Introduction
The handbook is intended as a guide for all employees of PCCUA. It contains information of a general nature as well as the procedures and policies under which the college operates.

A publication such as this can neither be comprehensive nor static in nature, since college policies, procedures and regulations as well as benefits and services will suggest periodic modifications, additions and deletions. Every effort will be made to provide employees additional information as these changes occur during the academic year.

1.1 Notice of Non-Discrimination
Phillips Community College of the University of Arkansas (PCCUA) is an equal opportunity, affirmative action institution. PCCUA provides equal educational and employment opportunity without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice. Any person having questions regarding the above is directed to contact the Personnel Office, PCCUA, 870-338-6474, extension 1271.

1.2 College Mission Statement
PCCUA is a multi-campus, two-year college serving the communities of Eastern Arkansas. The college is committed to helping every student succeed. We provide high-quality, accessible educational opportunities and skills development to promote life-long learning, and we engage in the lives of our students and our communities. Reference: 2014-15, College Catalog, page 11

1.3 Vision Statement
Imagine a college at which every student is intentionally connected to an individual person who feels responsible for that student’s success.
Imagine a college at which every student is clear about the college’s high expectations for performance — and every student has high aspirations for his or her success.
Imagine a college at which every student defines his or her educational goals and develops a plan for attaining them. Imagine further that these plans are updated regularly, with guidance, as students progress.
Imagine a college at which all academically underprepared students have an effective, efficient path to completing developmental education and beginning college-level work.
Imagine a college at which engaged learning is intentional, inescapable, and the norm for all students.
Imagine a college at which every student is met with a personalized network of financial, academic, and social support.
Imagine a college at which all students graduate with a certificate or degree that prepares them to succeed in the workplace or to transfer to a four-year college or university.
Imagine a college fully engaged in the communities it serves, listening to their voices, responding to their needs.
You have imagined the college we seek to be.

Adapted from Center for Community College Student Engagement. (2008). Imagine Success: Engaging Entering Students (2008 SENSE Field Test Findings). Austin, TX: The University of Texas at Austin, Community College Leadership Program.

1.4 Our Core Values

Student Success
We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

The Power of Education
We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

Diversity
We respect the inherent worth and dignity of every person.

General Employment Policies

2.1 Equal Opportunity/Affirmative Action
PCCUA is an equal opportunity, affirmative action institution.

PCCUA provides equal educational and employment opportunity without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice. Reference: Board Policy Number 200

2.2 Commitment to Equal Opportunity/Affirmative Action
PCCUA is committed to equal opportunity for all people without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation.

The college should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, it is the policy of PCCUA to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination within the college community.
PCCUA will make every effort to ensure that all who seek employment are considered on the same basis, with no special consideration given one applicant over another.

At the same time PCCUA prohibits discriminatory practices, it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to: recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, and college sponsored programs.

Reference: Board Policy Numbers 200, 300 and Administrative Procedure Number 200.01

2.3 Drug Free Workplace
The Drug Free Workplace Act of 1988 requires institutions of higher education receiving federal contracts and grants of $25,000 or more awarded on or after March 18, 1989, or significantly amended on or after a said date, to comply with the certification requirements of the Drug Free Workplace Act of 1988, and to apply the restrictions of the Act to all state agencies, regardless of whether they receive federal contracts or grants.

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency or institution’s workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination.

Exceptions to this policy are described in Board Policy 240. Reference: Board Policy 262

2.4 Tobacco Facilities
All buildings and vehicles of PCCUA are tobacco free. Reference: Board Policy 261

2.41 Weapons on Campus
Weapons and/or handguns are not allowed on the premises of PCCUA, even if carried by persons who have concealed handgun permits. The premises include all campuses of PCCUA, the PT house and Ohio Street in Helena-West Helena, the Agri Building in DeWitt, the War Memorial Training Center and the Grand Prairie Center in Stuttgart. Reference: Board Policy 263

2.5 Nepotism
The practice of employing members of the same family at the college may open up conflicts of interest and may not always be in the best interest of the college, its staff, and its students. Direct supervision of one family member by another family member is not authorized. Reference: Board Policy Number 301
2.6 Employee Probationary Period
PCCUA complies with the Arkansas Human Resource Management policy concerning probationary periods. The duration of the probationary period for all classified employees shall be six months. At the end of the probationary period, the college must place the employee on permanent status or terminate the employee if their performance is determined to be unsatisfactory and is documented.

2.7 Children in the Workplace
Employees shall not bring minor children to the workplace during employee’s workday. If an emergency exists, employees should take leave from work as provided by board policy, rather than bring a minor child in the employee’s care to work. In general, occasional visits by children are acceptable to the extent the visits or pattern of visits does not interfere with the employee’s duties at the college. This policy does not apply to college-sponsored activities or events where children are encouraged to attend or participate.

2.8 Sexual Harassment
Sexual harassment is prohibited and will not be tolerated at PCCUA. Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission and state regulations. It is a violation of college policy for any employee to engage in such acts and behavior. For purposes under this policy, sexual harassment includes, but is not limited to:
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- Threats of reprisal, explicitly or inexplicably implied as a term or condition of employment, using coercive sexual behavior to control or affect the career, salary or performance review of another employee; and
- Unreasonably interfering with work performance or creating an otherwise hostile working environment.

References: Administrative Procedure Number 302.01; Board Policy Number 302

2.9 Charges of Sexual Harassment
Any student or employee who feels that he or she has been subjected to sexual harassment should make an immediate report. Anonymity is assured. Faculty members should report to the Vice Chancellor for Instruction. Students should report to the Vice Chancellor for Student Services and Registrar. Other employees should report to their immediate Vice Chancellor or to the Vice Chancellor for College Advancement/Resource Development. References: Administrative Procedure Number 302.01; Board Policy Number 302

2.10 Policy Manual
Copies of the policy manual are distributed to all deans, department chairs, and vice chancellors on each of the three campuses. Copies are also available in all campus libraries and in the personnel office. For quick access, the policy manual can also be located on the intranet.

