

Phillips Community College

Employee Handbook



8/2022

Introduction

This handbook is 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 cannot 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. PCCUA provides employees additional information as these changes occur during the academic year. T

he complete PCCUA policy manual can be found in RidgeNet and the UA System policies and procedures: <https://www.uasys.edu/>

1.0 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 should contact the Personnel Office, PCCUA, 870-338-6474, extension 1271.

1.1 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: 2022-23; College Catalog, page 11.*

1.2 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.

1.3 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

2.0 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 200*

2.01 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 200, 300; Administrative Procedure 200.01

2.02 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, to comply with the certification requirements of the Drug Free Workplace Act of 1988.

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 is prohibited in a state agency or institution's workplace. Any employees violating this policy will be subject to discipline up to and including termination. *Exceptions to this policy are in Board Policy 240.* Reference: Board Policy 262, Administrative Procedure 262.01

2.03 Tobacco Facilities

All buildings and vehicles of PCCUA are tobacco free (including electronic cigarettes). *Reference: Board Policy 261, Administrative Procedure 261.01*

2.04 Weapons on Campus

Possession, discharge or other use of any weapon is prohibited on the grounds or in the buildings of any campus controlled by the UAS, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training. *Reference: Board Policy 263*

2.05 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 301*

2.06 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.

2.07 Sexual Discrimination (Title IX Compliance)

Sexual discrimination, harassment and misconduct is prohibited and will not be tolerated at PCCUA. Discrimination based upon sex can include sexual harassment or sexual violence, such as dating violence, domestic violence, sexual assault or stalking. Also prohibited is gender-based harassment, which may include certain acts of verbal, nonverbal or physical aggression, intimidation or hostility, based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature. *References: Administrative Procedure 275.01; Board Policy 275*

2.08 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 to the Title IX Coordinator or a Title IX Deputy. For specific information, check administrative procedure and policy. *References: Administrative Procedure 275.01; Board Policy 275*

2.09 Policy Manual

Copies of the policy manual are distributed to all deans, department chairs, and vice chancellors on each of the three campuses. For quick access, the policy manual is available in Microsoft SharePoint.

2.10 Accidents and Incidents

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. On the Helena W. Helena campus, call security. In DeWitt or Stuttgart, contact the campus vice chancellor. 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. Forms are available in RidgeNet.

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 Incident report to the Vice Chancellor for Administration and Finance and the Vice Chancellor for Advancement within 24 hours of the incident.

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 Arkansas County should be notified as well. A complete set of instructions are 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 250.05*

2.11 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 300*

2.12 Classified Employment

Classified personnel administration shall be in accordance with the Arkansas State laws, regulations, and guidelines provided by the Arkansas Department of Higher Education. 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 340 and Administrative Procedure 340.01*

2.13 Work Breaks

Breaks for staff are fifteen (15) minutes each. One break is designated for the morning and another in the afternoon. Breaks are a privilege rather than a right and should not interfere with work deadlines or schedules. *Reference: Administrative Procedure 340.03.*

2.14 Evaluation Procedure for Classified Employees

Arkansas State Legislative Act 101 of 1985 mandates the implementation of a performance evaluation system for all classified employees. Supervisors evaluate all classified employees and the evaluation criteria should be determined by the specific job. *Reference: Board Policy 340; Administrative Procedure 340.02, 370.05*

2.15 Administrative/Professional Staff Performance Review

Administrator and professional staff performance review shall occur annually. *Reference: Board Policy 340; Administrative Procedure 340.02*

2.16 Promotions

Classified employees may 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 ADHE. 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: ACT 763

2.17 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: ACT 763*

2.18 Termination of Appointment, Suspension and Dismissal for Cause

Employees may terminate their appointment effective at the end of an academic year, provided they give adequate notice. Likewise, PCCUA may terminate the appointment of a faculty member or contractual employee at the end of a contract subject and consistent with applicable laws and regulations.

The Chancellor or his designee 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. PCCUA will follow UA Board Policy 405.4 and 405.6 when suspending or dismissing employees. **Reference: Board Policy 375, 377**

2.19 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 ADHE, previous State employment credit is for completed years of service. *Reference: Board Policy 379; ACT 763*

2.20 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.

