

# **KIRTLAND COMMUNITY COLLEGE**

## **Part-Time (Nonunion) Classified Employees Handbook**

Revised 4/25/96; 9/29/2009

## TABLE OF CONTENTS

Subject	Page
<b>HISTORY OF KIRTLAND COMMUNITY COLLEGE</b> .....	1
<b>GENERAL INFORMATION</b> .....	2
<b>BENEFITS OVERVIEW</b> .....	3
Definitions of Employee Categories.....	4
Benefits .....	4
Travel Accident Insurance .....	4
Longevity.....	4
Sick Day Payout.....	4
Retirement .....	4
Winter Recess .....	4
Sick Leave .....	4
Vacation Leave .....	5
Bereavement Leave .....	5
Family and Medical Leave .....	5
Military Leave.....	5
Public Service Duty.....	5
Social Security Coverage .....	6
Tuition-free College Courses for Employees.....	6
Workers' Compensation .....	6
<b>PAY PRACTICES</b> .....	6
Pay Procedures .....	6
Time sheets .....	7
<b>EMPLOYMENT POLICIES AND PRACTICES</b> .....	7
Classification and Salary Administration Program.....	7
Job Reclassification .....	7
Job Vacancies .....	8
Code of Conduct .....	8
Confidentiality.....	8
Equal Opportunity for Employment.....	9
Harassment or Discrimination .....	9
Statement of Assurance of Compliance with Federal Law .....	9
<b>HEALTH AND SAFETY</b> .....	9
Emergency Response Guidelines .....	10
Bloodborne Pathogens .....	11
Contagious Disease .....	12
Drug-free Workplace .....	12
Employee Assistance Program (EAP) .....	12
Hazardous Materials .....	13
Smoke Free Workplace .....	13
Employee Wellness .....	13
<b>OTHER POLICIES AND PRACTICES</b> .....	13
Dress Code .....	13
Emergency Closings .....	14
Performance Appraisals.....	14

Probationary Status - New Employees.....	14
Discipline .....	14
Termination.....	15
Voluntary Termination.....	16
Involuntary Termination .....	16
Grievances.....	16
Target Specific Problem Solving (TSPS) Process.....	17
Travel .....	17
College-Owned Vehicles .....	17
Reimbursement for Private Vehicles .....	17
Reduction in Work Force .....	17
Recall of Classified Employees .....	17
<b>OTHER INFORMATION .....</b>	<b>18</b>
Bookstore.....	18
Borrowing Equipment .....	18
Business Office .....	18
Cafeteria.....	18
Change of Address .....	18
Child Care.....	18
Computer Support .....	18
Cosmetology .....	18
Cultural Events .....	19
Human Resources .....	19
Internet Accounts .....	19
Learning Resource Center .....	19
Public Safety Department .....	19

# HISTORY OF KIRTLAND COMMUNITY COLLEGE

On March 7, 1966, in accordance with provision of Public Act 188 of the Michigan Public Acts of 1955, Kirtland Community College was created by a vote of the electorate from six local K-12 districts (Crawford-AuSable, Fairview Area, Roscommon Area, Houghton Lake, Mio-AuSable, and West Branch-Rose City). With this approval, the largest Michigan community college district was formed. The college district totals 1,200 square miles and consists of all or part of nine counties, plus an M-TEC in Gaylord.

In the fall of 1968, Kirtland opened its doors to 160 students. At that time, the campus consisted of 160 acres of beautifully wooded, rolling hills, with a partially completed student center and six relocatable classroom facilities. In June 1970, the college had its first graduation with forty-four graduates earning associate degrees.

Kirtland Community College now serves over 3,000 students through college level and community service classes. On average, over 250 students graduate annually with associate degrees and certificates. Growth in student numbers promoted growth in campus facilities and programs. Kirtland's campus now boasts 190 acres, six major buildings, and growing outdoor recreational and training facilities, including a firing range. Presently, Kirtland offers more than 50 certificate and associate degree programs. Community services such as small business development, cultural events, continuing education, and employee training and retraining are also provided. The M-TEC technical education facility in Gaylord, opened in 2002, offers courses and programs in industrial and construction trades, outdoor power engines, health careers, including cardiovascular sonography, and workforce development. Intercollegiate competitive sports were introduced in 2000, and now include men's and women's basketball, cross-country, and golf. The college's efforts and activities have encouraged and assisted regional business development and generated long-term economic growth. Over the years, Kirtland Community College has grown and matured into a full-service community college.

