



*Faculty & Staff*  
*Full-Time*

**July 2010**

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# *Preface*

The purpose of this handbook is to provide information for faculty and staff regarding college policies, employment and institutional responsibilities. Faculty and staff may consult the College Policy Manual for additional information on college policies.

Classified employees are also subject to state policies as outlined in the Office of Personnel Management (OPM) manual, available in the Pulaski Technical College Office of Human Resources. If there are any discrepancies between this handbook and Board policy and State Law, the latter will take precedence. The policies in this handbook are subject to change by the President and Board of Trustees.

*Dan F. Bakke, Ed.D.*

July 2010

## **1. MISSION STATEMENT**

Pulaski Technical College is a comprehensive two-year college that serves the educational needs of central Arkansas through technical programs, a university-transfer program, and specialized programs for business and industry. The College's mission is to provide access to high quality education that promotes student learning, to enable individuals to develop to their fullest potential, and to support the economic development of the state.

### ***Purposes***

1. To provide comprehensive occupational and technical courses and programs for students who wish to gain competence in specific career areas or to upgrade their skills.
2. To provide university-parallel courses of high academic quality on the freshman and sophomore levels for students who will transfer to senior institutions.
3. To provide appropriate general education courses for technical degree and certificate programs.
4. To provide developmental education programs for students who need basic academic skills.
5. To provide opportunities for continuing education through credit or noncredit courses designed to meet the academic, vocational, and avocational needs of the community.
6. To provide academic advice, library services, guidance and counseling, financial aid and other services to students.
7. To support economic development in central Arkansas by providing customized job-specific training for businesses and industries in the region.

## **2. COMMITMENT**

The faculty and staff are committed to the philosophy and objectives of Pulaski Technical College in order that the mission of the College may be accomplished for the present and the future.

## **POLICIES AND INFORMATION**

### **3. EMPLOYMENT**

### 3.1 **Definition of Terms**

- a. “Administration” will include the President, Vice President for Instruction, Vice President for Student Services and Enrollment Management, Vice President for Finance, Vice President for College Advancement and other non-classified administrative support staff.
- b. The term “faculty” shall include members of the teaching staff, librarians, counselors, and other persons with similar duties on the College staff.
- c. “Classified employees” shall include all other regular personnel allocated to a class in the classification plan.
- d. “Full time employee” shall include:
  - (1) Classified employees occupying a regular salaried position for a state agency or state-supported institution of higher learning to include employees whose compensation is payable in whole or in part from federal funds.
  - (2) Contract employees having a contract of nine months or longer.

### 3.2 **Affirmative Action Policy**

Pulaski Technical College is an equal opportunity/affirmative action employer. Employment decisions are made without regard to race, color, creed, religion, sex, age, national origin, or disability of qualified handicapped individuals. The affirmative action officer is the Director of Human Resources and Employee Relations.

### 3.3 **Applying for a Different Position**

Vacancies for a position shall be posted and publicized. Anyone may apply for a vacated position. Written notification must be made for each position sought and an application submitted. Selection for the position shall be made based on merit, education, and experience.

### 3.4 **Part-time Employees**

The President or his designated representatives are authorized to interview, select, and make payment to part-time employees. Wages of these employees are to be paid out of budgeted funds and duly reported.

Part-time employees are allowed to work up to 1450 hours per fiscal year. It is the responsibility of the part-time employee and immediate supervisor to monitor these hours for compliance.

All employees (full-time and part-time) may exercise the option of carrying a voluntary annuity. This option will be unmatched and may not exceed the federally established limitation. This is voluntary and the College does not match

contributions. Please see the Office of Human Resources if you are interested in setting up a voluntary annuity.

### **3.5 Conflicts of Interest**

Each employee of the College has an obligation to report any personal financial interest in any business transaction of the College. Such disclosure must be made to the President.

### **3.6 Suspension and Dismissal of Personnel**

It is presumed that any employee who works for the College is able to do his or her job. However, there is certain extraordinary behavior and actions committed by employees that could subject said employees to immediate suspension, suspension without pay, or dismissal. These actions are those which are disruptive and detrimental to the functioning of the program and/or working relationships that must be maintained, and those actions that disrupt normal activities or bring discredit to the College. Examples of these actions include, but are not limited to the following: use of alcohol during working hours, drug abuse; felony conviction; refusal to comply with reasonable requests and/or directions from the immediate supervisor, which would amount to insubordination; lack of notification when employee does not report to work at the specified time; and willful violation of a state or federal law.

If disciplinary action is taken against the employee and the employee disagrees with that action, the employee has access to a review of those actions through the Grievance Procedures.

