supervisor will assess any technical or security concerns associated with flexible work in this position.
   d. Implementation of innovative practices may allow for changes to position classification over time.

All **Department Assessment Forms and **Position Classification Forms** will be reviewed, and approved, by the appropriate ELT member prior to being submitted to Human Resources.

3. When an employee submits a **Flexible Work Request** form the supervisor will review the request and meet with HR.
   a. The HR representative and supervisor will discuss the flexible work proposal in the context of the department's core hours, peak period staffing needs, and service level expectations.
      i. The employee's work history will be reviewed to determine for any documented issues that indicate the employee is not ready for the independence and responsibility of flexible work.
      ii. The supervisor will indicate their initial recommendation for approval, denial, or suggestions for alteration of the flexible work request.

Employees:

1. The employee will complete a Flexible Work Request form and submit it to their supervisor and to HR.
    a. The employee will submit a flexible work request after considering the department's core hours, service level expectations, and peak periods.
        i. Employees submitting a remote work request will assess the essential functions of their position to determine which can be completed remotely.
        ii. For alternative work schedule requests, the employee will discuss the hours and times when they will be physically on-campus to meet the departments core hour staffing needs.
        iii. The employee will evaluate any technical or security concerns associate with their flexible work request.
2. The employee will provide a detailed summary of their proposed flexible work plan. Types of flexible work that the employee may request include:
    - 100% Remote Work
    - Hybrid Work
    - Alternative work schedule

    a. The proposal should detail how the work plan supports business continuity and service level expectations.
3. After HR receives the flexible work request, they will correlate the request with the position classification and department assessment forms. HR will meet with the supervisor to assess the request. If the supervisor does not approve the initial flexible work proposal, HR will facilitate a conversation between the supervisor and employee to explore options.
4. If the supervisor and HR approve a flexible work request, a **Flexible Work Agreement** will be completed.
5. If the request is denied, and the employee feels that the decision is unfair, they may take the following steps of escalation:
    a. Bring their concern to the next supervisor in the chain of command.
        i. HR can facilitate a conversation with the employee, immediate supervisor, and next line supervisor or ELT member.
    b. Follow the SFCC Grievance Process (Policy/Reg. 4850)

Human Resources:

1. The Human resources representative will review the employee's flexible work request and will correlate that request with the appropriate position assessment and department assessment.
2. The supervisor and HR representative will meet to evaluate the request.
3. If both the supervisor and HR representative approve the employee's request, a **Flexible Work Agreement** will be completed and documented.
4. If the supervisor suggests an alteration to the request, the HR representative will discuss the alteration with the employee to determine if the employee is amenable to the alteration. If so, the employee will sign off on the alteration and an updated **Flexible Work Agreement** is completed.
5. If the employee does not agree with the suggested alteration or if the supervisor denied the request, the HR supervisor will facilitate a conversation between the supervisor and employee to attempt to reach a resolution.
    a. HR will document the mediation process and the supervisor's ultimate decision.
    b. If an agreement is reached, the employee, supervisor, supervising ELT member and HR Director will sign the amended **Flexible Work Agreement** and the agreement will be housed in Human Resources.

Forms*

1. **Department Assessment Form** (To be completed by supervisor in conjunction with their team)
    a. Determines core hours staffing needs
    b. Determines service level expectations for the department
    c. Evaluates who the department's customers are, and how those customers are served.
2. **Position Classification Form** (To be completed by the supervisor and classifies the position's, not employee's, eligibility for flexible work)
    a. Determines the position's eligibility for potential flexible work independent of any specific employee or flexible work proposal.
    b. Evaluates the types of work completed by the position and what types of work can be completed remotely (if any).
    c. Evaluates customers served by the position and how those customers are served.
    d. A position being deemed eligible for potential flexible work does not guarantee that any specific flexible work proposal will be approved.

3. **Flexible Work Request Form** (To be submitted by the employee to their supervisor and HR)
    a. Employee outlines their flexible work request and completes a detailed self-evaluation of the request in the context of the department's core hours, service level expectations, and peak periods. The employee also evaluates their personal situation and any technical limitations.
        i. SFCC Staff Flexible Work Request
        ii. SFCC Faculty Flexible Work Request
4. **Flexible Work Agreement** (To be completed by HR and Signed by Employee, Supervisor, and HR)
    a. The agreement will include the employee's detailed work plan, any expectations of the supervisor or college specific to the work plan, a timeline for assessing the work plan, expectations for communication of the work plan, and expectations for maintaining an accurate schedule of availability using SFCC communication/collaboration software.

*Forms should be digital (fillable PDF or Smart Sheet) and stored in a clearly identified location on the U drive.

(Approved: 9/23/21)

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

Inclement Weather

Continuity of Campus Services (non-instructional staff)

In the event of a campus closure due to inclement weather, staff members should be available to communicate with students and co-workers and should take personal responsibility to ensure completion of time-sensitive duties. Previously scheduled meetings will be held remotely unless cancelled by the organizer.

During an unplanned campus closure individual staff member's circumstances and access to technology will vary. The expectation is that staff will work within those parameters to facilitate continuity of essential support services to students and will maintain availability for communication.

Public facing departments will work with their supervisor to develop a plan that equitably distributes responsibility for ensuring departmental availability during a campus closure.

Departments with responsibility for the physical campus or for residence hall students will work with their supervisor to determine work expectations during a campus closure.

Continuity of Instruction (instructional faculty/staff)

In the event of a campus closure, impacted instruction in on-ground, hybrid, or web conference courses will continue via the learning management system (or other online format) in a manner predetermined by the instructor of each course. Course syllabi should reflect class policies in the event of campus closures. Students enrolled in on-ground, hybrid, or web conferencing courses may not be penalized if the weather affects their internet access or they lack the technology to continue with online instruction.

For students participating in off-campus externships, the applicable course syllabus or externship contract should detail inclement weather procedures.

Online course instruction is not impacted by campus closures; students and instructors are expected to continue as normal.

Faculty Inclement Weather-Related Absences: If instructors are absent during inclement weather events when their campus location remains open, they are required to continue instruction online in a manner consistent with their syllabus. Instructors will request permission from their dean, site director, or health sciences program director to continue instruction from home by 8pm the night before the intended absence. Instructors will communicate their intentions to students upon receiving permission. If the campus they teach at is open, teaching staff will utilize a mode of synchronous instruction unless prior arrangements have been made with their dean, site director, or health sciences program director.

Staff inclement weather procedures when campus remains open: If the physical campus is open, and non-instructional staff judge that they cannot safely travel to their assigned campus due to inclement weather, they should communicate with their direct supervisor regarding possible alternative work arrangements. Options available to staff and supervisors may include working remotely, taking paid or unpaid leave, utilizing flextime, or other arrangements as appropriate to the position. It is important to note that not all positions are eligible for alternative work arrangements regardless of supervisor communication.

Inclement Weather/Campus Closure Communication

Sedalia campus— Day and evening classes and events—A decision to close the campus will be made by the President. Decisions may be announced by 9 p.m. for the next day, but all decisions will be announced by 5:30 a.m. the day of classes. Any events externally sponsored, will also be canceled, however internal meetings and regular business activities will continue remotely to the best of the employee's ability. All time sensitive duties must be completed remotely regardless of campus closures in order to ensure business continuity.

Extended campus sites— A decision to close an extended campus site due to inclement weather is made by each individual site director. Decisions may be announced by 9 p.m. for the next day's day/evening classes or by 5:30 a.m. for day/evening classes or by 3 p.m. for evening classes (defined as starting at 5 p.m. or later).

Extended campus sites that are located at high schools or career and technology centers will be closed if the host location closes however as per Policy 4310 classes and business will continue to the extent listed in the policy.

In the event of a closure, directors are responsible for contacting their vice president, the local media in the area, any sites participating in ITV classes, the CMU site coordinator (if applicable), and the Executive Director of Marketing and Communications, who updates the website and other official communication venues as appropriate.

The State Fair Career and Technology Center—The SFCTC follows the school cancellation/remote work notices of State Fair Community College (Sedalia Campus).

Central Methodist University—The Vice President for Educational and Student Support Services is responsible for notifying the CMU-Sedalia site coordinator in the event of a closure on the Sedalia campus; extended campus site coordinators are responsible for notifying their respective CMU site coordinators in the event of closures.

Great Western Dining Services—The Vice President for Finance and Administration is responsible for notifying the Food Services Director in the event of any closure and coordinating with the Director of Student Life for the food service needs of residence hall students.

Essential Personnel—During any weather or nonweather related closing, essential personnel as determined by the situation and the President may be requested to report to campus. If a campus location is closed, all other personnel should not report to work without the approval of their ELT representative. This is in order to ensure employee safety and to prepare for adequate snow removal.

Continuity of classes and business will continue even when a campus is closed due to inclement weather or any closing not holiday related or authorized by the president.

(Approved 1/2005; revised 11/28/06, 11/26/07, 11/17/2008, 10/22/09, 10/26/10, 11/2/11, 10/16/12, 11/12/13, 2/9/14, 11/3/15, 11/8/16, 11/2017, 12/12/17, 9/23/21; 01/06/25)

Absences, Leave and Vacation

Personnel Leave

Sick Leave

Full-time employees of the College receive 4.62 hours of sick leave per pay period which may accumulate to a total of 1040 hours. Unused cumulative sick leave is canceled when employment with the College is terminated.

Sick leave may be used when an employee is compelled to be absent from duty due to his/her own illness or injury; for medical and dental appointments; or for an illness, injury, or medical or dental appointment in the immediate family (spouse, mother, father, grandparent, brother, sister, son, daughter, grandchild, son-in-law, daughter-in-law, or persons for whom the employee has guardianship). College employees may qualify for additional, or alternative, benefits under provisions of the Family and Medical Leave Act (FMLA). See Regulation 4321.

The College reserves the right to request a medical examination of any employee who has repeated or prolonged absences due to illness or injury. The College may require sufficient medical certification from the health-care provider to support long-term leaves of absence due to a serious health condition, and may require second or third opinions and a fitness for duty report to return to work. The certification shall be sufficient if it states the date on which the serious health condition commenced, the probable duration of the condition, and the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, if the employee is requesting leave time for a serious health condition of a member of his/her immediate family, the College may require the same supporting documentation. Refer also to Regulation 4820, Employees with Communicable Diseases.

Personal Leave

Faculty may take two (2) days of leave per year for personal matters with the approval of the appropriate supervisor or administrator. Both days may be taken in the same semester. This leave is not cumulative.

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.

Adjunct Faculty Leave
Adjunct faculty receive one contact hour of leave per course per credit hour taught each semester, to be used as sick leave, personal leave, bereavement leave, professional leave, absences due to inclement weather when the college or campus site is open, etc., during that semester. An online faculty member who does not post responses and/or grades during a consecutive seven-day period will be considered absent. Absences beyond the limits described will result in a deduction in pay proportional to the time missed.