This handbook serves only as a guide for part-time employees; it is not intended and does not constitute, in whole or in part, a binding employment contract.

Kirtland Community College is accredited by the Michigan Commission on College Accreditation and The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602 (800-621-7440). The college also holds membership in the Michigan Community College Association and the American Association of Community and Junior Colleges.

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools granted Kirtland Community College status as candidate for accreditation in 1972, and the college has been accredited as an associate degree-granting institution since 1975.

# GENERAL INFORMATION

## Introduction

Welcome to the staff at Kirtland Community College. This handbook was written to help make your transition to Kirtland as smooth as possible; we welcome your input, your questions, and your enthusiasm.

## Vision

Kirtland Community College provides open access to education, as well as cultural opportunities, to enrich the lives of people in northern Michigan.

## Mission

Kirtland offers higher education in a student-focused environment, providing transfer and career technical programs; developmental studies; workforce development; personal enrichment and cultural opportunities. We focus resources on our local service area, while maintaining a welcoming climate for our neighbors in Northern Michigan.

## Guiding Principles

Student learning is Kirtland's commitment –

1. We use continuous-improvement processes to ensure currency and relevancy of programs, services, and facilities
2. We strive for consistent use of appropriate data in all decision making.
3. We ensure that all decisions are effectively communicated and contribute to student success.
4. We are open and welcoming to all, while recognizing a special responsibility to young adults.
5. We recognize the value of our employees by striving for a high quality of work life and providing opportunities for professional development.
6. We participate in community partnerships, based on shared values and mutual goals, with a focus on K-12 and Economic Development.
7. We seek optimum size based on community needs, available resources, financial responsibility, and college capabilities.

## Academic Quality Improvement Project (AQIP)

For Kirtland's degrees and certificates to be recognized as valid, the college and its programs must be accredited by a nationally recognized process. Kirtland utilizes AQIP as our process of accreditation. AQIP is modeled on the principles of systematic continuous improvement, and staff is expected to participate in the data collection, discussion and analysis necessary to informed decision-making.

## BENEFITS OVERVIEW

Among Kirtland's greatest strengths are its “non-traditional” benefits. The campus is located on 180 wooded acres and is home to a variety of wildlife, making it likely you will come across deer on the nature trail or chipmunks on the pathways. You can enjoy hiking, bird watching, and picnics on campus. Kirtland offers a wide variety of cultural events and activities; a performing artist series, a collegiate library, educational opportunities, and sporting events are just a few of the many activities available to you. You will enjoy the Kirtland “family” as well as the relaxed and informal atmosphere. We work hard and have a sense of joy and pride in our accomplishments and in who and what we are. We are aware of the important role Kirtland plays in the community and are proud of the quality education we offer.

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The following section describes the traditional benefits available to you. **Benefits may vary depending on your employment category; these categories are described below.**

### DEFINITIONS OF EMPLOYEE CATEGORIES

**CLASSIFIED SUPPORT STAFF:** Responsibilities involve a supporting role to the college's administrative, academic, or operational functions. Are generally eligible for overtime premium pay for hours worked over 40 in a work week per the Fair Labor Standards Act. Unless established by negotiated labor agreement, annual compensation is determined by the Non-Union Hourly Support Staff Salary Schedule approved by the board of trustees.

**Part-time, regular schedule** - Scheduled on an annual basis to work less than 65 hours but at least 16 hours biweekly for 48 weeks per year. May be subject to fill in for other positions to meet staffing requirements. Classified in benefit level G of benefits categories\*. Termination of employment is for just cause following probation.

**Part-time, limited schedule** - Scheduled on an annual basis to work less than 65 hours but at least 16 hours or more biweekly for less than 48 but at least 30 weeks per year. Classified in benefit level H of benefits categories\*. Termination of employment is for just cause following probation.