### **3.7 Grievance Procedure**

#### **General**

The College seeks to treat each employee fairly. The grievance procedure is intended to help promote that goal. Issues considered grievable include but are not limited to decisions affecting the employee relating to annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, discrimination, and sexual harassment. Issues that are not grievable include college policies, work assignments and reassignments, reductions in force, performance evaluations, matters that are outside the control of the College, and the results of a grievance proceeding.

All employees are encouraged to bring legitimate complaints to the attention of their immediate supervisor. A complaint must be registered within five working days of the incident prompting the complaint. Supervisors will provide time for complaint conferences as soon as possible, within five working days of the employee's complaint. The intent of these conferences is early and informal discussion of the issue in order to reach a timely and mutually satisfactory resolution.

## **Racial Discrimination and Sexual Harassment**

An employee with a complaint involving alleged racial discrimination or sexual harassment by the immediate supervisor may request a conference with the next level supervisor or the Director of Human Resources and Employee Relations. This conference will be held as soon as possible, within five working days of the employee's request.

### **Grievance Process**

1. If a complaint cannot be resolved informally, the employee may submit a written grievance to the supervisor, within five working days of the complaint conference. If the grievance involves alleged racial discrimination or sexual harassment by the immediate supervisor, the employee may file the written grievance with the next level supervisor. The supervisor will meet with the employee within five working days after receiving the grievance and will respond in writing to the grievance within another five working days.
2. If the grievance is still unresolved, the employee may file the grievance with the next level supervisor, with a copy to the Director of Human Resources and Employee Relations, within another five working days. The supervisor will meet with the employee within five working days after receiving the grievance and will respond in writing within another five working days.
3. If the grievance is still unresolved, the employee may file the grievance with the President. The President may request input from an ad hoc hearing panel or a fact finder. The hearing panel or fact finder will prepare a written report of findings and conclusions for the President, within ten working days after their appointment. Following receipt of the report, the President will render a written decision within ten working days. The President's decision will be final.

Failing a timely response at any level of the process, the employee may proceed to the next level. In the absence of timely action by the employee at any level of the process, the grievance will be considered to have been dropped. When warranted by special circumstances, the President may extend or modify the time limits specified.

### **Hearing Panels**

Hearing Panels will be selected from among members of the Pulaski Technical College faculty and staff in the following manner. The grievant will select one member of the panel. The respondent will select one member, and the Director of Human Resources and Employee Relations will select one member. The Director

of Human Resources and Employee Relations will coordinate the hearing process and provide administrative support to the panel.

The hearing panel will hear the grievance, review relevant documentation, and interview witnesses as it deems necessary. Each party to the grievance will have an opportunity to recommend witnesses. Hearing will be closed to all but the panel, the grievant, the respondent, the Director of Human Resources and Employee Relations, and invited witnesses.

### **Records**

A permanent written record of each grievance proceeding will be maintained as a confidential file by the Office of Human Resources indefinitely.

### **3.8 Engaging in Outside Employment**

While all full-time employees are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update technical skills is to be encouraged. Such employment, however, must not interfere with the discharge of the employee's duties at the College. It is expected that the employee will make clear, in all instances, that outside employment is their individual responsibility and that the College is not being represented. College assets are not to be used without expressed written permission.

## **4. COMPENSATION AND BENEFITS**

### **4.1 Review of Salaries**

The administration will evaluate regularly the salary schedules of college personnel to determine that amounts are adequate to attract, hold, and fairly compensate the caliber of faculty and classified personnel essential to an educational program of excellence.

### **4.2 Deductions from Payroll**

Payroll deductions for retirement, income tax, and Social Security are made automatically by the payroll system. Arrangements may also be made for deductions for annuities, health insurance, U.S. savings bonds, cancer intensive care insurance, etc., as authorized by the law and authorized by each individual employee. Employees should contact the Office of Human Resources for information regarding annuities, insurance programs, and related questions.

### **4.3 Group Insurance**

All full-time employees of Pulaski Technical College are eligible to participate in the group health insurance plan with the College. Specific details regarding all forms of insurance coverage are available from the Office of Human Resources.

#### 4.4 **Workers' Compensation**

Workers' Compensation provides all necessary medical, surgical, and hospital treatment following an injury on the job.

In the event an employee is in an accident arising out of the course of employment, a report of the injury must be made to the Office of Human Resources. The employee should provide the report on a form provided by the Workers' Compensation Commission before treatment is provided, unless an injury renders the employee mentally or physically unable to do so. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's report of injury.

Employees who are absent from work due to an occupational injury or illness will be subject to Arkansas Human Resource Management System policy statement, section 105, subsection 4.0 Workers' Compensation.

### **5. RETIREMENT PLANS**

There are several retirement plans available to employees. Participation in one of the systems is mandatory.

