



# EMPLOYEE HANDBOOK

2023-2024



# FRANK PHILLIPS COLLEGE

Inspiring the Remarkable Since 1948

## MISSION

Frank Phillips College is a comprehensive two-year community-based educational organization committed to providing high-quality learning experiences and services.

## VISION

Our vision is to be relevant to all our RURAL communities, through services and educational opportunities. As relevancy remains our focus, we meet our students where they are, to get them to where they want to go. Strive toward the remarkable as a sustainable college that provides the opportunity to meet the needs of our students.

## VALUES

- Quality matters because students matter.
- Where our students come from doesn't matter as much as where they are going.
- Challenge the status quo to create innovative momentum.
- Do the right thing with integrity, honor, and accountability.
- Love what you do, you make a difference.

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200 ext. 732, [scarroll@fpctx.edu](mailto:scarroll@fpctx.edu) and/or the Section 504/ADA Coordinator, Becky Green, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200 ext. 777, [bgreen@fpctx.edu](mailto:bgreen@fpctx.edu).

Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200 ext. 732, [scarroll@fpctx.edu](mailto:scarroll@fpctx.edu) y/o al Coordinador de la Sección 504/ADA del distrito escolar, Becky Green, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200 ext. 777, [bgreen@fpctx.edu](mailto:bgreen@fpctx.edu).

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## Employee Handbook Receipt

**Name** \_\_\_\_\_

**Campus/Department** \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Frank Phillips College Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

Electronic versions of the handbook are located: <https://fpctx.edu/hr-tools/>

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact Jody Nolen to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in college policies may supersede, modify, or render obsolete the information summarized in this document. As the college provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the HR Coordinator, Jody Nolen, if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to Jody Nolen, HR Coordinator.

## Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all Frank Phillips College (FPC) policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Jackie Brand.

This handbook is neither a contract nor a substitute for the official college policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of college policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate college office.

The employee handbook is reviewed annually by the Board of Regents. The contents of this handbook are taken from adopted policies in the [Frank Phillips College Board Policy Manual](#), official benefits materials, and FPC payroll and personnel practices. It does not attempt to address every employee question. Any employee who has a question about this information or any other policy or regulation should contact the Executive Assistant to the President/HR and Benefits Coordinator.

## College Information

### Accreditation Statement

Frank Phillips College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates and Associate degrees. In addition, the College must adhere to the Texas Higher Education Coordinating Board (THECB) rules because THECB authorizes all programs and courses for degree-granting institutions in Texas.

Furthermore, cosmetology and licensed vocational nursing programs have approval to award certificates from the state governing agencies for licensure, Texas Department of Licensing and Regulations and the Texas Board of Nursing.

#### **Southern Association of Colleges Commission on Colleges (SACSCOC)**

1866 Southern Lane  
Decatur, Georgia 30033  
(404) 679-4500

#### **Texas Higher Education Coordinating Board (THECB)**

P.O. Box 12788  
Austin, Texas 78711  
(512) 427-6101

### Board of Regents

Consistent with Texas law and SACSCOC standards, the Board of Regents has the power to govern and oversee the management of the college. The Board is the policy-making body for the college and has overall responsibility for the curriculum, taxes, annual budget, facilities, and appointment of the president. The Board has complete and final control over college matters within limits established by state and federal laws and regulations.



The Board of Regents is elected by the citizens of the college district to represent the community's commitment to a strong educational program for students. Board members are elected every two (2) years and serve six (6) year terms. Board members serve without compensation, must be qualified voters, and must reside in the college district.

Current Board members include:

- Marlene McKinney, Chair
- Dr. Shad Goldston, Vice Chair
- David Speed, Secretary
- Colin Archer
- Jesse Heredia
- Dr. Jud Hicks
- Kenny Morrison
- Patrick Nonhof
- Dr. Stephanie Palmer

## Board Meetings

The Board usually meets the third Monday of the month at 12:00 p.m. Special and emergency meetings may be called when necessary. A written notice of regular and special meetings will be posted on the college website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held or addition to the Board agenda made with a two (2) hour notice.

The Board meeting schedule, agendas, notices, and minutes are posted on the college website ([www.fpctx.edu](http://www.fpctx.edu)) and the college [Boardbook link](#).

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, or consulting with attorneys regarding pending litigation.

## Administration

The Executive Team is the administrative leadership for Frank Phillips College. The Team works with the President to set strategic direction for FPC, to oversee and implement planning for major initiatives, and to make policy recommendations to the Board of Regents.

Current members of the Executive Team include:

- Dr. Glendon Forgey, President
- Dr. Shannon Carroll, Executive Vice President for Academic Affairs
- Jackie Brand, Vice President of Administrative Services/CFP
- Cassi Laxton, Provost of Allen Campus
- Christy Dovel, Provost of Rahll Campus
- Jason Emory, Dean of Industrial Programs
- Jody Nolen, Executive Assistant to the President/HR & Benefits

## College Calendar

The [academic calendar](#) is available on the FPC website.

## Employee Directory

The employee directory lists telephone numbers, email addresses, and room locations for full-time employees as well as contact information for college departments/offices. The [directory](#) is available on the FPC website.

## FPC Locations

The college has three (3) campuses/locations. However, classes are also offered at various locations within the college's service area, including several high school sites.

### Main Campus

Physical Address: 1301 W Roosevelt, Borger, TX 79007

Mailing Address: PO Box 5118, Borger, TX 79007

Phone: (806) 457-4200

### Allen Campus

Address: 2314 S Jefferson St, Perryton, TX 79070

Phone: (806) 648-1450

### Rahll Campus

Address: 2890 FM 281, Dalhart, TX 79022

Phone: (806) 244-7669

## Organizational Chart

The [organizational chart](#) is available on the FPC website.

## Employment

### Equal Employment Opportunity

FPC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs, activities, compensation, terms, conditions, or privileges of employment as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act (ADA), and the Vietnam Era Veteran's Readjustment Assistance Act of 1972. Discrimination on any of these bases will not be tolerated.

All employees of FPC must comply with this policy and the laws dealing with discrimination. Any employee who violates such policies shall be subject to appropriate disciplinary action up to and including termination of employment. Any individual who believes that a violation of this policy has occurred may raise concerns or file a complaint without fear of retaliation. Complaints should follow the complaint procedure. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation is prohibited and constitutes grounds for disciplinary action up to and including termination. The College has an Affirmative Action obligation and/or right to investigate and take appropriate action regarding allegations of possible discriminatory action whether or not a written complaint has been received.

For the complete policy on Equal Employment Opportunity, see Board Policy DAA (LEGAL) and DAAA (LEGAL). Also Employee Rights and Privileges DG (LEGAL), DGA (LEGAL), and DGA (LOCAL).

## Employment Practices

Frank Phillips College will follow a hiring procedure that ensures consideration of all qualified applicants without regard to color, race, religion, disability, age, gender, or national origin. The college will comply with local, regional, state, and federal statutes defining and prohibiting such discrimination. See Board Policy DC (LOCAL)

### Hiring Procedure

When a permanent full-time position is vacated, the EAP will post the position on the college's website and other appropriate listings. Position may be posted internally if recommended by the supervisor and approved by the President; however, if the position is not filled by a qualified internal candidate within 14 days, the position will be announced externally. The position will remain posted until the position is filled or a determination is made to discontinue the position.

Candidates will fill out the online application and send a resume or CV, a letter of application, and, when applicable, transcripts to the EAP who will notify supervisors of the application. Supervisors are responsible for confirming the required credentials prior to interviewing the candidates, and the EVPAA/CAO will review qualifications for all applicants for faculty positions.

The supervisor for the position will form an interview committee that consists of three to five employees. The supervisor will notify the EAP regarding interview information, and the supervisor will convene the committee to interview candidates. The President or EVPAA/CAO will participate in all interviews for full-time faculty positions.

After references have been checked, the committee chair will notify the EAP of the top candidates in order of preference so that s/he may complete any required background checks and ensure all documentation and application information is complete. After background checks are complete, the committee chair will make a recommendation to the President. Upon his approval, the chair may contact the candidate and offer the position. The EAP will notify candidates who were not selected via mail, email, or telephone.

When a position for a part-time employee, including adjunct faculty, comes open, the Director, Dean, or EVPAA/CAO will notify the President's office that the position is vacant if the position needs to be announced. If the position does not need to be announced because it is temporary or a position typically filled by students or tutors, the Director or Dean may interview, check references, and notify the EAP that they have a candidate.

If the position is for an adjunct faculty member, the Director or Dean must contact the EVPAA/CAO to discuss qualifications. No instructional position may be filled until the credentials are verified through a transcript and a resume. Unofficial may be used to verify credentials, but the instructor must have official copies of applicable transcripts on file in the President's Office prior to the first day of instruction.