**PARAPROFESSIONAL:** Responsibilities involve a supporting role to the college's academic functions. Paraprofessional employees are nonexempt, and, therefore, are covered by provisions of the Fair Labor Standards Act (eligible for overtime premium pay for hours worked over 40 in a work week).

**Part-time, regular schedule** - Regularly scheduled on an annual basis to work less than 65 hours but at least 16 hours biweekly for 48 weeks per year. Classified in benefit level K of benefits categories\*. Termination of employment is for just cause following probation.

**Part-time, limited schedule** - Regularly scheduled on an annual basis to work less than 65 hours but at least 16 hours biweekly for less than 48 weeks but at least 30 weeks per year. Classified in benefit level H of benefits categories\*. Termination of employment is for just cause following probation.

*\*See POL 5.345 for a complete description of each benefits category*

**BENEFITS** (Refer to POL 5.205 and 5.420)

Some of the benefits provided for part-time staff are listed below. Detailed information regarding any of your college benefits may be obtained from the business office or the policy and procedure manual, which is available online at <http://www.kirtland.edu/bo/policies/default.htm>.

**TRAVEL ACCIDENT INSURANCE** (Refer to POL 5.105)

The college provides \$50,000 in travel accident coverage for you while traveling on authorized college business. The beneficiary is your family, as designated.

**LONGEVITY** (Refer to POL 5.370)

Kirtland disburses longevity pay in recognition for years of service at the college. Part-time classified staff qualify for longevity payouts at the conclusion of the year in which they attain twelve years of full-time equated service to the college (2080 hours worked equals one full-time equated year of service). Longevity will be paid in accordance with longevity schedules annually authorized by the Board of Trustees. Longevity pay is distributed each July.

**SICK DAY PAYOUT** (Refer to POL 5.211)

When you retire from the college and meet the guidelines set forth in POL 5.211, you will be paid for unused sick leave days at 50 percent of your daily rate of pay at the time of your retirement. The computation will be based upon 260 days divided into your annual base salary.

**RETIREMENT** (Refer to POL 5.211)

The college makes a significant contribution for you to the Michigan Public Schools Employees Retirement System (MPSERS). If you are hired into the state retirement system after January 1, 1990, you are required to enroll into the Member Investment Plan (MIP), which is a tax deferred plan with direct payroll deduction.

**WINTER RECESS** (Refer to POL 5.205 AND 5.420)

If by board action the college is closed between Christmas and New Year's day and you are not given the opportunity to work at the college during that time, you will be paid at your regular hourly rate for 50 percent of your computed average weekly hours. Computed average weekly hours will be based on the hours you worked for the first eight pay periods of the fiscal year beginning July 1.

**SICK LEAVE** (Refer to POL 5.140, 5.205, and 5.420)

You will accrue paid sick leave on a prorated basis at the rate of .0462 of an hour earned for each hour you work. Sick days are to be used when you are unable to report to work due to your own illness or the need to care for an immediate family member. Immediate family is defined as your spouse, child, parent, or any individual for whom you have day-to-day responsibility for their care.

Each scheduled work day that you are absent from work you must notify your immediate supervisor within one-half hour of your normal starting time. If you fail to report to work for three consecutive scheduled work days without making contact with your supervisor, you may be terminated for abandonment of position. Nonexempt employees must report absences on their weekly time sheets; you should claim only those hours you were scheduled to work on the day(s) missed.

If you are absent more than five consecutive regularly scheduled work days, you are required to submit a statement from your health care provider verifying your inability to work due to illness. In addition, upon returning to work, you are required to present a letter from a licensed health care provider to the director of human resources indicating that you are physically and mentally capable of returning to work

at your previous work load. If there is a question regarding your ability to return to work, the guidelines as described in POL 5.140 will be followed.