2.11 Accidents
An accident is any occurrence that results in bodily injury to a student, member of the general public or college employee. Any employee witnessing
an accident or the first employee on site after an accident has occurred should judge the seriousness of any injury sustained and call 911 or the switchboard operator (Helena-West Helena) or the campus vice chancellor (DeWitt or Stuttgart). PCCUA does not provide insurance for its students. The college does encourage each student to secure his/her own insurance and for that reason, students may purchase insurance through Transamerica. Forms are available in the Registrar’s Office.

Two important things that an employee should **not** do:

1) Move any accident victim who may be injured further by movement, especially those who have possible back or neck injuries, and
2) Make any statements to the effect that the College will be responsible for medical costs of an accident victim. When an employee working within the scope of their job duties is involved in an accident, the Worker’s Compensation laws of the State of Arkansas will govern.

Complete and submit an accident report to the Vice Chancellor for Administration and Finance and the Vice Chancellor for Student Services and Registrar within 24 hours of the accident.

All accidents on or off campus involving a college vehicle or equipment should be reported to the Vice Chancellor for Administration and Finance. The Vice Chancellor for DeWitt or Stuttgart should be notified as well. A complete set of instructions can be found in Administrative Procedure 250.05

PCCUA does not provide insurance for its students. The college does encourage each student to secure his/her own insurance. Student insurance information is available in the Registrar’s Office. *Reference: Administrative Procedure Number 250.05*

**2.12 Access to Personnel File**

Official personnel records for all employees are maintained in the Personnel Office on the Helena-West Helena Campus. An employee may review his/her file by contacting the Personnel Office at extension 1271. *Reference: Board Policy Number 300*

**2.13 Classified Employment**

Classified personnel administration shall be in accordance with the Arkansas State laws, regulations, and guidelines provided by the State Office of Personnel Management. The number and grade of the various classified positions allocated to PCCUA are provided by legislative act for each biennial period. The provisions of the Uniform Classification and Compensation Act and the Higher Education Employee Classification Act shall govern salaries for classified employees. *Reference: Board Policy Number 340 and Administrative Procedure Number: 340.01*

**2.14 Work Breaks**

Breaks for classified staff are fifteen (15) minutes each. One break is given in the morning and in the afternoon. Breaks are a privilege rather than a right and should not interfere with work deadlines or schedules. *Reference: Administrative Procedure Number 340.03.*
2.15 Evaluation Procedure for Classified Employees
Arkansas State Legislative Act 101 of 1985 mandates the implementation of a performance evaluation system for all classified employees. Their supervisor evaluates all classified employees and the evaluation criteria are determined by the specific job. Reference: Board Policy Number 340; Administrative Procedure 340.02, 370.05

2.16 Administrative/Professional Staff Performance Review
Administrator and professional staff performance review shall occur annually. Administrators and professional staff are defined as all full-time employees not in faculty or classified personnel slots. The performance review will be based upon evidence from three sources: 1) an Administrator/Manager Evaluation Questionnaire completed by the manager’s direct and indirect reports or a customer service questionnaire if the manager has few or no direct or indirect reports, 2) a Performance Objectives Report, and 3) a Professional Growth and Development Report. The personnel office will implement this process. Reference: Board Policy Number 340; Administrative Procedure Number 340.02

2.17 Promotions
Classified employees can be promoted by:
1. The department head, to another position in your department or unit, which is classified at a higher grade, if the minimum qualifications for that position as determined by the Office of Personnel Management by the State of Arkansas are met. This is called an internal promotion. The position that is left vacant by the promotion will be advertised, except when it has been filled internally, left vacant by the department, or eliminated for budgetary reasons.
2. A reclassification of the position due to the responsibilities being changed significantly. If the new classification is at a higher grade, the reclassification of the position will mean a promotion.
3. Applying for a position in another area of the College, this is classified at a higher grade or for a non-classified position. If the qualifications are met and the application committee recommends the transfer, this will also be a promotion.
Reference: OPM Policy: 220.70

2.18 Demotions
Classified staff can be demoted by the following methods:
1. Demoted by the department head, to another position in the department or unit, which is classified at a lower grade. This is called an internal demotion. The position that is left vacant due to the demotion will be advertised, except when it has been eliminated.
2. The position may be reclassified if responsibilities have changed significantly. If the new classification is at a lower grade, the reclassification of the position will mean a demotion.
3. Application for a position in another area of the College that is classified at a lower grade. If selected for the position, the transfer to that position will also be a demotion.

If the new classification is one grade lower than the former classification, pay will be decreased. However, if the demotion results from the
reclassification of the current job or a legislative class downgrade, pay will not be affected. Reference: OPM Policy: 220.8.0

2.19 Suspension and Dismissal for Cause
The Chancellor may suspend or dismiss members of the instructional staff and other college employees at any time for cause.

Any employee may be recommended for suspension without pay by a Vice Chancellor to the Chancellor. Such an action may take place at any time. Dismissals for cause typically are due to incompetency, insubordination, moral turpitude, neglect of duty, financial exigency, or other good cause. Reference: Board Policy 377

2.20 Reinstatement of Former Employees or Other Former State Employees
Years of employment with a state agency or institution of higher education is an accumulation of years of service. In accordance with AHRMS, previous State employment credit is for completed years of service. Reference: Board Policy Number 379; OPM Policy: 220.4.0; 220.5.0

2.22 UA Fraud Hotline
The Confidential Fraud Hotline number is 866-252-9838.

According to University of Arkansas Board of Trustee policy 350.1, any fraud that is detected or suspected must be reported to the Internal Audit Department, who coordinates investigations with the University’s General Counsel and other affected areas, both internal and external.