The President retains the right to engage with any candidate and participate in any interview. The President also has the right to deny any recommendation for employment with good cause.

All employees are final approved by the President. All faculty and student support personnel are final approved by the EVPAA/CAO and the President. Required paperwork includes a payroll authorization that must be signed by the President, and when appropriate, the EVPAA/CAO.

### **Employment Preference for Veterans**

An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with or appointment to a state agency, including a college district, over other applicants for the same position who do not have a greater qualification. See Board Policy DC (LEGAL).

### **At-Will Employment**

Employees not issued a contract are considered to be employed at-will. Employment is not for any specified term and may be terminated at any time by the employee or the college. See Board Policy DCC (LEGAL).

### **Contract Employment**

**Administrator Contracts:** The Board may enter into an employment contract for up to three years with an administrator if the Board determines that the contract is in the best interest of the institution. See Board Policy DCA (LEGAL)

**Faculty Contracts:** A full-time faculty member shall receive a one-year term contract at initial employment and during the second and third year of employment. After three years of service, full-time faculty may be awarded a three-year contract. This contract may be considered annually for an extension to a maximum contract term of three years. See Board Policy DCA (LOCAL).

Part-time instructors are noncontract personnel whose employment may be terminated at will. See Board Policy DNB (LOCAL).

### **Civic and Community Involvement**

Civic and community involvement is encouraged, with the understanding that time away from the workplace requires prior arrangements through the Office of the President. Employees serving as elected officials will utilize personal and vacation days for time away from the workplace.

### **Outside Employment**

Outside employment of full-time FPC employees may be permitted upon prior approval from the College President. Questions related to outside employment are to be answered in advance. See Board Policy DBF (LOCAL).

### **Personnel Files**

Employee personnel files are the property of the College. The employee may request, in writing, access to his/her file. The request must be made to the President of the College. The employee must give written authorization to the President's Office permitting the College to provide information contained in the employee's personnel file to an outside party. Verification of dates of employment will be given without employee's written permission. Full-time and part-time employee files are located in the President's Office suite in locked cabinets. See Board Policy DBA (LEGAL).

### **Public Information**

As a governmental body, FPC is required to release employee information to the general public when requested without the written consent of a current or former employee or official.

The following information is considered public information:

- Name
- Sex
- Ethnicity
- Salary
- Title
- Dates of Employment

Each employee and each former employee shall choose whether to allow public access to the information in the custody of the College that relates to the person's home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members. See Board Policy DBA (LEGAL).

## Transcripts

All faculty and administrators teaching credit courses are required by the College's accrediting agency, SACSCOC, to have official transcripts on file in Human Resources. Applicants for positions requiring certifications or degrees must submit official transcripts of all college credits and degrees conferred.

## Workload and Work Schedules

All employees are subject to assignment and reassignment by the President at any time.

**Work Week:** The work week for college employees begins at 12:00 am on Saturday and ends at 11:59 the following Friday.

**Work Hours:** The work assignment for full-time employees is 40 hours per week. Part-time employees may work up to 19.5 hours per week.

**Work Schedule:** The standard office hours for the College are Monday – Thursday, 7:00 am to 6:00 pm. Some campus locations and departments may have alternate hours. Work schedules will be determined by the supervisor.

**Exempt Employees:** Full-time faculty and administrators are exempt from overtime pay and are employed according to the work schedules set by the College.

**Non-Exempt Employees:** Full and part-time classified staff, adjuncts, and part-time administrative personnel are considered non-exempt workers. These employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* for additional information.

## Compensation and Payroll

### Compensation

Employees are paid in accordance with administrative guidelines and an established pay structure. The College's pay plans are reviewed by administration each year and adjusted as needed.

All College positions are classified as exempt or non-exempt according to federal law.

### Faculty Compensation

#### Full-time Faculty

Compensation for faculty is determined by faculty assignments made by the administration. The following criteria will be utilized in figuring basic loads and supplemental assignments:

1. Number of hours: 15 equated hours are considered a basic workload. An increment of \$575 per equated hour will be assessed for each administratively approved credit hour above 15.
2. The formula for compensation above the basic workload allows an increment of \$575 per equated semester hour. A regular class will constitute a minimum of ten (10) students. A class with fewer students will be subject to "To Be Arranged" (TBA) classification by the authorized administrator only under special circumstances. The EVPAA/CAO will determine caps for the maximum number of students allowed in a class. Saturday teaching assignments above the basic load will be compensated at \$575 per equated semester hour with science labs counting as three hours.
3. Distance Learning Room (DLR) Courses: Instructional assignments utilizing distance learning facilities (DLR 1, 2, 3 or Nursing) will be coordinated with the Offices of Educational Services and Extended Education. Faculty assigned to DLR courses must schedule orientation and training prior to the beginning of classes with the Coordinator of Professional Development/Training.
4. Dual-credit/Concurrent courses will be compensated at \$1,725 per three-hour course for a high-school section of ten (10) or more students. Fewer than 10 students will be compensated at 1/10 of \$1,725 for each student. Sections may be combined for compensation. Faculty may be required to use a hybrid system of delivery that combines online instruction with pre-recorded lectures as assigned by the EVPAA/CAO. *Faculty whose primary responsibility is dual credit delivery will not be compensated additionally for dual credit hours.*
5. Off-campus/Concurrent Site Visitation: Instructors assigned to classes located at one of the various off-campus or concurrent sites will be required to conduct one to two visits at each receiving site. Visitations must be documented in the Office of Educational Services.
6. Summer School Pay: Summer school course assignments for full-time instructors will be paid at a rate of \$575 per equated hour prorated on ten (10) students.
7. Compensation for work above the basic workload for full-time faculty will be paid on the first Friday after the conclusion of each corresponding semester.
8. All full-time faculty members will receive their salary over a twelve-month period.

### **Entry Level Salary Schedule for Faculty**

(No fixed schedule – no automatic increases after entry)

Certificate/Associate	Bachelors	Master's	Doctorate
\$37,000	\$40,000	\$43,000	\$46,000

### **Education and Experience Scale**

Add \$500 per unit with the following scale formula:

- College and public/private secondary teaching experience will be accepted at a 1 to 1 ratio of up to a total of 20 years as approved in writing by the EVPAA/CAO and President. This must be put in the employment file upon initial employment and evaluation.
- Work experience in the field (ie.: nursing in a hospital) will be accepted at a 2 to 1 ratio up to a maximum of five (5) years as approved in writing by the EVPAA/CAO and President. This must be put in the employment file upon initial employment and evaluation.

- No credit shall be given for graduate teaching assistantships, part-time/adjunct instruction, or work not directly related to the teaching assignment.
- All salary adjustment will be made at the start of the fiscal year in September.

### **Adjunct Instructors**

Adjunct Instructors will be compensated \$575 per equated hour, with ten (10) students required for the course to make. Compensation will be paid on the first Friday after the conclusion of each corresponding semester.

### **Facilitators**

Facilitators will be compensated \$325 per course, prorated on ten (10) students. Compensation will be paid on the first Friday after the conclusion of each corresponding semester.

## **Staff Compensation**

When the College first employs a staff person, the employee will be assigned a certain beginning hourly rate. This beginning rate will be based on years of experience and performance. According to the job classification, employees are either paid a monthly salary or by the hour. The immediate supervisor must confer with the President before a person is offered a particular salary.

## **Paychecks**

Effective January 1, 2024, all employees will be transitioned to a semi-monthly pay cycle with the following exceptions:

- Salaried employees who wish to continue being paid monthly and submitted the “Semi-monthly Opt-Out form” by December 7, 2023, who will be paid on the last working day of the month.

Salaried employees who opt-out of the semi-monthly pay cycle can elect to transition to the semi-monthly pay cycle at any time. However, once transitioned to a semi-monthly pay cycle, employees cannot transition back to a monthly pay cycle.

### **Direct Deposit**

Direct deposit is required for all employees. Direct deposit is available at the bank of the employee’s choice.

## **Salary Increases**

Salary increases are considered annually based on the needs of the institution, the availability of funds, and the approval of the Board of Regents. Approved annual salary increases are effective at the beginning of the fiscal year (September 1).

### **Salary Increase for Degree**

Employees who choose to further their education by earning a degree after employment with the College will be compensated according to the following schedules. The degree must coincide with the job duties and be approved prior to program enrollment by the President of the College so that the particulars of the program align with the employee’s position and become a benefit to the College. Interested employees should contact the EAP for the form that must be completed. Increases occur only after the employee provides an official transcript reflecting the conferred degree to the Office of

the President. The following increases apply to the salary the employee is earning at the time the degree is granted:

1. Associate Degree – 10%
2. Bachelor's Degree – 10%
3. Master's Degree – 10%
4. Doctoral Degree – 10%

## Stipends

A stipend may be requested to compensate an employee for services performed in addition to his/her regular responsibilities. All stipends must be approved by the President.

