



EMPLOYEE HANDBOOK

focused

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NORTHEAST TEXAS --- **COMMUNITY COLLEGE**

Dear Colleagues:

We are grateful you have joined our team. This orientation is important to your preparation for the important work we perform every day. I think you will find our policies are reasonable and employee benefits are solid.

Please keep in mind that we exist to serve our region, we believe in the ability of education to change lives, and we choose to work in community (mutual care, respect and accountability). It is through practicing these values that we maintain an atmosphere at Northeast Texas Community College which is invigorating and professionally satisfying.

I look forward to working with you,

*Bradley W. Johnson, Ed.D.
President
Northeast Texas Community College*



Dear Northeast Texas Community College Employee:

At Northeast Texas Community College, we recognize that your working environment is critical to carrying out the college's mission. For our team, this means providing administration of personnel policies, benefits, and a compensation program that are competitive, fair, and clearly understandable.

We believe that an exemplary employer/employee relationship depends greatly upon respect and understanding of each other's needs. Within this department, those needs can only be met if we provide superior service to you, the staff and faculty of Northeast Texas Community College.

Because it is important that you become familiar with as much information about our College and Texas Higher Education as possible, the New Employee Orientation has been developed to help you get started. Although it will by no means address everything, we hope to provide you with a general understanding and awareness of what NTCC expects of you and what you may expect in return. Your Supervisor, and our Human Resources team will try to do everything possible to make you welcome, to help you do an outstanding job and to make this new job transition an easier one. Please feel free to ask your Supervisor or any of the Human Resources team any questions you may have.

On behalf of the entire Human Resources team, I would like to welcome you to Northeast Texas Community College and extend our wishes for your continued success and fulfillment with us.

The Human Resources Team is here to serve you!

*Amy Adkins
Director of Human Resources and College Relations
Northeast Texas Community College
aadkins@ntcc.edu
903-434-8121*



PREFACE

This training program, the contents and any subsequent additions or revisions thereto do not constitute any contractual obligation for employment for any specific period of time at Northeast Texas Community College (NTCC) for its employees. This handbook is neither a contract nor a substitute for the official NTCC policy manual. It is a guide to and a brief explanation of college policies and procedures. College policies and procedures can change at any time; these changes will 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 the handbook topics, confer with their supervisor or call the appropriate Administration office. Policy manuals are located in the President's Office and are available for employee review during normal working hours.

Except for the employment at-will relationship, NTCC reserves the right to change, in its sole discretion, any policy or practice and the hours, wages, working conditions, job assignments, position titles, compensation rates, and benefits for an employee.

Employment at NTCC is employment at will. Employment may be terminated at the will of either the employee or the employer at any time, with or without "cause" and with or without advance notice. Except for the Board of Trustees and the President of NTCC, no manager, supervisor or representative of NTCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment. Only the President of NTCC can make such agreement and then only in writing. Signature authority has been given to the Executive Vice President of Instruction and Student Development in the hiring of adjunct faculty positions to fulfill NTCC's educational schedule.

In your day-to-day conduct at NTCC, you will be expected to use common sense and good judgment and to follow all policies, procedures and service standards applicable to your position. The NTCC website has a complete copy of Board policies. The NTCC website is www.ntcc.edu.

NTCC values its reputation for complying with all applicable federal, state and local laws and regulations in the conduct of its business. Therefore, every employee acting on behalf of NTCC is expected to comply with all applicable laws and regulations. NTCC will utilize and fully cooperate with law enforcement authorities in the prosecution of anyone (employee or non-employee) involved in any illegal activity which affects NTCC, its employees, its students, or its property.



NORTHEAST TEXAS COMMUNITY COLLEGE

MISSION STATEMENT

Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.

VISION

Northeast Texas Community College is poised and ready to help our region meet the challenges of a changing world. The delivery of superior instruction, training and services steadily improve our communities educationally, economically, culturally and ecologically. NTCC is a model of good stewardship of financial, structural and natural resources, dedicated to assisting students as they achieve their personal hopes, dreams and ambitions.

VALUES

- Students are our priority.
- In all things-excellence.
- Act with integrity.
- Preserve the strength of the general education core curriculum in a sustainable manner.
- Care for the earth and our natural resources.