Employee Benefits

3.0 Benefit Eligibility
PCCUA offers health, life, and long term disability insurance coverage, retirement benefits, and tuition waivers for regular salary employees, subject to the availability of funds. New employees must work a minimum of 75% (30 hours per week or 1560 hours per year for non-faculty employees; 22.5 points per semester for faculty) of a full work schedule to be eligible for college benefits.

PCCUA requires all new college employees, full and part-time, to complete an INS Form I-9 that verifies the new employee’s identity and employment eligibility as well as information concerning the Federal Health Care Reform. The Personnel Office will give more detailed information concerning these benefits during orientation. Reference: Board Policy Numbers: 300, 305, 310, 311, 312

3.1 Health Insurance, Disability Insurance, Life Insurance
Medical health care coverage is provided to the employee at a minimal cost; dependent coverage is also available on an employee participation basis. The employee has the option to join the college’s preferred provider plan (PPO), whereby covered expenses from an approved provider are paid at 80%, after deductible. The college pays long-term disability insurance for the employee. Life insurance for the employee is paid in full by the
3.2 Procedures for Filing Insurance Claim/Prescription Information
In-Network claims will be filed by the provider. Employees using non-network providers may be required to submit the claims themselves. Claim forms are available in the personnel office.

Prescription medicines are covered, but are subject to specified co-payment. Mail order prescription services are also available for any prescriptions that are taken on a regular basis.

3.3 Tuition Waivers and Discounts
Tuition for PCCUA courses is waived for full-time employees, spouses and dependent children. Tuition discounts for employees and their families are available at all University of Arkansas campuses. Forms to request a waiver can be found in BambooHR. Reference: Administrative Procedures 311.01 & UA Board Policy 440.1, UA Board Policy 445.1

3.4 Section 125-Cafeteria Plan
Any full-time PCCUA employee may establish flexible spending accounts that use employee’s pre-tax dollars for medical and child care expenses. Contact the personnel office for more information.

3.5 Retirement Plan for Employees
PCCUA makes matching contributions to retirement plans on behalf of the employee. Employees who choose to contribute to TIAA-CREF and VALIC will receive matching contributions from 6 to 10%. If employees choose to not contribute, the college will contribute 5%. Employees may also enroll in the Arkansas Public Employee Retirement System (APERS). Employees who are already members of Arkansas Teacher Retirement System may continue with this plan. A one year cliff vesting schedule is in effect for any employee hired after December 31, 2013. Part-time faculty and staff (non-benefits eligible employees) are eligible to participate in TIAA-CREF or VALIC on an unmatched, voluntary basis. Reference: Administrative Procedure 312.02, 312.03, 312.04

3.6 Early Retirement
In the interest of allowing full-time college employees the option of earlier retirement, benefits and a lump-sum cash distribution are authorized for those employees (hired prior to July 1, 2012) who retire between the ages of fifty-five (55) and sixty-five (65) with 15 or more years of experience at PCCUA. Reference: Administrative Procedure 312.05

3.7 Classes During Working Hours
PCCUA recognizes the importance of continuous learning to both the individual and the organization. As an incentive for employees to take college
level courses, tuition charges are waived for all employees who enroll in classes at PCCUA.

If a desired course is offered during non-work hours, employees are encouraged to take the course at that time. College employees may take classes during non-work hours without supervisory approval.

With their supervisor’s approval, employees may enroll in one credit class per semester offered on their respective campus during regular work hours. Such approval is not automatic. When considering a request, the supervisor will take into account the department’s ability to maintain the necessary workload and efficient operations given the absence of employees during work hours. Supervisors may authorize a flex schedule for the employee if that type of schedule works better for the functions of the department. Working during the lunch period is not an option.

Employees may not take leave without pay until all of their annual leave has been exhausted. See policy for specific filing procedures. 

Reference: Administrative Procedure 311.01

Employment Policies

4.0 Workweek 
A 40-hour workweek is expected of all state employees. The normal work schedule for all classified personnel is 8 a.m. to 4:30 p.m., Monday through Friday. The Chancellor or his designee may approve alternate schedules. Reference: Board Policy Number 340 and 364.

4.1 Committees 
Employee committees are very important to institutional planning and policy recommendations. Please refer to administrative policy for a complete listing of committees. Reference: Administrative Policy Number 220.01

4.2 Inclement Weather 
It may be necessary for the College to be closed during inclement weather involving ice and/or snow conditions. The Chancellor or his designee will determine when weather conditions justify cancellation of classes. In the event that classes are to be canceled, PCCUA students and employees will be advised by radio announcements, text messaging, the PCCUA phone system, e-mail, social media and web postings. Reference: Administrative Policy Number 250.02

4.3 Holidays 
Classified employees and other twelve-month personnel are entitled to eleven (11) paid holidays per fiscal year but not necessarily on the same days observed by other state agencies. The holidays taken by PCCUA employees are arranged by the administration and are coordinated with the University of Arkansas System Office. Reference: Board Policy Number 320
Compensation Policies

5.0 Career Service Recognition Payments
Employees employed in a full-time appointed position that is not defined as faculty, will become eligible for career service recognition payments when ten or more years of service in a full-time appointed position or positions at the College has been completed. If an employee has worked for another state agency or state-supported institution of higher education, the employee will be given credit for years of full-time service. Proof of prior service is required.

Classified employees career service payment will be made on the first pay period of the month following the career service eligibility date. Non-classified employee payment will be made on the first pay period of the month following the anniversary of the last date of hire into a full-time appointed position.