## Overtime Pay

Before an employee can work overtime, his/her immediate supervisor must approve it. Overtime rate is one and one-half (1 ½) times the employee's regular hourly pay rate. An employee may, upon approval of his/her immediate supervisor, take compensatory time in lieu of overtime, but this must be recorded on the employee's time sheet. Overtime is paid for hours worked in excess of 40 hours per week. The time compensated does not include other paid or unpaid leave such as holidays, closure, vacation, or sick time. In the event that the College has adopted a work week of fewer than 40 hours during a given academic year (such as summer hours and breaks), the employee must work more than 40 hours to receive overtime pay.

## Timecards

Hourly personnel must complete an electronic timecard bi-weekly through the electronic portal to be paid. All timecards must be completed by the employee, submitted to his/her immediate supervisor who will check for accuracy, approve, and submit to payroll. All employees must submit time off requests through the electronic portal and receive approval from their supervisors prior to taking the time off. When an employee is sick, the time off request should be entered as quickly as possible.

## Attendance

Regular attendance and punctuality contribute to the effective operation of the college. All employees are expected to work their assigned schedules/shifts and arrive to work on time each day. Repeated tardiness and/or unauthorized absences are considered unacceptable conduct and good cause for disciplinary action, up to and including termination of employment.

### Absences

All absences must be approved by an employee's supervisor. When possible, absences must be approved in advance (e.g., scheduled appointments, vacation days, travel, etc.). If an employee is not able to attend work due to an unforeseen emergency or unexpected illness/injury, an employee must follow his/her department's procedures for notifying the supervisor immediately. An unexcused absence occurs when an employee fails to notify his/her supervisor of the absence. Excessive absences and failure to follow the department's procedures for notifying the supervisor may result in disciplinary action.

### Tardiness

If an employee is unable to arrive on time (e.g., overslept, traffic, etc.), he/she must follow his/her department's procedures for notifying the supervisor immediately. Excessive tardiness and failure to follow the department's procedures for notifying the supervisor may result in disciplinary action.



## **Job Abandonment**

Failure to report to work and not contacting the supervisor (i.e., no call, no show) for three (3) consecutive, scheduled workdays is deemed job abandonment and will be considered a voluntary termination of employment.

## **Insurance and Benefits for Full-Time Employees**

Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, birth, divorce). For additional information regarding any of these employee benefits, see the HR and Benefits Coordinator at the Borger Campus. See Board Policy DE (LEGAL), DEA (LEGAL), DEA (LOCAL), and DEB (LEGAL).

### **Health Insurance Plan**

Full-time college employees are eligible to participate in group health/basic life insurance plan through the Employees Retirement System (ERS). The college pays 100% of the group health plan for all eligible employees and 50% of dependents. The healthcare program is effective upon the first day of the month following completion of a 60-day waiting period from the first day of employment. See Board Policy CKD (LOCAL).

### **Supplemental Insurance Plans**

Also available are optional benefits such as dental, vision, optional life, accidental death and dismemberment, long-term disability, and Aflac insurance. Premiums for these programs are paid by payroll deduction.

### **Tax-sheltered Annuities**

These may be purchased through insurance companies and deducted from full-time employee's gross pay through payroll deduction. See Board Policy CKC (LOCAL).

### **Retirement Programs**

All full-time employees are required to participate in a retirement program. The employee contributes a percentage of monthly compensation through payroll deduction to the Teacher Retirement System of Texas (TRS) or Optional Retirement Program (ORP), and the State contributes a percentage of monthly compensation to the TRS or ORP. See Board Policy DF (LEGAL) and DF (LOCAL).

### **401(k) Plan**

FPC does have an optional 401(k) Plan available. The College will match up to 4% for full-time employees.

### **Social Security**

Full-time college employees are not covered by Social Security, nor do they contribute to Social Security.

### **Tuition Benefits**

Employees who work full-time and their immediate family – husband, wife, or dependent children – are eligible for free tuition at FPC. This includes the dependent children of employees who pass away while having the status of full-time employment. See Board Policy DEB (LOCAL).

All college credit classes and Adult Continuing Education classes are tuition-free. Lab fees and other required fees must be paid by the employee.

The employee should submit the request to the Vice President of Institutional Advancement by completing the FPC Employee Tuition Only Scholarship Form. Requests for dependent children must include proof of dependence status (ex. tax return).

## Leave Policies

An employee shall not earn any form of leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status. Paid leave will not be approved for more leave days than have been accumulated and currently available.

The term “immediate family” is defined as Spouse, Son or daughter (biological, adopted, foster, in-law, or stepchild), Parent (biological, step, or in-law), Sibling (biological, step, or in-law), Grandparent, or Grandchild. See Board Policy DEC (LOCAL).

### Vacation Leave

Each full-time, 12-month employee with less than five years of service shall earn 6.67 hours of paid vacation per month in accordance with administrative regulations. A maximum of 80 hours of vacation may be accumulated.

After five years of service, a full-time, 12-month employee shall earn 10 hours of paid vacation leave per month. A maximum of 160 hours of vacation time may be accumulated.

After ten years of service, a full-time, 12-month employee shall earn 13.33 hours of paid vacation per month. A maximum of 160 hours of vacation may be accumulated.

An employee shall not receive pay for unused vacation leave upon separation of employment.

Requests for vacation must be made in advance through the payroll portal and approved by the supervisor.

### Holidays

Employees will be granted holidays as indicated by the Board Policy Manual and included in the published academic calendar.

The number of days granted for Thanksgiving and Christmas (semester break) is contingent on the nature of the job (i.e.: security, grounds, and exempt status).

To be paid for holidays, an employee must work the first workday following the holiday. See Board Policy (DED).

### Sick Leave

Full-time employees and instructors on a nine-month contract who have been employed by the College for six months shall earn ten hours of sick leave per month in accordance with administrative regulations. Sick leave shall accumulate to a maximum of 320 hours. Employees will not be paid for any accumulated sick leave upon termination or resignation from FPC.

Sick leave shall only be used for the following:

1. Illness of the employee
2. Illness of a member of the employee’s immediate family
3. Family emergency

4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.

Time off from work due to pregnancy is subject to the sick leave policy.

When an employee is sick, he/she must notify their supervisor as soon as possible prior to the start of the business day and submit the missed time through the payroll portal. Security personnel are to notify their immediate supervisor four (4) hours prior to the beginning of their shift in case of absence. Verification of sickness from a doctor may be requested.

### Personal Leave

Full-time employees and instructors on a nine-month contract who have been employed by the College for one year shall earn 30 hours of paid leave per academic year to conduct personal business.

Requests for personal leave must be made through the payroll portal in advance and approved by the supervisor.

### Bereavement Leave

Full-time employees and instructors on a nine-month contract who have been employed by the College for six (6) months shall be granted up to 40 hours of paid bereavement leave upon the death of a member of the employee's immediate family.

Requests for bereavement leave must be made through the payroll portal. The immediate supervisor must be notified within fifteen minutes after the beginning of the workday of bereavement leave absence. Bereavement leave shall be noncumulative.

### Jury Duty

Employees who work full-time will be paid their regular salary or wages when serving on a jury.

Employees receiving a jury duty request should notify their immediate supervisors immediately of the potential absence. The immediate supervisor must report this time off in writing to the payroll office.

### Family and Medical Leave

Under the Family and Medical Leave Act of 1993, employees are eligible for up to twelve (12) work weeks of Family and Medical Leave (FML) during a leave year if they:

- have at least 12 months of cumulative service; and
- have worked at least 1,250 hours at the college during the 12 month period preceding the date their FML is to begin; and
- have a qualifying reason for taking FML; and
- have a remaining balance of FML.

A "leave year" is defined as a period of 12 months measured backward from the date the proposed leave is to begin.

Employees are required to provide 30 days advance written notice to their supervisor when the need for FML is foreseeable. When such leave is not foreseeable, employees shall provide notice at the earliest possible date. FML is provided when employees are absent from work for one or more of the following qualifying reasons:

- the birth of the employee's child and the care of such newborn child;
- the placement of a child with the employee for adoption or foster care;

- the care of the employee's spouse, child (age 19 or under, or a child over 18 with a disability where the child is unable to perform activities of daily living without assistance), or parent who has a serious health condition; or
- the employee's own serious health condition that prevents him/her from performing the essential functions of his/her position (excludes immunizations, routine physical examinations, orthodontia, and cosmetic treatments).

