

# **PHILLIPS COMMUNITY COLLEGE Employee Handbook**

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## **Academic Year 2025-26**

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Updated 1/6/2026

## **Introduction**

This handbook is 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 with additional information as these changes occur during the academic year. The complete PCCUA policy manual is located in My RidgeNet and the UA System policies and procedures:

<https://www.uasys.edu/>

### **1.0 Notice of Non-Discrimination**

PCCUA is an equal opportunity institution. PCCUA does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights. Any person who has questions should contact the Personnel Office, PCCUA, 870-338-6474, extension 1271.

### **1.1 College Mission Statement**

Phillips Community College of the University of Arkansas is a multi-campus, two-year college serving the communities of Eastern Arkansas. Through robust partnerships, the College is committed to building stronger communities by delivering quality, affordable education for college transfer and work skills training. We provide multiple services and support to ensure student access with success and encourage the pursuit of knowledge and life-long learning striving to build a better life for all. *Reference: Policy 140*

### **1.2 Vision Statement**

**Imagine a college where...**

- Students begin planning a career or academic experience early in life.
- High school students see it as a first choice for education and training.
- Student admissions, registration, and enrollment are easy.
- High quality teaching and learning experiences allow all students to succeed.
- Exceptional programs and services meet the needs of the students, community, and region.
- Barriers and obstacles which many students face is removed.
- Exceptional state of the arts technology and distance learning infrastructure is provided.
- The college is responsive to the needs of the community, even in times of crisis.
- Economic development and industry training preparing students for the workforce is a priority.

- Engaging in the lives of its students, employees, and community is a priority.
- The community views it as a partner, resource, and change agent.
- Faculty and staff are provided with professional development, training opportunities, and a positive work environment so they can ensure the best instruction, support for learning, and services.

**Imagine a college all people want to attend and a college where everyone wants to work and that is the college we want to be.**

### **1.3 Our Core Values**

PCCUA respects the diversity of its student body and community. The College also recognizes the worth and potential of each student. Therefore, the College affirms the following beliefs and 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.

#### Respect for All

We respect the inherent worth and dignity of every person.

***Reference: Policy 140***

## **General Employment Policies**

### **2.0 Discrimination**

PCCUA is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination. Such an environment is necessary to a healthy learning, working, and living atmosphere. The College expects students, applicants for admission, employees, applicants for employment, affiliates, subcontractors, on-site contractual staff, community members, and visitors to uphold the College's commitment to nondiscrimination and harassment by conducting themselves in a manner that is appropriate and consistent with this policy. Accordingly, all acts of discrimination, harassment, and retaliation are prohibited. The College will take prompt and equitable action in response to complaints about such conduct.

Policy Scope and Relationship to Title IX. "Discrimination" under this policy refers to action or conduct that (1) is based on race, color, sex, religion, antisemitic behavior against Jewish people motivated by antisemitic intent, national origin, service in the uniformed services (as defined in state and

federal law), veteran status, age, pregnancy, physical or mental disability, sexual orientation, or genetic information and (2) adversely affects a term, condition of an individual's employment, education, living environment, or participation in a program or activity.

“Harassment” under this policy means unwelcome conduct that is based on one of the foregoing categories and that is subjectively and objectively offensive and so severe and/or pervasive that it denies or limits a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

“Antisemitism” under this policy means the same as defined by the International Holocaust Remembrance Alliance in its working definition of antisemitism, including its contemporary examples, as it was adopted on May 26, 2016. Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Criticisms of Israel similar to that leveled against any other country cannot be regarded as antisemitic.

Reports and complaints regarding sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should first be made to the Title IX Coordinator under the College's separate policy on sexual assault and harassment. Other forms of discrimination and harassment may be the subject of an initial complaint under this policy. In addition, this policy may be used to address complaints of sexual harassment or assault that may negatively affect the campus community but are dismissed by the Title IX Coordinator based on lack of jurisdiction.

## **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 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 an 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 employees' 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, hazing 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 My RidgeNet, under Manuals.

## **2.10 Accidents and Incidents**

An accident is any occurrence that results in bodily injury to a student, member of the 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 campus police. 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 on My 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.
- 3) 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 is 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 Employment**

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 positions allocated to PCCUA are provided by legislative act for each biennial period.

*Reference: Board Policy 301 and Administrative Procedure 301.01*

### **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.*

### **2.15 Administrative/Professional Staff Performance Review**

Administrator and professional staff performance review shall occur annually through Workday. *Reference: Board Policy 340; Administrative Procedure 301.02.*

### **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 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. Typically, 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. Previous State employment credit is for completed years of service. Proof of prior service is required. **Reference: Board Policy 379**

### **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 it to the Chancellor's office for an official receipt. **Reference: Administrative Procedure 301.07.**

### **2.21 Mandatory Training**

New employees have assigned mandatory training that should be completed upon hire, which will satisfy training requirements for the first year of employment. Returning employees will have annual training assigned throughout the year. It is a job expectation that employees are to complete this training. Employees who fail to complete mandatory training will be ineligible for an annual compensation increase and may be subject to other disciplinary action. **Reference: Board Policy 304; UASP 450.1**

### **2.22 Disciplinary Actions**

PCCUA uses a structured process to address employee performance or conduct issues through increasingly serious corrective actions. Its purpose is to clearly communicate expectations, provide employees with opportunities to improve, and ensure fair and consistent treatment while supporting accountability and organizational standards. Progressive discipline is not applicable to every instance where disciplinary action is warranted.