The amount of the career service payment will be:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 through 14 years of state service</td>
<td>$600</td>
</tr>
<tr>
<td>15 through 19 years of state service</td>
<td>$700</td>
</tr>
<tr>
<td>20 through 24 years of state service</td>
<td>$800</td>
</tr>
<tr>
<td>25 or more years of state service</td>
<td>$900</td>
</tr>
</tbody>
</table>

References: Arkansas Code Ann. §21-5-106; OPM Policy 150.0.0; Administrative Procedure Number 340.05

5.1 Procedures for Issuing Paychecks
A payroll disbursement schedule will be distributed to employees in August of each year. Compensation for overloads and adjuncts are paid six times during the semester. Payment for summer instruction is paid June 30th and August 15. (Payment is disbursed once a semester).

All employees are encouraged to participate in direct deposit. All administrators, faculty and classified personnel, who receive direct deposits, may view or print their deposit advises using Web Advisor. Paychecks that are not direct deposited will be mailed on the date payroll is issued.
Reference: Administrative Procedure: 620.01

5.2 Overtime and Compensatory Time for Classified Employees
The Fair Labor Standards Act (FLSA) recognizes two categories of jobs:

- EXEMPT- those employees not covered by the act
- NON-EXEMPT- those employees covered by the act (and receive overtime)

It is the policy of PCCUA to grant compensatory time in lieu of overtime payments. All nonexempt employees are required to keep accurate monthly
records of time worked including any time over the regular work week. This monthly time sheet shall be turned in and processed by the Office of College Advancement after the employee and supervisor has verified the hours worked. Compensatory time should be taken within one month of accumulation, whenever possible; and should be used in lieu of sick leave. Any balance should be depleted before using annual vacation leave. Compensatory time may not be earned in less than 15 minute increments. All records of leave, including compensatory time, are maintained in BambooHR.

Accumulated compensatory time may not exceed 30 hours in given month unless certified in writing and approved by the Chancellor that an emergency exists. In no case may accumulated time exceed 240 hours. Reference: Board Policy Number 330 & Administrative Procedures Number 330.01

5.5 Time and Reporting Procedures
Personnel Activity Reports (PARS) should be completed by all faculty and staff who are compensated in part or by federally funded grants, contracts, and cooperative agreements. Employees paid from Federal grants or contracts on an hourly basis must submit both a time sheet and certification form before payroll will be processed. Administrative Procedure: 610.02

6.0 Worker’s Compensation
If you become injured or ill while you are at work due to a work-related incident, contact your supervisor immediately. You may be eligible to receive Worker’s Compensation. Worker’s Compensation is available to you by law to ensure that you get appropriate and reasonable medical care for injuries or illnesses sustained while you are on the job. Should your injury or illness require that you take an extended period of absence from work, you may be eligible for disability benefits through Worker’s Compensation. Worker’s Compensation is handled through the Personnel Office. Reference: Arkansas Code Ann. §11-9-514, 529, 701; OPM Policy: 110.1.0

6.1 Procedures for the Request and Approval of Leaves of Absence With Pay
Requests for paid leave of any kind must be submitted on the proper leave request form and be approved prior to absence from campus. The employee’s immediate supervisor or appropriate vice chancellor and/or the Chancellor must approve leave requests. Leave balances are not charged against leave accounts until the leave has transpired. Reference: Administrative Procedure Number 321.02

6.12 Leave of Absence Without Pay
Situations may arise when it is in the best interest of the college and the employee to grant a leave of absence without pay. Leave without pay may not be taken until all annual leave has been exhausted, except in the case of maternity leave and agency disciplinary leave without pay. An employee who accumulates ten consecutive or non-consecutive days of leave without pay during any one calendar month loses the leave accrual (annual and sick) for that month only. Employees may continue to participate in the PCCUA group insurance programs during the period of leave without pay. Employees who choose this option must pay the total cost (employee deduction and employer matching) of the coverage. Reference: Board Policy Number 322
6.2 Procedures for Completing Travel Reimbursement (TR-1)

When you anticipate expenses in traveling, the estimated cost section on the on-line request for leave must be completed prior to travel.

Before submitting your leave form, confirm the room rate. If the hotel or motel you are staying in cost more than the room allowance maximum, you must write in “Request to exceed maximum per diem” on the leave form under the remarks section. If you do not, the Business Office will be unable to reimburse you for the full amount of the motel/hotel rate. (Requests to exceed maximum per diem will only be granted if the hotel is where the conference or meeting is being held.) Once the Business Office has approved the College Representative leave request, the request will be sent to the supervisor for final approval.

When returning from your trip, please prepare the On-Line TR-1 as soon as possible. Per IRS Regulations, the form must be submitted within 90 days for reimbursement. After completing the form, click the Submit button. Then the approved Leave Form associated with this reimbursement will appear. The print job will automatically pop up for you to print out your forms. When you send in your printed TR-1 to the Business Office for payment, you must attach a copy of the approved leave form along with the original hotel receipts, taxi receipts, parking receipts, meal receipts etc. The meal receipts must have the name of the restaurant on it. Sign the TR-1 Form, attach it to the top of the leave Form along with the receipts you have.

The following are reimbursable expenses:
- Mileage
- Lodging (A receipt must be turned in.)
- Meals (The original, detailed receipt must be turned in. The credit card charge receipt is not acceptable. If the name of the restaurant is not on the receipt, write it on the receipt.)
- Common carrier, taxi, shuttles, and rental car (Rental cars are allowed only if this mode of transportation is less expensive than a taxi or shuttle.)
- Registration fees
- Parking fees
- Internet charges (only if necessary to communicate with your office while you're out)
- Telephone charges (only one personal long-distance call per day)
- Training supplies
- Tips (documented tip shall not exceed fifteen percent (15%) of the food amount expended.