GOALS

1. Enhancing high quality learning opportunities
2. Assuring student success
3. Providing access and support of the educational mission
4. Building regional, state and national economic vitality
5. Living in community
6. Maintaining fiscal stability
7. Preserving our heritage



STATEMENT OF NON-DISCRIMINATION

Northeast Texas Community College provides the freshman and sophomore courses of traditional baccalaureate programs; it trains persons in the areas of agriculture, allied health, cosmetology, automotive/diesel mechanics, auto body repair, accounting, banking, business and management, office occupations, computer information systems, culinary arts, and criminal justice; it supplies courses essential to the upgrading of job skills; and it enables people to pursue leisure and a vocational interests through planned activities. Northeast Texas Community College has an “open door” admissions policy.

The Academic Skills Center offers a variety of courses and services designed to assist persons to acquire the skills needed to reach their educational and occupational goals; the lack of English language skills will not be a barrier to enrollment. It is the policy of Northeast Texas Community College not to discriminate on the basis of gender, race, color, national origin, religion, disability, or age in its educational programs, activities or employment policies. Employment decisions will be made on the basis of each applicant’s job qualifications, experience and abilities.

Inquiries regarding compliance may be directed to the Affirmative Action Officer at P.O. Box 1307, Mt. Pleasant, Texas 75456, telephone 903-434-8100.



NORTHEAST TEXAS COMMUNITY COLLEGE

History

During the fall of 1983 a group of citizens in Camp, Morris, and Titus counties formed a steering committee to establish a community college district. In January 1984 a proposition to establish a community college district and to authorize the issuance of \$10,000,000 in bonds was passed. The creation of the community college district was the first in the state in ten years.

The Board of Trustees of the district was sworn in on January 30, 1984 and immediately began the process of selection of a site, an architectural firm, and a College President. In seeking to build a college campus that served all residents of the district, the Board purchased a 220 acre farm centrally located among the three county seats of Pittsburg, Daingerfield, and Mount Pleasant. A College President was selected in May of 1984 and construction began in November. During the construction months, college faculty and staff were hired, academic programs were planned, and administrative policies and procedures were established.

In August 1985, Northeast Texas Community College started classes on schedule in the recently completed buildings. Due to the quality of instruction, Northeast received full accreditation by the Southern Association of Colleges and Schools in January 1987, one full year ahead of schedule.

Since that time Northeast Texas Community College has experienced growth in student enrollments and in its level of recognition as an institution which offers quality instructional programs in a student-oriented environment.

Northeast Texas Community College is located in a beautiful rural setting near the Chapel Hill community. Through an extensive visioning plan the campus now encompasses more than 375 acres. The campus is easily accessible for all residents of Camp, Morris, and Titus Counties. The campus includes the Math/Science Building, the Humanities Building, the Business Technology Building, the Industrial Technology Buildings, the Learning Resource Center, the Student Union Building, the Administration Building, the University Health Science Center, the Elizabeth Hogatt Whatley Agriculture Complex, the Industrial Technology Regional Center, the Criminal Justice Center, the Residence Halls, the Fitness Center and the demonstration and research farm.

A state-of-the-art Physical Fitness Annex with a Nautilus weight room, baseball and softball fields, a rodeo arena, and three tennis courts are also available. Construction has been completed on a new soccer field and office/concession building at the Priefert Rodeo Complex. The Jim and Elizabeth Whatley Center for the Performing Arts, completed in the fall of 1991, features a theatre with a modern instructional stage and seating for 580. The lobby area doubles as an art gallery for students and visiting art shows, and the building includes theatre and music classrooms. The main campus design is extremely attractive. All buildings are constructed of earth-tone brick and have copper-tone metal roofs. The interior plaza, available for pedestrian traffic only, is graced with large fountains and is beautifully landscaped. The College owns or rents and operates outreach facilities in Pittsburg, Naples/Omaha, and Mount Pleasant.



NORTHEAST TEXAS COMMUNITY COLLEGE

Time Line

- 1983; Fall --Steering Committee formed
- 1984; Jan --Proposition to establish a Community College, issue Bonds, set a tax rate, and elect a Board of Trustees passed.
- 1984; Jan. --Members of the elected Board of Trustees sworn in on January 30.
- 1984; May --First College President selected
- 1984; Nov. --Construction began
- 1985; Fall --Construction complete of main campus.
--First classes held Fall Semester '85
- 1987; Jan. --NTCC receives full accreditation by Southern Association of Colleges and Schools (SACS)
- 1991 --Whatley Center completed
- 2004 --Construction completion of Phase I: Health Science Center; Industrial Regional Technology Center; and Criminal Justice Center
- 2005 --Hanson/Sewell Center complete, Phase I
- 2007 --Hanson/Sewell Center complete, Phase II
- 2007 Ground breaking of the new softball field, basketball court, volleyball court and soccer field
- 2008 --Construction completion of softball field, basketball and volleyball court and soccer field
- 2010 --Ground breaking of the new agriculture complex (Elizabeth Hogatt Whatley Ag Complex)
- 2010; Summer --Board approval of new dorm/fitness complex
- 2010; Fall --Completion of new Elizabeth Hogatt Whatley Agriculture Complex
- 2011; Summer --Completion of new dorm/fitness center complex
- 2011; Fall --Grand Opening for the Industrial Technology campus and Dorm/Fitness Center Complex in Mt. Pleasant