2.21 Resignation Procedure

Employees planning to resign are encouraged to give at least two weeks' notice. Resignations can be submitted through Workday or in writing to the employee's immediate supervisor, who will forward to the Chancellor's office for an official receipt. *Reference: Administrative Procedure 340.07*

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 new employee orientation. *Reference: Board Policy 300, 305, 310, 311, 312*

3.01 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 75%, after deductible. The College pays long-term disability insurance for the employee. Life insurance for the employee is paid in full by the College. This coverage is equal to the employee's annual salary, rounded to the next \$1,000, with a minimum coverage of \$20,000. For new hires after July 1, 2016, coverage is equal to one-times the salary to a maximum of \$50,000. *Reference: Administrative Procedure 310.01*

3.02 Procedures for Filing Insurance Claim/Prescription Information

The provider will file in-Network claims. 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.

3.03 Tuition Waivers and Discounts

Tuition for PCCUA courses is waived for full-time employees, spouses and dependent children at in-district rates. Tuition discounts for employees and their families are available at all University of Arkansas campuses. Employees are required annually to provide proof of dependency. For employees hired after May 1, 2017, eligibility of the discount shall begin the final day of regular registration following continuous employment in a full-time position with the College for one complete fall or spring semester. The maximum number of hours an employee should enroll in per semester should not be greater than 11 hours. Forms to request a waiver can be found in Microsoft SharePoint. *Reference: Administrative Procedures 311.01 & UA Board Policy 440.1, Administrative Procedure: 311.01, UA Board Policy 445.1*

3.04 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.

3.05 Retirement Contributions

PCCUA makes contributions to retirement plans on behalf of the benefit eligible employee. Benefits eligible employees are required to contribute a minimum of 5% to TIAA or Fidelity. Contributions to TIAA or Fidelity will be matched by the college up to 10%. Employees hired after June 30, 2016 will be fully vested upon completion of two years of service. Part-time faculty and staff (non-benefits eligible employees) are eligible to participate in TIAA or Fidelity on an unmatched, voluntary basis.

Full-time benefits eligible employees who transfer in from another UAS campus and are currently enrolled in the Arkansas Public Employee Retirement System (APERS) may elect to continue with APERS.

Employees who are already members of Arkansas Teacher Retirement System (ATRS) may continue with this plan.

Reference: Administrative Procedure 312.02, 312.03

3.06 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 and professional 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 340, 364*

4.01 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 220.01*

4.02 Inclement Weather

It may be necessary for the College to close 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 a RAVE alert.. *Reference: Administrative Policy 250.02*

4.03 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. Benefited employees will earn university holiday if the holiday falls during the period for which they are scheduled to work. *Reference: Board Policy 320*

Compensation Policies

5.0 Career Service Recognition Payments

Employees employed in a full-time position not defined as faculty, will become eligible for career 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, credit is given to the employee for years of full-time service. Proof of prior service is required. Career service payments will be paid in the month the career service eligibility date occurs.

The amount of the career service payment will be:

<u>Years of Service</u>	<u>Annual Payment</u>
10 through 14 years of state service	\$ 800
15 through 19 years of state service	\$1,000

20 through 24 years of state service	\$1,200
25 or more years of state service	\$1,500

References: Administrative Procedure 340.05

5.01 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 required to participate in direct deposit. All administrators, faculty and classified personnel, who receive direct deposits, may view or print their payslips using Workday. Paychecks that are not direct deposited will be mailed on the date payroll is issued.

Reference: Administrative Procedure 620.01

5.02 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 in Workday, including any time over the regular workweek. Time worked should be submitted, at a minimum weekly, in Workday to the employee’s supervisor. Supervisors are responsible for verifying all hours worked.

Compensatory time will be taken first, in lieu of annual leave (vacation). Compensatory time may not be earned in less than 15-minute increments. All records of leave, including compensatory time, are maintained in Workday.