The following are non-reimbursable expenses: alcohol, personal entertainment, personal purchases, valet service, fitness facilities, flowers, laundry, cleaning, lounge charges, fines, and expenses for family members.
Employees are encouraged to use a college car whenever possible. Employees must have a valid driver’s license on file with the personnel office. If there isn’t a vehicle available for that particular day you can turn in mileage for your personal vehicle. If you have a car reserved when you fill out your Leave Form and do not include any automobile expenses on the form, and on the day of leave a car is not available, have your supervisor initial their approval of the reimbursement on the form. All employees are expected to adhere to the current speed limit and other applicable laws in college vehicles. The college assumes no responsibility for fines. College employees are prohibited from using hand held cell phones while operating a state issued vehicle. Reference: Administrative Procedure 650.02. See also AR Code 19-4-903

6.3 Sick, Personal and Educational Leave
Full-time faculty members earn 10 days of sick leave per academic year. Faculty teaching at least 6 hours during a summer term will receive 8 hours of sick leave. Faculty teaching at least 3 hours but less than 6 hours during a summer term will receive 4 hours of sick leave. Full-time, non-faculty employees earn 1 day per month. 12 month personnel earn one day of sick leave per month for a total of 12 days per year. Non-faculty employees who work less than full time accrue sick leave in the same proportion as time worked.

Nine, ten and ten and a half month faculty, who do not accrue vacation, will receive three personal leave days per academic year. These personal days cannot be accumulated from year to year, nor is it paid compensation upon exiting the college.

Full-time employees are granted eight (8) hours of children’s educational activity leave per calendar leave. This leave should be filed through the intranet like vacation and sick leave. (See policy for child and educational activity definitions). Check with supervisor about appropriate procedure for notification of an absence regarding leave. A certificate from an attending physician is required for three (3) or more consecutive days of illness. If notification is not made in accordance with this policy, the absence may be charged against the employee's annual leave or as leave without pay. Employees are given up to 60 days to resolve any questions concerning their leave balances. Procedures for submitting leave are outlined in procedure 321.02. Reference: Administrative Procedure Number 321.01

6.4 Bereavement Leave
Subject to proper application request, employees may be granted up to three (3) days of bereavement leave from accrued sick leave for deaths in the immediate family. Immediate family is defined as father, mother, sister, brother, husband, wife, child, grandmother, grandfather, grandchild, in-laws, or any individual acting as a parent or guardian. Reference: Administrative Procedure Number 321

6.5 Military Leave
Subject to proper application requests, employees who are members of the National Guard or any reserve branch of the armed services may be granted up to 120 hours of leave per calendar year, plus necessary travel time for active duty training requirements. The two-week leave should be taken when it will not interfere with a faculty teaching schedule. Such leave shall be granted with no loss of pay or accrued vacation time. Reference: Board Policy 321
6.6 Family Medical Leave Act

The Family Medical Leave Act of 1993 entitles eligible college employees to a total of twelve (12) workweeks of leave during a 12-month period for one of the following reasons:

A. The birth, adoption or foster care;
B. The employee’s serious health condition as defined by law;
C. A serious health condition, as defined by law, of an employee’s spouse, child or parent for whom the employee is needed to provide care;
D. The spouse, son, daughter, parent, or next of kin who is needed to care for a current member of the Armed Forces, who is undergoing medical treatment, recuperation or therapy.
E. Any qualifying exigency arising out of the fact that the employee’s son, daughter or parent is a covered military member on active duty in support of a contingency operation.

In the case of birth or adoption, this eligibility shall expire at the end of the 12-month period beginning on the date of a child’s birth or placement. **FMLA is leave without pay.** However, the employee must substitute any paid leave (sick leave, approved catastrophic leave) for unpaid FMLA leave, except for the birth, adoption, or care for a newborn child. Employees may elect to substitute paid leave for any portion of FMLA leave for the birth, adoption, or care of a newborn child. This paid leave is a part of the 12-week period. Reference: Administrative Procedure Number 322.02; OPM Policy: 105.6.0

6.7 Catastrophic Leave Bank Program

Act 169 of 1991 allows PCCUA to establish a Catastrophic Leave Bank Program (CLBP). The Act sets out certain guidelines with regard to who is eligible to participate in the program, and under what terms participation may be accomplished. Reference: Administrative Procedure 321.03

6.8 Vacation Leave

All non-faculty employees earn vacation, or annual leave based on their years of service with the State of Arkansas. Annual leave is cumulative; however employees are not allowed to carry more than 30 days over to the following calendar year.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>12 days</td>
<td>1 day</td>
</tr>
<tr>
<td>4-5</td>
<td>15 days</td>
<td>1 day, 2 hours</td>
</tr>
<tr>
<td>6-12</td>
<td>18 days</td>
<td>1 day, 4 hours</td>
</tr>
<tr>
<td>13-20</td>
<td>21 days</td>
<td>1 day, 6 hours</td>
</tr>
<tr>
<td>21+</td>
<td>22.5 days</td>
<td>1 day, 7 hours</td>
</tr>
</tbody>
</table>

Reference: Administrative Procedure Number 321.01
Employee Conduct

7.0 Official Functions
From time to time, employees may be asked to represent Phillips College at a variety of functions. A special cost center and specific guidelines have been established to define what is or is not considered an official function. Reference: Board Policy Number 270

7.1 Conflict of Interest
All full time employees are expected to provide professional time, energy, and primary loyalty to the college. Outside employment and consulting must not impair an employee’s ability to fulfill college duties. All employees are required to disclose any relationships or activities that might give rise to conflicts or the appearance thereof, with their duties, responsibilities, or obligations to PCCUA. Reference: Board Policy 365; Administrative Procedure Number 365.01, 365.03