The Foundation

The Northeast Foundation is a non-profit corporation chartered under the laws of Texas and established in 1984. Its purpose is to receive and administer gifts to enhance educational excellence at NTCC. The foundation board seeks to identify potential sources of private gifts, to enable donors to make appropriate contributions that match their interests and needs, to provide for the prudent management of gift resources, and to encourage the involvement of interested persons in the work of the foundation.

WELCOME!

NTCC is excited about adding you to our team.

To cater to our community we provide education and programs in the following areas:

- Agriculture
- Anatomy and Physiology
- Anthropology
- Art
- Associate Degree Nursing
- Associate of Applied Service Degree
- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching Degree
- Astronomy
- Athletic Programs
- Auto Body Repair
- Automotive Mechanics
- Banking
- Biology
- Biomedical Science
- Business Administration
- Certificate Programs
- Chemical Engineering
- Chemistry
- Citizenship Program
- College Level Examination Program
- Communities in Schools
- Communications
- Computer Science
- Concurrent Enrollment
- Continuing Education
- Cooperative Education
- Cosmetology
- Criminal Justice Technology
- Culinary Arts
- Developmental Education
- Diesel Technology
- Distance Education
- Drama
- Economics
- Education
- Electrical Occupations
- Emergency Medical Services
 - Engineering
- English
- ESL
- Experiential Learning
- Farm and Ranch Management
- Foreign Languages
- Forensic Science
- GED Preparation and Testing
- Geography
- Geology
- Graphic Arts Production
- Health, Physical Education, Recreation
 - Health Services
- History
- Humanities
- International Baccalaureate
- Legal Secretary
- Literacy Education
- Literature
- Management
- Mathematics
- Mechanical Power
- Medical Assistant
- Medical Laboratory Technician
- Medical Secretary
- Microbiology
- Music
- Nursing
- Office Occupations
- Outreach Services
- Peace Officer Certification
- Philosophy
- Physical Education
- Physical Therapist Assistant
- Physics
- Police Academy
- Political Science
- Pre-Baccalaureate Nursing
- Pre-Engineering
- Pre-Professional Studies
- Professional Education and Allied Health
- Professional Office Services
- Psychology
- Reading
- Secretarial Careers
- Skills Development
- Small Business Development Center
- Small Engine Technology
- Social Work
- Sociology
- Spanish
- Speech
- Teacher Education Programs
- Tech Prep
- Theatre
- Upward Bound
- Vocational Nursing
- Welding
- Work Study Program
- Writing

Bachelor's degree programs in agreement with Texas A&M University –Texarkana

NORTHEAST TEXAS COMMUNITY COLLEGE

Administrative Organization

Board of Trustees

Mr. John Bryan.....	Naples
Mr. Sid Greer.....	Daingerfield
Mr. Chuck Johns.....	Pittsburg
Mr. Jerry Webster.....	Pittsburg
Mr. Bill Ratliff	Mt. Pleasant
Dr. Dan McCauley.....	Mt. Pleasant
Mr. Robin Sharp	Mt. Pleasant

College Personnel

Please see college catalog and personnel directory for a complete listing.

Dr. Brad Johnson.....	College President
Pat Tallant.....	Executive Assistant to the President

Instruction

Dr. Ron Clinton.....	Executive Vice President for Instruction
Shemetric Williams.....	Administrative Assistant, EVP for Instruction
Shannon Cox-Kelley.....	Dean of Health Sciences
Kevin Rose.....	Associate Vice President for Workforce Development

Student and Outreach Services

Dr. Josh Stewart	Vice President for Student and Outreach Services
Angie Seaton.....	Administrative Assistant, VP for Student and Outreach Services
Melody Henry.....	Associate Dean of Outreach Services

Administrative Services

Jeff Chamber	Vice President for Administrative Services
Linda Kerley.....	Administrative Assistant, VP for Administrative Services
Jaci Merritt.....	Controller
Tim Johnston.....	Director of Plant Services