Employees are required to provide certification from their health care provider of the need for such leave. Supervisors must grant employees 15 calendar days to submit such certification. Employees are required to recertify every 30 days unless an extension of leave is requested or modified, changed circumstances occur regarding the serious health condition, or information arises that questions the validity of the earlier certification. In cases of the employee's own serious health condition, the employee may be required, on or before the date he/she returns, to provide certification from a health care provider confirming the employee is able to return to work and perform the essential functions of his/her position.

Employees are responsible for completing all required forms and are responsible for recertifying every 30 days.

Employees on FML are required to use accrued sick leave. Employees may request, at their option, use of accrued vacation when sick leave is exhausted.

Employees on UNPAID FML will not accrue vacation, sick or personal leave. For vacation, sick, or personal leave to accrue, employees must be actively working. Employees on UNPAID FML must continue to pay the employee's share of elected insurance coverage in order to maintain coverage. See Board Policy DECA (LEGAL).

### Maternity Leave

Time off from work due to pregnancy is subject to the sick leave policy. See Board Policy DEC (LEGAL).

## Termination of Employment

### Dismissal of At-Will Employees

The College or the employee may terminate the employment relationship at any time. The College may terminate an at-will employee for any reason not prohibited by law or for no reason, as determined by the needs of the College District. At-will employees who are dismissed may request review of that decision through DGBA (LOCAL) and shall receive pay through the end of the last day worked. See Board Policy DM (LOCAL).

### Dismissal or Non-Renewal of Contract Employees

An employee may be nonrenewed by the Board at the end of the employee's contract term on the recommendation of the College President. The employee may be nonrenewed for any reason or no reason provided that the decision shall not be based on the employee's exercise of rights guaranteed by law or be based unlawfully on the employee's race, color, religion, sex, national origin, disability, or age. See Board Policy DMAB (LOCAL).

### Abolition of Position

Abolition of a position shall be on action by the Board on recommendation of the College President. See Board Policy DMA (LOCAL).

## **Appeals**

Appeals related to this policy may be submitted through DGBA (LOCAL) beginning at the appropriate level.

Alternatively, faculty members may first present a grievance under Section 51.960 to the EVPAA/CAO on an issue related to the faculty member's nonrenewal.

It is recommended that the faculty member file a request to present the grievance within ten business days after the final action on the nonrenewal proceeding. Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the EVPAA/CAO in accordance with DGBA (LOCAL) beginning at the appropriate level.

## **Exit Interviews and Procedures**

Human Resources will schedule exit interviews with employees who leave the College. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at that time. All college keys, property (including intellectual property), and equipment must be returned upon separation from employment.

## **Resignations**

All resignations should be submitted in writing to the appropriate supervisor, Human Resources, or the College President. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A certified or registered letter of resignation shall be considered submitted upon mailing. See Board Policy DMD (LOCAL).

## **Contract Employees**

Any employee serving under a term contract may relinquish his/her position and leave the employment of the District at the end of any school year without penalty, provided such employee submits a written resignation to the President prior to April 1 of the school year in which he/she resigns. Exceptions to the deadline requirements may be granted in extenuating circumstances. See Board Policy DMA (LOCAL).

## **Retirement**

Employees who plan to retire should notify the HR and Benefits Coordinator as soon as possible.

## **Reduction in Force**

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

"Financial exigency" means any decline in the College's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the District to reduce financial expenditures for personnel.

"Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation because of a lack of student response to particular course offerings,

legislative revisions to program funding, or a reorganization or consolidation of two or more divisions or departments.

All contracts shall, unless accepted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more teachers, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration
2. Associate degree program
3. Certificate program
4. Remedial and other programs
5. Academic support programs, such as library or computer programs
6. Counseling and support programs
7. Other non-instructional professional staff

Using the following criteria, the College President shall determine which positions shall be eliminated and shall submit the decision to the Board. These criteria are listed in order of importance; the College President shall then apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

1. Certification: appropriate degree certification and/or endorsement for current assignment required by the Southern Association of Colleges and Schools Commission on Colleges and the Texas Higher Education Coordinating Board.
2. Performance: employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: years of service in the College District.
4. Professional Background: professional education and work experience related to the current assignment.

The employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during contract.

Appeals of a dismissal because of RIF shall be handled through the hearing afforded under DMAA, rather than the grievance policy.

Upon written request by the employee, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position, for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the District has been notified in writing of a change of address. A former employee so notified must respond to the Board in writing within ten calendar days of receipt of such notification if the person wishes to be considered for employment on a preferential basis. See Board Policy DMAA (LEGAL), DMAA (LOCAL), and DMC (LOCAL).

# Employee Conduct and Welfare

## Standards of Conduct

All employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination.

The College holds all employees to the ethical standards expressed in the *Texas Community College Teachers Association Code of Professional Ethics*, which is reprinted below:

### TCCTA Code of Professional Ethics

#### **Texas Community College Teachers Association Code of Professional Ethics (Revised February 20, 1997)**

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed. In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

- The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
- The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
- The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues\* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
- The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
- The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
- The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
- The Professional Educator shall make the most judicious and effective use of the college's time and resources
- The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

- The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
- The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
- The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
- The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
- The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
- The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
- The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

*\*In this code, the term "colleague" refers to all persons employed by colleges in the educational enterprise.*

### Alcohol and Drug Policy

In compliance with Section-1213 of the Higher Education Act of 1965 and amended in 1989, FPC is committed to the elimination of alcohol abuse and illicit drug use. Compliance with this policy is required of all employees of FPC. See Board Policy DH (LEGAL) and DI (LOCAL).

Violations render all guilty members of the college community subject to immediate dismissal and/or removal from each individual's current status at FPC, making him or her subject to off-campus authorities and the possibility of fines and/or confinement.

An employee who is required to have a Commercial Driver's License (CDL) can be randomly drug tested by the college after successfully obtaining the CDL.

### Complaints and Grievances

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Regents. For the full policy and process of filing a formal complaint, see Board Policy DGBA (LOCAL).

### Employee Arrests and Convictions

An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude. See Board Policy DH (LOCAL).

Moral turpitude includes, but is not limited to:

1. Dishonesty, fraud, deceit, theft or misrepresentation;



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

## Intellectual Property

**Copyrighted Materials:** Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

**Trademarked Materials:** Symbols, like a professional team's mascot, colors, slogans, sounds, and like items, are typically protected by federal and state trademark law. Employees are expected to comply with the provisions of the law.

**Patents:** Federal law protects the invention or discovery of a process, machine, manufacture, or improvement. Only the patent holder may use, make, or sell the invention or discovery, or a material component of that invention or discovery.

**Work Product:** As an agent of the college, an employee, including a student employee, does not have rights to work he or she creates on college time or using college technology resources. The college will own any work or work product created by a college employee in the course and scope of his or her employment, including the right to obtain copyrights.

If the employee obtains a patent for such work, the employee is required to grant a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to the college for use of the patented work. A college employee shall own any work or work product produced on his or her own free time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

## Political Issues

Employees of Frank Phillips College shall not solicit support of any political candidate, partisan or non-partisan, or support of any issue or any referendum matter, while on the job and/or on college property.

FPC personnel are free, as citizens, to express their opinions through letter-to-the-editor or other media. In such cases, college personnel should refrain from identifying themselves as employees of the College. This precludes the use of College letterheads for such correspondence.

Employees of the College are free, as citizens, to participate in political activity and serve as political party or public officials, whenever consistent with state law, except during regular hours and/or on College property. See Board Policy DGA (LOCAL).

## Sexual Harassment and Sexual Discrimination

Frank Phillips College will not tolerate sexual misconduct in any form. Employees, students, and visitors to the campus have the right to be free from discrimination or harassment on the basis of sex. Employees, students, and visitors to the campus must also conduct themselves in such a way that they do not infringe upon the rights of others. See Board Policy DIA (LEGAL) and (LOCAL).

### **Non-Retaliation**

Frank Phillips College enforces a non-retaliation policy against any individual(s) who has complained about sexual discrimination, harassment, or misconduct or has cooperated with an investigation into such matter. A person violating this policy is subject to discipline, which may include termination for an employee, expulsion for a student, and declaration of no trespass for visitors and community members.

### **Definitions**

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

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

Harassing conduct includes:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on Frank Phillips College property or is circulated in the workplace.

### **Employee-to-Employee**

Employees shall not engage in conduct constituting sexual harassment of other employees.

Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. College officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

### **Employee-to-student**

Employees shall not engage in conduct constituting sexual harassment of students. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature.