7.12 Ethical Conduct
In accordance with UA System board policy 335.1, all employees shall conduct themselves in a manner that strengthens the public’s trust and confidence by adhering to the following principles: conduct that is beyond reproach and integrity; honesty and fairness; and accountability, transparency and commitment to compliance. Employees should also demonstrate: integrity, trustworthiness, fairness, respect, stewardship, confidentiality and citizenship. Reference: Board Policy 303

7.2 Participation in Graduation
Faculty members and professional staff are expected to participate in the spring graduation procession and ceremony unless excused in advance by the Chancellor or the Vice Chancellor for Instruction. All college employees are encouraged to attend graduation ceremonies. General graduation requirements for students are listed at Section 416 of the Policy Manual. Reference: Board Policy Number 366

7.3 Intellectual Property Rights
PCCUA has specific policies regarding the ownership of any scientific and technological developments such as inventions, discoveries, computer software, materials and processes. Reference: Administrative Procedure Number 365.02

7.4 Handling Confidential Information (Freedom of Information)
Your work at PCCUA may give you access to academic, personnel or budgetary information that is considered confidential. You are expected to respect the confidentiality of such information and not disclose it to anyone who does not have an official need for it. If you have any question about the confidentiality of information entrusted to you or to which you have access, ask your supervisor. PCCUA has procedures in place for compliance with the Arkansas Freedom of Information Act (FOIA). Employees receiving FOIA requests, should refer to applicable board policies and procedures. Reference: Board Policy 230; Administrative Procedure 230.02
7.5 Personal Business
Under certain limited circumstances, college staff may use college equipment as long as there is no direct cost to the college and no profit accrues to the staff member. Equipment used by staff may not be used without proper written authorization.

Personnel using clerical support services during working hours for personal work may be subject to disciplinary actions.

Reference: Board Policy 600

Campus Service and Facilities

8.0 Crisis Management
Complete copies of the crisis management plan are located in the following offices: Chancellor, all Vice Chancellors, Deans and Department Chairs. The plan can also be found on the college website and intranet.

Critical Incident-First Steps
A. Notify local emergency services (8-911). The college is under the control of responding law enforcement officials for all law enforcement matters.
B. Contact college security and Emergency Team Leader, who will then contact the emergency team via text messaging. Team leaders are:
   DeWitt: Carolyn Turner
   Helena-West Helena: Scott Post
   Stuttgart: Susan Luebke
C. Leader calls the Team into action and activates the command post.
D. Information Officer-notifies campus of incident to shut down campus and call other on-campus and off-campus contacts. Notify faculty/staff/students via text messaging, e-mail, college webpage, and college phone message system.
E. Leader activates Incident Recovery Team.
F. Leader works with law enforcement until crisis has ended to successfully coordinate the college’s responses to the incident.
G. Leader identifies danger zone and establishes a perimeter-inner and outer.

8.1 Flower Fund
Each semester employees are asked to donate to the Flower Fund. While donations can be given on a one-time basis, employees are encouraged to give through payroll deductions.

Flowers are sent to any employee that is hospitalized for at least an overnight visit, but this does not include employee’s family members. For those instances, individual departments or divisions can send flowers. Flowers will be sent upon the death of any member of an employee’s immediate family as listed in the policy manual under Bereavement Leave (Policy #321). Immediate family is defined as spouse, parent, spouse’s parent, guardian, children, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, grandchildren, or wards of the employee.

If you are interested in donating on a one-time basis, please forward those monies to the business office on the Helena-West Helena Campus. If you
would rather have a semi-monthly payroll deduction, please contact the payroll office on the Helena-West Helena Campus.

The Office of College Advancement will coordinate the Flower Fund with campus designees.

8.2 Jury Duty
Employees may be excused from work for jury duty or in response to a subpoena to appear in court. Employee on jury duty shall receive regular compensation and may retain any fees paid by the court. Responsibilities of the employee are outlined in procedure 321.02.
Reference: Administrative Procedure Number: 321.02

8.3 Campus Security
The Vice Chancellor for Student Services is charged with the responsibility for providing adequate security for the protection of personnel and property. College security officers are employed to respond to security matters during working hours and may normally be contacted by radio transceiver. All college security officers will be in uniform during duty hours and will be unarmed. The security officer on duty will coordinate with local police departments. Reference: Administrative Procedure Number: 600.04

8.4 Keys
Keys are not to be duplicated or loaned to non-employees except as authorized. Keys for buildings and rooms at Phillips College are to be issued only to full-time employees. Requests for keys must be approved by one of the following:
- DeWitt/Stuttgart Campuses – Vice Chancellors
- Helena-West Helena Campus – Vice Chancellor for Administration and Finance
Reference: Administrative Procedure Policy 600.06

8.5 Parking Regulations
All vehicles must be registered with the Office of Admissions and Records. Permits should be attached to the rear bumper or rear window of the vehicle.

Helena-West Helena - College faculty/staff may park in all spaces marked “Reserved” or feature curbs painted yellow, and may also park in student parking. To avoid being ticketed, do not park in handicapped spaces. These spaces are reserved for faculty/staff or students with disabilities. If vehicles are changed and a new permit is needed, bring the old permit to Admissions and Records.

DeWitt/Stuttgart - At this time, there are not any designated parking spaces for faculty/staff and students in Arkansas County. If vehicles are changed and a new permit is needed, bring the old permit to the business office in Arkansas County. There are handicapped parking spaces identified on both campuses.

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8.6 College Publications Procedures
All externally distributed publications and bulk-mailed correspondence must be reviewed and approved by the office of College Advancement. Correspondence shall be typed on stationery displaying the Phillips College letterhead. Two weeks’ notice should be given for bulk mailings.