Jury Duty

A. Employees who are called to serve for jury duty shall report the call to his/her immediate superior and shall be relieved from duties for the reasonable time required for rendering such jury service.

B. The staff member shall be entitled to retain all compensation received for such jury service and no deduction shall be made in his/her regular compensation for the reasonable time he/she is absent from duty on account of responding for such jury service.

C. "Reasonable time absent" will be interpreted to mean that an employee scheduled for the day shift and excused from jury service is expected to report back to work for the balance of the shift if there are at least four (4) hours work available on his/her assigned schedule. Employees normally scheduled to work on the second or third shift who are selected for jury duty will be expected to report for work in accordance with their assigned schedule if they are excused from jury service before having served four hours or more. The above would not apply if the jury duty is in another part of the state and travel time to the campus would make it unreasonable to do so.

Military Leave
Chapter 43 of Part III of Title 38, U.S. Code, provides a reemployment rights program for men and women who leave their jobs to perform training or service in the Armed Forces. Application must be made within ninety (90) days after completion of military service; within thirty-one (31) days after completion of initial active duty for training of not less than three (3) months.

Members of the staff who are required to take periods of training for purposes of retaining status as members in organized units of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard or National Guard, or who are ordered to active duty, may be granted leave

upon submitting evidence of receipt of official orders.

Staff members will have the option of using accrued vacation time for military leave or remitting the compensation of either the military or the College. Using a combination of accrued vacation and partial remittance of either salary is permissible.

Professional Leave
A reasonable leave of absence without pay may be arranged for personal or professional leave upon recommendation of the appropriate supervisor, Director of Human Resources and approval by the President. Premiums for medical and dental insurance and retirement will not be paid by the College during leaves of absence without pay.

Sabbatical Leave
Sabbatical leave for professional development is an integral part of the philosophy of State Fair Community College. In any academic year up to four percent (4%) of the faculty who have completed six (6) years of service at the College may be granted such leave by the Board of Trustees on recommendation by the Executive Leadership Team.

A member of the faculty who is granted sabbatical leave is expected to return to the College for at least two (2) academic years following such leave. The sabbatical contract shall describe conditions of repayment or cancellation of the debt. If the faculty member returns for two (2) academic years following the end of the sabbatical contract, no repayment is required. If the faculty member completes one (1) academic year following the sabbatical contract, fifty percent (50%) of the sabbatical compensation is excused. If the faculty member does not return, or fails to complete one academic year, the entire compensation for the sabbatical contract is to be returned to the College. Full payment of amount owed is to be considered due and payable at the end of the sabbatical contract or at the effective date of termination of a subsequent appointment prior to two (2) years, whichever is later. A twelve (12) month interest-bearing note may be accepted in lieu of cash payment. The rate of interest on such note shall be set at the prevailing bank rate for signature loans in the area. If there are extenuating circumstances preventing the faculty member from returning or completing the two (2) academic years, those circumstances will be reviewed by the President and the Board of Trustees to determine the faculty member's obligation or debt to the College. Death of a faculty member during sabbatical leave, after return to College or during a repayment period, will automatically cancel any obligation or debt to the College.

A sabbatical leave may be granted for an entire appointment period, during which time the faculty member shall receive one-half of the regular salary or for one-half of the appointment period with full salary during that period. When a sabbatical leave has been granted, the absence shall not be construed as a break in service so far as salary, accumulated benefits, and rights are concerned.

A member of the faculty on sabbatical leave shall not render service for compensation in another institution or enterprise except by permission of the President of the College; however, this restriction does not preclude the acceptance of a fellowship or other assistance. In each case, the source of additional funds and the fact that their use materially aids the planned program of the recipient shall be fully set forth in the request for the sabbatical leave.

Application for sabbatical leave shall be made in writing and addressed to the President of the College by November 1, preceding the academic year within which the leave is desired. Exceptions to this deadline shall be considered by the Executive Leadership Team. The application must be accompanied by a statement of a well-conceived plan for the increased effectiveness of the applicant and the benefit of the College. Upon returning, the faculty member shall present a full report to the President regarding use of the sabbatical leave.

Sabbatical Leave/Teacher Retirement System
In the event an instructor is granted sabbatical leave, based on a ten (10) or twelve (12) month contract at one-half salary, said instructor shall have two options with approval of the Board of Trustees, concerning participation in the Public School Retirement System of Missouri. According to regulations of the Retirement System, these options are as follows:

1. The instructor may opt to discontinue participation in the Retirement System for the sabbatical contract period, thereby losing a year of service with the system. Under these circumstances, Social Security would be withheld on the amount of the sabbatical contract.

2. In order to claim the sabbatical contract period as service in the Retirement System, it is required that deductions be made on the full contract salary, not the one-half sabbatical contract salary, payable under the following policy:

The College will pay contributing deductions on the sabbatical contract salary and the faculty member will be required to contribute the remainder due based on the full salary, not the one-half sabbatical contract salary.
(Approved 1/28/08; revised 7/27/09; revised 1/2014)

Absences, Leave and Vacation

Family and Medical Leave

Under provisions of the Family and Medical Leave Act (FMLA), an eligible employee is entitled to up to twelve (12) workweeks of unpaid leave within a twelve (12)-month period without loss of seniority or benefits. When both spouses in a family work for the College, they will be entitled to a total of twelve (12) weeks of unpaid leave rather than twelve (12) weeks each for the birth, adoption, or foster placement of a child or to care for a parent with a serious health condition. The amount of leave available to an employee at any given time will be calculated by using the calendar year.

Eligible Employees

Employees eligible for family and medical leave must meet the following qualifications:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and

2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and adjunct instructional staff); or

3. Have been considered full-time (for instructional staff); and,

4. Be employed at a work-site where the employer employs at least fifty (50) employees.

An eligible employee may take unpaid leave for the following reasons:

1. The birth of the employee's child. Leave must be concluded within one (1) year of the date of birth;

2. The placement of a child with the employee for adoption or foster care when foster placement is pursuant to State action. Leave must be concluded within one (1) year of the date of placement;

3. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in *loco parentis,* who is either under age eighteen (18), or age eighteen (18) or older and is incapable of self-care because of mental or physical disability), spouse, or parent (including a person who stood *in loco parentis* to the employee when the employee was a child -- but not parent "in-law") who has a serious health condition; or

4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.

Military family Leave

Qualifying Reason for Leave

Eligible employees are entitled up to 12 weeks of unpaid leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of impending call to active duty status, in support of contingency operation. By the terms of the statute, this provision requires Secretary of Labor to issue regulations defining "any qualifying exigency."

Leave Entitlement

An eligible employee is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled up to 26 weeks of unpaid leave in a single 12 month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available "during a single 12 month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Coordination with Existing Leave Policies

During a family or medical leave provided under this policy for birth, placement of a child for adoption or foster care, or for care of a family member, an employee shall first exhaust all unused vacation or personal days before continuing such leave on an unpaid basis.

During a leave related to the employee's serious health condition, the employee shall exhaust all available paid sick leave, personal leave or vacation before continuing such leave on an unpaid basis.

Certification

If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the President/designee, a written medical certification form (available in the Human Resources Office) from a health care provider of the serious health condition. Failure to provide a requested certification form may result in denial or delay of leave.

Insurance Premiums

During an employee's family or medical leave of absence, the College will continue to provide

health, life, and dental insurance coverage for employees who are eligible for insurance benefits. Voluntary deductions (employee contributions) for dependent health, life, vision, dental coverage and for employee vision, disability, and/or supplemental life insurance must be paid in full each month and received by the twenty-fifth (25^{th}) day of the month. Payments are to be submitted to the Business Office. Employees should contact the Business Office regarding specific arrangements for making the required payments.

Job Restoration

Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination.

If an employee fails to return to work after the period of unpaid family or medical leave has ended, the College may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee). The College may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage) submitted on behalf of the employee for which the College has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

Notification

An employee who can reasonably foresee the need to take family or medical leave is required to notify the College of the date of commencement and the expected duration of the leave at least thirty (30) days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide thirty (30) days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Human Resources Office) to the President/designee.

An employee who requests leave under this policy shall receive written notice of the specific expectations and obligations of the employee and the consequences for failure to meet these obligations. Such written notice shall be provided within five (5) business days after the employee gives notice of the need for leave under this policy.

An employee who requests leave that qualifies as family or medical leave under this policy and who does not specifically request leave under this policy shall be notified that such leave has been designated and will be counted as FMLA leave. Such notification shall occur promptly, usually within five (5) business days after the College has become aware that the leave qualifies as FMLA leave. The notification may be oral or in writing; however, oral notification that the leave

has been designated as FMLA leave will be confirmed in writing on or before the next payday unless the next payday occurs less than one week after the oral notification, in which case written confirmation will be provided on the subsequent payday.

Family and Medical Leave Act Information

The foregoing regulation presents some provisions of the Family and Medical Leave Act of 1993 and complies with the requirements of the Act. If any employee desires explanation of the procedures and provisions of the Act, he/she is encouraged to seek additional information by scheduling a meeting with the Vice President for Finance and Administration.
(Approved 1/26/2009)

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Absences, Leave and Vacation

Shared Sick Leave

The Office of Human Resources & Payroll Services will serve as the administrative office for the program. Requests will be reviewed and considered by the Vice President for Finance and Administration. All requests to participate as a donor or recipient in the Shared Sick Leave Program will be considered confidential; however, supervisors will be required to authorize the application. In order for a request to be considered, the employee must:

- Be eligible to accrue sick leave and be an employee in good standing (i.e. not on a performance improvement plan, condition of employment or probation) at the College;
- Be employed for a minimum of one year with the College.
- Provide certification from a licensed physician that the employee has a catastrophic illness;
- Exhausted all sick and vacation leave before the medical condition is resolved);
- Exhausted Family Medical Leave, and,
- Provide supervisory approval of the request.