### **Reporting/Investigation**

Employees who have reason to believe that a student is being sexually harassed or sexually abused by a College District employee shall report their suspicion to their immediate supervisor, or Title IX coordinator.

### **Right to Confidentiality**

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

### **Time Limits**

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to business days on which the college is open for regular business. The complaint shall be considered concluded if the employee does not appeal within the stated time limits.

### **Complaint Procedure**

For the purpose of the following complaint process, “days” mean business days on which the college is open for business.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the appropriate administrator, immediate supervisor, or Title IX coordinator for employees. No procedure or step in this policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint.

**Level One:** The employee shall request a conference with his or her immediate supervisor by submitting the complaint in writing or by requesting a conference. If the complaint is made orally, the supervisor receiving the complaint shall reduce it to writing. The complainant will be asked to review the notes and sign when the information is correct. These notes will be forwarded to the Title IX Coordinator for purposes of maintaining a file and/or further investigation. The file will be secured in a locked cabinet in the Title IX Coordinator’s office.

The immediate supervisor shall hold the conference as soon as possible, but in any event within seven days after receipt of the complaint. The immediate supervisor shall ordinarily have seven days following the conference within which to investigate and respond. The employee shall be informed if extenuating circumstances delay the investigation.

**Level Two:** If the outcome of the conference at Level One is not to the employee’s satisfaction, the employee may request a conference with the Title IX Coordinator to discuss the complaint. The request should be in writing and shall be filed within seven days following receipt of a written response from the Level One supervisor or, if no written response is received, within seven days of the response deadline.

The Title IX Coordinator shall hold the conference as soon as possible but within seven days after receipt of the written request. The Title IX Coordinator shall have seven days following the conference within which to respond.

**Level Three:** If the outcome at Level Two is not to the employee’s satisfaction or if the time for a response has expired, the employee may submit to the College President a written request to meet in order to discuss the complaint. The request shall be filed within seven days following receipt of a written response from the Title IX Coordinator, or if not written response is received, within seven days of the response deadline.

The College President shall hold the conference as soon as possible but within seven days after receipt of the written request. The College President shall have seven days following the conference within which to respond.

**Note:** In the event that the complaint is against the College President or an active member of the College's Board or Regents, the employee may request a meeting with the College Board of Regents and be placed on the next regular board meeting's agenda. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the employee's presence constitutes communication of the decision.

The Title IX Coordinator shall provide the Board with copies of the employee's original complaint, all responses, and any written documentation previously submitted by the employee and the administration.

### **Closed Meeting**

The Board may hear the allegation of sexual harassment in closed meeting, if posted in accordance with law, unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

## **Technology Resources**

Inappropriate use of College technology, including pornography and excessive non-college use, may be subject to disciplinary procedures or dismissal.

## **Tobacco Products and E-Cigarette Use**

An employee shall not use tobacco products or e-cigarettes on College property, in College vehicles, or at College-related activities. See Board Policy DH (LOCAL).

# **Faculty Policies**

## **Faculty Code**

The faculty may adopt and maintain a Faculty Code as its own independent expression of the standards by which all members of the faculty should be guided in their service at the college and in their relations to students, fellow members of the faculty, and the community. However, no provision in such Code shall be effective if it is contrary to the provision of law, the College Employee Handbook, or the regulations established by the President of the College. See *TCCTA Code of Professional Ethics*.

## **Absences of Faculty**

Faculty absences shall be reported to the EVPAA/CAO or her designee as promptly as possible. Faculty missing a class must make arrangements for the class and notify the EVPAA/CAO of the arrangement. Faculty members may be required to secure a substitute teacher at their own expense.

When the faculty member has been absent, the faculty member will file with the Business Office and EVPAA/CAO an "Absence" report thorough the electronic portal.

Full-time faculty are eligible for Sick time and Personal days. See the "Leave Policies" section of the handbook for details.

### **Nonattendance**

The following absences by any faculty member shall be regarded as nonattendance and not as an absence.

1. Absence in carrying out a specific assignment from the College President or EVPAA/CAO.
2. Absence because of attendance at a funeral that is not covered under bereavement leave with the prior permission of the College President.

3. Absence, approved by the College President, for the purpose of attending conferences, meetings, conventions, or for technological, industrial, or educational visitations.

The College President shall be authorized to grant permission to be absent for any of the above purposes. See Board Policy DEC (LOCAL).

### Academic Freedom and Responsibility

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that the faculty member is free to pursue scholarly inquiry without undue restriction and to voice and publish conclusions concerning the significance of evidence considered relevant. The faculty member must be free from the fear that others inside or outside the college community, because their vision may differ, may threaten a professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject being taught. The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by governing boards, administrators, and faculty members. When speaking, writing, or acting as a citizen of the nation, state, or community, the faculty member must be free from institutional censorship or discipline. The essential responsibilities of a faculty member include maintenance of competence in the field of specialization and the exhibition of such competence in lectures, discussions, or publications. Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the institution by that faculty member's appropriate restraint, respect for the opinions of others, and avoidance of the impression, when speaking and acting as a private person, that the faculty member is speaking for the college. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field. Academic freedom does not include the right to refrain from required activities such as assessment and participation in meetings and events. Furthermore, faculty are encouraged to be mindful of acceptable language and behavior in a public setting as other citizens have the right to be free of threats and profanity.

### Administrative Withdrawal

An official withdrawal initiated by a faculty member and approved by the EVPAA/CAO may occur at any time during the semester for the following, but not limited to, excessive absences and disrupting the education process.

### Classroom Conditions

General classroom maintenance is provided by the custodial staff. It is the responsibility of each faculty member to encourage normal tidiness in the classroom and enforce College regulations. Faculty must be careful not to leave any documents in the classroom.

No eating or drinking by students or instructors is permitted in computer classrooms. Faculty have the right to ban food and drinks from their classes regardless of location. Use of tobacco is prohibited in all classrooms.

### Classroom Instructional Hours

Faculty are expected to hold classes during the scheduled time and for the scheduled length of each class period including the first class. Instructors teaching night classes should conduct class through

the scheduled time and take one fifteen-minute break mid-way through class. Failure to conduct class for the required length may result in disciplinary action.

### Continuing Scholarship

To keep scholarship as current as possible, faculty members are encouraged to continue their graduate academic studies through provisions in the salary schedule for salary upgrading. The following policy has been approved by the Board to encourage faculty members to continue their education for professional improvement and for salary purposes:

- Faculty members are encouraged to complete the equivalent of six semester hours of graduate classroom work every five years until they have completed a total of thirty hours of acceptable work above a master's degree. Career/Technical Education faculty for whom licensure is a requirement for employment are also encouraged to take the equivalent of six semester hours in areas related to their teaching field. *CTE faculty are required to keep licenses current at all times and maintain required professional development hours for licensure.*
- Employees who choose to further their education by earning a degree after employment with the college will be compensated according to the following schedule. The degree must coincide with the job duties and be approved prior to program enrollment by the President of the College so that the particulars of their program align with the employee's position and become a benefit to the college. Increases occur only after the employee provides an official transcript reflecting the conferred degree to the Office of the President. The following increases apply to the salary the employee is earning at the time the degree is granted:
  1. Associate Degree – 10%
  2. Bachelor's Degree – 10%
  3. Master's Degree – 10%
  4. Doctoral Degree – 10%

### Course Syllabus

Faculty members are required to provide a syllabus for each class, which includes attendance requirements. It is the responsibility of the instructor to establish clear and definite guidelines regarding attendance and tardiness.

### Faculty Development Policy

FPC encourages Faculty Professional Development for both full-time and part-time faculty. It may be in the form of continuing scholarship and may include course work to meet the requirements of "Continuing Scholarship" in the Faculty section of the Employee Handbook. It may include any self-improvement courses taken. Faculty in-service meetings are an important way for faculty to meet some of the requirements for faculty development. Other activities, including great teaching seminars, professional discipline meetings, community college teachers' association convention, and other pedagogical meetings, are important ways to participate in development activities. On occasion the college may hold special meetings for faculty-staff development, and the college may participate in teleconferences that are appropriate.

### Faculty Evaluation Procedure

Evaluation of teaching faculty, both full-time and part-time, is important for positive growth and professionalism. Evaluation instruments include, but are not limited to, student evaluations, self-

evaluation, and administrative evaluations. These instruments provide feedback and recommendations reinforcing positive classroom demeanor and provide input for improvement of instruction. The Administration and the Academic Standards and Curriculum Committee will review any changes to the evaluation instruments used for faculty evaluation. These instruments are in accordance with the Texas Association of School Boards and the Board of Regents of Frank Phillips College.

Student evaluations will be conducted each fall and spring semester at a time designated by the EVAPP/CAO or her designee.