Institutional Advancement

Dr. Jonathan McCullough.....	Vice President for Advancement
Lori Hunter.....	Administrative Assistant, VP for Advancement, and Scholarship Advisor

Human Resources

Amy Adkins.....	Director of Human Resources and College Relations
Melissa Dickeson.....	Sr. HR Generalist
Maria Razo.....	HR Specialist



WORKING HOURS

Northeast Texas Community College normal hours of operation are as follows:

Monday – Thursday: 8:00 AM – 6:00 PM
Friday: 8:00 AM – 12:00 PM

CAMPUSES

In addition to the main campus in Mt. Pleasant, NTCC offers college services to communities in our service areas at the following locations:

Hanson-Sewell Center
237 College St.
Pittsburg, TX 75686
(903)855-1441

Culinary Arts Institute
114 Jefferson Street
Pittsburg, TX
(903)856-7000

Naples-Omaha Center
412 W.L. “Doc” Dodson Blvd. (Hwy. 67/at the Naples Civic Center)
Naples, TX 75568
(903)897-2935

Community Resource Center (CRC)
201 N. Gibson Avenue
Mt. Pleasant, TX 75455
(903)575-2130

Industrial Technology Training Center (ITTC)
1100 Lakewood Drive
Mt. Pleasant, TX 75455
(903)5757-9215

JOB VACANCY ANNOUNCEMENTS

Announcements of job vacancies by position and location are posted online at www.ntcc.edu. Additional advertising in local, state, and national publications and on internet job boards may be utilized on an as-needed basis.

EMPLOYMENT AFTER RETIREMENT

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one calendar month after the retirement date provided they meet certain conditions.

Retirees may work in the following capacities without a loss of retirement benefits:

- On a half-time or less basis during any month. Half-time employment cannot exceed the lesser of 50 percent of the position's full time load or 92 hours in a month.
- On a full-time basis during the six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month constitutes a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

PAYROLL

Monthly timesheets for payroll, required for all Classified Staff and various other positions across campus, should be completed online through the payroll time and attendance system no later than the 10th day of each month, unless otherwise notified. Payroll for all employees is disbursed on the 20th day of each month, unless otherwise notified. Direct deposit is required and available for the employee's convenience by filling out the necessary forms in the Human Resources office.

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) or Optional Retirement Program (ORP) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life insurance. Salary deductions are automatically made for unauthorized or unpaid leave. All payroll deductions must be submitted in writing to the college HR Payroll Office.

SERVICE STANDARDS

NTCC has designated a specific set of standards that complement and enhance the current Employee Code of Professional Ethics. These standards are guidelines to follow regarding our service to our students, our campus visitors, our community members and our fellow employees. All faculty and staff are expected to exhibit and maintain these standards on a consistent basis and will be held accountable for performance in this area. The service standards are a commitment that each employee at NTCC must adopt for continued employment. The commitment statement reads:

I WILL:

1. Greet everyone with a smile
2. Use their name
3. Be professional and genuine
4. Give 100% of my attention

5. Take responsibility for their experience
6. Keep their business private
7. Ask if there is anything else I can do to help
8. Thank them

PARKING AND PERMITS

There is no designated parking on campus other than those spaces allocated to handicapped individuals. Permit tags are distributed to all new employees upon completion of new hire paperwork. Parking is allowed on all open lots within the campus, except for the circle drive, which is reserved for visitors. Violators will be issued a parking citation by campus security personnel. Additional permits or replacement permits may be obtained from the Human Resources office.

CHECK CASHING

The Business Office will cash personal checks as a courtesy to College employees when funds are available. Checks should be made payable to Northeast Texas Community College. No third-party checks will be accepted.

EMPLOYEE E-MAIL

Upon employment, each individual will be assigned a college email address. **Email has been designated as the primary method of communication campus-wide so employees are expected to routinely and consistently review and respond to email correspondence.**

EMERGENCY WEATHER

In the case of inclement weather, official information will be sent by the administration to the local radio and television stations as to working hours, classes, etc. In addition, updates will be posted on the website at <http://www.ntcc.edu> . NTCC also has implemented an Emergency Notification System by which you may receive notifications via your home or cell phone. Please notify Human Resources if you wish to participate in the free notification service.

KEY CARDS and SERVICE REQUESTS

The Human Resources department issues key cards to all eligible employees. Buildings remain open during business operating hours; however, if you should need access to a building after hours and do not have a key card distributed for your use, please contact security for entrance.