While using hours from the Shared Sick Leave Bank, the employee will not be eligible to accrue sick leave, and will not be able to utilize the shared sick leave intermittently. College paid benefits, which currently include medical, dental and life insurance for the employee only, will continue until the last working day the shared sick leave is available. If the employee is not able to return to work, after they have received the maximum of 1040 hours or six months of sick leave and has exhausted coverage under FMLA, the College will need to proceed with consideration of staffing changes to ensure the College's operations are not interrupted. An employee who is not able to return to work may continue insurance coverage (dental/health) and if applicable vision through COBRA

Donors

SFCC employees who are eligible to accrue sick leave may donate to the shared sick leave bank. Standard maximums are one week of sick leave which would be the equivalent of 40 hours. Employees may donate in response to a call for donations from the Office of Human Resources and Payroll Services. Donors may not contribute if it would result in their own balances falling below 105 hours. A shared sick leave donation form must be completed by the donor and sent to Payroll Services.
(Approved 1/23/06; revised 1-26-09; revised 7/27/09)

PERSONNEL SERVICES **Regulation 4410**

Professional Activities, Training and Professional Growth

Standards of Professionalism

State Fair Community College expects employees to act professionally. The following illustrate standards of professionalism valued by SFCC:

1. **Acceptance**
    a. Empathize with the needs and situations of others by choosing our words carefully and treating everyone fairly.
    b. Appreciate other cultures, view points and values.
2. **Attitude**
    a. Strive to create a positive environment for students, colleagues, and community.
    b. Strive to maintain a constructive attitude of encouragement, enthusiasm, enjoyment and flexibility.
3. **Cohesiveness**
    a. Disagree without malice.
    b. Seek to participate in campus decision making and then support those decisions.
    c. Show solidarity by keeping conflict behind closed doors.
4. **Commitment**
    a. Remember to represent SFCC when out in the community.
    b. Continually evaluate and improve the services and educational programs of the College.
5. **Environment**
    a. Display conduct that furthers an open learning environment for freedom of thought.
    b. Provide an open learning environment for students, staff and community.
6. **Integrity**
    a. Practice honesty, integrity, and ethical behavior in all activities.
    b. Demonstrate loyalty to the vision of the College both on campus and in the community.
    c. Exhibit loyalty to colleagues and their contributions.
7. **Pride**
    a. Contribute to a positive, enjoyable environment that will be encouraging and supporting to everyone, helping to build goodwill with students, staff, faculty and community.
    b. Dress appropriately, remembering that we represent the College in our chosen profession.
8. **Responsibility**
    a. Value others' time by arriving promptly for appointments and responding to all forms of communications in a timely manner.

b. Respect campus resources by using them in the most cost effective manner.
c. Create public trust by using tax dollars wisely.
d. Evaluate business processes to reflect our College mission.
e. Continuously upgrade skills with technology and increase knowledge in chosen field.
f. Participate in activities involving students and community.
g. Strive to maintain and enhance the dignity, status, competence and standards of the educational profession.

9. Respect

a. Display courtesy and friendliness when interacting with students and others.
b. Recognize the contributions and accomplishments of others.
c. Follow "Chain of Command" in resolving problems and presenting ideas for change.

10. Service Expectations

a. Accessibility
    i. Operate reasonably accessible office hours.
    ii. Post office hours outside office, communicate via flyers, syllabi, the SFCC portal and/or other appropriate methods.
    iii. When out of the office for an extended period of time, use the Out of Office feature in Outlook and leave a voice mail greeting specifying return date and the person to see in your absence.
b. Etiquette
    i. Be punctual to meetings and/or classes. Meeting leaders likewise will be respectful of its members' time by starting and ending meetings on time.
    ii. Refrain from cross-talking or interrupting others during meetings.
    iii. Show courtesy and respect when in proximity to phone conversations and/or meetings by not interrupting the interaction.
    iv. Maintain a reasonable sound level in all activities (classroom, hallway, office, and during media use) so as not to disturb others.
    v. Use proper cell phone and PDA (personal digital assistant) etiquette; i.e. turning off ring tone when not in your office, keeping personal calls to a minimum, refraining from texting or using equipment during inappropriate times, etc.
    vi. If serving a student/customer/colleague and the phone rings, first priority generally goes to the face-to-face visitor. If you must answer the phone, explain this need to the visitor.
    vii. Contribute to the exemplary service SFCC provides for students and customers. For example, provide directions to classrooms and offices (and walk students/customers there when feasible), provide extension numbers when transferring calls, hold doors open for others when feasible, etc.

c. Reliability
    i. Provide services within a reasonable timeframe. If the service cannot be provided within the agreed timeframe, follow up and convey the current status of the situation.
    ii. Listen and show a sincere interest in solving a problem or answering a question.
    iii. Strive to respond to voicemails and emails within 24 hours, but no later than 48 hours, during contracted/office hours; except during school holidays and weekends, or extenuating circumstances. Initial responses may be an acknowledgement of the email/voicemail with a timeframe of when an answer will be provided.
d. Respectfulness
    i. Refrain from discussing frustration or disagreement with SFCC policies and procedures where students and other customers may overhear you.
    ii. Refrain from discussing inappropriate or controversial issues.
    iii. Show respect when interacting with colleagues, students and coworkers.
    iv. If a frustration or disagreement occurs and a resolution cannot be reached, the proper chain of command should be used.
    v. Take pride in the campus and set a good example by obeying classroom and parking lot rules, picking up errant trash, and reporting maintenance issues.

Professional Activities, Training, and Professional Development

In-Service Training

The College offers training and development programs through a variety of activities including pre-semester workshops and Professional Development Institute sessions during the academic year. Through participation in these activities, employees may acquire skills and knowledge to better serve students and develop competencies to enhance their professional performance.

Participation in in-service training activities is required, and attendance is included in annual performance evaluations.

Workshops during adjunct faculty orientation prior to the start of fall and spring semesters are designed to enhance communication among day, evening, and off-campus faculty and to address teaching innovations and issues.

The President's office coordinates a comprehensive employee development program designed to support employees' talents and skills and to focus on life-long learning. Presenters include guest speakers and SFCC employees who present sessions in their areas of expertise or interest. The Office will also coordinate with the appropriate department for professional development and training offerings, registration of employees, attendance tracking for personnel records and evaluation of programming.

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PERSONNEL SERVICES **Regulation 4430**
Form 4430

Professional Activities, Training, and Professional Development

Professional Development

The procedure for employees to apply for professional development funds is the following:

1. Include specific, proposed professional development activities and a proposed timeline in the annual performance evaluation and/or employee professional development plans;

2. Submit Staff Improvement and Professional Development Application for Funds form and secure approval of the immediate supervisor who will forward the approval to the Dean of Academic Affairs for consideration of approval for use of professional development funds for the proposed activities;

3. Carry out approved activities as scheduled;

4. File expense report with the Business Office for reimbursement of approved expenses;

5. Report completed professional development activity to the President's office to be placed in the employees' personnel file and be recorded by the supervisor on the annual performance evaluation; and,

6. Report or present employee development information to campus community via College in-service sessions, College professional development workshops, sharing sessions, informational hand-outs, or on-line platforms..

The procedure for requesting nontraditional advancement on the salary schedule based on professional development activities is detailed in Policy and Regulation 4509.

PERSONNEL SERVICES **Regulation 4505**

Compensation

Salary and Benefits Schedules

Budget Development Process

The annual budget development process begins in September with a review of the current year's budget and includes an analysis of the ratio between revenue and expenditures, utilization of one-time money, and the fund balance in comparison to prior years.

In conjunction with the review of the budget, the Executive Leadership Team will begin to develop unit budgets that include continuation of funding for existing programs, new program development, and staffing needs for the upcoming year.

The recommendation for compensation of non-exempt, exempt, and administrative employees will be based upon the market-based rate. The Business office will periodically conduct a survey of comparable institutions and public and private sector employers to determine the market based compensation and will report the survey results to the Executive Leadership Team.

Additionally, the Office of Human Resources and the Human Resource Advisory Committee will begin developing a proposal for the benefits package for consideration by the Executive Leadership Team in March; however, the loss statement and insurance increase information is not usually available until April. Once the required information is available, a cost/ benefits analysis will be completed and the recommendation for coverage will be presented to the Board for approval.

Once approved by the Board, the salary and benefits compensation package will be included in the budget that is submitted to the Board for final approval at the June meeting.

Initial Salary Index Placement: Faculty

Criteria for placement of faculty on the salary index include formal education, teaching experience, and/or work experience.

1. Work Experience – Experience, *other than teaching*, which contributes directly to the competency required in the teaching field.

2. Faculty teaching technical courses are to hold a minimum of a bachelor's degree in their teaching discipline from a regionally accredited institution and to meet Missouri Vocational Certification requirements. Faculty teaching transfer courses

are required to hold graduate degrees in their teaching discipline or a master's degree with eighteen (18) graduate hours in the teaching discipline from a regionally accredited institution.

3. Master's degrees that are terminal and/or require more than forty-five (45) graduate hours will be dealt with on an individual basis.

Level Placement

Level placement on the faculty salary index shall be determined by the employee's individual qualifications in the areas of formal education and teaching and/or work experience as follows:

Level 1a) Bachelor's degree plus 2 years' work experience
b) Associate's degree plus 5 years' work experience

Level 2a) Master's degree
b) Bachelor's plus 5 years' work experience

Level 3a) Master's degree plus 15 hours
b) Bachelor's plus 7 years' work experience
c) Master's plus 4 years' work experience

Level 4a) Master's degree plus 30 hours
b) Master's plus 6 years' work experience

Level 5a) Master's degree plus 45 hours
b) Master's plus 8 years' work experience

Level 6a) Master's degree plus 60 hours

Level 7 a) Master's degree plus 90 hours or earned Doctorate from regionally accredited institution of higher education.

Initial Salary Range Placement: New Non-Instructional Employees

New employees will be compensated between the minimum and midpoint of the salary range assigned to the position based upon education and experience. To insure internal equity, salary range placements above the minimum of the salary range will be reviewed by the Vice President for Finance and Administration.

Salary Range Placement: Current Non-Instructional Employees

Current employees who are hired into a new position on campus that is in a salary range higher than their current salary range will be paid between the minimum and mid-point of the position. Placement above the minimum will be based upon education and experience. To ensure internal equity, placements above the minimum will be reviewed by the Vice President for Finance, Administration and Human Resources. Placement in an occupational class lower than the current position will be considered a downgrade; the new salary will be calculated using the salary range for the new position.

Salary Increases: Non-Instructional Employees

Performance, professional development, and formal educational accomplishments will be used in determining the performance rating of the employee. Increases may be applied to annual salaries according to level of performance and formal education completion.

Salary advances based upon educational achievement may be granted under the guidelines in Regulation 4509.

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PERSONNEL SERVICES **Regulation 4509**
Form 4509

Compensation

Salary Schedule Advancement

Advancement on the Salary Index: Faculty
Faculty members may request level advancement upon demonstrating that they have completed additional credit hours, work experience, non-traditional professional growth activities, or combinations of those growth experiences that are equivalent to the standards for the next level.

College Credit
Faculty members are encouraged to continue their education. Level advancement will be based on the salary index in force in determining the percentage of the salary increase. For courses to be counted toward Level advancement, individuals shall have written approval from the appropriate Dean before enrolling in graduate or College credit courses, and the proposed study must be included in an approved professional development plan.

Non- Instructional Employees

Full-time and non-instructional SFCC employees in good standing are eligible for salary increases based upon an approved credit-bearing educational achievement plan, proof of adequate progress and goal attainment. The salary increase is in addition to any other salary increases, including annual raises and/or cost-of-living increases.

Employees who have a current educational achievement plan on file in the Human Resources Office will be eligible for educational achievement pay increases upon completion of a first-time degree. Pay increases for the completion of a degree program will be added to an employee's base salary as follows:

Associate Degree	$1,000
Bachelor's Degree	$1,000
Master's Degree	$1,000
Education Specialist/Master's of Fine Arts	$1,000
Doctoral Degree	$1,000

Pay increases for achieving certifications or licensures will be considered on a case-by-case basis pending relevance to the position and availability of funds.

