



# **Personnel Procedures Manual**

# KILGORE COLLEGE PROCEDURES MANUAL

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### **PR1. EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

#### **PR1.1 ADA/SECTION 504 COORDINATOR**

The College designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973.

Name: Ms. Hollyann Davis  
Position: Special Populations Disability Counselor  
Address: 1100 Broadway, Kilgore, 75662  
Phone: (903) 983-8682

#### **PR1.2 TITLE IX COORDINATOR**

The College designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Tony D. Johnson  
Position: Director of Human Resources  
Address: 1100 Broadway, Kilgore, 75662  
Phone: (903) 983-8102

### **PR2. COMPENSATION AND BENEFITS**

#### **PR2.1 SALARIES**

Personnel shall be paid according to a salary schedule or wage scale adopted by the Board after a recommendation by the College President. The College has an equitable salary schedule for non-faculty employees and a salary formula for faculty.

Salary awards for extra duties, other than teaching, will be determined on an individual basis. All such salary awards must be approved by the College President.

All salary increases are recommended by the College President and approved by the Board.

##### **PR2.1.1 ADMINISTRATIVE, SUPERVISORY AND CLASSIFIED SALARIES**

The Kilgore College Board of Trustees adopted the Broadbanding Employee Compensation system for all non-faculty employees. When determining an employee's placement within the College's broadbanding system, the employee's duties and responsibilities, experience, education, impact to the institution, contacts with others, and physical efforts and conditions shall be considered. In addition, full time administrative, supervisory and classified employees with six or more years of experience are eligible for longevity pay based upon a schedule adopted by the Kilgore College Board of Trustees.

An employee who assumes additional duties and responsibilities or whose job substantially changes may, with the approval of their immediate supervisor, request a review of their placement within the

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broadbanding system by contacting the Office of Human Resources.

Employees with six or more years of full time employment at Kilgore College shall be eligible for longevity pay at an annual rate set by the Board. Currently, this rate is equivalent to \$50 per year of full time employment for years 6 – 10; \$75 per year of service upon completion of the 11<sup>th</sup> year, and \$100 upon completion of the 21<sup>st</sup> year. Longevity pay is distributed in a lump sum payment on the last working day of November of each year. Employees who have experienced a break in service to the institution will be allowed to count previous years of full time work experience at the College in one-half year increments. In order to carry forward such experience, the length of previous employment must exceed one year. Individuals whose full time employment relationship ceases with the institution, for any reason, prior to the distribution of longevity pay forfeits all rights to any and all longevity pay.

### PR2.1.2 FULL TIME FACULTY SALARIES

Full time faculty salaries will be dependent upon five factors:

1. Academic preparation (degree level);
2. Years of service at Kilgore College;
3. Years of full-time teaching experience prior to KC service;
4. Years of equivalent part-time teaching experience prior to KC service;
5. Years of instructionally related non-teaching work experience.

The following system represents a \$3,000 increase to base salaries, a \$20 increase to each KC experience tier, and a \$50 per year increase to the first five years of previous experience.

**Up to an Associate Degree** equals \$37,100 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

**Bachelors Degree** equals \$38,100 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

**Masters Degree** equals \$39,100 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

**Masters Degree plus 15 additional hours** equals \$39,600 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

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**Masters Degree plus 30 additional hours** equals \$40,100 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

**Masters Degree plus 45 additional hours** equals \$40,600 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

**Masters Degree plus 60 additional hours** equals \$41,100 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

**Doctorate Degree** equals \$42,100 base plus \$550 for each year of KC service. Upon completion of the 10th year of service, faculty member will receive \$600 for each year of service. Upon completion of 20 years of service, faculty member will receive \$650 for each year of service. In addition, faculty member will receive \$270 for each year in categories 3, 4, and 5, up to a maximum of 5 years, plus \$200 for each year in categories 3, 4, and 5, for years 6 through 10.

### Maximums:

1. The sum of categories 3, 4, and 5 shall be limited to ten years.
2. An equivalent year of part time instruction shall be the number of sections taught by a full time instructor in the same discipline.
3. Fractions of a year will be rounded to the nearest half year in each category.

### **PAY FOR ACADEMIC/OCCUPATIONAL CREDIT COURSE INSTRUCTORS:**

Full-time instructors teaching overload will be paid by the equated credit hour depending upon their education level. The pay rates per credit hour and amounts to be paid for a typical three hour course are listed below.

	<b>Up to Bachelors</b>	<b>Masters</b>	<b>Masters + 30</b>	<b>Masters+60</b>	<b>Doctorate</b>
<b>Pay per Credit Hour</b>	\$ 433	\$ 467	\$ 500	\$ 517	\$ 533
<b>Pay for 3 hour Course</b>	\$1,300	\$1,400	\$1,500	\$ 1,550	\$1,600

Part-time instructors teaching academic or occupational credit courses will be paid by the equated credit hour depending upon their education level. The pay rates per credit hour and amounts to be paid for a

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typical three hour course are listed below.

	<b>Up to Bachelors</b>	<b>Masters</b>	<b>Masters + 30</b>	<b>Masters+60</b>	<b>Doctorate</b>
<b>Pay per Credit Hour</b>	\$ 466	\$ 500	\$ 533	\$ 550	\$ 566
<b>Pay for 3 hour Course</b>	\$1,400	\$1,500	\$1,600	\$ 1,650	\$1,700

### **PR2.2 SUMMER SCHOOL PAY**

Full-time faculty members are paid a rate set by the administration and approved by the College Board.