**Reference: Administrative Procedure: 301.09**

## **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. The Personnel Office will give more detailed information concerning these benefits during the 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 to complete dependency information in Workday. 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**. Requests of waivers are processed in Workday. *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 employees' pre-tax dollars for medical and childcare 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 the 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 consider 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 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 non-classified and professional personnel is 8 a.m. to 4:30 p.m., Monday through Friday. The Chancellor or 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 the 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 designee will determine when weather conditions justify cancellation of classes. If classes are to be canceled, PCCUA students and employees will be advised of a RAVE alert. *Reference: Administrative Policy 250.02*

#### **4.03 Holidays**

Non 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 a 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 have 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 following the qualifying event. *References: Administrative Procedure 301.05*

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

### 5.01 Procedures for Issuing Paychecks

A payroll disbursement schedule will be distributed to employees annually. Compensation for overloads and adjuncts are paid six times during the semester. Payment for summer instruction is disbursed as dates listed on contracts. No contracts will be paid in full until after the contract end date.

All employees are required to participate in direct deposit. All administrators, faculty and staff who receive direct deposits may view or print their pay slips in 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 a 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 by 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 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 handheld 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. 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 with 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.

#### **Parental leave**

After two years of consecutive benefits-eligibility, an employee is entitled to leave under the Family Medical Leave Act (FMLA). The employee is eligible for paid parental leave on the conditions described in UA Board Policy 420.2. *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 arises 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

The Catastrophic Leave Program assists eligible employees, after they have exhausted their earned sick leave, annual leave, holidays, and compensatory time, to manage medical emergencies, injuries, and long-term, serious illnesses incurred by them or by their eligible family members. These guidelines set out who is eligible to contribute to the program, 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

Full-time, eligible employees (exempt and non-exempt) hired or moved into an eligible position on or after January 1, 2025, will accrue annual leave as indicated below:

Through the 1 <sup>st</sup> year of employment	10 hours/month
2 <sup>nd</sup> year	12 hours/month
3 <sup>rd</sup> year	14 hours/month
4 <sup>th</sup> year	14 hours/month

5 <sup>th</sup> year	14 hours/month
6 <sup>th</sup> year	15 hours/month

Exempt employees hired on or before December 31, 2024, shall accrue at the current rate of 15 hours/month. Non-exempt employees hired on or before December 31, 2024, shall accrue at the greater of the employees' current rate or by the new schedule shown. *Reference: Administrative Procedure 321.01*

### **6.10 Accommodations-Pregnancy, Childbirth, or Related Conditions**

It is the policy of PCCUA to provide equal access and opportunity to Qualified Employees in compliance with the Pregnant Workers Fairness Act, 42 U.S.C. §§ 2000gg – 2000gg-6, and other laws that prohibit sex discrimination and protect pregnancy rights. The College prohibits discrimination based on pregnancy, childbirth, or related medical conditions in all aspects of the application process and the employment relationship. The College will provide Reasonable Accommodations to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of a Qualified Employee, unless the accommodation would impose an Undue Hardship on the operation of the business of the College. *More detailed information in Administrative Procedure: 322.03*

### **6.11 ADA (Employees)**

The Human Resources Office provides information relating to accommodations under the American Disabilities Act (ADA) and monitors ADA accommodations for faculty and staff. PCCUA is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in university programs or activities due to his or her disability. Accommodation for ALL employees is administered through the Office of Human Resources, the HR Director serving as ADA Coordinator. Accommodation for students is administered through disability services. *More detailed information in Administrative Procedure: 340.10*

## **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 questions 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 My Ridgenet.

### **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 Campus Police and Emergency Team Leader, who will then contact the emergency team via text messaging. The 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 the 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 designers. *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. Employees 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 Police**

The Vice Chancellor for Advancement is charged with the responsibility for providing adequate security for the protection of personnel and property. College police officers are employed to respond to security matters during working hours. All college police officers will be in uniform during duty hours and will be armed with guns, spray and/or tasers. The Police Chief 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](mailto: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 301.03*

### **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 in My Ridgenet or email [help@pccua.edu](mailto:help@pccua.edu).

### **8.14 Purchasing Procedures**

Only the purchasing agent of the Business Office has the authority to issue purchase orders for supplies and services for the official use of PCCUA. Requisitions are “requests” for commodities and services, and do not constitute a legal order. Orders placed by an individual without a purchase order are the financial responsibility of that individual.

All purchase orders are electronically signed by the Vice Chancellor for Finance and Administration. No dollar limitations exist for purchase orders, however, dollar limits for various types of purchases are outlined later in this procedure under “Dollar Limit for Purchases”.

If a MANDATORY State of Arkansas Contract exists for a commodity, PCCUA must order through that contract. If an employee is not sure if the item is not on a State Contract, contact the purchasing agent.

All printing – regardless of the dollar amount – must be bid. Printing is defined as “commercial printer’s ink, using a commercial printing press, produced on paper.” This does not include xerographic or digital copies.

All outstanding purchase orders will be reviewed on an annual basis. Valid purchase orders will be carried forward to the next fiscal year. Purchase

orders that are complete or no longer valid will be voided and/or closed.

Refer to Administrative Procedure 630.01 for guidelines on contracts, procurement card, travel card, Wex fuel Card and receiving reports.

*Reference: Administrative Procedure 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 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 the 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

R=Repeated

D= Passing

F= Failing

AU= Auditing

I = In progress, incomplete

W= Withdrawal

C= Average

CR=Credit-no grade point value, only credit unit value

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 if 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 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*.