The Board of Trustees may elect not to grant these educational achievement salary increases at any time due to financial constraints.

Requests for educational achievement pay increases must be made by November 1 of each year, with implementation the following July 1.

Incremental advancement past the master's degree requires approval from the President.

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PERSONNEL SERVICES

Compensation

Benefits

Liability Insurance

The College maintains several liability insurance policies for the protection of employees:

1. Property Owners Liability and Casualty Policy,
2. School Leaders Errors and Omissions Policy,
3. College Motor Vehicle Liability Policy, and
4. Non-Owned Motor Vehicle Liability Policy.

A description of the coverage afforded by these policies is available to employees through Payroll Services. Claim and incident forms are maintained in the Business Office. If the employee is witness to or involved in an incident which could conceivably expose the College and/or the employee to some liability, the employee should complete an incident report and submit it as soon as possible to the Business Office.

Workers' Compensation and Unemployment Insurance

College employees are covered under workmen's compensation and unemployment insurance. (See also Policy 4530 – Workers' Compensation Benefits.)

Upon receiving a work-related injury employees must file an accident report of injury with the Business office immediately or within five business days. If the injury is considered to be serious (e.g., potentially life and/or limb threatening), the injured employee should proceed immediately to the nearest hospital emergency room.

Employees injured on the job will be excused from work without loss of pay, vacation, or sick leave in order to obtain medical attention on the day the accident or injury occurs. Additionally, an employee will be excused from work without loss of pay, vacation, or sick leave to obtain further medical treatment related to the injury. An employee must, however, limit absences from work to the time required to receive medical attention only, and may be required to furnish satisfactory proof of having received medical attention.

If an employee is unable to return to work following the accident or injury, the employee will be granted leave without pay. Full-time regular employees may elect to use accumulated vacation or sick leave instead of taking leave without pay. Workers' Compensation law requires a three-day waiting period following an accident or injury before making payments to employees. After the

three-day waiting period, an employee may either (1) take the compensation paid through Workers' Compensation only and go on leave-without-pay status, or (2) continue to use accumulated vacation or sick leave to supplement the Workers' Compensation pay in order to receive full salary. Leave forms must be completed and returned to the Office of Human Resources and Payroll Services to designate what type of leave is to be used during the period of time the employee is unable to work even if the employee is on leave without pay. In no case, however, shall an employee receive more than his/her normal monthly salary amount as a result of receiving both Workers' Compensation pay and vacation or sick leave benefits.

Employees who are off work due to a work-related injury or illness (i.e., one for which the employee has filed a workers' compensation claim) will not accrue any vacation or sick leave if they are absent from work without pay from the College for 80 work hours or more during each month that they are off work. Employees who supplement their workers' compensation payments (i.e., the temporary total disability [TTD] payments from the College's insurance provider) by using their accrued vacation, sick leave, and/or compensatory time off during the month will accrue vacation and sick leave.

An injured employee who is unable to return to work after incurring a work-related accident or injury is required to provide a doctor's "off work" statement to his/her supervisor and the Business office stating the necessity to be off work and the length of time the employee must remain off work. When returning to work, the employee may be required to provide a written release from the doctor.

An employee injured on the job must tell the medical provider that the accident or injury is work-related and will be filed with Workers' Compensation. Any bills for medical and hospital expenses received by the employee must be forwarded to the College's insurance provider.

Workers' Compensation benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, non-prescribed drugs. Benefits may be forfeited if it is shown that the use of alcohol or controlled, non-prescribed drugs was the proximate cause of the injury. Under Missouri law, the College can request an employee to take a test for alcohol or a non-prescribed controlled substance if the supervisor or College administrator suspects usage by the employee. If the employee refuses to take a test when requested by the College to do so, all workers' compensation benefits are forfeited.

Early Return to Work Program

When an employee of State Fair Community College has suffered the effects of a work-related injury or has incurred an occupational disease arising out of and in the course of employment with the College which is covered under the state's Workers' Compensation program, it is the policy of the College to provide the opportunity to maximize recuperation and rehabilitation, thus enabling an early return to work. The primary objective is to return employees to work at the earliest date when medically feasible, as determined by the treating physician.

Upon determination by the treating physician that an employee is capable of performing modified duties on a temporary basis, the employee's supervisor and administrator, (with the assistance of Human Resources), will review the employee's job duties (tasks) and determine whether the duties can be modified, temporarily suspended, or shared with another employee in order to meet the medical restrictions delineated by the authorized treating physician. If it is determined that job duties can be modified, temporarily suspended, or shared, such that the modified job duties meet the medical restrictions delineated by the authorized treating physician, the employee will be returned to work in that modified position. Employees who refuse to return to work in a position which meets the requirements for modification of duties will be subject to disciplinary action up to and including termination of employment. The supervisor will periodically review the scope of modified job duties to determine whether the duties, as originally prescribed, continue to meet the medical restrictions or if they need to be modified again.

If it is determined that a temporary modification of job duties (as described above) is not feasible, the supervisor will first attempt to identify a position within the employee's department for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician. If such a position is found**,** the employee will be temporarily assigned to that position. The supervisor will periodically review the employee's work performance to determine whether the new temporary position continues to meet the medical restrictions or if the employee needs to be re-assigned to another position, one for which the employee is qualified and which does not violate the medical restrictions.

If the supervisor cannot identify a position within the employee's department for which the employee is qualified and which meets the medical restrictions delineated by the authorized treating physician, the supervisor, in consultation with the appropriate major administrator, will attempt to identify a position outside the employee's department. If a position can be identified for which the employee is qualified and which meets the medical restrictions delineated by the treating physician, the employee will be temporarily assigned to that position. When an employee is assigned to a position outside his/her home department, the employee's salary will continue to be paid from the home department budget during the period of the temporary assignment. The supervisor will periodically review the employee's work performance to determine whether the new temporary position continues to meet the medical restrictions or if the employee needs to be re-assigned to another position, one for which the employee is qualified and which does not violate the medical restrictions.

Temporary Modified Work

Employees must understand that this type of work is considered to be temporary due to the temporary nature of their medical restrictions. Employees are expected to return to their regular position as soon as they are medically able to do so. The treating physician will identify the employee's temporary restrictions. Temporary modified work is defined as either:

(a) the modification or removal of some job tasks from an employee's regular scope of work responsibilities such that the resulting scope of work is within the capability of the employee to perform and does not violate the medical restrictions imposed by the authorized treating physician, or

(b) the performance of job tasks that may or may not be related to an employee's regular work position, but which can be performed by the employee based upon his/her qualifications and which do not violate the medical restrictions. In some instances, these job tasks may be activities that have been "put off" because staffing is not available to perform them or because they have been considered to have less immediacy (e.g., inventorying supplies, organizing office files, cleaning tools, or updating files or documents).

Tuition Waiver/Credit Courses

Tuition charges will be waived for current full-time employees and retired SFCC College employees; spouses and/or dependent children of full-time employees and retired employees; and surviving spouses and/or dependent children of deceased full-time employees.
Part-time employees and adjunct instructors or any combination of employee, spouse or dependent child may receive a tuition waiver for three (3) credit hours during the semester in which they are employed. A part-time employee is defined as someone who works at least 17.5 hours per week and does not include work study students and student employees. Questions on eligibility should be referred to the Vice President for Student Services. This waiver does not include fees, special assessments or books, unless the course(s) are required as part of an employee‘s job responsibilities, wherein the fees will be waived as well. This program can be applied to students in the dual credit program. For dependent children to be eligible for the tuition waiver, they must file a Free Application for Federal Student Aid (FAFSA) and meet the following criteria as outlined in Step Three of the FAFSA:

1.) The dependent child is under the age of 24 as of January 1st of the current year; and

2.) The dependent child has not received a post-secondary degree; and

3.) The dependent child is not married or separated; and

4.) The dependent child does not have his/her own child(ren)

The emphasis for a dependent child tuition waiver is that the child continues to receive more than half of his/her support from their parents. Employees and/or spouses do not have to complete the Free Application for Federal Student Aid (FAFSA) to qualify for the tuition waiver. Special cases may be submitted to the Vice President for Student Services for consideration for

exceptions of this regulation. An appeals committee will be formed to hear the employee‘s special request.

Grandfather Clause: (exceptions to the above Regulation) Full-time employees (including spouse and child[ren]) that have been employed on or before January 1, 2007 will have the following exceptions to the regulation (and remain eligible for the program):

1.) Children of fulltime employees, retired employees or deceased employees who begins or have already begun a specific course of study will be permitted to continue without interruption until completion of the educational program or until age 30 (whichever comes first) regardless of any change in his/her circumstances (married, children, etc.) (i.e., pre-nursing major could complete a nursing degree, etc.);
2.) Fulltime employees or retired employees understand that the tuition waiver benefit may be a taxable benefit (based upon IRS regulations) for the employee after the child is no longer a dependent;
3.) The Grandfather Clause will be in effect until June 2011. Beginning the fall of 2011 the Tuition Waiver regulation will be in full effect.

The maximum number of credit hours for any family member taking coursework and desiring the tuition waiver scholarship will not exceed 32 credit hours per academic year. To receive the **full-time tuition waiver**, the full-time employee (current/retired) must complete a tuition waiver eligibility form and submit it to the Human Resources Office. HR will verify full-time employment status and forward the form to the Financial Aid Office (Scholarship Coordinator).

To receive the **part-time tuition waiver**, the part-time employee must complete a tuition waiver eligibility form and submit it to the Human Resources Office. HR will verify part-time employment status and forward the form to the Financial Aid Office (Scholarship Coordinator). To receive the **adjunct instructor tuition waiver**, the employee must complete a tuition waiver eligibility form and submit it to the Vice President for Educational Services. The vice president will verify employment status for the upcoming semester and forward the approval to the Financial Aid Office (Scholarship Coordinator). To receive the Tuition Waiver, the staff member will need to complete the appropriate form for each semester. Once the appropriate approval is received, the Scholarship Coordinator will check enrollment status and, if applicable, check to see if the Free Application for Federal Student Aid (FAFSA) was received from the federal processor and is in the Ready/Completed status (i.e. no outstanding rejects/errors and federal aid has been offered/accepted).

The tuition waiver will then be applied to eligible personnel through an Employee/Spouse/Dependent Waiver Scholarship. State of Missouri financial aid (A+, Access Missouri**,** and Bright Flight) funds and any federal financial aid grants (Pell Grant, Federal Supplemental Educational Opportunity Grant, and Academic Competitiveness Grant) amounts will be applied to the student‘s account after any Waiver Scholarship. To retain the tuition

waiver for subsequent semesters, the student must continue to meet the basic requirements and also must continue to make satisfactory academic progress as outlined in the Academic Catalog.