### **PR2.3 EXEMPT / NONEXEMPT**

The College President or designee, within guidelines set out in federal regulations, shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of compliance with the Fair Labor Standards Act (FLSA). Generally, administrative, faculty, professional, and supervisory personnel are considered “exempt” under FLSA.

### **PR2.4 OVERTIME COMPENSATION**

In accordance with the Fair Labor Standards Act, compensatory time and overtime rates apply to hours worked over 40 hours per week even though an employee may be normally scheduled to work less than 40 hours per week. All overtime worked by non-exempt employees must be approved in advance by the employee’s supervisor.

Currently, the majority of Kilgore College administrative, professional and office support staff are scheduled to work 38.25 hours per week (see personnel policy 18, Assignment and Schedules). However, compensation paid to all non-faculty, salaried employees is considered compensation for work up to and including 40 hours per week. Thus, “gap time” (defined as the difference between scheduled hours per week and 40) does not qualify for any additional compensation in any form.

Employees who work approved overtime in excess of 40 hours per week will record such hours on a payroll time sheet, rounded to the nearest half-hour. Overtime will be calculated on the basis of actual hours worked in a week; therefore, paid time off such as vacation, personal leave, compensatory time or sick leave do not count as hours worked for the purpose of determining overtime eligibility. It should be noted, however, that holiday time will be counted as hours worked for overtime compensation purposes.

Compensation for authorized overtime worked by eligible employees shall be either:

1. Overtime Pay. Overtime hours shall be compensated at a rate of one and one-half times the regular rate of pay. Employees must submit a payroll time sheet reflecting the overtime worked to the appropriate supervisor prior to posted payroll deadlines.
2. Compensatory Time. Non-exempt employees may take compensatory time in lieu of receiving overtime pay for hours worked under the following conditions:
  - a. The determination as to whether an employee shall receive pay or paid time off for

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- overtime shall be made by the employee, based upon supervisory approval.
- b. “Compensatory time” will be earned at the rate of 1.5 hours per hour of overtime worked. Individuals can accumulate up to a maximum of 40 compensatory time hours. Overtime earned above this 40 hour maximum shall be paid according to the procedures listed above. For accrued comp time, employees must submit a payroll time sheet to the appropriate supervisor that reflects the overtime worked and that indicates the desire to receive compensatory time. The supervisor shall authorize the awarding of compensatory time and forward the time sheet to the Office of Human Resources where all compensatory time shall be accrued and tracked.
  - c. “Other compensatory time” will be earned at a rate of 1:1 for hours worked in excess of 40 hours per week if the time off is taken during the same week in which it is earned. If an individual cannot utilize the time off within the week it is earned, it shall be credited as compensatory time on a 1.5:1 hour ratio.
  - d. Employees desiring to utilize accumulated compensatory time shall follow the procedures in place to request authorization to be absent from duty and shall report actual time taken off of work following the absence.

### **PR2.5 DIRECT DEPOSIT**

All full time employees of Kilgore College will be paid through direct deposit. Part-time employees and student workers may choose to be paid through direct deposit.

### **PR2.6 PAYROLL DATES**

For the purpose of payroll distribution, the terms “end of month” and “last working day” refer to the last campus wide work day of a calendar month, not the last scheduled day of work for an individual. When these dates fall on Saturday, Sunday or a holiday, except for Christmas, the paycheck/direct deposit advice slip will be made available on the preceding Friday or last school day preceding the date. The last December pay check/direct deposit advice slip will be distributed prior to the holiday period.

#### **PR2.6.1 FULL TIME, SALARIED EMPLOYEES AND FACULTY**

Full-time employees, not paid from a time sheet, will receive their paychecks/direct deposit advice slips on the fifteenth and end of the month. All regular nine-month employees will have their salaries paid in twenty-four equal payments, beginning September of each fiscal year.

Should employment of a salaried employee be terminated for any reason, the pro rata part of the pay due, based on the fractional part of the school year expired, will be paid, less any legally required deductions.

#### **PR2.6.2 FULL AND PART TIME, HOURLY EMPLOYEES**

Full and part time employees paid from a time sheet will receive their paychecks/direct deposit advice slips on the fifteenth and end of the month. The payment on the fifteenth will cover hours worked from the first through the fifteenth day of the month. The payment at the end of the month will be for hours worked from the sixteenth through the end of the month. Overtime will be paid in accordance with overtime and compensatory time procedures.

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Should employment of an hourly employee be terminated for any reason, the employee will be paid for hours worked since the last pay period to the time of termination, less any legally required deductions.

### **PR2.6.3 PART TIME FACULTY AND OVERLOAD PAY FOR CREDIT COURSES**

Part time faculty pay and overload salaries for credit courses will be paid four times per long semester.

Fall Semester - 25% of the pay will be distributed on the last working day of September, October, November, and December.

Spring Semester - 25% of the pay will be distributed on the last working day of February, March, April, and May.

### **PR2.6.4 SUMMER, MINI-SEMESTER, AND FLEX-TERM PAY FOR CREDIT COURSES**

Pay for credit courses beginning on or before the 15th day of the month will be distributed as follows:

- $\frac{2}{3}$  of the pay will be distributed on the last working day of the first month of instruction.
- The remaining  $\frac{1}{3}$  will be distributed on the last working day of the month in which the class ends.

Pay for credit courses beginning after the 15th day of the month will be distributed as follows:

- $\frac{1}{3}$  of the pay will be distributed on the last working day of the first month of instruction.
- The remaining  $\frac{2}{3}$  will be distributed on the last working day of the month in which the class ends.

Pay for credit courses beginning and ending in the same calendar month will be distributed as follows:

- 100% of the pay will be distributed on the last working day of the month.