**VACATION LEAVE** (Part-time Regular Classified Employees - refer to POL 5.205)

Part-time classified and paraprofessional employees will be allowed the equivalent of one week's vacation time each year. One week is defined as your budgeted weekly hours determined by the administration. Hours to cover your vacation leave will be transferred from your sick leave bank at the beginning of each fiscal year. You must have the full amount of hours required to cover one week's vacation leave available in your sick leave bank at the end of the fiscal year in order to receive the vacation leave benefit during the next fiscal year. Any unused vacation leave will revert back to sick leave at the end of each fiscal year if it is not used. You must request vacation leave in advance with your supervisor using a time off request form.

**BEREAVEMENT LEAVE** (Refer to POL 5.205 or 5.420)

You will be granted up to three days off with pay per occurrence in the event of a death in your immediate family: spouse, child, (including biological, adopted, foster, step, or legal ward) parent (including in-laws), brother, sister, son-in-law, daughter-in-law, grandparent (including in-laws), grandchild, aunt or uncle, or a relative living at your residence for whom you have responsibility for their day-to-day care. If extenuating circumstances warrant an extension of bereavement leave, the director of human resources may grant additional time off. Part-time employees must report the bereavement leave on their weekly time sheets.

**FAMILY AND MEDICAL LEAVE** (Refer to POL 5.080)

Family and medical leave is granted to employees in need who have worked a minimum of 1,250 hours in the twelve-month period preceding the request of the leave. A maximum of one year of unpaid leave may be taken for: (1) your own serious health condition, (2) a serious health condition of a spouse, child, parent, or any individual for whom you have day-to-day responsibility for their care, (3) the birth or adoption of a child or placement of a foster child within twelve months of birth or placement. Such leave will be unpaid by the college unless the employee has sick or vacation time that they choose to use.

You may take a medical or child care leave on an intermittent or reduced schedule. In addition, the college may grant extensions of your child care leave for extenuating circumstances. Refer to POL 5.080 for a complete description of this benefit provision.

**MILITARY LEAVE** (Refer to POL 5.070)

If you are a member of a reserve component of the armed forces, you will be placed on unpaid leave for your annual two-week training duty. Training leaves should not normally exceed two weeks per year, plus reasonable travel time. A leave of absence without pay may be granted to you to enter any branch of the United States armed services for one term or until the state of emergency has ended.

**PUBLIC SERVICE DUTY** (Refer to POL 5.110)

The college compensates its employees for performing public service duty (jury duty and when subpoenaed to testify on behalf of the college). Employees must report their absences on their weekly time sheets.

You are required to return to work if you are actively engaged in public service duty for only a portion of the day. At the end of public service duty, submit the pay you received from the court to the accounting office, less any mileage reimbursement received, for days you were scheduled to work. You will then be

paid at your regular rate of pay for all hours worked as well as the public service duty hours. There will be no loss of paid time off.

### **SOCIAL SECURITY COVERAGE**

The college pays the employer's share of social security on all employees.

### **TUITION-FREE COLLEGE COURSES FOR EMPLOYEES** (Refer to POL 5.205 and 5.420)

You are eligible for one tuition-free Kirtland Community College course (maximum of four credit hours) per semester. If you do not take a course, your spouse or your dependent child may do so. All other fees associated with any course work will be your responsibility at the time of enrollment. To initiate a request for a tuition-free course, complete an "employee scholarship application" form, which is available on MyKirtland at Forms Central.

Kirtland also supports a wide variety of other professional development and enrichment activities such as workshops, seminars, and community service activities and events.

### **WORKERS' COMPENSATION**

The college pays your workers' compensation in compliance with state laws.

## **PAY PRACTICES**

The normal business hours for the college are 8 a.m. to 4:30 p.m. However, your work hours may vary depending on the needs of your department and the area in which you work, and, in some cases, to accommodate you where possible. Variations in work schedules are considered "flex time." Your work schedule will be determined by your immediate supervisor and may be amended as deemed necessary.

When you work two hours, you are entitled to a paid break of twenty minutes away from your work area. After four hours of work, you are entitled to an unpaid lunch break of thirty minutes away from your work area.

### **PAY PROCEDURES** (Refer to POL 5.355)

Payroll checks are issued on Fridays on a biweekly basis. When a payday falls on a holiday, you will be paid the preceding day whenever possible.