#### **Criteria for Administrative Faculty Evaluation**

1. Knowledge of subject: How well does this faculty member demonstrate knowledge of the subjects he/she is assigned to teach?
2. Organization of Class: How well does the faculty member select and prepare the materials and format for the courses he/she is assigned to teach?
3. Classroom Management: How well does this faculty member perform responsibilities related to management of the classroom?
4. Instructional Techniques: How effective are the instructional techniques used by this faculty member?
5. Student Report: How well does this faculty member work and interact with students?

The above criteria will be administratively evaluated and discussed as needed with each faculty member at performance review time.

#### **Criteria for Student Evaluation:**

1. Fairness, text and grading
2. Communication
3. Organization, creativity, and imagination
4. Intellectual stimulation, intellectual honesty
5. Written responses to strengths of the faculty member; areas of improvement and other personal comments.

### **Faculty Meetings**

Meetings may be called by the EVPAA/CAO or President. All faculty members are expected to attend faculty meetings. The EVPAA/CAO and Division Director are to be notified in advance by any faculty member unable to attend a scheduled faculty meeting.

### **Faculty Ranking Policy**

Faculty ranking will be determined by Administration and granted by the President. Full-time faculty applying for an increase in faculty ranking will submit an application to the EVPAA/CAO who will present the application to Administration for review. Faculty ranking is not automatic, and increases in ranking will be granted only to faculty who demonstrate exceptional contributions to the educational mission of Frank Phillips College.

The ranking standards are as follows:

1. Instructor: Adjunct faculty who teach in a part-time capacity and faculty who have less than a bachelor's degree from an accredited college or university.

2. Assistant Professor: Full-time faculty with a master's degree or higher serving in their first, second, or third year of instruction at Frank Phillips College and full-time faculty with a bachelor's degree serving their fourth and subsequent years of instruction with Frank Phillips College and any faculty designated because of extraordinary service in instruction to Frank Phillips College by the President of the College.
3. Associate Professor: Full-time faculty with a master's degree or higher serving in their fourth or fifth year of instruction at Frank Phillips College.
4. Professor: Full-time faculty with a master's degree or higher serving their sixth and subsequent years of instruction at Frank Phillips College and any faculty with a master's degree or higher designated because of extraordinary service in instruction to Frank Phillips College by the President of the College.
5. Distinguished Professor: Full-time faculty with a doctoral degree serving their eighth and subsequent years of instruction at Frank Phillips College.

Process to Apply for Increase in Faculty Ranking:

**Criteria:** years of service to the College, highest earned degree, student evaluations, performance evaluations, self-evaluations, professional development, and contribution to the College environment.

Faculty must submit a letter of intent to undergo the application for increasing ranking by October 15 of the year prior to eligibility to increase ranking. The application packet must include three student recommendation letters and two peer recommendation letters. The faculty member must submit a current transcript, professional development forms, and self-evaluations. The application must also include a current curriculum vita that outlines the applicant's contributions to the College environment. The EVPAA/CAO will add to the application the official performance evaluations and student evaluations from the applicable preceding years.

Faculty ranking will be awarded in May and become effective on August 15<sup>th</sup> of the following academic year.

An increase in ranking will be reviewed by Administration and will be based on the above information. The President of the College will award increased ranking to all faculty. Faculty who increase their ranking will not receive monetary compensation, nor does the increase in faculty ranking imply any form of tenure. Faculty will not receive automatic increases in rank and should not expect the process to be without stringent review. Faculty who petition for ranking and are not awarded will be eligible to petition for ranking the following year if all other criteria for continued employment has been met.

### Faculty Workload

The administration of Frank Phillips College will determine teaching assignments. Faculty may be assigned to teach day, twilight, or evening classes. These classes may be assigned as regular lecture/lab traditional method or via the distance education medium including, but not limited to, web-based, on-line, hybrid, and ITV. All faculty institutional loads will be discussed and assigned in consultation with the authorized administrator.

The basic workload for a faculty member will consist of 15 semester credit hours, 10 office hours per week, committee and task-force assignments as determined by the President/authorized administrator, and assignments to fulfill accreditation requirements as assigned by the Accreditation Liaison.



The maximum workload for a faculty member will be 21 (7-3 hours lecture) credit hours excluding dual-credit assignments. Any workload that exceeds this maximum must be approved by the EVPAA/CAO and must meet an unusual contingency.

TBA Course: TBA classes will be taught only under unusual circumstances and with special permission from the authorized administrator. Any TBA course taught will be part of the 21-hour maximum workload. The pay for a TBA course will be \$25.00 per credit hour per student. Any course with fewer than four students enrolled will automatically be considered a TBA. Teaching the course is at the discretion of the instructor and the EVPAA/CAO.

When two or more courses are taught in the same period, teaching and workload credit will be given for only one class.

All instructional assignments shall be made by the EVPAA/CAO or his/her designee.

### Grade Books

It is the responsibility of each faculty member to keep an accurate record of each student's attendance and grades in BrightSpace. Grades must be entered in a timely manner (within two weeks of assignment due date). Failure to enter grades in a timely manner may result in disciplinary action.

At the end of each semester, on-line grade sheets will be provided to each instructor through BrightSpace.

1. Semester grades are to be recorded online through BrightSpace.
2. An email should be sent for each class to the Office of Admissions and Records stating that grades have been entered.
3. The Director of Enrollment Management will send out emails indicating the date by which grades should be entered.
4. Grades entered on a student's permanent record are unalterable except when explanation is made in writing by the faculty member involved showing that a grade recorded is incorrect as the result of errors in recording or computing the grade in question. Grade changes may be recorded at the time an error is discovered. In the event of a student grade appeal, the final grade will be authorized by the EVPAA/CAO and changed by the Director of Enrollment Management. Faculty involved in the appeal will be notified of the recommendation by the EVPAA/CAO, and grades will not be changed until the appeal is concluded.
5. Grade books and grade sheets are the property of the College.

### Incomplete Grades

The grade of "I" which denotes an incomplete may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements for a course. The EVPAA/CAO must approve all incompletes given by a faculty member. It is the responsibility of the student to arrange with the faculty member for completion of the course requirements when an "I" is given. An "incomplete" must be removed during the next full semester following its issuance unless special permission for an extension of time is given by the EVPAA/CAO. The faculty member issuing the incomplete may specify a make-up time less than the full semester interval by notifying the student of the "deadline" date in writing at the beginning of the semester. If the incomplete is not removed within the allotted time, the "I" will automatically be recorded as an "F".

## Grade Points

The following schedule of grade points is used as an aid in computing standing:

A – 4 points per semester hour	D – 1 point per semester hour
B – 3 points per semester hour	F, W – no points
C – 2 points per semester hour	I – Incomplete

Certain programs, such as Licensed Vocational Nursing and Cosmetology, may retain a different grading standard. This standard must be communicated to students and approved by the EVPAA/CAO. Unless noted otherwise, faculty use the above grade point schedule.

## Grading System

Grades in the various courses are expressed in letters as follows:

A – Superior (90-100)	F – Failure (Below 60)
B – Good (80-89)	W – Student Withdrawal
C – Average (70-79)	I - Incomplete
D – Passing (60-69)	

**\*\*The Licensed Vocational Nursing Program uses the following grade scale:**

A – Superior (92-100)	F – Failure (Below 60)
B – Good (83-91)	W – Student Withdrawal
C – Average (75-82)	I - Incomplete
D – Passing (60-74)	

**\*\*The Cosmetology Program uses the following grade scale:**

A – Superior (90-100)	F – Failure (Below 70)
B – Good (80-89)	W – Student Withdrawal
C – Average (76-79)	I - Incomplete
D – Passing (70-75)	

Faculty are given the freedom to round up or adjust grades but are not required to do so. Faculty may not arbitrarily lower final averages/final grades and must have a written policy that is distributed to students for deducting points from the final semester average in order to lower final averages/final grades for such reasons as attendance and participation.

Final grades are available to students in BrightSpace once the grades are posted at the end of the semester.

## Information Regarding Students

Students' files, which are kept in the Educational Services Office, are available to faculty members and counselors.

Information regarding students will be made available to properly identified representatives of government agencies.

## Library Services

The Library offers the following special privileges and services to the faculty:

1. No time limit on faculty loans.
2. Inter-library loan service is available.
  - a. Books and periodicals must be ordered through the Library.

- b. The Library maintains catalogues and literature on new publications.

### **Instructional Resources**

Library hours coincide with the teaching schedule. Additional hours, including weekend hours are also available upon request.

The checkout period for a student is two weeks, with the privilege of renewal if there is not a special demand for the book.