### **PR2.6.5 NON-CREDIT, CONTINUING EDUCATION PAY**

Part time instructors teaching non-credit, continuing education classes are paid a rate set by the administration and approved by the College Board.

Pay for all non-credit, continuing education classes will be made on the last working day of any given month and will be distributed as follows:

- 100% of the pay will be distributed on the last working day of the month in which the class ends when the total pay is less than or equal to \$300 and/or the length of the class is less than or equal to three months.
- When the total pay is greater than \$300, but less than \$1,000, and/or the length of the class is greater than three months, two equal payments will be made. The first payment will be made approximately half way through the course while the remaining payment will be distributed on the last working day of the month in which the class ends.
- When the total pay is greater than \$1,000 and the length of the class is greater than three months, three equal payments will be made. These payments will be distributed at approximate intervals throughout the duration of the course (e.g., an instructor teaching a six month class would receive pay at the end of second, fourth and sixth months).

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### **PR2.6.6 COLLEGE WORK-STUDY PROGRAM PAY**

College Work-Study Program students will be paid on the fifteenth and last day of the month. The payment on the fifteenth will cover hours worked from the 16<sup>th</sup> through the last day of the previous month. The payment at the end of the month will be for hours worked from the 1<sup>st</sup> through the 15<sup>th</sup> day of the current month.

### **PR2.6.7 PAYROLL DISTRIBUTION**

Payroll checks/direct deposit advice slips will be distributed using the following method:

15th, End of Month and Special:

- Distributed to department by Mail Clerk or mailed

Summer Terms:

- Full and part-time faculty pay to be picked up in Payroll Office or mailed.

## **PR3. COMPENSATION AND BENEFITS: TRAVEL EXPENSE REIMBURSEMENT**

### **PR3.1 TRAVEL**

Kilgore College supports its students and employees by providing opportunities to participate in student activities and to attend professional meetings. The college provides this support through annual budget allocations and release time to attend programs. All travel must be approved in advance by submitting a completed Request for Authorization for Travel form to your immediate supervisor. Five working days prior approval is required.

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## PR3.2 GENERAL REIMBURSEMENT GUIDELINES

All travel is to be conducted on a reimbursement of cost basis. Travel advances will not be issued unless it is demonstrated that a lack of an advance will prohibit travel or create an undue hardship on the employee. The following reimbursement rates have been established by the institution.

Personal Mileage: Set at the rate adopted by the State of Texas. Effective 9/1/2009, \$0.55/mile.

NOTE: Mileage is reimbursed based upon official distances between cities of origin and destination as published by the Texas Department of Transportation. A website which calculates mileage is <http://www.window.state.tx.us/comptrol/texastra.html>

Hotel Charges: Actual rate charged by the hotel, subject to approval by the appropriate budgetary head

NOTE: Receipts must be submitted for reimbursement to be approved. Additionally, Kilgore College is exempt from State of Texas sales tax. It is the employee's responsibility to obtain a hotel tax exemption form from the purchasing office prior to travel. State of Texas sales tax will not be reimbursed.

Food Charges: Employees will be reimbursed for their actual expenses up to maximum of \$36 per day when traveling overnight. Meal expenses incurred without an overnight stay will not be reimbursed.

NOTE: Receipts must be submitted for reimbursement to be approved.

Other Charges: All other expenses submitted for reimbursement must be considered as necessary for travel and receipts must be submitted for reimbursement to be approved.

## PR4. EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PHYSICAL EXAMINATIONS AND COMMUNICABLE DISEASES

### PR4.1 COMMUNICABLE DISEASES

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection) and AIDS, leprosy, and tuberculosis. Employees with communicable diseases, whether acute or chronic, shall be subject to the following provisions.

### PR4.2 CONFIRMATION

The information that an employee has a communicable disease shall be confirmed by one of the following methods:

1. The employee brings the information to the College's attention.

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2. The employee confirms the information when asked.

If the College President or designee has reason to believe that the employee has a communicable disease and is unable to perform the job or poses a threat to self or others, the employee may be asked to submit to a medical examination to determine whether the employee's physical condition interferes with the performance of regular duties or poses a threat to self or others.

The results of such an examination shall be kept confidential except that the College President or designee shall be informed of restrictions in duties and necessary accommodations. First aid and safety personnel may also be informed to the extent appropriate if the condition may require emergency treatment.

### **PR4.3 MEDICAL FACTORS**

The College President or designee shall obtain medical advice from local health authorities or private physicians on:

1. The nature of the risk, i.e., how the disease is transmitted.
2. The duration of the risk, i.e., how long the employee will be infectious.
3. The severity of the risk, i.e., what is the potential harm to third parties.
4. The probabilities that the disease will be transmitted and will cause varying degrees of harm.
5. Whether the employee's condition interferes with the performance of regular duties. This determination shall be made by a physician who has performed a medical examination of the employee.

### **PR4.4 QUALIFIED DISABLED PERSONS**

If the College President or designee determines that work restrictions, reassignment, or exclusion may be appropriate, the College President or designee shall determine whether the employee is a "disabled person." If it is determined that an employee is disabled, the College President or designee shall also determine if the employee is otherwise qualified for employment. With respect to employment, a "qualified disabled person" is a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

If it is determined that an employee is a "qualified disabled person," the employee must be reasonably accommodated. Accommodation is not reasonable if it poses undue financial or administrative burdens or fundamental alterations in the nature of the job.

### **PR4.5 MODIFICATIONS OR REASSIGNMENT**

Whether an employee is disabled or not, the College President or designee, based on the medical information and the requirements of the job, shall determine what exclusion or modification in job duties or assignments are appropriate, if any.