Direct deposit of your pay into the financial institution of your choice is strongly encouraged. If, however, you choose to have your pay paid to you via a check, you may pick it up in the business office after 2 p.m. on the Thursday preceding payday until noon on Friday of pay week. The college does not advance pay or issue checks prior to payday. All checks not picked up by noon on Friday will be mailed at that time. The college is not responsible for checks that are delayed or lost in the mail. If a check is lost in the mail, the employee will receive a replacement check on the next regularly scheduled payroll date and you may be required to pay the stop payment fee.

Each paycheck for nonexempt employees pays you for hours worked through Saturday of the previous week (for example, if payday is Friday, September 30, you are paid for hours worked through Saturday, September 24).

The college takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck. If there is an error in the amount of your pay, promptly notify the payroll department so corrections can be made as soon as possible. Corrections will be made in the next regular paycheck.

**TIME SHEETS** (Refer to POL 5.365)

The time sheet is used to determine the hours for which each nonexempt employee should be paid. You are responsible for keeping your own time sheet indicating hours worked and time off for holidays, sick leave, vacation, bereavement leave, public service duty, etc. Time sheets must accurately reflect the hours worked to the nearest quarter-hour, and other paid or unpaid time off. Your signature on your time sheet is verification that the hours reported are accurate. Misrepresentation of hours worked reported on the time sheet is a dischargeable offense.

Your time sheet must be filled out completely, signed, and submitted to your immediate supervisor for signature. You are responsible for ensuring that your completed and signed time sheet is submitted to payroll by noon on the Monday of pay week. If you fail to submit your time sheet by the due date, your paycheck will not be processed for that pay period. Blank timesheets are available on MyKirtland at forms central.

## **EMPLOYMENT POLICIES AND PRACTICES**

**CLASSIFICATION AND SALARY ADMINISTRATION PROGRAM** (Refer to POL 5.300)

It is the policy of the college to ensure internal equity and external competitive rates of pay and compensation to employees, to provide a means for planning and controlling direct payroll costs, to maintain efficient administrative procedures, and to ensure compliance with applicable laws and regulations.

For additional information regarding employment practices, compensation, and job related issues, refer to the following policies in the policy and procedure manual, located on the Kirtland Website at: <http://kirtland.edu/bo/policies/>.

- POL 5.005 - Employee Code of Conduct
- POL 5.305 - Review and Maintenance of Classification Compensation Structure
- POL 5.315 - Addition of New Positions
- POL 5.320 - Temporary Reclassification
- POL 5.325 - Hiring Rates
- POL 5.330 - Promotional Increases
- POL 5.335 - Lateral Transfers
- POL 5.340 – Demotions
- POL 5.385 - Position Descriptions

**JOB RECLASSIFICATION** (Refer to POL 5.310)

The purpose of job reclassification is to ensure that significant changes in job content are properly recognized through assignment of an accurate job title and equitable pay grade. When the duties and responsibilities of a classification change, the job will be reviewed by the director of human resources and the classification subcommittee of the personnel committee to assure proper classification and pay

grade assignment. All classified positions are reviewed on a triennial basis, one-third of all positions annually.

Employees may submit a request for review of their job classification through their immediate supervisor and division administrator. Requests for reclassification must be received in the business office by February 15 or August 15. Requests received by February 15 will be considered by the classification subcommittee during the annual triennial review, no later than the end of March; those received by August 15 will be considered in September.

**JOB VACANCIES** (Refer to POL 5.120 and to the Hiring Process in the Personnel section of the Policies & Procedures)

When classified job vacancies occur, the administration in conjunction with the immediate supervisor will determine whether the position will be posted internally or externally or filled by an employee transferred from another college department. When posted, job vacancy announcements will be placed on the college website and placed on bulletin boards located in the academic, administration, library, and student center buildings at the central campus and at the M-TEC. The college has the discretion to fill vacancies as it deems appropriate.

**CODE OF CONDUCT** (Refer to POL 5.005)

Employees must, at all times, comply with all applicable laws and regulations. Kirtland Community College will not condone the activities of employees who, for whatever purpose or goal, knowingly and willfully violate the law or college policy. Kirtland Community College further supports adherence to such core principles as fairness and equality of treatment of others.