All business cards are ordered through the College Relations Office and follow a standard format. Official forms, in use or designed, should prominently display the college logo. Editorial and design assistance will be provided as needed on all publications by the College Relations Office.

When possible, the College Advancement Office will have printing production work done in-house. All campus printing requests must be submitted on a Request for On-Campus Supplies and Services form. Reference: Administrative Procedure Number: 231.01

8.7 Distribution of College Publications
The Vice Chancellor for College Advancement and Resource Development should approve all requests. Reference: Board Policy Number 231

8.8 Student Recruitment
Recruitment and retention of students is a responsibility of all staff members. Faculty may be called upon throughout the year to visit with students, make trips to area high schools, or write letters to prospective students. The College Advancement Office will coordinate these activities.

8.9 Unauthorized Handbills
Unauthorized distribution of literature and handbills on campus is prohibited. The Vice Chancellor for Student Services and Registrar should authorize all posters and handbills distributed on campus by external groups.

   Exceptions
   • library notices on the library bulletin board
   • special notices in faculty offices and faculty lounge

Reference: Administrative Procedure Number 340.03

8.10 Phone Calls and Long Distance Service
Each new employee will be assigned an access code from the Business Office. The access code enables employees to make long distance calls on our telephone system. Each long distance call using an access code will be charged to the proper department.

While PCCUA understands that its employees may need to make and receive personal calls on occasion; when making such calls a personal calling card (credit card) should be used. Access codes are provided only for college business.
8.11 Internet
PCCUA has a network connection to Internet. This is a useful tool for instructors, students and college employees. Phillips College maintains a home page at http://www.pccua.edu. You will find the campus calendar, special events, schedules, e-mail addresses and much more at this site. In addition, you can find the Policy Manual at: http://www.pccua.edu/policymanual/

8.12 E-Mail
Employees with computers at PCCUA have electronic mail. This system allows an employee to send a message to an individual or all college employees with e-mail capabilities at once. Phillips College employees are encouraged to check their e-mailboxes daily, just as they would phone and regular messages.

8.13 Computer Services
PCCUA has established policies on computer software copyrights, compliance, and computing practices to include unauthorized copying of licensed computer software.

The college has computer support technicians. For computer support questions or problems, employees should file a request via the intranet. Board Procedures: 231.05, 231.06

8.14 Professional Travel
The Board authorizes the Chancellor to determine requirements for professional development and training workshops/conferences/conventions and for routine official college business. For submitting travel requests, regardless of the type of transportation being utilized, specific procedures should be followed. Funds are budgeted for travel based on the need to perform official functions and the availability of funds. Reimbursement for travel is made in accordance with state and college travel regulations and procedures. Reference: Administrative Procedure Number: 650.01 & 650.02

8.15 College Vehicles
The college maintains a motor pool of various sized vehicles—vans and cars. College vehicles should be used for college business travel. The University of Arkansas is currently checking the Motor Vehicle Record (MVR) on employees who have to drive as a condition of employment. An employee is eligible to drive a University of Arkansas vehicle if he/she has a valid driver’s license for the vehicle being driven. Those drivers who accumulate 10 points or more as assigned by the State Office of Driver Services will be subject to appropriate disciplinary action if the accumulation of points has a detrimental effect on their abilities to perform their University duties. Drivers who accumulate 14 points or more will not be allowed to operate a University of Arkansas vehicle until after a period of suspension. Employees, who drive a personal car or college car for official business, must complete a VSP1 form.

DeWitt-To reserve a vehicle, employees must submit a request on the vehicle calendar in Outlook.
Helena-West Helena-To reserve a vehicle, employees must complete the necessary form and forward to the Motor Pool Supervisor in the Maintenance Department. This should be submitted at least twenty-four hours prior to departure. Employees wishing to use college vehicles should check with the Motor Pool Supervisor for keys, credit cards for gasoline, and general operating procedures.

Stuttgart- To reserve a vehicle, employees must submit a request on the vehicle calendar in Outlook.

Reference: Administrative Procedure Number: 650.01 & 650.02

8.16 Purchasing Procedures
All employees should abide by the purchasing procedures that follow.

Step 1. Submit a purchase request, approved by a department Budget Director. The purchase request should describe the merchandise or service, including the department number, and the price of the merchandise or service. The Purchasing Agent will review the request for items that may be on state contract (and must always follow state purchasing guidelines), or see if the merchandise or service is something that requires Bids. Due to the number of contracts the state currently has, employees must never assume that items required are not on state contract.

Step 2. The Purchasing Agent will review the budget balance to determine the availability of funds. If adequate funds are available, as well as all necessary information and supporting documentation, the request will be approved, purchase order number assigned, and authorization for purchasing given. If, during the budget review it is determined that funds aren’t adequate to cover the request, the purchase request will be forwarded to the Vice Chancellor for Finance and Administration for further budget review. The request is not processed until all budget issues are handled.

Step 3. When further budget review is required, the Vice Chancellor for Finance and Administration will contact the Budget Director for budget adjustment requests. The purchase request will remain with the Vice Chancellor for Finance and Administration until the budget issues are settled. Once adjustments are made, the Vice Chancellor for Finance and Administration will release the Purchase Request to the Purchasing Department for processing.

Step 4. Once the request is approved and the Purchase Order (PO) number is assigned, the Purchasing Agent will call and give authorization for the employee to place the order. Or, the Purchasing Agent will place the order if requested. Until the Business Office in Helena-West Helena assigns a purchase order number, there is no authorization for any person to make purchases. Failure to secure an authorized Purchase Order number may result in personal liability of the expenses incurred.

Step 5. When the merchandise is received and is accepted, an online receiving report should be completed through Web Advisor. This information is sent to the Business Office in Helena-West Helena, to the attention of Accounts Payable.