Tuition Discount/Noncredit Courses

Current full-time employees and retired SFCC College employees; spouses and/or dependent children of full-time employees and retired employees; and surviving spouses and/or dependent children of deceased full-time employees, will receive Lifelong Learning courses in the community education category (arts, computer, dance, fitness, garden, motorcycle, etc) for $5.

Part-time employees and adjunct instructors or any combination of employee, spouse or dependent child may enroll in one (1) Lifelong Learning community education course (arts, computer, dance, fitness, garden, motorcycle, etc) during the semester they are employed. A part-time employee is defined as someone who works at least 17.5 hours per week and does not include work study students and student employees. Enrollment of spouses or child(ren) must be completed by the employee.

Discounted enrollments are on a space available basis. In the event a course is filled, discounted enrollments will be disenrolled for full-paying students. Discounted enrollments do not count toward the minimum course enrollment necessary for a course to be taught.

Discounts do not apply to third-party courses (ed2go, Missouri Enterprise, etc.) or career training courses (truck driving, nurses assistant, etc.).

For child(ren) to be eligible for the noncredit tuition discount, they must be claimed as a dependent on the federal income tax return of the employee.

This discount does not include fees, special assessments or books. Questions on eligibility should be referred to the Lifelong Learning Office.

Admission to College Activities

Employees of the College, retirees and their spouses and children will be admitted at no charge to most College-sponsored activities other than Booster Club activities.

Bookstore Discounts

College staff, current part-time employees, retired College staff and members of the Board of Directors of the State Fair Community College Foundation may purchase equipment and supplies through the Bookstore at cost plus tax.
(Approved 1-28-08; revised 6-21-10)

PERSONNEL SERVICES **Regulation 4520**
Form 4520

Compensation

Payroll Deductions and Procedures

Payroll Records

Prior to the first scheduled pay period, individuals must complete payroll forms including Federal and State W-4 withholding forms, and direct deposit. Prior to access to all SFCC networking systems, e-mail and learning management system, employees are required to complete Employment Eligibility Verification Form I-9, be verified through E-Verify and sign the SFCC Confidentiality Statement.

Pay-Period Cutoff Dates

Payroll services will provide a list of pay periods and time-sheet cutoff dates for the fiscal year through MySTAR.

Time-sheets

Student employees and work-study students will be paid minimum wage on an hourly basis. All Time worked will be reported to HR/Payroll through employee self-service within the payroll cutoff periods and approved by the supervisor.

Non-exempt employees will be paid on an hourly basis based upon job classification and salary range placement. Time-sheets will be reported to HR/Payroll through employee self-service within the payroll cutoff periods and approved by the supervisor.

Payday

Payday shall be on a bi-weekly basis (every other Friday) unless such day falls on a scheduled **federal banking holiday,** payday would then be the day prior to the holiday. No paychecks will be released before payday unless approved by the Vice President for Finance and Administration.

Non-Credit

Employees will be paid on the designated pay date after the course is completed.

Paycheck Disbursement

The methods for paycheck disbursement are

1. All SFCC employees will provide Payroll services with written authorization to electronically transfer payroll funds into a designated bank account unless they are students paid through federal work study funds.

If students who are paid through federal work study funds do not want electronic disbursement of their pay checks, the hard copy checks will be made available for pick up by the work study employee with picture ID in the office of Payroll Services between 9:00 a.m. and 2:00 p.m. of each pay day. Checks not picked up by 2:00 p.m. will be mailed via USPS to the employee's address currently on file in Payroll Services.

Payroll Deduction

Current full-time employees may elect, through payroll deduction, to reimburse the College for employee purchases of surplus property, purchases through the Bookstore, repayment of automotive service charges, etc., provided the purchase amount is in excess of $200. The employee may specify the number of pay periods for reimbursement so long as it results in a minimum payroll deduction of $50 per month and results in the entire amount being repaid prior to the expiration of the current employment assignment with the College or fiscal year end. Interest will be charged on the unpaid balance as defined by the Business Office. Sales tax must be paid at the time of purchase and cannot be paid with payroll deduction.

Pay Options: Faculty

Full time faculty members contracted for a 10-month period may be paid over 12 months upon request.

Payroll Advances

No pay advances will be made unless specifically authorized by the Vice President for Finance and Administration. Such authorization is valid for the current pay period only and must be reauthorized for subsequent pay periods. The maximum advance will be 70 percent of the net paycheck and must be repaid in its entirety from the first paycheck following the date of advance.

Unpaid Charges-No Changes Made, will require campus review the upcoming year

Any charges incurred by the employee and remaining unpaid as of the payroll cutoff date for the last pay period of the employee's appointment will be deducted from the employee's final paycheck.
(Approved 1/23/06; revised 1-26-09)

Compensation

Group Insurance Benefits

The insurance program for all eligible employees shall be determined by the annual budget as approved by the Board of Trustees. If the employee elects not to take the Board benefit, the Board is not obligated to reimburse the employee an equal amount of the benefit not taken. The final date for notification of participation in the health benefit by the employee is the date set by the insurance company.

Medical, Dental, Vision, and Life Insurance Benefits

Full-time employees of the College are eligible to be covered by group medical, dental, life and accidental death benefit plans. Life insurance value is based upon the employee's annual salary rounded up to the nearest thousand dollars. The Board pays the premiums for full-time employee insurance; dependent coverage is available under these policies with the premiums paid by the employee through payroll deduction. Vision insurance is offered at a group rate for full-time employees and dependents; premiums for this coverage are paid by the employee through payroll deduction.

For newly hired employees, coverage becomes effective the first day of the second full calendar month of employment. Booklets explaining the medical and dental plans will be distributed to each full-time employee during employee orientation.

A full-time staff member who reverts to a minimum of part-time will be allowed to continue with the group insurance at the group rate through payroll deduction. The insurance will no longer be Board paid; it will be paid at the employee's expense.

Retirees may be covered under the group policy at group rates. The premium is paid by the retiree. Eligibility in the College's group health program for former employees, retirees, and eligible dependents is contingent upon payment of the monthly premium by the last day of the month following the month for which coverage is extended. Failure to do so will result in the irrevocable loss of coverage.

Insurance benefits available to retirees and surviving spouses conform to federal and state laws. The Business Office should be contacted for further information.

PERSONNEL SERVICES **Regulation 4555**

Compensation

SFCC Retirement Program

Eligibility

1. Applicants must be employed in a full-time capacity at the time of retirement **AND**

2. Be eligible for retirement under the Public School Retirement System (PSRS) or the Public Education Retirement System (PEERS); otherwise, age is not a determinant of eligibility **AND**

3. Be employed in a department whose funding source is from State appropriations, local taxes, tuition revenue, or an external funding source that will agree to reimburse the College for expenses incurred under this regulation **AND**

4. Be certified by the Vice President for Finance and Administration that all eligibility requirements have been satisfied **AND**

5. Have a minimum of fifteen (15) full-time equivalent (FTE) years of consecutive service with the College.

    - Half-time appointments will be counted in determining FTE total.

    - Leaves of absence without pay will not count as service time, but do not count as a break in service.

    - Rehires constitute a service break and the service count will restart at zero.

Application

1. Application for this retirement incentive must be presented in a written format, complete with signature and accompanied by the employee's latest PSRS or PEERS annual service report, to the applicant's Executive Leadership Team-level Budget Officer prior to November 1 of the calendar year preceding the fiscal year of retirement (e.g. notification by November 1, 2007 required for a retirement date of June 30, 2008 or later.) **NOTE:** All retirement incentive applications will be based on a retirement date of June 30 unless a later date in the fiscal year (e.g. mid-year; December) is specifically requested.

2. Participation in this benefit is subject to the specific approval of the Board of Trustees no later than the regular scheduled meeting for the January following the eligibility certification detailed above .

Benefit Formula

1. All quantities used in the benefit calculation shall be rounded to the nearest tenth.

2. Total benefit = (FTE College service time + unused sick leave) times 2% per year times annual contract or appointment amount for twelve (12) months preceding retirement date.

3. The total benefit shall not exceed 50% of the annual contract or appointment amount for twelve (12) months preceding retirement date.

4. Although unused sick leave is used in determining the final benefit level, it will not count as service time in satisfying eligibility requirements.

5. Age is not a determinant of benefit level.

Payments

1. The first half of the benefit will be paid on July 10th following the date of retirement and the second half will be paid on the succeeding January 10th.

2. If the retiree dies before all payments have been made, the College will make the payments to the designated beneficiary.

Effective Date

1. This policy became effective on July 1, 2001.

2. This policy replaces a previous program, "Early Retirement Incentive Program." The transition to the current policy was complete on June 30, 2003.

Part-Time Employment

1. The employee will be eligible for part-time employment following retirement.

2. Adjunct pay will be compensated at the overload scheduled rate for faculty. Non-teaching employees will be paid an hourly rate based on the appropriate salary range for the position.

Miscellaneous

1. State and federal taxes are the responsibility of the retiree; however, if the retiree elects to have state and federal taxes withheld they will be withheld at the rate in effect for supplemental wages (e.g. rates currently are: a flat rate of 25% of the supplemental payment for federal tax and a flat rate of 6% of the supplemental payment for state tax). Social Security and/or Medicare taxes, if applicable, will be withheld from the payments. The College will provide a W-2 form in January.

2. PSRS or PEERS contributions cannot be withheld on these benefit payments.

Review of the Policy

The Board of Trustees retains the option to review this policy periodically and may revise, or adjust or terminate this policy as appropriate to the benefit of the College.

(Approved 11/28/05)

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PERSONNEL SERVICES **Regulation 4610**
Policy 4610

Performance Evaluation

Evaluation of Instructional Performance

Performance Evaluation: Full-time Faculty
Deans or designees will evaluate the effectiveness and individual performance of full-time faculty.

Frequency of Evaluation
Faculty will be formally evaluated at least once annually prior to March 15 of each year.

Student Evaluations
The opinions and observations of students are an important factor in evaluating the success of classroom instruction and improving teaching. Therefore, end-of-course evaluations will be requested to be completed by all students and conducted regularly in all academic courses. It is the faculty's responsibility to review and utilize the end-of course results for all respective courses to guide individual, course, and program improvements.

Classroom Observation
Observing teaching that occurs in the classroom is an integral part of evaluating faculty.

New faculty will be observed in fall and spring semesters for the first academic year, then every other year thereafter. Full-time faculty will be observed by the Dean or designee at least once every other year, more often if required.

Formal classroom observations will be scheduled in advance with the faculty member.

Self-Assessment
Since introspection can lead to improved teaching performance, all faculty have the opportunity to reflect on their past year's experiences and document professional development accomplishments and service to the institution and to the community through the self-assessment and the individual growth and development plan.

Evaluation Discussion
All formal evaluations will conclude with a discussion between the faculty member and the evaluating administrator. The review includes end-of-course evaluations, classroom observation (when applicable), the faculty evaluation, the faculty self-evaluation (when applicable) and the individual growth and development plan. Performance goals will be established and documented during this discussion.