#### **5.1 Arkansas Public Employees Retirement System**

The College contributes to the Arkansas Public Employees Retirement System at a rate of 12.46 percent of the member's gross salary. All new employees first hired on or after July 1, 2005 are contributory. All new employees must contribute an additional 5 percent of their gross salary. Member contributions to this fund are tax sheltered. This plan vests in five years.

#### **5.2 Arkansas Teacher Retirement System**

The College contributes to the Arkansas Teacher Retirement System at a rate of 14 percent of the member's gross salary. All new employees must contribute an additional 6 percent of their gross salary. Member contributions to this fund are tax sheltered. This plan vests in five years.

#### **5.3 Alternate Retirement Plan (ARP)**

Employees electing the ARP must contribute 6 percent of their gross salary, with the College contributing 12 percent for employees hired prior to July 1, 1991, and 10 percent for employees hired after July 1, 1991. This plan vests in one year.

#### **5.4 Voluntary Annuity**

All employees (full-time and part-time) may exercise the option of carrying a voluntary annuity. This option will be unmatched and may not exceed the federally established limitation. This is voluntary and the College does not match contributions. Please see the Office of Human Resources if you are interested in setting up a voluntary annuity.

## **6. LEAVE/ABSENCE**

### **6.1 Sick Leave Policy**

A full-time employee earns sick leave credit at the rate of one day a month for each complete month of service. Sick leave credit begins to accrue immediately with the start of employment. Accrued sick leave may exceed 120 days during the calendar year, but those days in excess of 120 will be forfeited if not used by December 31 of each year.

Sick leave must be earned before it can be used. Sick leave accrues only when an employee is in the pay status, and does not accrue while an employee is on personal leave-without-pay for ten or more days in a calendar month.

Sick leave may be used for the following purposes: When the employee is unable to work because of sickness, or injury; or for medical, dental, or optical treatment. Sick leave may also be used for a death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee.

The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to sick leave benefits.

When possible, requests for sick leave for purpose of medical, dental, or optical examination, hospital stays, funerals, etc. should be made in advance.

When an illness occurs, the employee should report his or her absence to his or her supervisor as soon as possible. A leave form is to be filled out within two days after the employee returns to work. If the employee does not make proper notification for use of sick leave, such absences can be charged to annual leave (classified employees) or leave without pay. Such determination will be made at the President's discretion.

Absence due to illness or disability is charged in the following order: (1) Earned Sick Leave, (2) Compensatory Time, (3) Earned Annual Leave, (4) Leave Without Pay.

Accrued, unused sick leave will not be paid at time of termination, resignation, retirement, death, or other action by which a person ceases to be employed by the College.

Maternity leave is treated the same as any other sick leave or disability.

Upon retirement or death, any full-time employee or beneficiary of any full-time employee of the College shall receive compensation for accumulated unused sick

leave at retirement if accumulated days of sick leave are greater than 50 days up to a maximum of \$7,500 according to the schedule authorized under the sick leave policy. Compensation for accumulated unused sick leave under this section shall not be used by the Arkansas Teacher Retirement System in the calculation of final average salary under ACA §24-7-202(14).

The College reserves the right to change or stop the Sick Leave at Retirement Compensation Program if the need is determined by the Board of Trustees.

**6.2 The Family and Medical Leave Act of 1993**

The Family and Medical Leave Act of 1993, Title 29, Part 825 of the Code of Federal Regulations, became effective August 5, 1993. The Family and Medical Leave Act (FMLA) Entitles eligible employees to take up to twelve (12) weeks unpaid leave each for specified family and medical reasons.

Policies and procedures for Family and Medical Leave Act are available through the Office of Human Resources.

**6.3 Absence for Jury Duty and Court Appearances**

No deduction shall be made from the salary of an employee for required appearances in court, including jury duty, when the reasons for such appearances are not personal to the employee.

**6.4 Absence for Military Duty**

The College will comply with state and federal policies concerning military leave.

**7. GENERAL POLICIES**

**7.1 Alcohol and Drug Free Workplace Policy**

It is the policy of State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance, or being under the influence of alcohol at a college facility or while engaged in College-related activities is prohibited. Any employees violating this policy will be subject to discipline up to and including termination.

**7.2 Soliciting Funds on Campus**

The President or an authorized designee must give prior approval before an individual or group may solicit business with students, faculty, or staff. Only recognized campus organizations, with approval of the President, may have fundraisers.

**7.3 Expenditure of College Funds**

All expenditures of College funds must be authorized by the appropriate administrator. The President, the chief executive officer, is the administrator for

the expenditure of funds. Even though he may designate an individual, usually the Vice President for Finance, to oversee the expenditure of funds, the final authority rests with the President. Unauthorized expenditures shall not be reimbursed and remain strictly the responsibility of the individual.