To utilize the Plant Services Helpdesk to report service needs or repairs, please see NTCC Plant Services Helpdesk manual attached. For computer and software issues please refer to the NTCC Eagle Help Desk manual also attached.

CLASSIFICATION OF EMPLOYEES

Contract Employees

1. Full time teaching faculty, including Division Directors and other full time teaching faculty with administrative responsibilities.
2. Full time non-teaching administrative/professional personnel, which shall include administrative officers, program directors and coordinators, and other professional personnel whom are classified as exempt.

Non-Contract (Classified) Staff

1. Personnel employed in a position with a designation other than any of those listed above.
2. Included are secretarial and clerical staff, paraprofessionals, grounds keepers, maintenance staff, college store and those personnel whom are classified as non-exempt.
3. Part-time or temporary faculty.

Full and Part-Time Defined

For determination of benefits eligibility, the classifications promulgated by the Teacher Retirement System of Texas will govern the definition of full-and part-time employees.

JOB DESCRIPTIONS

All positions (professional/administrative, faculty, and classified) have written job descriptions. Employees may access their job descriptions at ww.ntcc.edu under the Human Resources tab.

UNEMPLOYMENT COMPENSATION INSURANCE

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the college Human Resources Office.

WORKER'S COMPENSATION INSURANCE

NTCC, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. NTCC has workers' compensation coverage from a third-party carrier. Benefits may help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

BENEFITS

The District shall participate in the uniform group life and health insurance coverage for all employees of Texas state colleges and universities. Accident insurance is available as an option for employees at additional cost.

A. Full-Time Employee Benefits

1. **Tax sheltered “cafeteria” plans** meeting the requirements of section 125 of the IRS code. Contributions to “cafeteria” plans are paid by the employee through payroll deduction.
2. **Health insurance** providing hospital care and major medical expense. Optional coverage for dependents will be available at the employee’s cost. Retirees may be eligible for this coverage also. (United Healthcare)
3. **Term life insurance** of \$5,000, including AD&D, reducing at certain ages. Optional term life and AD&D insurance is available for the employee and dependents at the employee’s cost. Eligible retirees are provided \$2,500 until age 70.
4. **Dental insurance**, either an indemnity plan or maintenance plan. Dependents may be covered at the employee’s cost. (Humana)
5. **Long-term disability** insurance.
6. **Retirement plan** through the Teacher Retirement System (TRS) or the Optional Retirement Program (ORP), depending on eligibility. The employee will be required to contribute a certain part of their salary to either one of the retirement programs. To be eligible to retire from Northeast Texas Community College, and receive insurance benefits, the employee must meet the retirement regulations of the Teacher Retirement System of Texas, even if a member of ORP. Personnel Policy: DF (LEGAL)
7. Participation in **tax sheltered annuity** programs meeting the requirements of section 403(b) of the IRS code. Contributions to any 403(b) plan are paid by the employee through payroll deduction.
8. **Employee Educational Benefits:** Full-time employees, their spouses, and dependent children under the age of 25, shall be eligible for educational benefits. Exempt from fees; Text book borrow program. Personnel Policy DEB (LOCAL)
9. **Holidays:** The College will observe the following holidays:

New Year’s Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Memorial Day	Thanksgiving Day
	Christmas Day
10. **Vacation Leave:** Full-time, non-faculty employees on a 12-month appointment are eligible for vacation time during each calendar year. Personnel Policy DEC (LOCAL). Other non-faculty employees on reduced length contracts will accrue at a reduced rate based on the length of contract. New employees are not eligible for vacation within the first six months of employment.

<u>Years of Service</u>	<u>Days of Vacation</u>
More than 6 months	5 days
1-5 years	10 days
5-10 years	12 days
10 or more years	15 days
11. **Sick Leave:** Full-time employees may accumulate a maximum of 960 paid working hours of sick leave, acquired at the rate of eight (8) hours per month of contracted employment. Personnel Policy DEC (LOCAL)
12. **Bereavement Leave:** A maximum of three days leave with pay may be granted for an employee’s absence due to a death in the employee’s immediate family, or as approved by the College President. Immediate family includes spouse, mother, father, child, brother, sister, grandparents, foster parents, or any other person defined by the College President. Personnel Policy DEC (LOCAL)