Performance Evaluation: Part-Time (Adjunct) Faculty
Adjunct faculty are not required to undergo a formal evaluation; however, they are required to participate in at least one classroom observation every other year, more often if required. Newly appointed adjunct faculty will be observed during their first two semesters of employment and every other year thereafter. Classroom observations will be conducted by the Dean or the Dean's designee and may occur more frequently as deemed necessary. During this observation, student evaluations should be reviewed and considered. The opinions and observations of students are an important factor in evaluating the success of classroom instruction and improving teaching. Formal classroom observations will be scheduled in advance in coordination with the faculty member.

(Approved 01/23/06; revised 12/06/24; revised 02/19/26)

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PERSONNEL SERVICES **Regulation 4620**

Performance Evaluation

Evaluation of Non-Instructional Employee Performance

Performance evaluation results are kept in the permanent personnel files and serve as the basis for continued employment and salary recommendations. Performance evaluations for non-instructional employees and administrators will be made available to supervisors by Payroll Services. Complete, signed and original performance evaluations will be accepted as a matter of record to be kept in the permanent personnel file of each employee.

Evaluation of Non-Exempt Staff

Non-exempt employee evaluations shall be conducted by the immediate supervisors and filed with Payroll Services prior to June 15 of each fiscal year. Evaluations measure job performance, professional development, and educational achievement of the employee. The supervisor and employee will agree on the employee's professional development goals and if applicable, formal educational goals for the subsequent year. Employees who are not meeting job targets or performance standards may be placed on a performance improvement plan without recommendation for a salary increase.

Evaluation of Exempt Staff

Exempt employee evaluations shall be conducted annually by immediate supervisors which may include a 360 degree evaluation by peers or subordinates prior to March 15 of each fiscal year. Evaluations measure job performance, professional development/educational pursuits of the employee and determine yearly job targets/objectives for the employee. Employees who are not meeting job targets or performance standards may be placed on a performance improvement plan without recommendation for a salary increase.

Evaluation of Administrative Staff

Administrators shall prepare annual self-evaluations. These self-evaluations and results of the 360 degree evaluations are reviewed and analyzed with the President. Professional development plans, strategies for improvement, and goals for the ensuing year will result from the evaluation and will be recorded for review during the subsequent year's performance evaluation.
(Approved 1-28-08)

Separation

Reduction in Force

The College will provide assistance to full-time employees whose positions may be eliminated due to insufficient funds, a substantial decrease in enrollment, or discontinuance of a program of service or instruction. From the date of notification of a termination through sixty (60) days after the separation date, the College will provide services at no cost to affected individuals seeking new employment. These services include

1. Job placement services,

2. Long-distance telephone calls related to job-seeking,

3. Word Processing and Reprographics services,

4. Postage, and,

5. Testing of skill and performance in secretarial areas.

Supervisors will also respond to requests for recommendations and letters of reference.

The employee on RIF will remain eligible for the employee tuition waiver benefits for a period of one (1) calendar year after the separation date.

Also for one (1) year from the final date of employment, the individual will be notified of any vacancy that occurs within the College. The individual will be responsible for keeping current application information and address on file with Payroll services. In the selection process, equal consideration will be given to former employees on RIF and to qualified current employees who elect to apply for an opening.

If an employee on RIF is rehired, the absence shall not be construed as a break in service so far as salary, accumulated benefits, and other rights under College policy are concerned. If circumstances do not permit re-employment within the year, the individual's status will change to laid-off indefinitely due to reduction in force.

PERSONNEL SERVICES **Regulation 4810**
Policy 4810

Employee Welfare

Sexual Harassment

The Board of Trustees is committed to maintaining a work environment in which no person in the College shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

In alignment with the College's firm prohibition against discrimination, harassment and retaliation any employee whose acts deny, deprive, unreasonably interfere with or limits the education or employment, and/or social access, benefits and/or opportunities of any member of the College community on the basis of that person's actual or perceived protected characteristic(s) – including sex, sexual orientation or gender – may be subject to investigation and potential disciplinary action as outlined in Regulation 1211 (Nondiscrimination, Harassment and Retaliation Resolution Process).

Mandated Reporting and Confidential Employees

All College employees (including student-employees, while in the context of their respective work assignments), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment and/or retaliation to appropriate SFCC officials immediately. Supportive measures can be offered as the result of such disclosures without formal College action.

Any known actual or suspected occurrences of sex discrimination and/or sex-based harassment should be reported directly to the Title IX Coordinator or Deputy Title IX Coordinator in-person, or by phone, email or through the Incident Reporting form located in MySFCC:

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

Employee Welfare

Employees with Communicable Diseases

The College shall assign a high priority to the need for preventing the spread of chronic communicable diseases and for promoting healthy life styles with an emphasis on wellness for employees and students. The Board of Trustees respects the right to privacy of an employee who has a chronic communicable disease, directing that the employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. Such employees shall remain subject to the Board's employment policies on sick leave, physical examinations, health insurance, and other applicable provisions.

The body fluids of all persons should be considered to contain potentially infectious agents. In general, however, the degree of risk depends on a variety of factors including the type of fluid and whether or not the individual is infected with a disease. Caution is urged in the event of contact with blood, feces, urine, vomitus, nasal discharge or saliva since these are capable of spreading various communicable diseases, including Viral Hepatitis, AIDS, Mononucleosis, common cold, Influenza, and gastrointestinal viruses.

If an employee has, or has been exposed to, an infectious or contagious disease or is reasonably believed to have an infectious or contagious disease the following guidelines apply:

1. The employee may be required to undergo a medical examination at the College's cost by a physician of the College's choosing.

2. While a determination is made concerning the status of an employee, that employee may be placed on a paid leave of absence. Except in unusual circumstances such leaves will not exceed ten (10) days.

3. If the employee is determined to be infectious or contagious, he/she will be required to take such leave as provided by Board policy until it is medically determined that the employee is no longer able to transmit the disease.

4. Where a question exists concerning an employee's status, an individual assessment of the employee will be completed by a review team comprised of the employee's physician, a physician selected by the College, a county health official, the President and the employee's supervisor. Other individuals may be included, as is reasonably necessary and as designated by the President.

   The review team will consider all available medical evidence and will determine the employee's medical condition, the employee's ability to return to work and

whether the employee's infectious status requires any restrictions on the employee's work assignment. Normally the team will be convened within seventy-two (72) hours of notice of the employee's contagious status. The employee's status will be reviewed thereafter as appropriate.

5. The written determination of the review team is subject to an appeal to the Board of Trustees whose determination shall be final.

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PERSONNEL SERVICES **Regulation 4840**

Employee Welfare

Conflict of Interest

The prohibition against conflicts and apparent conflicts of interest includes, but is not limited to, the following:

1. Employees shall not engage in or have a substantial interest in furnishing of real or personal property, commodity, equipment, supplies or services to the College either directly or through an outside representative, except as provided in this paragraph. A substantial interest includes ownership by the employee, the employee's spouse or a member of the employee's household of 10 percent or more of a business entity or annual receipt by the employee, employee's spouse, or member of the employee's household of $1,000 or more in salary or other remuneration from a business entity. A business entity in which a College employee has a substantial interest may do business with the College provided competitive bids are obtained and the lowest bid is accepted.

2. Employees shall not make use of mailing lists or other information gained solely as a result of the employee's position with the College to either sell directly or indirectly services or merchandise to students or their parents. As provided by Board policy, this prohibition does not apply to student tutoring.

3. Employees shall not solicit or receive any payment or thing of value which might influence performance of the employee's duties.

4. Employees shall not disclose to any person, not otherwise entitled, information gained by virtue of the employee's duties or otherwise use such information for personal gain.

5. Employees shall not engage in outside employment which interferes with performance of the employee's duties. This prohibition includes outside employment which is performed during school hours or involves the use of College resources. Outside employment must have the prior approval of the appropriate vice president.

If an employee is in doubt concerning whether a specific enterprise violates this regulation, the employee must seek an opinion from the President.

PERSONNEL SERVICES **Regulation 4850**
Policy 4850

Employee Welfare

Grievance and Appellate Process

Employees and Members of the Public

The grievance and appellate process is designed to provide students, employees and members of the public with a complaint process.

The following matters related to employees of State Fair Community College and members of the public are subject to process under this policy:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., which prohibits employment discrimination based on race, color, religion, sex, and national origin.
- Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability.
- Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- Board of Trustees policy and/regulation.

The Director of Human Resources, Human Resources Office, Hopkins Student Services Center (660) 596-7484, and the Dean of Student and Academic Support Services, Student Services Office, Hopkins Student Services Center, (660) 596-7393, will serve as the Compliance Officers for Section 504, Title VI, Title VII, Title IX, Age Discrimination and Americans with Disabilities Act issues. The Hopkins Center is on the Sedalia campus of SFCC, 3201 W. 16th Street, Sedalia, MO 65301. Employees and members of the public should contact the Director of Human Resources with issues related to these areas. The Dean of Student and Academic Support Services will handle issues from students.

All matters must be addressed utilizing the following procedure:

1. Within 30 days of the incident/issue, a complaint must be filed by an employee or member of the public with the Director of Human Resources. All complaints will be promptly, thoroughly, fairly and impartially investigated by the Director.
    a. During this appeal period the Human Resources Director may impose temporary sanctions (i.e. temporary suspension with pay, temporary suspension without pay, etc.) on an employee until the process has been completed.

   b. If the issue involves a student, the HR Director will work in cooperation with the Dean of Student and Academic Support Services, who may impose temporary sanctions (i.e. suspension from class, suspension from residence halls, suspension from student activities, etc.) on a student until the process has been completed.
2. The HR Director will make a decision based on the evidence and thorough consultation with all parties involved within ten (10) business days of receiving the complaint. The Director will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.
3. If the employee or member of the public is not satisfied with the outcome after Human Resources has completed its process, the employee or member of the public may appeal by submitting a written description of the grievance to the Campus Judicial Officer. This appeal must occur within ten (10) days of the decision of the HR Director. The written appeal should include the specific complaint and a reference to the specific matter described in the bulleted items above. The burden of proof shall rest on the accuser or complainant, who will have the opportunity to present witnesses and other evidence. The Campus Judicial Officer will provide impartial, prompt and thorough investigation of the issue.
   a. The Campus Judicial Officer is located in the Student Services Office in Hopkins Student Service Center, SFCC Sedalia campus, 3201 W. 16th, Sedalia, Mo. 65301; phone: 660.596.7303.
   b. If a complaint should arise that includes the Campus Judicial Officer, the President will appoint a temporary, impartial substitute.
4. The Campus Judicial Officer will make a decision, based on the evidence and thorough consultation with all parties involved, within ten (10) business days of receiving the written formal grievance. The Campus Judicial Officer will then send notice to all parties of the outcome of the complaint, with specific information supporting the decision.
5. If the employee or member of the public is not satisfied with the decision of the Campus Judicial Officer he/she must present to the Campus Issue Resolution Committee, in writing, a formal appeal. This appeal should include reasons why the student believes the decision of the Campus Judicial Officer should be overturned. The burden of proof shall rest on the accuser or complainant, with the opportunity to present witnesses and other evidence. The Campus Issue Resolution Committee will provide impartial, prompt and thorough investigation of the issue. This appeal must be made within ten (10) business days of the decision of the Campus Judicial Officer and must outline grounds for the appeal. The Campus Issue Resolution Committee will return a decision within ten (10) business days of receiving the appeal and notify, in writing, all parties involved of the outcome of their decision. The Campus Issue Resolution Committee will be impartial, prompt and thorough to investigate each appeal. The decision of the committee will be final.

a. The Campus Issue Resolution Committee will be appointed each fall by the College president and will include a faculty member, staff member, and a student.
b. Each member of the Campus Issue Resolution Committee will serve one-year terms.
c. If a complaint should arise that includes one of the committee members, the President of SFCC will appoint a temporary substitute for that member.
d. Appeals to the CIRC will be submitted to the Campus Judicial Officer for dissemination to the committee. The Campus Judicial Officer will schedule the CIRC and notify parties involved of time, date, and location of the hearing.