**7.4 Requests for Maintenance**

Request for maintenance work should be submitted to the Director of Physical Plant, using the “Maintenance Request” form.

**7.5 Representation of the College**

College officials and members of the faculty or staff may be delegated by the Board or the President to represent the College on appropriate occasions. No such delegate, however, may commit the College to any doctrine, policy, or action without first obtaining the approval of the President.

**7.6 Political Activities**

According to GPD-9 of January 1986, state employees can, should, and are encouraged to participate in the election process so long as assistance to candidates is rendered on the employee’s own time and state property is not involved. Employees are not to endorse candidates, including the Governor, in their official capacity as state employees. A person’s status as an employee of the state is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements of an official capacity.

Arkansas state law prohibits state employees from devoting time or labor during usual working hours toward the campaign of candidates for office or for the nomination to an office. Political banners, posters or literature should never be allowed to be displayed on or in any state office. Political bumper stickers or decals should never be displayed on or in state cars.

**7.7 Pecuniary Interest in Contracts**

An employee of the College shall not be pecuniarily interested directly in any contract for supplies or services to the College, other than the services for which he or she is under contract.

**7.8 Appearance**

Personal appearance while on the job reflects the image of the College. While the appearance of an employee is a personal matter, all employees are encouraged to use discretion and wise judgment in their appearance and dress.

**7.9 Sexual Harassment Policy**

It is the policy of Pulaski Technical College that sexual harassment, as defined in the Federal Guidelines (29 CFR Ch XIV, subsection 1504.11), Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985, which amends Subsection (8) of Section 1801 of Act 280 of 1975 in the Arkansas Criminal Code, is intolerable and unconscionable and will not be

tolerated by Pulaski Technical College. Persons who are found to have committed and/or knowingly permitted acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal from employment.

It is also the policy that all employees be given the opportunity through established steps and processes as specified in the grievance procedure, to resolve alleged sexual harassment complaints.

**7.10 Smoking Policy**

As of August 1, 2010, Arkansas will require a smoking ban at all public institutions of higher education (including Pulaski Technical College). You may view the Clean Air on Campus Act of 2009 (Act 734) online at: <http://www.arkleg.state.ar.us/assembly/2009/R/Acts/Act734.pdf>

"Campus" is defined as "all property, including buildings and grounds that are owned or operated by a state-supported institution of higher education." Smoking in vehicles on campus is also prohibited. Violators may face fines ranging from \$100 to \$500.

**7.11 Purchasing**

The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes in an efficient and business like manner. The Vice President for Finance serves as the College purchasing agent.

An approved purchase order is required prior to any purchase.

**7.12 Use of College Name on Other than Official Publications**

The name and logo of Pulaski Technical College shall not be used on publications, brochures, correspondence, or any other document which is not an official document of Pulaski Technical College without the consent of the President.

**7.13 Inclement Weather Policy**

Inclement Weather Policy for students is located in the College Catalog/Student Handbook. If the President cancels classes due to severe weather, full-time and adjunct faculty do not report to the College. If the opening of the College is delayed, faculty is expected to report at the announced opening time.

The State Inclement Weather Policy applies to classified and 12-month contract employees. In the event of early morning severe inclement weather conditions, the Governor's Office will determine whether this inclement weather policy will be placed into effect and will publicly announce its implementation if warranted. On days declared to be covered by the inclement weather policy, all employees who can get to work without undue personal risk should do so. All employees should be at their work stations by 10:00 a.m. Employees arriving by 10:00 a.m.

will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.

## **PERSONNEL-SPECIFIC POLICIES AND REGULATIONS**

### **8. CLASSIFIED PERSONNEL**

#### **8.1 Classification of Personnel**

Salary schedules by position classification are set by the Office of Personnel Management.

#### **8.2 Employment of Classified Personnel**

Classified personnel shall meet the eligibility requirements of the State Office of Personnel Management. The administrator under whom the classified person will work shall interview the prospective applicants and make recommendations to the President for final approval.

#### **8.3 Evaluation of Classified Personnel**

An evaluation of the work performance of each classified employee shall be made by the employee's immediate supervisor. The evaluation shall be made in writing on a standard evaluation form and shall include an examination of personnel relationships, job competency, performance of assigned tasks and work. The supervisor shall discuss the evaluation with the employee and shall state to the employee the criteria used in the evaluation.

Copies of this evaluation shall be submitted to the employee and to personnel office for placement in the employee's permanent record. This evaluation shall be done at least one month prior to the anniversary date of the employment of the individual.