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### **PR4.6 EXCLUSION FROM WORK**

An employee may be excluded from work if the College President or designee, in accordance with this procedure, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

### **PR4.7 LEAVE OF ABSENCE**

The employee may present evidence to the College President or designee on any information relevant to the employee's fitness to continue the performance of regular duties. Employees who are excluded from work may be placed on any leave time or temporary disability leave to which they are entitled.

### **PR4.8 TERMINATION OF EMPLOYMENT**

Employees who are excluded from the work place in accordance with this procedure may have their employment terminated when any leave time or temporary disability leave to which they are entitled has expired, in accordance with appropriate policies and disability discrimination restrictions.

## **PR5. EMPLOYEE RETIREMENT PLANS**

### **PR5.1 TEACHER RETIREMENT SYSTEM (TRS)**

All full-time employees of Kilgore College are required to participate in Teacher Retirement unless they have previously elected to join an Optional Retirement Program. A deduction of 6.4 per cent is made from all compensation paid each employee who participates in the Teacher Retirement System of Texas. Effective September 1, 2007, the State of Texas contributes an amount equal to 6.58 per cent of the participant's salary. These percentages are subject to periodic revision by the Texas Legislature.

Forms are available in the Business Office for designating and/or changing beneficiaries, change of name, or withdrawal of funds. Withdrawal can be made after a member permanently leaves employment in a Texas public school.

An annual accounting of funds on deposit is mailed to each participant during September of each year.

### **PR5.2 OPTIONAL RETIREMENT PROGRAM (ORP)**

Effective November 1, 1969, the Kilgore College Board of Trustees established an Optional Retirement Program for eligible professional employees. The eligible employees were given a one-time option to participate in the Optional Retirement Program in lieu of the Teacher Retirement System of Texas. The deadline for election to switch to this Optional Retirement Program expired on August 1, 1970. Those not electing to change must remain in the Teacher Retirement System for the remainder of their tenure at any Texas state institution of higher education.

Employees entering an eligible class after November 1, 1969, must elect to participate or not participate in the Optional Retirement Program within ninety days from the date of employment in, or entrance to, an eligible category. An employee electing not to participate in the Optional Retirement Program shall participate in the Teacher Retirement System of Texas.

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Each participant in the Optional Retirement Program is currently required to contribute 6.65% of his or her salary to the authorized Optional Retirement Program carrier of his or her choice. For employees with a hire date prior to September 1, 1995, effective September 1, 2007, the State of Texas contributes an amount equal to 7.89% of each participant's salary to the Optional Retirement Program. For employees with an effective hire date on or after September 1, 1995, effective September 1, 2007, the State of Texas contributes to ORP an amount equal to 6.58% of each participant's salary. These percentages are subject to periodic revision by the State Legislature.

In the event a participant in the Optional Retirement Program leaves the employment of Kilgore College for reasons other than retirement or disability and requests repurchase of his or her annuity, Kilgore College will approve such purchase providing it meets the requirements of the underwriting company. Please note that any contributions made by the State of Texas will be refunded to the state in the event the employee has not completed at least one year and one day of service.

### **PR6. ASSIGNMENT AND SCHEDULES**

#### **PR6.1 WORK PROCEDURE DURING INCLEMENT WEATHER**

The administration will attempt to make an early morning decision on school closing and have that decision announced through area radio and television media by 6:30 a.m.

#### **PR6.2 REQUIRED SEMESTER TIME**

Occasionally, classes will not meet because of school functions, inclement weather, etc. In order to achieve the academic objectives and to meet the requirements for state auditing procedures, instructors shall assign appropriate out-of-class work for the class time missed. In the event an instructor is ill, an appropriate substitute shall be assigned to teach the class or, in unusual instances, appropriate out-of-class work will be assigned.

#### **PR6.3 TEXTBOOK SELECTION**

The selection of a textbook is to be cleared through the Divisional Dean. In order to ensure continuity, all sections of a course must use the same textbook.

Textbook or supplement changes shall be approved by the Divisional Dean and the Manager of the Bookstore. Forms are available from each Divisional Dean on which requests for such changes may be made.

Requests for changes on books used for both fall and spring semesters should be made one semester in advance. On books used only one semester per academic year, requests should be made one year in advance.

#### **PR6.4 PART-TIME FACULTY**

Information concerning Part-time Faculty can be found in the "Part-Time Faculty Personnel Policies and Procedures Manual."

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### **PR7. PROFESSIONAL DEVELOPMENT**

#### **PR7.1 REWARDS AND RECOGNITION**

Commencing with ten years of service and in increments of five years thereafter, employees are recognized at an annual service awards presentation. Although the tangible award may vary from year to year, the institution will strive to make it a significant recognition of the employee's tenure and dedication.

#### **PR7.2 PROFESSIONAL GROWTH AND DEVELOPMENT**

The College shall provide a positive environment for employee professional growth and development. Professional employees will be given opportunities and encouraged to continue studies in their areas of specialization.

Non-teaching professionals may attend appropriately related workshops, seminars, courses, and activities as a means of satisfying their professional development responsibilities.

Instructors are expected to meet their professional growth responsibilities by completing one of the following every three years:

1. Three hours of graduate study, or work beyond their present developmental level. (Note: This represents approximately 45 contact hours of formal instruction approved by the Divisional Dean).
2. Forty-five hours of involvement in workshops, seminars, and professionally sponsored activities, approved by the Divisional Dean.

Course work in community college curriculum, instruction, supervision, and technology education is strongly encouraged. Priority shall be given to meeting compliance with the criteria of the Southern Association of Colleges and Schools.