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 330 & Administrative Procedure 330.01*

5.03 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*

Paid/Unpaid Leave

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. If injured, contact the workplace injury hotline 1-855-339-1893. .

Reference: Arkansas Code Ann. §11-9-514, 529, 701

6.01 Procedures for the Request and Approval of Leaves of Absence With Pay

Requests for paid leave of any kind must be submitted in Workday 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 321.01*

6.02 Leave of Absence Without Pay

The UA System President is the only official authorized by the Board of Trustees to grant leave without pay outside of leave for FMLA, military or ADA. *Reference: Board Policy 322*

6.03 Professional Travel Procedures for Completing Travel Reimbursement

Travel for official college business is authorized by the submission of a spend authorization through Workday. The spend authorization is approved by an appropriate supervisor/administrator and the Business Office. The request should be submitted at least five days prior to the date of travel when possible and include the department to be charged, and an estimated cost of the trip. Travel expenses incurred without an approved spend authorization could result in the denial of an employee's reimbursement request.

The College maintains a motor pool of various sized vehicles—vans and cars. 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 PCCUA 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. Cars should be returned to the motor pool with a full tank of gas.

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.

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 650.01, 650.02, 650.03.

6.04 Sick and Educational Leave

Nine (9) month faculty members earn nine (9) days of sick leave per academic year. Full-time, non-faculty employees earn 1 day 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.

Classified staff who retire from the College are eligible for payment of a portion of accrued sick leave. Sick leave notifications should be made to an employee's supervisor prior to the start of the workday.

A certificate from an attending physician is required for five (5) or more consecutive days of illness. If notification is not made in accordance policy, the absence may be charged against the employee's annual leave or as leave without pay.

Full-time employees are granted eight (8) hours of children's educational activity leave per calendar year. This leave should be filed through Workday. List the event in the notes section of the leave form. (See administrative procedure for child and educational activity definitions).

Employees are given up to 60 days to resolve any questions concerning their leave balances. *Reference: Board Policy 321; Administrative Procedure 321.01*

6.05 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, spouse, child, grandmother, grandfather, grandchild, in-laws, or any individual acting as a parent or guardian. *Reference: Administrative Procedure 321*

6.06 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 15 days 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. Leave should be submitted through our leave system as military leave. *Reference: Board Policy 321; Administrative Procedure 321.01*

6.07 Family Medical Leave Act

The Family Medical Leave Act of 1993 entitles eligible college employees to 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.

An eligible employee is one who has at least 12 months of employment with the State of Arkansas and has worked at least 1,250 hours during the previous 12-month period. *Reference: Administrative Procedure 322.02*

6.08 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*

6.09 Annual Leave

All classified 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.

	Annual	Monthly
0-3 years of service	12 days	1 day
4-5 years of service	15 days	1 day, 2 hours
6-12 years of service	18 days	1 day, 4 hours
13-20 years of service	21 days	1 day, 6 hours
21 + years of service	22.5 days	1 day, 7 hours

Effective July 1, 2019, employees whose titles are listed in the appropriation acts as twelve (12) month non-classified positions, will receive at the onset of employment 15 vacation hours per month. Those less than 100% for twelve (12) months will have their monthly accrual pro-rated. On or after July 1, 2021, new employees and transferred employees who work in non-exempt roles within non-classified titles will accrue annual leave at the classified level. *Reference: Administrative Procedure 321.01*

Employee Conduct

7.0 Official Functions

From time to time, employees may be asked to represent the 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 270*

7.01 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 annually 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 365.01, 365.03*

7.02 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. College employees may speak as citizens on matters of public concern, provided they make it clear that they are not acting as spokespersons of the College nor the University. *Reference: Board Policy 303, Administrative Procedure 230.01*

7.03 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 366*

7.04 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 365.02*

7.05 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*

7.06 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 employee portal.

Critical Incident-First Steps

- A. Notify local emergency services (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 & Stuttgart: Kim Kirby Helena-West Helena: Rhonda St. Columbia
- 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 RAVE emergency 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.

8.01 Flower Fund

Annually, 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.