#### **8.4 Annual Leave for Classified Personnel**

Full-time classified employees accrue leave at the rates shown below:

<u>Employment</u>	<u>Monthly Accrual</u>	<u>Annual Accrual</u>
through 3 years	8 hours	12 days
3 – 5 years	10 hours	15 days
5 – 12 years	12 hours	18 days
12 – 20 years	14 hours	21 days
more than 20 years	15 hours	22.5 days

Employees must submit requests for annual leave in advance, by at least the number of hours for which annual leave is requested. The President will approve

requests for leave at such a time which will least interfere with efficient operation of the College. Leave requests will be returned to the employee within 48 hours.

A maximum of 30 days annual leave can be accumulated by December 31 of each calendar year. During the calendar year, accrued leave may exceed 30 days. Days in excess of 30 will be lost if not used by December 31 of each year. Exception: non-classified (non-instructional) employees may carry over more than 30 days leave, but if they terminate employment with the college they will only be compensated for 30 days.

The minimum annual leave an employee can use is 15 minutes. Employees continue to earn annual leave at the normal accrual rate while on annual or sick leave.

When an employee is separated from the College by reason of resignation, termination, or dismissal the unused annual leave credit as of the last day of duty worked will be included along with the final pay (this payment cannot exceed thirty (30) days of annual leave).

Years of service shall include the total number of years of employment with any agency or institution of higher education of the Arkansas state government system, whether such employment is continuous or interrupted. Employees with previous state service will be required to furnish written proof of service prior to any advanced accrual rates. Written proof must be sent to the College for inclusion in the employee's personnel records.

#### 8.5 **Holiday Policy**

Classified employees shall be granted time off to observe regularly scheduled state holidays (which include the employee's birthday).

#### 8.6 **Compensatory Time**

Compensatory time is intended for use only on those rare occasions when it is necessary for an eligible employee to work in excess of the regularly scheduled work week to accomplish specific tasks.

All employees performing qualifying nonexempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours.

Compensatory time may be earned only with the approval of the President. Compensatory time may be used in lieu of sick leave and should be used until the balance is depleted before using annual leave.

#### 8.7 **Governor Declared Holidays**

The Governor, by Executive Proclamation, may grant additional days in observance of special events or for other reasons at his/her discretion. OPM

POLICY 103.2.1 – Eligibility for Holiday Pay: All “regular salaried” and “extra help” employees are eligible to receive holiday pay only if they are in pay status on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

#### 8.8 **Children’s Educational Activity Leave**

Full-time employees are granted eight (8) hours of children's educational activity leave per calendar year to participate in their children's educational activities. "Child" means a person enrolled in prekindergarten through grade 12 (preK-12). "Educational activity" means any school-sponsored activity.

Full-time employees shall be entitled to eight (8) hours of leave during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Leave that is unused may not be carried over to the next calendar year; and is not compensable at the time of retirement.

### **9. PROFESSIONAL DEVELOPMENT**

Pulaski Technical College is committed to providing high quality programs and services to its students. The most important ingredient in maintaining quality is highly qualified and committed faculty and staff. The purpose of the College’s Professional Development Plan is to insure that Pulaski Technical College faculty and staff has opportunities to develop their knowledge and skills for the enhancement of college programs and for individual professional growth.

The following professional development opportunities are described below. Additional information is available in the College’s Professional Development Plan.

- Divisional Professional Development Budgets
- Professional Memberships
- Sabbatical Leave
- Tuition Waivers
- Program Development Grants

#### 9.1 **Divisional Professional Development Budgets**

Each instructional division and administrative department may request funds for professional development through the annual budget process. Allocations will be based on availability of funds, previous year activity, and the number of personnel in the division.

Divisional travel and professional development funds may be used for professional travel and/or divisional professional development activities, such as a guest speaker or a seminar or workshop. All expenditures are subject to prior approval by the division head and the President.

During the first month of each academic year, the division head will inform division personnel about the funds available and procedures for requesting funds. Criteria to be considered in evaluating requests will include relevance to divisional or professional responsibilities, the applicant's role in the activity (e.g., presenting a paper) equitable distribution of professional development opportunities, and anticipated demands on the divisional budget. The form for travel and professional development is available in the Office of Human Resources.

Within two weeks after completion of a professional development activity, the applicant is expected to complete a follow-up report and submit the report to his or her supervisor. The report should be shared with others on campus who might benefit from the information.

#### **9.2 Professional Memberships**

Faculty and staff are encouraged to participate in professional organizations relevant to their responsibilities at Pulaski Technical College at the local, state, and national levels. Faculty and staff may request funding for professional memberships through the annual budget process. Faculty and staff are requested to select the least expensive membership option (individual or institutional), depending on how many Pulaski Technical College personnel want to participate.