#### **PR7.3 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

The College encourages administrative, general services professional, and teaching personnel to maintain membership in appropriate professional organizations.

All professional personnel are also encouraged to join professional organizations in their fields. Membership in such organizations is, however, on an individual basis.

### **PR8. DISCIPLINE OF AN EMPLOYEE**

Employee performance assessment includes regular, written evaluations with specific goals and objectives. General guidelines in dealing with employee performance deficiencies or misconduct are outlined below. It should be recognized that specific action which needs to be taken in regard to employee performance deficiencies varies according to the situation. Consequently, it is not the intent of the guidelines that an employee cannot be disciplined or eventually dismissed unless the guidelines are explicitly followed.

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### **PR8.1 VERBAL NOTICE OF DEFICIENCY**

An employee's supervisor may issue a verbal notice of employee deficiency when needed. It can be done in an informal manner, but should be done privately and documented by a memorandum to the supervisor's file.

### **PR8.2 FORMAL NOTICE OF DEFICIENCY**

If a verbal notice of employee deficiency fails to produce the desired results after a reasonable time, or in more severe cases of performance deficiency or misconduct, the employee will be presented with a written memorandum by the supervisor in a formal, private meeting. The written memo outlines the specifics (what, when, where, etc.) of the job deficiency or misconduct and the action expected of the employee to correct the deficiency or misconduct. The supervisor shall cover this memorandum verbally so that there are no misunderstandings as to the contents. Depending on the severity and nature of the deficiency or misconduct, the employee may also be issued an administrative letter of reprimand.

Unsatisfactory correction of the deficiency or misconduct by the employee may lead to a recommendation for suspension or dismissal.

## **PR9. RESIGNATION PROCEDURES**

Persons wishing to resign their employment with Kilgore College should follow the procedures outlined below.

Written and timely notice will be given to the employee's immediate supervisor, detailing intentions in the following areas:

- a. effective date of resignation,
- b. disposition of vacation time, if any,
- c. disposition of earned income not previously paid, and
- d. any other pertinent data useful to an orderly and timely execution of the employee's request.

The immediate supervisor shall review this notice and relay this information through the proper administrative channels [see organization chart] to be placed in the employee's personnel file.

The Office of Human Resources will promptly notify the Business Office to terminate salary payments. Once notice is given, participation in the Employee's Retirement System is limited to the last active work day.

## **PR10. PERSONNEL DUTIES AND RESPONSIBILITIES**

### **PR10.1 PRESIDENT**

The President is directly responsible to the Board of Trustees for the total operation of the College. He is the chief executive officer of the College and recommends to the Board for action all matters which may seem advisable. Within the framework of policies and regulations adopted by the Board, the

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President exercises broad authority in carrying out responsibilities of the position.

In general, the role of the President in the College operation will be one of leadership, administration, and management.

### **PR10.2 VICE PRESIDENT OF INSTRUCTION**

The Vice President of Instruction reports directly to the President of the College. This position has policy and program responsibilities for the instructional areas including development, implementation, operation, and evaluation.

The Vice President provides leadership and management oversight to the Longview Center; Division of Public Service; Division of Science, Math, and the Health Sciences; Division of Business, Technology, and Language Development; Division of Liberal and Fine Arts; the Division of Learning Resources; and the Division of Distance Learning and Instructional Technology.

The Vice President works jointly with the Vice President of Administrative Services and the budgetary heads in the assembly of the College's instructional budget. This person is instrumental in the interpretation of instructional policy and procedural matters.

The Vice President will also perform other duties as assigned by the President.

### **PR10.3 VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

The Vice President of Administrative Services reports directly to the President and is generally responsible for all fiscal and accounting services of the College. The Vice President of Administrative Services advises the President on matters of College finance, business management, insurance and personal security policies.

This person assists in the preparation of the annual operating budget, manages the College's insurance program, and works closely with the Office of Financial Aid and the Registrar in administering student aid and conducting student registration. The Vice President of Administrative Services also oversees all administrative computing and telecommunications, physical plant operations, the college bookstore, the Kilgore College Police Department, and the East Texas Oil Museum

The Vice President of Administrative Services will also perform other duties as assigned by the President.

### **PR10.4 VICE PRESIDENT OF STUDENT DEVELOPMENT**

The Vice President of Student Development reports directly to the President. This Vice President plans for and administers Kilgore College's comprehensive student services division. This includes providing leadership and management oversight to the Athletic Program, Director of the Rangerettes, Director of Student Development, Director of Enrollment Management and Marketing, and the Director of Student Services/Coordinator of Counseling and Advising. This Vice President also administers the student discipline policies and resolves student related issues.

The Vice President of Student Development will also perform other duties as assigned by the President.

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## **PR10.5 DIRECTOR OF DEVELOPMENT**

The Director of Development reports directly to the President. This person is also the Executive Director of the Kilgore College Foundation. The Director plans, organizes, directs, and coordinates ongoing and special project funding programs for the institution.

The Director of Development will also perform other duties as assigned by the President.

## **PR10.6 DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources reports directly to the President. The Director develops, implements, and coordinates the comprehensive human resources functions of the College including the areas of job classifications, job descriptions, recruitment, employment, wage and salary administration, staff development, evaluation, affirmative action, personnel records maintenance and security, and forms design.

The Director of Human Resources will also perform other duties as assigned by the President.