Employees uncertain about the application or interpretation of any legal or policy requirements shall refer the matter to their supervisor or other appropriate staff, who shall if necessary themselves obtain expert professional advice and counsel.

**CONFIDENTIALITY** (Refer to POL 5.175)

Confidentiality is necessary to protect the privacy of all employees and students at Kirtland Community College, and may be required by law. Confidential information would include information subject to Family Educational Records Privacy Act (FERPA), the Bullard-Plawecki Employee Right to Know Act, common law invasion of privacy, constitutional due process rights, and other matters not subject to disclosure to Freedom of Information Act, the Open Meetings Act, the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable statute. Inappropriately divulging college confidential information, either deliberately or inadvertently, may lead to disciplinary action ranging from oral and written reprimands to immediate termination of employment.

Unless otherwise specifically authorized and assigned as part of your duties, any requests for non-directory information from parties outside the college, or from unauthorized individuals within the college, should **promptly** be referred as follows:

Student information:	Dean of Student Services
Employee information:	Director of Human Resources
Financial Information:	Chief Business & Financial Officer

### **EQUAL OPPORTUNITY FOR EMPLOYMENT (Refer to POL 5.000)**

It is the policy of Kirtland Community College to provide equal employment opportunities, equal educational opportunities, and non-discrimination in providing educational and other services to the public.

The college will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without unlawful discrimination of any kind. The college maintains a work environment free of sexual harassment and discriminatory intimidation of any kind and provides equality of opportunity in upgrading, wage and salary administration, promotions, transfers, benefits, training programs, and all other conditions of employment.

### **HARASSMENT OR DISCRIMINATION (Refer to POL 5.195)**

You should immediately contact the director of human resources or other staff as appropriate if you believe you have been harassed, or discriminated against based upon race, sex, religion, national origin, age, marital status, sexual orientation, height, weight, being a Vietnam-era or disabled veteran, a disability or other protected category under Michigan and federal law. Harassment and discrimination are unlawful under both Michigan and federal law and are contrary to the commitment of the college to provide an effective learning environment. The college will not tolerate harassing or discriminatory behavior as defined by law and/or by college policy, false reports of harassment, or retaliation against persons reporting allegations of harassment or discrimination or cooperating in the investigation of such complaints. The director or other staff as appropriate shall conduct a prompt and thorough investigation per the provisions of POL 5.195.

### **STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

Kirtland Community College complies with all federal laws and regulations prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education. The college Title IX and Section 504 coordinator is the director of human resources, Kirtland Community College, 10775 North St. Helen Road, Roscommon, MI 48653.

## **HEALTH AND SAFETY**

Your health and safety are of primary concern to the college and your colleagues. Exercise appropriate care to avoid injury, follow safe work practices, and maintain awareness of potentially unsafe conditions. If you become aware of a potential health or life-threatening situation, you have an obligation to ensure that staff responsible for dealing with the situation are notified. Hazardous facilities matters, such as damaged structures, sharp and protruding objects, blocked egress points, exposed wiring, and similar matters are to be reported to maintenance at ext. 350, or to the campus facilities office at ext. 263. Hostile or threatening utterances or behaviors on the part of an individual are to be reported to human resources (ext. 271 or 239) if by an employee or guest, student services (ext. 248 or 289) if by a student. Contact campus public safety immediately (ext 355) if a threatening individual appears potentially violent. If unsure as to the nature of the threat, contact public safety (ext. 355), and they will ensure the appropriate notifications are made. If at all possible, do try and speak directly to a person, and do not rely solely on leaving a message. Be aware that if a full-scale emergency breaks out, normal communication systems may become overtaxed and fail. Limit communications to matters of urgent need, follow the appropriate emergency response guidelines, and provide guidance to any students or staff under your responsibility.