#### **Reserved books**

1. A faculty member may place books on reserve if special emphasis in a course calls for use of limited materials.
2. The faculty member should furnish the library with a list of these books two weeks in advance.
3. The library staff should be informed when these books are to be taken off the reserve list and made available for general circulation. Copy machines and the microfilm reader/printer area are available for student use. Students are charged by the copy.

All films, books, and periodicals used for instruction should be requisitioned through the library.

### **Oral Language Policy**

FPC wants to ensure that each member of its faculty is proficient in the use of English. In accordance with requirements from the Texas Higher Education Coordinating Board and HB 638, the following program is established:

- All courses offered for credit at FPC will be taught in the English language, and all faculty members will be proficient in the use of the English language. Foreign language courses that are designed to be taught in a foreign language may be taught in a foreign language.

### **Posted Office Hours**

Faculty are to post ten (10) office hours per week in which they are available to consult with students and assigned classroom hours. Faculty may hold four (4) of their office hours in the Learning Resource Center each week and one (1) hour per week may be designated as virtual office hours for each internet section taught with a maximum of two (2) virtual office hours each week. Office hours that are designated as virtual office hours must be conducted on campus in the faculty member's office.

Faculty teaching dual-credit courses and visiting high-school campuses are required to provide one hour of office availability for each on-campus class (including Distance Learning classes to any campus site) with a minimum of four (4) hours per week to occur on the days on which the faculty teach on campus.

Office hours must be spread Monday through Thursday unless the faculty member uses a day for travel to a dual-credit site. Office hours may not be scheduled to fall within regularly scheduled committee meetings or replaced with regular training appointments. Faculty who need to miss office hours for any reason must notify the EVPAA/CAO. Whenever possible, the Instructor should post a note to students on the office door.

Adjunct Instructors are not required to hold office hours but must provide a means of contact to students and make arrangements to meet with students upon request. The meetings may be held on the College campus, through TEAMS, or by phone.

## Professional Organizations

Faculty members are encouraged to participate in and maintain membership in professional organizations of their subject field. Departmental budgets may assist in payment of expenses of attendance at meetings of these organizations.

## Student Club Sponsor

Each faculty member will be encouraged to become involved with extracurricular sponsorship responsibilities.

Responsibilities include:

1. To supervise the operation of the organization so it may assume its proper place within the framework of the College.
2. To supervise the organization of the group in accordance with the democratic procedures.
3. To supervise Secretary-Treasurer in maintaining proper records.
  - a. Minutes of all meetings.
  - b. Financial records showing sources of all funds received and disbursed. Disbursement of all club funds must be validated by a signed receipt, or the Business Office must preserve cancelled check and all records for audit.
4. To supervise activities of organization.
  - a. Be present at all parties, games, etc., sponsored by the organization from opening to close, unless a substitute adult sponsor is provided.
  - b. If College facilities or property are to be used, arrangements must be made well in advance. The sponsor must be responsible for opening and closing the facility, and for proper care and cleaning. All borrowed property must be returned promptly.
5. To supervise all fund-raising projects, which must be approved by the President or his/her designee before they are begun.

## Term of Contract

A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest in any kind beyond the period of time stated in the contract. *Perry v. Sindermann*, 92 S.Ct. 2694 (1972); *Board of Regents of State Colleges v. Roth*, 92 S.Ct. 2701 (1972).

At initial employment and during the second and third year of employment, faculty shall receive only a one-year term contract. After three years of service, a faculty member may be awarded a three-year contract. This contract may be considered annually for an extension to a maximum contract term of three years. The three-year contract may be rescinded for just cause at any time. See Board Policy DDA (LEGAL) and DDA (LOCAL).

Faculty employed under 12-month contracts are expected to work on days in which the College is open for business. Therefore, the 12-month contracted faculty member receives vacation leave under the policy of all other full-time employees. Those faculty who are extended a 12-month contract shall not take more than one week of vacation during a semester and shall not be gone on the first or last weeks of classes. Faculty working on contracts of a duration less than 12 months do not receive vacation time.

## Testing

Testing of students is the responsibility of each faculty member. Instructors will be expected to test students adequately so an appropriate estimate of the students' progress can be assessed. Instructors should assess students' progress in multiple ways and must list in their syllabi the ways in which students will be assessed for their final grades.

All adjunct faculty are required to participate in the assessment process developed by the department and/or EVPAA/CAO in conjunction with the Academic Standards and Curriculum Committee and in compliance with the requirements of individual licensing boards, the Texas Higher Education Coordinating Board, SACSCOC, and the Department of Education.

Final examination schedules will be prepared and distributed by the EVPAA/CAO. Final examinations must be given on the scheduled day and time unless arrangements are made with the EVPAA/CAO. In an instance in which a faculty member assigns an early final exam, the class must meet on the scheduled day of the final exam for meaningful engagement. No classes are to end earlier than the scheduled week of final exams, and it is the responsibility of the instructor to ensure that the class continues for the required weeks of instruction. When a student requests a final exam earlier than the date the instructor has scheduled, instructors must refer students to the EVPAA/CAO. Final examinations will be given early only in extreme situations and with permission of the Instructor and the EVPAA/CAO.

## Texas Success Initiative

All faculty members are encouraged to participate at appropriate levels in the Success Initiative Program regarding assessment, placement, and developmental education of students.

## General Job-Related Information

### Accommodations for Disabilities (ADA)

The College is committed to providing reasonable accommodations for the needs of all employees with disabilities under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Employees requesting an accommodation for disabilities should contact Human Resources. The staff will work collaboratively with the employee to determine what accommodation is reasonable. Documentation of the disability may be requested.

### Audio-Visual Personnel, Equipment, and Services

The audio-visual equipment is available to faculty and staff upon request and availability from the Library. A basic collection of audio and visual equipment is maintained at this location with other equipment being issued to different departments for the convenience of instructors in that department.

### Business Cards

College employees may request business cards from Human Resources.

### Campus Closures

The College may close campuses because of severe weather, epidemic, pandemic, or other emergency conditions to be determined at the discretion of the College or local or state government emergency

order. When it becomes necessary to delay or cancel classes, a notice will be posted on the college's website and notifications will be sent out via email and One Call.

### Campus Security

Security is available 24 hours a day. Employees should contact Security to report an incident, crime, or suspicious behavior. In addition, Security is available to unlock and lock office/room doors and can escort individuals to vehicles upon request.

Security Phone: 806-886-5047

### Change of Employee Personal Information

It is important that employment records be kept up to date. Employees must notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or any births, deaths, or changes in the number of eligible dependents. Changes to this type of information could affect an employee's income tax, withholdings, or the rates of insurance premiums.

It is also important to keep educational transcripts, accomplishments, publications, and other relevant information accurate and current. Accreditation officials may review an employee's credentials to verify job qualifications.

The forms to process a change in personal information may be obtained from Human Resources.

### College Credit Cards

FPC credit cards may be issued to approved employees who travel on a regular basis. Credit cards will be issued to employees upon approval of the authorized administrator and the Business Office. All employees who are issued a credit card will be required to sign a credit card agreement. The following stipulations will be followed:

- The cardholder is the only person authorized to use the card.
- All charges must relate to the necessary business of the College – no personal purchases.
- Report lost or stolen credit cards immediately to the issuing bank and to the Business Office.
- Use of credit card cash advances should be accessed in a limited manner and only when necessary. Use of cash advances also must relate to the necessary business of the College.

*Note:* Any misuse of the credit card, including but not limited to the above stated items, may be grounds for termination of employment from Frank Phillips College.

Credit card expense reports, which include all applicable receipts, must be submitted through the Ereq system in a timely manner (at least on a monthly basis).

### College Vehicle Use

College fleet vehicles are available to employees for College business. To use a fleet vehicle, all drivers must pass a criminal and driving history check, as well as have a copy of his or her valid drivers license on file in the Business Office, to be on the approved drivers list. The Business Office manages the approved drivers list and vehicle reservations. Employees who drive FPC vehicles are subject to annual background checks.

Compliance with the guidelines for use of a College vehicle is required. Prior to making a trip, employees must obtain supervisor's permission and then schedule a vehicle through the Business

Office. Employees must ensure that the vehicle is cleaned and completely refueled before returning the keys.

**Driver Authorization:** Motor vehicle records may be reviewed annually or as determined by the administration to maintain the approved drivers list. Individuals who are identified as having Type “A” violations will not be allowed to drive college-owned vehicles. It is the responsibility of all FPC employees to self-identify to the Business Office personnel any Type “A” violations within a reasonable time not to exceed thirty (30) calendar days.