## **PR10.7 ASSISTANT TO THE PRESIDENT**

The Assistant to the President reports directly to the President and assists in completing special tasks and implementing a comprehensive program of public relations and community involvement. This Assistant completes investigative, analytical, and qualitative projects assigned by the President. The Assistant also plans and conducts staff meetings and participates in community and professional meetings to discuss and act on issues related to the institution.

The Assistant to the President will also perform other duties as assigned by the President.

## **PR10.8 THE ADMINISTRATIVE COUNCIL**

The administrative organization of Kilgore College provides an opportunity to improve communication, coordination, and cooperation among administrative offices. The Administrative Council is responsible to the President of the College. The members of the council include administrators over each separate area of the College along with the President of the Faculty Senate.

The council is charged with the following responsibilities:

1. To serve as a forum for communication among the members of the administration and between the administration and a representative of the Faculty Senate.
2. To improve coordination and cooperation among the various components of the institution.
3. To consider issues and concerns which impact instruction and student services.
4. To consider new ideas and directions for the College.
5. To recommend to the College President policy and procedural changes which will improve Kilgore College.
6. To consider other matters as assigned by the College President.

## **PR10.9 THE FACULTY SENATE**

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The accomplishment of the goals of any educational institution depends on the successful interaction of the administration, the faculty, and the students. It is the faculty which carries out the College's primary function, the education of the students; and it is the proximity to both administration and students which puts the faculty in an advantageous position to assess the student and institutional needs. Therefore, it is prudent and necessary that the faculty play a role in the planning, policy-making, and decision-making processes of Kilgore College. The purposes of the Faculty Senate shall be to represent the interests of the faculty in their relations with the College administration and the Board of Trustees; to serve as a forum for the exchange of ideas and information; to provide opportunities for professional growth and development among the faculty; and to provide for active participation in the planning, policy-making, and decision-making processes of the institution.

### **PR11. PERSONNEL POSITIONS: GENERAL CLASSIFICATIONS**

#### **PR11.1 EMPLOYMENT CLASSIFICATIONS**

Kilgore College Employment Classifications directly correlate to federal reporting guidelines.

##### **PR11.1.1 EXECUTIVE/ADMINISTRATIVE/MANAGERIAL STAFF**

This classification contains positions involved in the management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Positions in this category hold titles such as: Presidents, Vice Presidents, Deans, Directors, Executives, Managers, etc.

##### **PR11.1.2 FACULTY**

This classification contains positions involved in direct instruction whose assignments would require either an advanced degree or specialized training and experience of such kind and amount as to provide a comparable background.

##### **PR11.1.3 PROFESSIONAL SUPPORT/SERVICE STAFF**

This classification contains positions involved in performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Positions in this category hold titles such as: Accountants and Auditors; Computer Specialists, Programmers, Systems Analysts, Database Administrators or Systems Administrators; Counselors; and Librarians.

##### **PR11.1.4 TECHNICAL AND PARAPROFESSIONAL STAFF**

This classification contains positions involved in assignments that require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work

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in occupationally specific programs that result in a 2-year degree or other certificate or diploma. This include positions that may perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Positions in this category hold titles such as: Assistants, Technicians, and Specialists.

### **PR11.1.5 ADMINISTRATIVE/OFFICE SUPPORT STAFF**

This classification contains positions involved in assignments that are typically associated with clerical activities or are specifically of a secretarial nature. This includes positions that are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Positions in this category hold titles such as: Switchboard Operators; Bookkeeping, Accounting, and Auditing Clerks; File Clerks; Library Assistants, Clerical; Shipping, Receiving, and Traffic Clerks; Secretaries and Administrative Assistants; Computer Operators; and Mail Clerks and Mail Machine Operators.

### **PR11.1.6 SKILLED CRAFTS STAFF**

This classification contains positions involved in assignments that typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Positions in this category hold titles such as: Welders; Printers; Carpenters; Electricians; Plant and System Operators; Painters; Plumbers; Mechanics; and Heating, Air Conditioning, and Refrigeration Mechanics and Installers.

### **PR11.1.7 SERVICE/MAINTENANCE STAFF**

This classification contains positions involved in assignments that require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Positions in this category hold titles such as: Fire Fighters; Law Enforcement Workers; Police Officers; Building Cleaning and Pest Control Workers; Grounds Maintenance Workers; and Motor Vehicle Operators.

## **PR12. PERSONNEL POSITIONS: QUALIFICATIONS AND DUTIES**

### **PR12.1 JOB DESCRIPTIONS**

The duties and responsibilities of all employees are written in job descriptions. There is a job description for every position at the College. The Office of Human Resources maintains up-to-date copies of all job descriptions. All administrators also have copies of the job descriptions for all of the employees in their administrative units. It is the responsibility of every employee to obtain a copy of the job description for his or her particular job. Immediate supervisors are responsible for maintaining and providing job descriptions for employees they supervise.

## **PR13. PERSONNEL POSITIONS: GENERAL DEFINITIONS**

### **PR13.1 REGULAR FULL TIME EMPLOYEE**

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Benefit eligible positions which have no defined termination date, are paid according to the established salary schedules, and generally work a minimum of 38.25 hours per week. Individuals in this status may be contract or non-contract employees, depending upon their employment classification.

### **PR13.2 PART TIME EMPLOYEE**

Non-benefit eligible positions for which the work week is 19 hours per week or less. During high peak times, part time employees may temporarily work more than 19 hours per week. Cumulative weekly hours for part-time employees working in more than one department are also limited to this hour maximum.

### **PR13.3 FULL TIME FACULTY**

Benefit eligible positions that are contractual and have a 9, 10.5, 11, or 12 month duration. A full-time instructor's contractual workload is a minimum of 30 hours each week on campus which typically includes a teaching assignment of 15 semester credit hours for each fall and spring semester, posted office hours spread throughout a week, and campus time that may include, but is not limited to, service on committees, meetings, special projects, student consultation, grading, class preparation, registration, commencement, and similar activities.