#### **9.3 Sabbatical Leave**

Any full-time faculty member who has rendered service to the College for at least seven consecutive years may be granted a sabbatical leave of absence for one long semester (Fall or Spring) at base contract salary or for two consecutive long semesters (Fall and Spring) at fifty percent of base contract salary not to exceed one year. Upon the recommendation of the President, this leave of absence is granted for the purpose of study that will benefit the College and enrich instruction for students. While on sabbatical leave, the faculty member may receive a full stipend of up to one hundred percent of base contract salary for a maximum period of one long semester or up to one-half of his or her base contract salary for a maximum period of two consecutive long semesters at fifty percent of base contract salary for the previous year.

#### **9.4 Pulaski Technical College Tuition Waivers**

Full-time employees, their spouses and dependent children will be exempt from paying Pulaski Technical College tuition. Employee enrollment in Pulaski Technical College courses will be subject to approval of his or her supervisor and will not interfere with College operations. An employee who attends class during his or her normal workday will be expected to make up the time. Specialty Lab fees will not be included as part of tuition. Forms are available in the Offices of Financial Aid and Human Resources or via Technet.

If the student named above is a dependent child, the employee certifies that the student is claimed as a dependent child on his/her federal income tax. The dependent child must be under the age of 24 and a full-time student or any age if permanently and totally disabled and must have met other tests as determined by the Internal Revenue Service. A copy of the employee's income taxes will be required if student is over 24 years of age.

**ADJUNCT EMPLOYEES, THEIR SPOUSES AND DEPENDENT CHILDREN** Adjunct faculty (employee only) will be eligible for tuition waivers after three (3) years of continuous employment with Pulaski Technical College while still employed by the College. Immediate family members of adjunct faculty will be eligible for tuition waivers after five (5) years of continuous employment with Pulaski Technical College, while still employed by the College. Specialty Lab fees will not be included as part of tuition. Forms are available in the Offices of Financial Aid and Human Resources or via Technet.

If the student named above is a dependent child, the employee certifies that the student is claimed as a dependent child on his/her federal income tax. The dependent child must be under the age of 24 and a full-time student or any age if permanently and totally disabled and must have met other tests as determined by the Internal Revenue Service. A copy of the employee's income taxes will be required if student is over 24 years of age.

#### 9.5 **Program Development Grants**

The Pulaski Technical College Strategic Plan calls for a number of initiatives to enhance college programs and services that may require special efforts and expenditures by faculty and staff. Examples include new program development, enhancement of existing curricula, development of new instructional methods, development of assessment procedures, development of new instructional methods, development of assessment procedures, enhancement of student services, and course work at another college, university, or technical program to enhance job-related expertise. Reimbursement for course tuition is subject to both internal approval and approval from the State Department of Finance and Administration.

The application form for Program Development Grants is available from the Office of Human Resources.

## **10. FACULTY**

### **10.1 Appointment to the Faculty**

Positions will be filled after a search for potential candidates. Candidates and/or resumes will be reviewed by a screening committee appointed by the President. This committee will make recommendations to the President. The President, in turn, will make recommendations to the Board of Trustees. Appointments to the faculty will be made without regard to race, creed, sex, religion, or national origin. Pulaski Technical College is an Equal Opportunity/Affirmative Action Employer.

#### 10.2 **Faculty Contracts**

Employment contracts for faculty will be distributed for the next year before the end of the spring semester of the current year unless unforeseen circumstances delay distribution. The contract will state the proposed salary for the faculty member, contingent upon availability of funds. All contracts are for one academic year.

Separate contracts are issued for summer school teaching assignments or additional work assignments.

#### 10.3 **Acceptance of Contracts**

The faculty contract states that upon signing, the member agrees to abide by all policies, rules, and regulations established by the Board. Faculty members must return the signed contract by a specified date, indicating acceptance of the position and agreement of the terms. Failure to comply with this provision automatically voids the contract.

#### 10.4 **Filing of Credentials**

It is the responsibility of each member of the administration and faculty to have current credentials on file in the Personnel Office. These credentials are records of information. All transcripts for official college usage must be mailed directly to the President by the institution issuing the transcript.

For a faculty member to be considered for advancement across the salary schedule because of additional education, the member must submit notification in writing to the administration and arrange for an official transcript to be sent to the President before the advancement can be considered.

#### 10.5 **Professional Leave Day**

Full-time faculty members may request one professional leave day each fall and spring semester. Request for the professional leave day will be made at least one week in advance. A plan for class instruction will also be submitted to the Division Chair.

#### 10.6 **Faculty Meetings**

Faculty meetings are called and conducted by the President or an administrator. Every full-time faculty member is expected to attend unless excused by the President or an administrator in advance of the meeting.

**10.7 Attendance at Commencement**

Members of the administration and faculty shall take part in the Commencement exercises in proper attire unless previously excused by the President.