Reference: Policy Manual Number: 630.01
8.17 Courier Service
A courier service runs Monday-Thursday between all campuses. An up-to-date courier schedule is available in the Vice Chancellor for Administration and Finance’s office and on each campus in Arkansas County.

8.18 Cell Phones
PCCUA provides a cell phone to employees whose job requires repeated travel or a need for immediate communication at all times. Reference: Administrative Procedure 600.07

8.19 Laptops on Campus
Faculty, staff and students who bring a laptop on campus must check with the Information Technology Department to ensure the latest virus protection has been installed. Reference: Administrative Procedure: 231.08

8.20 Text Messaging
Faculty, staff and students may sign up to receive emergency text messages as a part of the PCCUA Crisis Management Plan. To participate, enter cell phone information from the “Student Emergency Response Sign-Up” section on the PCCUA website or in Web Advisor.

9.0 Faculty Work Schedule
A working day for faculty during the semester is considered to be 8 a.m. to 3:30 p.m. with one hour for lunch. If an evening class is taught as a part of the regular load, day working hours are to be 8 a.m. to 3 p.m. For two evening classes as part of the regular load, the hours are 8 a.m. to 2:30 p.m. Many faculty do not work a traditional 8-3:30 day because of their teaching assignments. Faculty working a nontraditional schedule must have approval of their schedule by the division dean or department chair in which they work and their campus vice chancellor in Stuttgart or DeWitt. The time taken for a meal break should be approved the division dean and campus vice chancellor and posted on the faculty work schedule filed in the office of the vice chancellor for instruction.

Faculty office work schedules including office hours must be posted and observed. Reference: Board Policy 364

9.1 Absence of a Faculty Member
If an instructor knows in advance that he or she must be absent from class, the instructor must make arrangements for a substitute through the division dean or department chair. In case of unexpected illness or absence, the instructor should telephone the division dean as soon as practical. If the instructor is located in Arkansas County and the division dean/department chair is on the Helena-West Helena campus, the instructor should also notify the campus vice chancellor. For continued illness, notification should be made no later than 4:00 on each day of the absence whether absence will be repeated the next day. Appropriate leave forms must be executed immediately upon return. Reference: Administrative Procedure Number: 363.03
9.2 Teaching Load
Teaching loads at PCCUA are determined by considering both credit hours and student contact hours. Overload pay is awarded where regular teaching loads have been fulfilled and additional class offerings are necessary. A point system is utilized to determine teaching loads and compensation. A full instructional load for all faculty is 30 points per regular semester. Reference: Administrative Procedure Number: 364.01

9.3 Course Syllabi
Instructors are responsible for preparing an up-to-date syllabus for every course in the current curriculum and electronically filing it with the appropriate dean or department chair who files it with the Vice Chancellor for Instruction. Reference: Administrative Procedure Number 363.02

9.4 Grading
PCCUA supports the establishment and maintenance of scholastic standards. As such, the college has a detailed and expansive grading policy.

Instructors shall assign mid semester advisory grades, final grades and student progress or class standing when requested by the administration. Grade books are to be filled out in ink. Grade books are to be kept on file for at least 3 years.

*Grading scale*
- A= Excellent
- B = Good
- C= Average
- D= Passing
- F= Failing
- AU= Auditing
- I = In progress, incomplete
- W= Withdrawal
- EW=Withdrawal by faculty due to excessive absence
- R=Repeated

Reference: Board Policy Number 404

9.5 Complimentary Textbooks from Publishers
Complimentary textbooks are frequently sent to instructors for purposes of promotion and review for adoption. The sale of such texts to third parties is ethically questionable. Instructors are encouraged to either keep such texts for review or donate them to the library. Reference: Board Policy 410

9.51 Textbook Adoption
All full-time faculty members teaching a particular course shall jointly select the course textbook(s). Textbook orders require the approval of the
dean or department chair who submits the order to the bookstore. Deadlines are: April 1 for Fall adoption and November 1 for Spring adoption. Reference: Board Policy 410; Administrative Procedure 410.01

9.6 Faculty Evaluation
PCCUA reviews the performance of all full-time and part-time faculty members. The evaluation process is based on two guiding principles. First is the belief that faculty evaluation must be linked with faculty development. Improving instruction should be the goal of faculty evaluation. Secondly, the evaluation process is also based on the principle that multiple sources of evidence of teaching effectiveness should be used. Faculty evidence consists of student evaluations and a teaching portfolio. Reference: Administrative Procedure Number 370.05

Complaint Resolution

10.0 Termination of Appointment
Faculty members and other contractual employees may terminate their appointment at the end of an academic year provided that they give notice in writing no later than May 1 or thirty days after receiving notice of reappointment, whichever comes first. Failure to follow separation procedures may result in non-release from contract and/or the resulting financial obligations thereof.

Likewise, the College may terminate the appointment of a faculty member or other contractual employee at the end of a given contract period subject to and consistent with applicable laws and state regulations. Reference: Board Policy 375 and Administrative Procedure 370.04

10.1 Due Process and Grievance Procedures
Procedures that lead to swift and equitable conflict resolution are important to every work organization in order to reduce costs and maintain goodwill. It is the policy of the College that the right of employees to due process shall be protected and encouraged.

Consequently, it is the expectation of the Board of Visitors that employee conflicts be resolved internally. It is policy of the College that any employee who wishes to address a work-related matter shall utilize the line authority as dictated by the current organizational chart beginning with the immediate supervisor and progressing through the College Chancellor and to the UA System President, if necessary.

Due process procedures including Employee Peer Review and Appeal provisions are clearly stated in the College policy manual. Failure to seek internal resolutions to employee/employer problems prior to seeking external recourse shall be considered a violation of College policy. Reference: Board Policy 380 and Administrative Procedure 380.01