The performance of these activities may vary for nontraditional instruction such as distance learning that may not require on campus instruction. A normal teaching assignment may also include evening and weekend classes. The President shall establish equivalent teaching assignments for lab hours, self-paced instruction, and other nontraditional modes of instruction.

### **PR13.4 PART TIME FACULTY**

Typically non-benefit eligible positions that are considered at-will hired on a semester-by-semester basis. A part-time instructor's workload is a maximum of the equivalent of 12 on-campus clock hours per week. A part-time instructor's workload shall include preparing for and teaching assigned classes, providing consultation to students, conducting examinations, and submitting grades to the college. Certain part-time faculty may become benefit eligible; see KC policy 1.2.1.

### **PR13.5 STUDENT ASSISTANTS**

Non-benefit eligible positions reserved for KC students currently enrolled in a minimum of 12 semester credit hours during the long semesters and a minimum of 6 semester credit hours during each of the summer sessions. Typically, these employees work less than 20 hours per week; however, they may be permitted to work up to 40 hours per week. Cumulative weekly hours for student assistants working in more than one department are limited to this hour maximum.

### **PR13.6 TEMPORARY EMPLOYEE**

Positions established for a specified period of time typically lasting four and one-half months or less. Temporary employees may work full-time, part-time, or as needed. Temporary employees are generally exempt from College provided benefits.

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### **PR13.7 FEDERAL WORK STUDY**

Students who work at the College under the Federal Work Study Program.

## **PR14. PERSONNEL POSITIONS: SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS**

### **PR14.1 SUBSTITUTE PAY**

Substitute pay shall be paid to substitutes for absences covered by the College leave policy. [See Policy 2. Compensation and Benefits: Leaves and Absences] Also, substitute pay shall be authorized for jury duty and similar unavoidable absences approved by the administration.

#### **PR14.1.1 SUBSTITUTE FACULTY: SHORT TERM**

In short-term (3 class hours or less in one class) class substitutions caused by instructor absences, the following procedure shall be followed:

1. A full-time instructor should be used to cover instructor absences if possible. Faculty members are expected to accept such substitute teaching assignments as a part of their professional responsibility because of their accessibility and familiarity with college operations.
2. If the substituting faculty member should only proctor an exam or, otherwise, not actively teach the class, the rate of pay for such substitution will be \$5.00 per hour. There will be no pay for taking roll.
3. If the substituting faculty member actively teaches the class, the rate of pay for the first three hours of such teaching for one class will be \$15.00 per hour. In such case, the substituting instructor should be as qualified to teach the subject as the original instructor.

#### **PR14.1.2 SUBSTITUTE FACULTY: LONG TERM**

In long-term (more than three hours in one class) or when it is known that the substitution will be for more than three hours, the following procedure shall be followed:

1. A full-time instructor should be used to cover instructor absences if possible and should be as qualified to teach the subject as the original instructor.
2. The substituting instructor will be paid the overload rate of pay per the faculty pay schedule. If the class is an overload or taught by a part-time instructor, the original instructor's pay will end when the long-term substitution begins.

## **PR15. DRESS CODE**

Professional employees, faculty, and office personnel are expected to dress in a professional manner. All employees' dress should be reasonable, neat, clean, and should show a certain amount of discretion and taste.

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### **PR16. ATTORNEY CONTACTS WITH EMPLOYEES**

As an employee of Kilgore College, contact by an attorney or representative may occur in a variety of contexts. Any person who feels aggrieved has a right to seek legal representation. Kilgore College policies permit representation of employees and students in processing grievances or complaints. Generally, the complaint process is initiated at the first supervisory level above the position held by the complaining party. Therefore, employees in supervisory positions may be contacted by a claimant or retained attorney to initiate the complaint process. Other times, an attorney may be retained in an effort to focus attention to a matter. The context in which such contacts may arise include: an employee who alleges a dispute with the College, a student who has a complaint against the College, or a third party with a claim against the College.

To protect the legal interest of Kilgore College, the administration feels that it is imperative that any such contact is reported to the appropriate administration official. Kilgore College considers such contacts as a priority matter and wants to take a proactive role in addressing any dispute involving faculty, staff or students. Therefore, it is imperative that all employees notify the administration immediately upon contact by an attorney or representative purporting to represent any person with a claim against Kilgore College. Employees should observe the following procedures when contacted by attorneys or persons purporting to represent a person aggrieved by Kilgore College. In addition, the same steps should be followed if an employee receives notice of a suit or a threat of litigation.

- I. Understand the nature of the complaint or dispute and identify the complaining party.
- II. Obtain the name and phone number of the attorney or representative purporting to represent the complaining party. Do not attempt to negotiate with an opposing attorney.
- III. Advise the complaining party's attorney that the complaint will be referred to the Kilgore College administration and Kilgore College attorney.
- IV. Upon receiving notice of a complaint, notice of litigation, or threat of litigation, the employee should immediately notify the Assistant to the President and advise of all pertinent facts related to the contact. If the Assistant to the President is not available, the employee should notify the Director of Human Resources.
- V. The Assistant to the President will immediately notify counsel for the College of the contact and all pertinent facts.
- VI. The College and its legal counsel prefer that Kilgore College faculty and staff refrain from discussing a complaint, its resolution, compromise, or litigation without the knowledge of the administration and the College's attorney.
- VII. Further contact with the complaining party and/or their representative should be conducted through legal counsel for the College, unless instructed otherwise.