13. **Court or Jury Duty:** Employees should fulfill their civic responsibility to serve as a juror or witness. Leave with pay, for a reasonable length of time required for rendering service as a witness, shall be provided. Personnel Policy DEC (LOCAL)
14. **Military Leave:** Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services (the Armed Services, the Army or National Guard, and the Air National Guard when engaged in active duty for training, inactive duty training, or full time national Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or emergency) shall be entitled to certain re-employment benefits under the Uniformed Services Employment and Re-employment Rights act of 1994 (USERRA). Personnel Policy DEC (LOCAL)
15. **Personal Leave:** Personal leave days may be granted to an employee for very extraordinary circumstances. The need for personal leave must be approved in advance (if possible) by the Director of Human Resources and College Relations. Personnel Policy DEC (LOCAL)
16. **Extended Leave:** After an employee has used all available sick leave, the employee may apply for an extended leave of absence in case of extreme need. Personnel Policy DEC (LOCAL)
17. **Professional Development Leave:** Professional development leave (without salary) for administrative or faculty personnel may be granted by the College President with approval by the Board for a period not to exceed two (2) years. Personnel Policy DEC (LOCAL)
18. **Sabbatical Leave:** The purpose of sabbatical leave is to benefit the College and its students by providing faculty and administrative employees with the opportunity to engage in activities leading to professional growth and revitalization. Personnel Policy DEC (LOCAL)
19. **Service Awards: Employees** will receive a service award at 5, 10, 15, 20, 25 and 30 years of service.
20. **Outside Employment:** Each semester all employees must receive the President's approval prior to accepting any outside employment. This also applies to self-employment.

B. Part-time Employee Benefits

Part-time employees, working more than half-time, will receive the same medical, dental, and life insurance as full-time employees. The employee will be eligible and required to contribute to the Teacher Retirement System for retirement benefits.

Refer to Personnel Policy Section D for complete details regarding employee benefits.

EDUCATIONAL OPPORTUNITY

Employees are encouraged to further their education, and the opportunity to do so should be considered a privilege. Employees must recognize that their obligation to the institution comes first and that the nature of the obligation may preclude being able to enjoy this privilege. It is understood that any change in work schedule must be pre-approved and regarded as temporary and that, following completion of any course employees will resume their regular work schedule. Generally, employees may take the equivalent of one three-credit-hour course per long semester (fall or spring) during normal work hours. Employees must request permission in writing from the immediate supervisor, utilizing the proper form and documenting any temporary change in work schedule. Employees must fulfill their employment obligations and make up any lost time. Exceptions to this policy provision must be negotiated with the immediate supervisor and approved by the Director of Human Resources.

NTCC COLLEGE STORE

One of the more exciting benefits afforded to employees of the college is a 10% discount at the NTCC College Store. The College Store carries a wide variety of office supplies, collectibles, gifts, logo clothing, jackets, and more.

EVALUATIONS

Performance evaluations are administered on an annual basis for every full-time College employee. Evaluations are based on the employee's ability to perform assigned tasks and other job-related duties. Employees will be informed of the criteria on which they will be evaluated. Full-time faculty members will be evaluated through a process administered by the Executive Vice President for Instruction, utilizing student evaluations, self-evaluation, and the supervisor's evaluation. Part-time faculty members will be evaluated by the Division Directors, using student evaluations, observations, and other appropriate means. Evaluation results will be reviewed with each employee by the supervisor preparing the evaluation.

PERSONNEL RECORDS

Personnel files are maintained in the Human Resources office in an electronic format. Personnel files are limited to: application for employment, official transcripts, letters of reference for initial employment, relevant licenses and certificates, employment contracts, federal and state employment forms, personnel action forms, vacation and sick leave forms. Employees or their designated representatives may access their own files by written request. All other access is limited to Human Resources personnel, the direct supervisor of an employee, or a college administrative officer, and only on a business need-to-know basis. Public access is governed by the requirements of the Texas Public Information Act (Texas Government Code, Chapter 552).

TOBACCO-FREE INNER CAMPUS

Northeast Texas Community College has chosen to create a tobacco-free "inner campus." Smoking is only permitted in personal vehicles in the parking lots around the perimeter of the campus, and at two smoking huts on the southeast and east side of the campus. Smoking is not allowed in any college-owned or leased vehicle. The non-smoking policy includes the use of electronic cigarettes per Board policy.

SEARCHES AND PRIVACY

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, NTCC reserves the right to conduct searches when there is a reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. NTCC may search the employee, the employee's personal items, work areas, lockers, and private vehicles on college premises or work sites used in college business.