6. The student (employee, community member, contractor, parent, etc. hereafter referred to as the individual) is entitled to be assisted by and accompanied to the hearing by one member of the College community as a support person. If the above individual does not have a relationship with someone who could fulfill that role, either the College will appoint such a support person upon the individual's request, or the individual may choose a community member to serve in that support role. The support person will not be permitted to speak, testify, serve as a witness, or provide a statement on behalf of the accused individual, unless that support is needed to provide for a disability. The support person may not be an attorney unless an attorney representing the College is present. If the College is represented by an attorney, the individual is permitted to be represented by an attorney.
7. At any stage of the grievance/appellate process, including informal resolutions, if it is discovered that the College was discriminatory, the College will take steps to prevent the recurrence of the discrimination and will correct its discriminatory effects on the complainant and others, where appropriate.

Retaliation Notice
Retaliation against a person who files a complaint or persons who participate in the grievance proceeding is prohibited.

Federal and/or State Resources for Grievance Appeals
Employees or members of the community may also file a complaint of discrimination on the basis of sex, disability, national origin, race, color or age with the Office of Civil Rights (OCR), Department of Education, email: OCR.KansasCity@ed.gov. Such complaints must be filed in writing no later than 180 days after the occurrence of the alleged discrimination.

Charges of employment discrimination on the basis of disability may be filed at any field office of the U.S. Equal Employment Opportunity Commission. Field offices are located in fifty (50) cities throughout the United States and are listed in most telephone directories under U.S. Government. Information on all EEOC-enforced laws may be obtained by calling toll free 800-669-4000 or 800-669-6820 (TDD). The address for the EEOC office in Kansas City is: 400 State Avenue Suite 905 Kansas City, KS 66101 Phone: 913-551-5655 TTY: 913-551-5657

PERSONNEL SERVICES **Regulation 4860**
(Form 4860)

Employee Welfare

Personnel Records

The Office of Human Resources maintains personnel files and records related to employee insurance, retirement, and workers' compensation, payroll and tax records. Employees are responsible for keeping their personnel records up to date and for promptly notifying Payroll Services of any changes in the following:

1. Name;

2. Address,

3. Telephone Number;

4. Marital status (for benefits and tax withholding purposes only);

5. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);

6. Beneficiary designations for any of the College's insurance, disability and pension plans, or,

7. Persons to be notified in case of emergency.

An appointment is required to review one's own personnel file. The personnel file shall be reviewed in the Business Office. At no time shall the file be out of the direct supervision of Payroll Services Staff personnel. An employee who disagrees with any information contained in the personnel file may submit a written statement explaining why he/she believes the record is wrong. The statement shall be appended to the disputed materials in the personnel file. Copies of any non-confidential contents will be made available to the staff member upon written request at the time of the file review.

Payroll Services will maintain a personnel file access log.

Release of Employee Information

The following information regarding employment with the College may be released in response to requests received from outside the College:

1. Name,

2. Verification of employment dates or past employment,

3. Position or job title, and

4. Verification of salary

Other employee information is considered confidential and may be released to individuals outside the College only upon authorization of the President or designated representative. Employees whose personnel files are released by legal requirements shall be notified of the date and content of the files released.

This policy is not intended to preclude members from responding to a reference based upon his/her *personal* knowledge of an individual.

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PERSONNEL SERVICES **Regulation 4870**

Employee Welfare

Drug Free Workplace

It is the College's goal to establish and maintain a work environment that is free from the effects of alcohol and controlled substances. While the College has no intention of intruding into private lives of its employees, it does expect employees to report for work in condition to perform their duties. The following information clarifies and emphasizes the College's position regarding the use or possession of alcohol and/or controlled substances.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited while in a College vehicle, on College property, at a College sanctioned activity, or on the job. Violations will result in disciplinary action (consistent with local, state, and federal law) up to and including termination of employment and referral for prosecution. As required by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, U.S. Department of Education employees are to notify the College of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after such conviction.

2. The effects of illegal and/or abusive use of controlled substances are harmful to the public health and well being. Because an individual's learning and work productivity can be impaired, and emotional imbalance can result in irrational behavior that is threatening to one's self or others, the College feels an increasing concern for its students and employees. A chart describing the uses and effects of controlled substances in available to all employees in the Office of Human Resources and is provided to all new employees during their orientation

3. Off-the-job use of alcohol or illegal drugs which could adversely affect an employee's job performance and thereby jeopardize the safety of other employees and/or College equipment, or where such usage adversely affects the public trust in the ability of the College to carry out its mission and responsibilities is also cause for administrative or disciplinary action, up to and including discharge. Employees who are arrested for off-the-job drug/alcohol-related offenses may be in violation of this policy. In deciding what action to take, the College will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the College, and other factors relative to the impact of the employee's arrest upon the College.

4. Violations of the laws governing controlled substances carry varying penalties. Under Missouri law, possession of a controlled substance is punishable by a prison sentence of up to seven (7) years and a fine of up to $5,000. Distribution is punishable by a prison sentence from five (5) to fifteen (15) years. For repeat offenders or for those guilty of offenses involving a large quantity of drugs, the range of punishment is higher. Federal trafficking penalties are made a part of these regulations.

5. Employees who need assistance in locating any available drug counseling, rehabilitation, and employee assistance programs may request information from a counselor in the Student Services Office of the College without jeopardizing their employment. Such contacts will be handled with confidentiality. Volunteering to participate in treatment programs will not, of itself however, prevent disciplinary action for violation of the substance abuse policy.

Community resources which are available for counseling and assistance with alcohol and/or substance abuse problems include:

Alcoholics Anonymous – Alanon and Alateen	660-826-9608
NIDA Hotline	660-662-HELP
Veterans of Foreign Wars	660-826-4543
Narcotics Anonymous	800-945-HOPE
Drug Hotline	660-622-HELP
Ditzfeld Recovery Center	660-829-2527
WEB Site	www.drughelp.org

PERSONNEL SERVICES **Regulation 4871**
(Form 4871)

Employee Welfare

Driver Drug Testing

The College has the responsibility for maintaining an environment for working and learning that is free from the effects of illegal substances. College employees who are subject to the testing requirements of this regulation include bus or van drivers who hold commercial drivers licenses. Those individuals will be provided with materials that explain the federal statute requiring alcohol and drug testing. In addition, substance abuse policies will be made available to students through My STAR and to employees through SFCC Regulations (See the Appendices) and the *Employee Handbook.*

The President requires that the Vice President for Finance and Administration conduct a biennial review of its substance abuse policies to determine their effectiveness and recommend changes if they are needed. The President also requires the Executive Leadership Team to ensure that any required disciplinary sanctions are consistently enforced.

Regulation 4871, which enforces driver drug testing and provides implementation for the Board of Trustees' substance abuse policies, is covered in detail in the Appendices to these Regulations.

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APPENDIX A
DRIVER DRUG TESTING

Driver Drug Testing

Definitions

For purposes of this Regulation, the following terms are defined:

1. *Alcohol* — the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

2. *Driver* — any person who operates a commercial motor vehicle (CMV) or is required by the College to hold a commercial drivers license (CDL). *Driver* includes, but is not limited to, full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers and independent, owner-operated contractors. For purposes of pre-employment/pre-duty testing, *driver* includes a person applying to the College for a position that involves the driving of a commercial motor vehicle.

3. *Employee* — an individual subject to drug urine and breath alcohol testing. For purposes of pre-employment testing, *employee* includes an applicant for employment.

4. *Medical Review Officer (MRO)* — a licensed physician responsible for receiving laboratory results generated by the College's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant medical information.

5. *Safety-Sensitive Function* — a driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, is ready to perform or is immediately available to perform any safety-sensitive function. *Safety-sensitive functions* include the following on-duty functions: all time at a facility waiting to be dispatched; all time inspecting or servicing a commercial motor vehicle; all time spent at the driving controls of a commercial motor vehicle; all time, other than driving time, spent on or in a commercial motor vehicle (except sleeping time); all time loading or unloading a commercial motor vehicle, assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; all time spent performing the driver requirements associated with an accident; and all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

6. *Substance Abuse Professional* – a person who evaluates employees who have violated a Department of Transportation (DOT) drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

Covered Employees

Those College employees who are subject to the prohibitions and mandatory testing requirements of this regulation include all transportation workers, including, but not limited to, bus and van drivers and maintenance workers, who:

1. Hold commercial drivers licenses; and

2. Who perform safety-sensitive functions at any time during the course of their employment.

Program Coordinator

The Board designates the Vice President for Business Affairs to be the Program Coordinator to ensure that the College's employee alcohol and drug program is implemented in accordance with federal regulations and College policy and regulations. The Coordinator will also be responsible for collecting and maintaining all records required by federal law. The Coordinator's name, address and telephone number will be provided to all covered employees.

Testing Program and Policy Information

Before beginning the testing program authorized by Policy 4871, the College will distribute to all covered employees educational materials that explain the requirements of the federal alcohol and drug testing regulations, and the College's policies and procedures with respect to meeting those requirements. The materials will include all information required by federal law. Each covered employee must sign a receipt indicating that he/she has received these materials prior to the beginning of alcohol and drug testing.

ALCOHOL MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. No driver shall use or possess, and the College shall prohibit a driver from using or possessing, alcohol while on duty or while performing a safety-sensitive function.

2. No driver shall use, and the College shall not permit a driver to use, alcohol for a minimum of four (4) hours before performing a safety-related function.

3. No driver shall perform, and the College shall not permit a driver to perform, safety-sensitive functions, where the driver is found, through testing conducted in conformity with federal rules, to have an alcohol concentration of 0.04 or greater until the driver has been evaluated by a substance abuse professional, completed any rehabilitation required by the substance abuse professional, and undergoes a return-to-duty test in which the driver tests at less than 0.02 for the presence of alcohol.