The Flower Fund is for full-time employees in the following circumstances:

- When an employee is hospitalized for at least an overnight visit or in those instances where outpatient surgery results in requiring the employee to miss more than three days of work.

- Upon the death of a College employee, employee’s spouse, child, parent, sibling or a College retiree. A retiree is defined as someone who has worked for the College for 10 consecutive years, and has a combined age plus continuous years of service totaling at least 70.

The flower fund **does not** cover illness of employee’s family members or a student’s illness/death. For those circumstances, individual departments or divisions can send flowers by collecting donations or obtaining funds from their campus foundation.

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. *Administrative Procedure: 340.08*

8.02 Court and Jury Duty

Employees may be excused from work for jury duty. When an employee is subpoenaed as a witness, follow Policy 321 and Administrative procedure 321.10. 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. Employees should submit “Jury” leave in Workday. *Reference: Board Policy 321, Administrative Procedure 321.01*

8.03 Campus Security

The Vice Chancellor for Advancement 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. All college security officers will be in uniform during duty hours and will be armed with spray and/or taser. The security officer on duty will coordinate with local police departments. *Reference: Administrative Procedure 600.04*

8.04 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 Chancellor for Arkansas County

Helena-West Helena Campus – Vice Chancellor for Administration and Finance

Reference: Administrative Procedure Policy 600.06

8.05 Parking Regulations

All vehicles must be registered with the Office of Admissions and Records. Hanging permits should be attached to the front windshield.

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.

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.

8.06 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 and may be submitted to printing@pccua.edu . *Reference: Administrative Procedure 231.01*

8.07 Distribution of College Publications

The Vice Chancellor for College Advancement and Resource Development should approve all printing requests. *Reference: Board Policy 231*

8.08 Student Recruitment

Recruitment and retention of students is a responsibility of all employees. Faculty may be called upon throughout the year to visit with students, make trips to area high schools, or write letters to prospective students.

8.09 General Employment Practices

Work schedules, breaks, telephone calls, dress/appearance, political activity, public information, outside employment, meeting the public and internal work relations are discussed *Reference: Administrative Procedure 340.03*

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 PCCUA Information Technology department operates a helpdesk during business hours. All technology related questions and issues should be submitted to the helpdesk at <http://helpdesk.pccua.edu/portal> or email help@pccua.edu.

8.14 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.

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 are not 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 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 630.01

8.15 Courier Service

A courier service runs three (3) days a week 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.

8.16 Cell Phones

College-owned mobile devices may be issued to certain individuals in very special circumstances as approved by the Vice Chancellor for Finance and Administration and the Chancellor. *Reference: Administrative Procedure 600.07*

8.18 Text Messaging

Faculty, staff and students may “opt out” to receive emergency text messages as a part of the PCCUA Crisis Management Plan.

Faculty

9.0 Faculty Work Schedule

Faculty are to keep scheduled office hours in order to be available to students. The full-time faculty schedule is thirty (30) hours per week.

Reference: Board Policy 364

9.01 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 363.03*

9.02 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 364.01*

9.03 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 363.02*

9.04 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 retained for three (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

S=Students working up to potential in individualized or self-pacing courses

S/U=Non-credit courses will be given a grade of “S”, satisfactory or “U”, unsatisfactory

WC=Withdrawal Crisis

Reference: Board Policy 404

9.05 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*

9.06 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

9.07 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 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.

Likewise, the College may terminate the appointment of a faculty member subject to and consistent with applicable laws and state regulations.

Once a faculty member has completed six (6) years of full-time service at PCCUA, subsequent reappointment is presumed unless cause for discontinuance is demonstrated according to Board Policy 377.

Reference: Board Policy 375; Administrative Procedure 370.04

10.01 Due Process and Grievance Procedures

Continuous, frank and considerate communication between employees and their supervisors is expected. If a grievance develops, it should be resolved as quickly as possible at the lowest possible level of supervision. PCCUA reserves the right to modify the grievance procedure on a case-by-case basis in order to avoid conflicts of interest or deal with other unique circumstances. For complete policy and procedures, see *Board Policy 380 and Administrative Procedure 380, 380.01, 380.02, 380.03*.