TRAVEL AND PROCUREMENT PROCEDURES

Northeast Texas Community College uses the Distributive Purchasing System, which allows for the process of Purchase Order initiation, Travel Voucher/Expenditure requests, and Budget Transfer requests within

the College's computer network. Designated Classified employees typically initiate all such requests at the direction of faculty members and/or professional/administrative employees. All requests must be made and approved in advance of anticipated need. Please contact the Business Office for complete instructions on the appropriate actions for requesting Purchase Orders, pre-approved Travel Vouchers/Expenditures, and Budget Transfers.

SEXUAL HARASSMENT

Sexual Harassment Prohibited

No member of the College community may sexually harass another. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is unprofessional conduct which interferes with the pursuit of learning and the conduct of employment responsibilities. The College will not tolerate any form of sexual harassment, nor will it tolerate any attempt to retaliate in any way against a person who has brought a complaint alleging sexual harassment. Employees, supervisors, managers and others who violate this policy are subject to disciplinary action, up to and including termination. Independent contractors, vendors, and others who do business with the College or on College premises are expected to ensure compliance with this policy. The College will take appropriate action if they fail to do so.

Sexual Harassment Defined

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature, when one or more of the following circumstances are present:

1. Toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation;
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or academic evaluation affecting such individuals;
3. The conduct has the purpose or effect of interfering with an individual's work performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

Examples of Prohibited Conduct

Examples of prohibited conduct under this policy include, but are not limited to:

1. Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
2. Repeated insults, humor, comments, jokes, actions and/or anecdotes that belittle or demean an individual's or a group's sexuality or sex;
3. Repeated unwelcome comments of a sexual nature about an individual's body or clothing;
4. Unwarranted displays of sexually suggestive objects or pictures;
5. Unnecessary touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
6. Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; or
7. Sexual assault.

Refer to Personnel Policy DIA (LEGAL) and DIA (LOCAL) for details, located at www.ntcc.edu under the Human Resources section.

DRUG FREE WORKPLACE

The Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or paraphernalia, as these terms are defined in state and federal law, in the workplace or at any school related event.

Employees who violate this prohibition may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs or may be terminated from employment with the College.

Refer to Personnel Policy DI (EXHIBIT, LEGAL AND LOCAL); DHB (LEGAL) and DH (LEGAL AND LOCAL)

DISCIPLINARY ACTION

The enforcement of College rules and regulations in a fair and consistent manner is necessary. It is the position of the College that any action, in general, that is detrimental to other employees or the College may be grounds for disciplinary measures. The severity of the offense determines the course of action by the supervisor, and all employees whether contractual or non-contractual are afforded due process. Basic disciplinary procedures are as follows:

1. The supervisor will review the facts of the case with the employee involved.
2. The employee will be told what action will be taken if another violation occurs.
3. A record of the warning, stating the facts which were reviewed with the employee and the actions discussed, will be prepared by the immediate supervisor. If no other violations of any regulation are committed for a period of twelve months, the warning letter will be removed from his/her file upon request and the recommendation of the employee's immediate supervisor and the approval of the Director of Human Resources.
4. If the employee disagrees with the record or wants to appeal the decision, he/she may do so by filing an appeal (see Grievance Committee, below).

NON-REAPPOINTMENT/DISMISSAL

In the unfortunate event that an employee is terminated, whether through non-renewal of contract or direct dismissal, the employee has the option of requesting a hearing before a Grievance Committee. The Grievance Committee will be composed of the following:

- Executive Vice President for Instruction (chairperson)
- Director of Human Resources
- One faculty representative
- One professional/administrative representative
- One classified personnel representative
- One student representative (when a student interest is involved or a student is one of the principals)

The Grievance Committee will provide an opportunity for discussion by the principals and will advise the President within ten (10) working days from the date of filing the appeal. The President will then make a ruling on the matter within five (5) working days from the date of the Grievance Committee's recommendation. The President's decision will be given to the employee in writing and will be final.

EQUAL OPPORTUNITY EMPLOYMENT Personnel Policy DAA (LEGAL)

A. Equal Opportunity Employment Statement

The District intends to fully comply with all state and federal regulations governing employment to ensure that the District will not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, gender, age, national origin, disability, or veteran status.

B. Exceptions

As an exception to the policy stated above, the Board may employ an individual on the basis of the individual's religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification reasonably necessary to the normal operation of the District.

C. Compliance Coordinator

The College President shall designate at least one employee to be responsible for the development and maintenance of an Equal Employment Opportunity Program which shall comply with all applicable laws and regulations. The Director of Human Resources and College Relations is the designated employee. All employees will be notified of the designated coordinator's name, office address, and telephone number.