4. A driver who tests, through testing conducted in conformity with federal rules, at levels of

0.02 to 0.039 for the presence of alcohol shall be prohibited from performing, and shall be removed by the College from performing, safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than 24 hours after the test was administered, and until he/she tests below 0.02.

5. A driver who exhibits behavior and/or the appearance characteristic of alcohol misuse will be prohibited from performing, and will be removed from performing, safety-sensitive functions until the driver tests at less than 0.02 for the presence of alcohol.

6. No driver required by federal law, or independent College policy, to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until the driver undergoes a post-accident alcohol test, whichever comes first.

Administration of Alcohol Tests

Alcohol testing will be conducted through the use of a federally approved evidential breath testing devise (EBTD), and by a trained breath alcohol technician (BAT), in accordance with federal regulations. The College will contract with an outside agency or organization to provide alcohol testing in accordance with federal regulations. The contract will provide that the alcohol testing site (1) must afford aural and visual privacy to the person being tested, and (2) must be secured while the testing is taking place.

DRUG MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. The College prohibits the unauthorized use of controlled substances. Illicit use of drugs by safety-sensitive employees is prohibited on or off duty.

2. No driver shall report for duty or remain on duty, and the College shall prohibit a driver from reporting for duty or remaining on duty, when the driver uses any drug, unless the drug is taken pursuant to the instructions of a physician who has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.

3. The College may require a driver to notify it or the medical review officer of any therapeutic drug use if the driver tests positive, through testing conducted in conformity with federal law, for any controlled substance.

4. Following a determination through testing conducted in conformity with federal law that a driver has engaged in prohibited use of drugs, the College will remove the driver from performing safety-sensitive functions and will refer the driver to a substance abuse professional. The College will not permit the driver to return to the performance of safety-sensitive functions until the driver submits a verified negative test result and completes any rehabilitation required by a substance abuse professional.

Administration of Drug Tests

1. Collection Site - The College will contract with an outside agency or organization to serve as a collection site for the collection of urine samples for laboratory drug testing. The College will ensure that collection site personnel follow federally prescribed rules for the collection of urine samples. The College will ensure that the collection site generally ensures aural and visual privacy for the person giving the sample. The collection site person will be required to split the sample into two bottles (the primary specimen and the split specimen). Following completion of a chain of custody form, the collection site person will seal and ship both bottles to a laboratory certified by the Department of Health and Human Services for analysis.

2. Laboratory Analysis - The College will separately contract with a certified laboratory to perform the required drug analysis. If the primary specimen tests negative for drugs, the laboratory will dispose of the split specimen. If the laboratory confirms that the primary specimen tests positive, the laboratory will retain the split specimen to ensure that it remains available for testing.

3. Medical Review Officer - The College will contract with a Medical Review Officer (MRO) who possesses the qualifications required by federal regulations. The MRO will receive and review all laboratory results generated by the College's drug testing program and will report the results to the College's designee as required by federal regulations. In the event the MRO receives a confirmed positive test result from the laboratory, the MRO will make every reasonable effort to confidentially contact the driver and give him/her the opportunity to provide a legitimate, alternative medical explanation for the positive result. If the MRO is unable to reach the driver directly, the MRO shall, in accordance with federal regulations, contact the College's designee who shall direct the driver to contact the MRO immediately. The College's designee shall inform the employee of the consequences of failing to contact the MRO within the next seventy-two (72) hours. The designated management official shall employ procedures that ensure, to the maximum extent practicable, that the requirement that the employee contact the MRO is held in confidence. If the MRO determines that there is a legitimate alternative medical explanation for the positive result, the MRO will report the drug test as being negative. If the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive. If the employee is contacted by the designated employer representative but does not contact the MRO within seventy-two (72) hours, the MRO may verify the test as positive. If neither the MRO nor the designated employer representative has been able to contact the employee within ten (10) days after making all reasonable efforts, the MRO may verify the test as positive. If the MRO verifies the presence of illegal, controlled substances, the MRO shall inform the covered employee that he or she has seventy-two (72) hours to request that the split specimen retained by the laboratory be sent to another certified laboratory for analysis. If the split specimen fails to confirm the presence of illegal, controlled substances, the employee's test will be reported as negative.

REQUIRED TESTS

Pursuant to federal law, the College will require that all covered employees submit to the following

tests:

Pre-Employment Testing

1. Before any driver can perform a safety-sensitive function, the driver must take a controlled substances test with a verified negative result.

2. This testing is required of applicants and of employees transferring to a covered position. Testing for newly hired drivers shall be conducted prior to the employment offer, but in any event before commencing safety-sensitive functions. If an applicant refuses to submit to pre-employment drug testing, the College will remove the applicant from employment consideration.

3. After obtaining an applicant or employee's written consent, the College shall request information regarding the drug and alcohol testing record of employees it is intending to use to perform safety sensitive duties, pursuant to federal regulations.

Post-Accident Testing

1. Pursuant to federal law, all drivers will be required to submit to drug and alcohol testing as soon as practicable after any accident (a) involving the loss of life or (b) after any accident in which the driver receives a citation for a moving violation, if the accident involved either (1) bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident, or (2) disabling damage to one or more motor vehicles which requires the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Pursuant to its independent authority, the College requires all drivers to submit to drug and alcohol testing after any accident in which the driver was performing safety-sensitive functions.
2. All post-accident testing shall be conducted within the federally prescribed time periods. If a test is not conducted within the required time periods, then the College will not require the driver to submit to a test and the Program Coordinator, in accordance with federal regulations, will prepare and maintain on file a report and submit it to the Department of Transportation (DOT) documenting the reason(s) why the test was not promptly given.

3. Prior to performing safety-sensitive functions, all drivers will be instructed on the necessity for post-accident testing and the procedures to be followed for post-accident testing so that the drivers can comply with federal regulations.

Random Testing

1. The College will conduct random, unannounced testing for drugs and alcohol for covered

employees. The College's designee will establish a scientifically valid random selection method and will select covered employees using this method at unpredictable dates and frequencies throughout the testing year. Under the selection method, each covered employee will have an equal chance of being selected for each testing date.

2. Each year, the number of random alcohol tests conducted by the College will equal at least 25% of the average number of covered employees. Each year, the number of random drug tests conducted by the College will equal at least 50% of the average number of covered employees.

3. Random alcohol testing will be conducted just before, during, or just after a covered employee's performance of safety-sensitive duties. Random testing for drugs does not have to be conducted in immediate time proximity to the performance of safety-sensitive functions.

4. Once notified of selection for testing, the covered employee must proceed immediately (or as soon as possible) to the collection site for testing.

Reasonable Suspicion Testing

1. The College will require covered employees to be tested for drugs and/or alcohol when the driver's supervisor and/or other properly trained College officials determine that there is reasonable suspicion to believe that the driver has violated the provisions of this Policy.

2. All determinations that reasonable suspicion exists will be made solely on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. Possession of alcohol, standing alone, will not lead to reasonable suspicion testing.

3. Covered employees will be required to submit to reasonable suspicion testing only if the required observations are made by a trained supervisor or College official during, just preceding, or just after the period of the workday that the covered employee is performing a safety-sensitive function.

4. The College designates the Program Coordinator as the College official who will receive the requisite training to determine whether reasonable suspicion exists to require a drug test and/or an alcohol concentration test.

5. The College designee will be responsible for making and signing a written record of the observations leading to reasonable suspicion testing for drugs and/or alcohol. With respect to drug testing, the College designee will ensure that this written record is completed within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Testing

1. When a driver is determined, by testing in conformity with federal regulations, to have an alcohol concentration of 0.04 or greater and/or a verified positive test result for drugs, the College will refer that driver to a substance abuse professional. The substance abuse professional will determine what assistance, if any, the driver needs in resolving problems related to drug or alcohol abuse.

2. Before a driver can return to the performance of safety-sensitive functions, the driver must be evaluated by a substance abuse professional to ensure that he/she has completed any necessary rehabilitation. The driver must also submit the results of (1) an alcohol concentration test showing an alcohol concentration of less than 0.02 and (2) a verified negative drug test.

Follow-Up Testing

1. When a covered employee who has violated prohibited alcohol and/or drug standards returns to the performance of safety-sensitive functions, he/she will be required to submit to follow-up testing.

2. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for a period not to exceed 60 months following return to duty.

Refusal to Submit to Testing

1. Federal regulations require covered employees to submit to required testing. When a covered employee refuses to submit to testing, or engages in conduct that obstructs the testing process, the test will be considered to be positive and the driver will, in accordance with federal regulations, be prohibited from performing safety-sensitive functions until all preconditions are satisfied.
2. Refusal to submit or to provide a specimen has the same sanctions under the federal regulations as a positive test. Any employee who fails to provide adequate breath or urine for testing must obtain, as soon as possible after the attempted test, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's inability to provide a sufficient specimen. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient quantity, the employer's failure shall not be deemed a refusal to take a test. The physician shall provide the College a written statement of the basis for his/her conclusion. If the licensed physician, in his/her reasonable medical judgment, is unable to make such a determination, the employee's failure to provide an adequate specimen shall be regarded as a refusal to take a test and a violation of this Policy.

TEST RESULTS, CONFIDENTIALITY AND RECORD RETENTION

Employee Records

1. All employee testing records are confidential and the College will ensure that all testing records are maintained in a secure location with controlled access. Test results and other confidential information may be released by the laboratory, the breath alcohol technician or the MRO only to designated College officials and/or the substance abuse professional. Any other release of confidential information is only pursuant to federal regulations or with the employee's written consent.

2. Covered employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including records of tests and test results.

Record Keeping and Retention

The College will comply with all federal record keeping and retention requirements. In addition, the Program Coordinator will maintain and compile all required statistics and reports and submit those reports to the necessary federal agencies. The College will notify the Director of the Department of Revenue within ten (10) days of notice that a College driver has failed a drug, alcohol or chemical test administered pursuant to this regulation.

Evaluation, Referral and Rehabilitation

Employees who violate the alcohol and drug misuse rules will be referred to a substance abuse professional for evaluation and will be advised of the available resources for evaluation and treatment. Any treatment or rehabilitation will be provided in accordance with the health insurance, medical or other benefit plan, or under applicable labor or collective bargaining agreements. The College is not required to provide rehabilitation or pay for treatment. In addition, the College is not required to hold the employee's position or to reinstate the employee to a safety-sensitive position.

Consequences for Violations

Pursuant to federal regulations, the College will remove from the performance of safety-sensitive functions any covered employee determined to have violated the provisions of this Policy and will refer to a substance abuse professional those drivers who, based on testing conducted in conformity with federal regulations, have an alcohol concentration of 0.04 or greater and/or are determined to have a verified positive test result for drugs.

Based on its independent authority, the College reserves the right to impose additional consequences for violation of the provisions of this Regulation, including, but not limited to, placing the covered employee on indefinite unpaid leave or termination.