As a matter of policy, Kilgore College wants to protect the legal rights of the College and its employees and staff. Kilgore College takes an active role in addressing any complaints, investigations, discussions with attorneys, and resolutions of complaints, up to and including litigation. Further, Kilgore College Policies provide express procedures for addressing employee complaints and grievances and student complaints. Additionally, state and federal law provide remedies for students, employees and others who believe that Kilgore College has abridged a protected right. Board policies, state law and federal law provide procedural protections for persons prosecuting complaints or grievances and for Kilgore College. The administration finds that adherence to these procedures will

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ensure the integrity of the process for all concerned.

### **PR17. ACADEMIC FREEDOM AND RESPONSIBILITY**

#### **PR17.1 NOTIFICATION**

The following procedure is used to notify the College administration and Board when a faculty member has reason to believe that there will be significant negative feedback (from students or the community) to materials used, presented or produced in their classroom or public forum:

The faculty member will notify the Department Chair and Dean. After discussion, if there is still concern expressed by the faculty member, Department Chair or Dean on the possible level of negative feedback, then the Dean will notify the Vice President of Instruction who will then inform the President that there is a possibility of significant negative feedback.

In this way the President, as well as other administrators, will be prepared and have information on the materials if and when negative feedback is received. At his discretion, the President may also notify the Board of Trustees.

#### **PR17.2 ADDITIONAL DIALOG**

If the Department Chair, Dean, Vice President of Instruction, or President express concern about the appropriateness of the use of the materials in question and fail to reach a mutual understanding or resolve the issue, then a committee, consisting entirely of Kilgore College employees, will be convened by the Dean. The purpose of the committee is to allow dialog among a larger, more diverse group of professionals on the planned use of materials. The committee will consist of eight people including the faculty member, Department Chair, Dean, two members chosen by the faculty member, one member chosen by the Department Chair and two members chosen by the Dean. The Committee will prepare a written recommendation for the administration.

#### **PR17.3 LEGAL ISSUES**

“Controversial” materials which would trigger the notification and dialog process include, but are not limited to materials which are sexually explicit, or graphically or gratuitously violent, or extensively characterized by profanity, or involving nudity.

If there is any question of the legality of the proposed use of materials, then legal counsel will be consulted at the point of notification of the Vice President of Instruction.

#### **PR17.4 TIME LINES FOR IMPLEMENTATION**

It is very important that the above procedure take place within a reasonable time so that the instructional process will not be interrupted. The entire procedure, from notification of the Department Chair and Dean to the committee’s written recommendation (when required) should be completed within one week.

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This procedure will be evaluated annually by the *Ad Hoc* Committee on Academic Freedom/Academic Responsibility.

### **PR18. ASSIGNMENT OF ADMINISTRATIVE STAFF TO ADJUNCT TEACHING OPPORTUNITIES**

It is generally understood that individuals are hired to fulfill a specific job/function on campus and as such, staff need to be available to the institution for that purpose. It is, however, in the college's best interest to assign individuals to additional duties/responsibilities from time to time.

When assigning administrators, supervisors, and/or non-instructional staff to teach courses in a part-time/adjunct capacity for additional pay, the following should be considered:

1. Ideally, classes assigned to full-time staff for additional pay will be scheduled in the evening hours or on weekends. On-line and tele-courses are also well suited for administrative staff as long as all work is conducted outside of normal office hours.
2. If needed to cover student demand, classes may be assigned to full-time staff for additional pay during the lunch hour as long as the staff member does not take additional time off for lunch.
3. Only in cases of "last resort" will full-time staff be assigned to teach a part-time class for extra pay during the regular work day. In such cases, authorization must be obtained from the appropriate vice president. The employee's supervisor will be required to verify that the employee "make-ups" all lost time.
4. Executive and Instructional Council members will be limited to teaching one class per year during normal office hours. No additional pay will accrue to an administrator who teaches during normal office hours. Regardless of whether additional teaching duties are scheduled during the work day or after hours, all administrators must obtain authorization to teach from the President of the College prior to scheduling such an assignment.

### **PR19. Gifts and Gratuities**

Kilgore College employees may not accept anything of significant value from anyone who is a vendor, who is interested in becoming a vendor, or who is likely to become interested in becoming a vendor, such as personal gifts or gratuities. (Texas Penal Code 36.08) Individuals representing the College must be beyond challenge or reproach in every business transaction and must not allow themselves to be put in a position where their judgments may be influenced. Acceptance of items which a vendor normally offers to most or all of its customers, (e.g. Caps, mugs, t-shirts, etc.) is dependent upon a "no" answer to each of the following:

1. Is the value of a single item greater than \$50? (Texas Penal Code 36.10.a.6)
2. Does the employee believe that the vendor expects favorable treatment due to this gift or gratuity?
3. Would a reasonable person conclude that the gifts or gratuity were intended to lead to favorable treatment?

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Nothing of value can be accepted for personal benefit wherever a “yes” answer applies to any of the above. Note: gifts with a single item value in excess of \$50 may be accepted as long as the item is donated to and becomes the property of Kilgore College.

If the gift or gratuity offered to an employee is in the form of a trip or event (e.g., professional sporting event, golf tournament, etc.) the employee must request approval to attend from his/her immediate supervisor, vice president, president, and, if appropriate, board president. Such request must be in writing and must: state the nature of the event, nature of the employee’s relationship to the vendor, include a statement of verification that the vendor will be present at the event, and the approximate value of the trip/event.

Any exception to this procedure must have prior written approval of the employee’s supervisor and the college president.