Type “A” Violations: Unacceptable within 3 calendar years

- Driving While Intoxicated
- Driving Under the Influence of Drugs
- Negligent homicide arising out of the use of a motor vehicle
- Operating a motor vehicle during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s authority
- Reckless Driving
- Speeding Contest
- Hit and Run Bodily Injury or Personal Damage
- Three (3) speeding violations within three (3) years
- Three (3) accidents within three (3) years

### Student Travel

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

A driver who is transporting students in Frank Phillips College owned or leased vehicles must:

1. Be an employee of the college district.
2. Hold a valid driver’s license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver’s license (CDL).
3. Have an acceptable driving record.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

A driver shall not drive for more than twelve (12) hours without taking an eight (8) hour break or relief from driving.

The driver is also subject to the College Vehicle Use policy.

### Committee Assignments

Serving on a committee is a condition of employment, if an employee is assigned to a committee. Only full-time employees are required to serve on committees.

### Dress Code

College employees are expected to dress in a professional manner appropriate to their position.

Offices/Departments may have different expectations depending on the type of work performed and

an employee's interaction with the public. Employees who have questions about the appropriate attire in their office/department should contact their supervisor.

### Employee Evaluations

Employees will be evaluated annually by their supervisors with the employee's job description serving as the basis for evaluation. Employees will complete a self-evaluation along with the supervisor to promote discussion about the employee's needs, concerns, and performance. The evaluation will be signed by the employee and supervisor and placed in the employee's permanent personnel file in the Office of the President. New employees will be evaluated during the first six months of employment, then annually thereafter. Annual evaluations for all employees will be due by August 15.

Additional information regarding faculty evaluations can be found under the Faculty Policies section of this handbook.

### Employee Meetings

During the academic year, faculty and staff may be encouraged and/or required to attend periodic meetings. This includes Fall In-Service, Spring In-Service, and any other all-employee meetings called by the President.

### Facility Use

Use of college facilities by outside organizations must be coordinated through the Office of the President.

### Faculty/Staff Meeting

During the academic year the President may hold a monthly faculty/staff meeting. All personnel are encouraged to attend.

### Fund Raising Procedure and Policy

The College President must approve all fund raising and development in writing, in advance. It is the President that works with groups that are interested in the funding of the College (i.e., the Texas Legislators and state agencies; state and federal government; area, regional, and local foundations; the Development Corporation, and other funding agencies). Preparation and writing of grants to fund plans of the College, delegation or fund raising and grant development are the responsibility of the President.

Clubs and organizations are permitted to raise funds through limited and monitored activities approved by the Office of the President. These fund raising activities must be submitted to the President for approval in advance of raising funds. This includes the raising of funds for athletics and activities.

### Graduation Exercises

The importance of maintaining the graduation traditions at FPC depends on participation of all employees (staff and faculty). As such, all full-time employees are required to attend. Exceptions are made by the President of the College and must be approved in advance. All requests for exceptions must be approved by the employee's supervisor and recommended by that supervisor for presidential approval.



## Keys

All keys issued to personnel are the property of the college. Keys are not to be loaned to students or other personnel and cannot be duplicated. A request for keys must be made to the authorized administrator and signed for with the Director of the Physical Plant.

## Mailroom

Department mailboxes are maintained in the Mailroom located in the Library. Mailboxes should be checked regularly by each employee/department who is assigned one. Interoffice envelopes are also available in the mailroom.

## Parking Policy

There is no designated parking on the campus except for handicapped. Employees are to park in lined parking areas. Employees who park vehicles in No Parking, yellow zones, or on the grass or sidewalks are subject to tow at the employee's expense. See Board Policy CHC (LEGAL).

## Personal Property

Employees who choose to bring their personal property on College premises, including but not limited to, computers, equipment, and office decorations do so at their own risk. The College will not assume responsibility or replacement cost for any employee's personal property of any kind that is damaged, lost, or stolen.

## Posting Signs

All signs/fliers must be approved through the President's Office before they are posted on campus. Signs must be posted in approved and designated areas. Signs posted in unapproved locations may be removed.

## Purchasing Procedures

*Note:* Purchasing must follow the OMB Uniform Guidance for Procurement. The below requirements meet these minimum standards, however any purchases over \$150,000 have additional requirements that need to be met to meet government standards.

Purchases made through Frank Phillips College are grouped by dollar amount:

1. Purchases less than \$450
2. Purchases exceeding \$450
3. Purchases exceeding \$25,000
4. Computer software, hardware, & related items

Purchases less than \$450:

- Purchases less than \$450 must be initiated with a purchase order, standing purchase order, or FPC issued credit card.
- The purchase must be authorized and approved by the authorized administrator of the department.
- The immediate supervisor must approve purchases for the Director level and above.
- The correct account number is required on all purchases.

Credit card purchases are authorized under the guidelines explained in the "College Credit Cards" section of this document.

Purchases exceeding \$450:

- Purchases exceeding \$450 must be initiated with a purchase order.
- The purchase order must be authorized and approved by the authorized administrator of that department and the Business Office.
- For non-instructional departments, the Business Office will provide authorization and approval.
- The approval of the President is required on all purchases exceeding \$2,500.
- For the Director level and above, the direct supervisor must approve purchases.
- The correct account number is required for all purchase orders.
- Once a purchase order is approved, orders may be placed for items requested.

Purchases exceeding \$25,000:

- At least three competitive bids (or request for proposals) are required on all items that are purchased from one vendor and have an estimated annual total of \$25,000 or more. For a complete explanation, refer to the Handbook on Purchasing for Texas Public Schools, Junior Colleges and Community Colleges published by the Texas Education Agency, at [www.tea.state.tx.us](http://www.tea.state.tx.us).

Purchases for computer software, hardware, & related items:

- All purchases must be authorized and approved by the authorized administrator of that department and the President.

*Note:* Follow the above guidelines regardless of if the purchase exceeds or is less than \$450.

### Inventory Policy

Perkins items must have permanently-affixed inventory tags and have some indication that they were purchased with Perkins funding on the tag. The tag should contain a unique number in the campus inventory system. Perkins inventory is to be kept with the general FPC inventory, which is campus-wide; items over \$5,000 (capital items) must have inventory number, acquisition date, and grant number of year purchased. All purchased equipment will follow the procedures outlined in the funded grant.

### Inventory Procedure

Items received must be inventoried with a unique institutional number and with either tags or engraving that are permanently affixed to the item. Once the item has been received, the department which has ordered the item will be responsible for placing the permanent inventory number, whether with permanent tag or engraving on the item. In addition, the item must be added to the general FPC inventory and marked as purchased with Perkins funds. Once finished, the Director will be informed of the completion of the inventory process.

OMB Uniform Guidance for Procurement: Effective 9/1/18

### § 200.320 Methods of Procurement to be followed.

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does exceed the micro-purchase threshold of \$3,000 (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

- (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold of \$150,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- (c) Procurement by sealed bids (formal advertising) for purchases over \$150,000. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
  - (1) In order for sealed bidding to be feasible, the following conditions should be present:
    - (i) A complete, adequate, and realistic specification or purchase description is available;
    - (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
    - (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
  - (2) If sealed bids are used, the following requirements apply:
    - (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
    - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
    - (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
    - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
    - (v) Any or all bids may be rejected if there is a sound documented reason.
- (d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
  - (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - (2) Proposals must be solicited from an adequate number of qualified sources;
  - (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - (5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a

selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in [paragraphs \(b\)\(1\) through \(5\)](#) of this section.

### Travel Expense Reimbursement

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for reasonable and allowable expenses according to the current rate schedule established by the college. Employees must submit receipts to be reimbursed for expenses other than mileage.

Employees may not use College funds to purchase gasoline for their personal vehicles and may not submit reimbursement for gasoline. In the event that an employee uses his or her personal vehicle for College travel out of town, current mileage rates will be applicable to the employee.

Reimbursable Expenses:

- Automobile expense: the mileage allowance for all privately owned vehicles used for official College business shall not exceed the approved allowance. Toll charges and parking fees are reimbursable on an actual cost basis. Reimbursable automobile expenses must be submitted on official College forms.
- Other expenses: in addition to reimbursable travel expense, the following expenses are reimbursed on an actual cost basis:
  1. Meals: a reasonable cost of each meal plus tip.
  2. Guests: if, while in travel status, a meal is paid for by an employee for other employees, the name of the other employees must be shown on the reimbursement request. Reimbursement of expense for guests other than fellow employees will be disallowed unless prior approval has been obtained.
  3. Lodging: actual cost of lodge and tip is reimbursable.

### Work-Related Injury

Any employee who suffers a work-related injury must immediately notify his/her immediate supervisor and complete an Accident Form, available in Human Resources. The Accident Form must be completed the same day of the injury.