EMPLOYEE CODE OF PROFESSIONAL ETHICS Personnel Policy DH (LOCAL, LEGAL and EXHIBIT)

Professional educators of Northeast Texas Community College 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 administration, faculty, and staff of Northeast Texas Community College, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

1. All employees 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.
2. All employees shall strive to help each student realize his or her full potential as a learner and as a human being.
3. All employees shall set the example and their actions shall encourage and defend the unfettered pursuit of truth by both colleagues and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. All employees shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. All employees shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

6. All employees shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. All employees shall make the most judicious and effective use of the College's time and resources.
8. All employees 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.
9. All employees shall support the goals and ideals of the College and shall act in public and private affairs in such a manner as to bring credit to the College.
10. All employees shall not engage in sexual harassment of students or colleagues and shall adhere to the College's policy on sexual conduct.
11. All employees shall observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.
12. All employees shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
13. All employees shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. All employees shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. All employees shall accept all rights and responsibilities of citizenship, always avoid use of the privileges of his or her public position for private or partisan advantage.

This policy statement was adapted from the Texas Community College Teachers Association Code of Professional Ethics (Revised February 20, 1997).

FAIR LABOR STANDARDS ACT Personnel Policy DEA (LOCAL AND LEGAL)

A. Compliance

Employees not exempt under the Fair Labor Standards Act shall be paid at minimum wage or greater and receive compensation for overtime under the conditions specified in the Act.

29 United States Code, Sections 206, 207

B. Overtime Compensation

Overtime is defined as those hours in excess of forty hours per work week, physically worked, not including vacation, sick, and holiday time. NTCC's work week begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday night.

The Fair Labor Standards Act (FLSA) authorizes compensatory time at the time-and-one-half (1.50) rate for nonexempt employees who work overtime. Compensatory time may be used in lieu of cash as compensation but must be agreed upon between the employee and supervisor on the Overtime

Authorization Form and approved by the responsible supervisor before the work is performed, except in the case of a real, unanticipated emergency. In an effort to contain cost and at the same time be assured that each area is adequately staffed, the following policy with regard to compensatory time has been established.

1. All hours worked in excess forty (40) hours per week must be identified as overtime or compensatory time and must be reported to the Human Resource Department with the appropriate signatures.
2. All overtime and compensatory time must receive prior approval from the appropriate supervisor, Overtime Authorization Form.
3. Vacation time, sick time, and holiday time are not considered hours worked for the purpose of calculating overtime and compensatory time.
4. All hours accumulated under the compensatory time portion of this policy must be taken within 90 days of accrual. Compensatory time/hours not utilized within 90 days will be paid as overtime. An employee will be paid for compensatory time upon termination.
5. Supervisors are encouraged to reduce overtime by planning ahead for peak workloads and by examining work methods and scheduling. Aside from peak periods necessitated by proposal preparation, registration, etc., overtime work should be the exception rather than the rule.



EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-839-5627
WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

WHD Publication 1420 Revised January 2009

Northeast Texas Community College

Employee Information

Personal Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Alternate Phone: () _____

E-mail Address: _____

Social Security Number or Government ID: _____

Birth Date: _____ Marital Status: _____

Spouse's Name: _____

Spouse's Employer: _____ Spouse's Work Phone: () _____

Emergency Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Primary Phone: () _____ Alternate Phone: () _____

Relationship: _____

OATH OF OFFICE

“I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this state; and I furthermore solemnly swear (or affirm), that I have not directly or indirectly paid, offered, or promised to pay, contributed, not promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward to secure my appointment or the confirmation thereof. So help me God.”

Signature

Date

By my signature below, I acknowledge that I understand that the Board of Trustees of Northeast Texas Community College has adopted a policy manual, which contains important policies related to my employment with the College. Therefore, as a condition of my employment, I understand that the College requires me to be familiar with the policy manual, and to keep up to date with any modifications to the policy manual that shall be adopted by the Board of Trustees from time to time. I understand that it is expected and required that all employees of the College review and maintain familiarity with the policy manual. Failure to follow College policies, as published in the policy manual, may result in adverse employment action.

By my initials, I acknowledge receipt of the following:

- _____ Employee Handbook
- _____ Policy Manual
- _____ Code of Ethics
- _____ Employment Discrimination/Sexual Harassment
- _____ Employee Standards of Conduct
- _____ FMLA Employee Rights and Responsibilities
- _____ Service Standards
- _____ HIV/AIDS Policy

This acknowledgement will be placed in your individual personnel file.

SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20

_____.

Notary Public

State of Texas

(Seal)