**10.8 Evaluation of the Faculty**

Each faculty member is evaluated annually. Evaluations of the faculty are conducted by the administration, by the students, and by peers to identify strengths of the faculty for reinforcement and to identify areas that may need improvement. The objective of faculty evaluation is to maintain the best instruction and environment.

**10.9 Performance of Other Duties**

From time to time faculty may be called upon to work on projects and activities other than those directly associated with their primary assignments. Such activities may include recruiting and advising students, serving on faculty committees, and performing other duties in college-related functions.

**10.10 Conduct of the Faculty**

Faculty members are expected at all times to practice appropriate professionalism before the students, with their colleagues, and within the community.

**10.11 Guidance and Counseling of Students**

Student advising is an important facet of enrolling in the College. Act 1052 requires that special care be taken to select only those courses for which a student is adequately prepared. Upon enrollment each student should receive counseling from the program instructor, the counselor, or the Vice President for Student Services. The instructor should also see that careful monitoring takes place throughout the time the student is enrolled.

**10.12 Recognition of Academic Freedom**

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedoms must be subject to the self-restraints imposed by good judgment. The faculty member must fulfill his/her responsibilities to society and to the profession by manifesting academic competence, scholarly discretion, and good judgment. At no time will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the institution from making proper efforts to evaluate the work of each and every professional staff member. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the College and their position as men and women of learning. Without authorization, they should not represent themselves as speaking for Pulaski Technical College.

## **11. INSTRUCTIONAL RESPONSIBILITIES**

### **11.1 Teaching Responsibilities**

Instructors are expected to follow the program schedule, to meet classes punctually, and to be prepared to conduct them as effectively as possible. Classes may be canceled or rescheduled only with the approval of the Division Chair or Vice President for Instruction.

### **11.2 Office Hours**

Instructors will post and maintain assigned office hours for consultation with students, administration, peers, and for preparation and research.

### **11.3 Course Syllabi**

An up-to-date syllabus will be prepared for each course in the curriculum. The syllabus will contain: (1) general description of the course (2) objectives (3) course content (outline) with a schedule of assignments, activities, projects, examinations, etc. (4) course policies—grading, participation, outside reading (whatever is expected of the students). The syllabus will be distributed at the beginning of the class and updated as needed.

### **11.4 Responsibilities for Departmental Equipment**

Each instructor is responsible for proper maintenance and will be held accountable for equipment purchased and issued to the instructor's department. This equipment must be inventoried annually. Any inventory discrepancy should be reported to the Business Office.

### **11.5 Selection of Textbooks**

Faculty members should feel free to discuss textbooks with the appropriate administrator in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbook changes should be timely and planned so as not to leave a large number of unused books in the bookstore.

### **11.6 Course Development/Evaluation**

On an annual basis, curriculum should be reviewed for content and sequencing. The advisory committee, administration, and instructors should be involved with the review. All suggested changes should be reviewed by the Academic Council and approved by the appropriate administrator before implementation.

### **11.7 Certification Rosters and Grade Reports**

Instructors must Certify their Rosters using Campus Connect by the Certification Roster Due date listed in the Academic Calendar. The Certification Roster is used to identify students who have never attended. It is imperative that instructors certify their rosters using this method to avoid legislative audit findings and to avoid payment of financial aid that is not due to the student. If students are paid

financial aid in error, the College must return the funds to the federal government. Any questions regarding this policy should be directed to the Dean of Enrollment Services & Registrar.

Final grades must be submitted by the deadline in the published calendar. To submit final grades, instructors should log into Campus Connect, select the Grade Entry option under the Administrative tab. Choose the course to grade and follow the instructions from there. Instructors are expected to use good judgment and fair methods in determining grades and must communicate to their classes the basis for grading, standards of attendance, and the nature of assignments. Letter grades granted by the College are explained in the College Catalog.

**11.8 Student Discipline**

Any disciplinary action that might involve probation or dismissal of the student must be first brought to the attention of the Vice President for Student Services and Enrollment Management before action is taken.

**11.9 Attendance Policy**

Refer to the attendance policy as stated in the Student Handbook. The program/class attendance policy should be given to each student in writing.

**11.10 Administrative Drop for Non-attendance**

Instructors have the authority to drop students who are not attending their classes consistently. Departments that do not have an attendance policy may drop a student anytime after the student consecutively has not attended twice the number of class meetings per week. For example, if the class meets three days per week, instructors may drop the student after six consecutively missed days of class. The instructor should complete the administrative drop form available from Student Services. Instructors in departments that have more restrictive attendance policies, such as nursing and respiratory therapy, should initiate the administrative drop as their departmental policies dictate.

**11.11 Placement**

Faculty members should be aware of employment opportunities in their areas of instruction in order to provide job-placement assistance to students who have completed their studies at Pulaski Technical College.

**11.12 Advisory Committees**

Each program will maintain an active advisory committee according to the procedures in the Advisory Committee Handbook.

**11.13 Copyright Policy**

It is the intent of the College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et. seq.). Employees are prohibited from copying copyrighted work unless the action is authorized by (a) specific exemptions in the

copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.

## **12. GENERAL POLICIES**

### **12.1 Emergency Situations**

**Tornado Alert Policy-** In the event of a tornado warning, instruct all students to go into the halls, away from glass windows and doors.

**Fire Exits-** A fire escape plan should be posted in every classroom and lab.

**Bomb Threat-** The fire escape route should be followed in the event of the evacuation of the building. Instructors should check to see that all students leave immediately and move away from the buildings.

**Accidents-** If an accident or other emergency occurs in the classroom lab, or shop, take appropriate actions in responding to the situation. Report the event and the actions taken to an administrator as soon as possible.

### **12.2 Field Trips**

Field trips should be approved by the Vice President for Instruction at least one week in advance of the trip. Field trips are scheduled by using the appropriate form.

### **12.3 Sales to Students**

Members of the staff shall not have direct dealings with students in the sale of books, instruments, or similar materials for the explicit purpose of monetary gain.

### **12.4 Travel Reimbursement**

Staff members shall be reimbursed for authorized personal expenses incurred while on official trips away from the College. Official trips are those with prior approval.

Mileage will be reimbursed per mile at the maximum allowed for state employees when traveling by personal auto and when properly approved and reported. All mileage is to be computed from campus; home-to-college is not to be included. Meals and lodging are to be reimbursed at actual cost within the limits set by state travel regulations. Receipts are required for all expenses except meals. In order to be reimbursed for meals, the trip must have an overnight stay.

## **LIBRARY RESOURCE CENTER**

### **13.1 Functions of the Library Resource Center**

The purpose of the Library Resource Center (LRC) is to enhance the learning environment of the College by providing access to information. Currently enrolled students of Pulaski Technical College, the faculty and staff have borrowing privileges of library materials. Members of the general public are welcome to use the library and its resources.

The development and maintenance of the LRC is the responsibility of the Library Director. Members of the teaching faculty, staff and students of the College are encouraged to request books, periodicals, audiovisual, and other instructional materials for purchase by the library.

Facilities for independent study and access to library technology are provided for in an atmosphere free from distractions. The faculty and students are encouraged to browse and locate materials for individual and classroom use. Provisions will be made for group activities or orientation of classes to the resources and policies of the LRC. Individual assistance is always available. The librarian will compile and distribute new book lists and subject bibliographies to faculty members periodically through the academic year. A complete listing of periodicals and audio-visual materials that are available in the LRC will be distributed to the faculty members.

### **13.2 Circulation of Materials**

For classroom and individual use, faculty members may check out books, other than reference and reserve, and audio-visual materials for either short-term or long-term loans. Reference books may be checked out for classroom use but should be returned at the end of day. Current periodicals may be borrowed for one week. Newspapers are to be used in the LRC. Faculty members who wish to arrange special borrowing privileges may consult with the librarian.

When books on a specific subject are available in limited quantity, a faculty member may wish to put the books on reserve and limit their use to the LRC. Opportunities for groups and individual students to come to the LRC should be encouraged by the faculty. Advance notice of class assignments, involving the use of library materials, allows the librarian to provide prompt and effective service to the students.

## **ADMINISTRATIVE GUIDELINES**

### **14.1 Evaluation of Non-Classified Staff**

Non-classified staff will be evaluated by their supervisors, by June 30 of each year, according to the following procedures:

1. Each staff member will be asked to set professional goals for the coming year, before the beginning of each fiscal year. These goals should take into consideration relevant PTC Strategic Plan and Operating Plan Goals.
2. The staff member and supervisor will review the goals together. At the same time, the staff member and supervisor will review the staff member's job description and update, as needed. Following the discussion, the staff member will revise the goals (as needed) and provide a copy for the supervisor.
3. Prior to June 30 of each year, each staff member will be asked to provide a written report to their supervisor regarding their progress in achieving goals established at the beginning of the year.
4. Prior to June 30, the staff member and supervisor will meet to discuss the written report. At that time, the supervisor will provide feedback on the staff member's performance during the past year and identify any areas in need of improvement.
5. If there are performance problems, the supervisor should provide more frequent opportunities for evaluation and feedback and maintain a record of such meetings.
6. Supervisors will be responsible for maintaining an evaluation file for each non-classified employee.

#### **14.2 Full-time staff adjunct teaching assignments**

All full-time classified and non-classified staff members are required to obtain approval from their department manager and vice president prior to accepting adjunct teaching assignments.

**Revised July 2010**