## **EMERGENCY RESPONSE GUIDELINES** (Refer to POL 2.200)

### Bomb Threat

- If you receive a bomb threat, **keep the person talking** as long as possible
- **Get as much information as possible:** where is the bomb, what type, what will make it explode, etc.
- **Record the caller ID** and any other characteristics of the call: background noise, accent, etc.
- **Do not hang up the phone;** use another means to **contact public safety (355)**
- **Do not use cell phones or 2-way radios** as these may set off bombs
- If you are told there is a bomb threat, follow evacuation guidelines for your building

### Crime in Progress

- **Notify Public Safety (355).** Do not attempt to interfere or apprehend except in self defense
- Do try to **get a detailed description** of the perpetrator(s) and any vehicle
- Unless threatened, remain on the scene until contact is made with a public safety officer
- Follow the instructions of public safety officers

### Dangerous Weather Conditions (extreme winds/tornado)

- When notified of extreme weather conditions, **do not leave the building** unless instructed to do so
- **Evacuate rooms with exterior walls** to a supported interior hallway or room on the lowest level
- **Take attendance** of students or staff under your charge, turn in to designated personnel when released
- **Avoid rooms with large roof areas, stay away from windows**
- Sit down next to an interior wall, preferably under a sturdy piece of furniture
- If outside, **seek shelter**
- When directed to evacuate, **observe hazards** (broken glass, unstable walls and equipment, charged electrical lines) and direct any under your responsibility to avoid them.

### Fire

- **Notify Public Safety (355).**
- If the fire is small and you have the training and proper extinguisher, attempt to put the fire out
- If the fire is beyond the capacity of immediate resources, pull the fire alarm, help anyone out that may need assistance, close any doors on the way out
- Evacuate the building per building guidelines
- If possible, **take attendance** of students or staff under your charge, turn in to designated personnel
- In the event of forest fire, follow evacuation guidelines and the instructions of public safety personnel

### Hazardous Material Release

- **Vacate the affected area** and seal it off by closing doors; if insufficient to contain the material, activate building alarm, follow evacuation procedures.
- Do not switch lights or equipment on or off or use cell phone as such can ignite fumes
- As soon as you are clear of area, **contact public safety (355);** they will communicate with facilities and secure the area. Be as specific as possible about the nature, quantity, and location of the material.
- Anyone contaminated with a hazardous substance should avoid physical contact with others, take recommended first aid and await specialized medical and decontamination response.

### Hostile Intruder(s)

In the event of a person(s) causing or immediately threatening serious injury or death

- **Follow the RAIN model** (noted below)
- If not in a classroom or secure office, try to get to one and **lock the door behind you.**

- Otherwise **run** (in an erratic pattern), hide, play dead, or as last resort, fight back.
- If possible **contact public safety (355)**
- Turn off lights and audio-visual equipment, **stay away from windows** with sight into hallways
- **Take attendance** of students or staff under your charge, turn in to designated personnel when released
- Faculty should utilize classroom packet and appropriate display of green or red cards
- When directed by public safety personnel, move class or office staff to designated area
- Assist evacuation of handicapped or injured
- **Follow the directions of public safety personnel.** Be aware that in a violent situation you yourself may be required to keep your hands in the air, or be handcuffed until the intruder(s) is identified and neutralized.

#### Medical Emergency

- **Contact Public Safety (355)**; they will notify any available on-site assistance, call 911 if potentially life-threatening
- **Do not move the person** unless there is substantial danger where they are
- If qualified and they permit, **render first aid**
- **Avoid contact with body fluids**, inform trained responders if you do contact body fluids
- **Remain on site** to guide trained responders to injured person

#### Psychological Crisis

- If threat exists of immediate harm to themselves or others, **contact Public Safety (355)**
- If speech, writings, or behavior is creating concern of potential harm or hostile workplace or educational environment, **contact Human Resources (271 or 239) if by employee or guest, Student Services (248 or 289) if by a student. If unsure, any of the above-referenced numbers will take the call.**
- **Do not ignore** disturbing speech, writings, or behavior, nor attempt to handle the matter yourself.
- **Notify Public Safety (355)** of any persons acting in a suspicious or irrational manner on campus grounds

#### Other Emergency Situation

- **Follow the RAIN model** (noted below)
- **Notify Public Safety (355).**
- **Do not ignore** dangerous or disturbing situations

#### **RAIN**

**Respond** - Students and employees under your responsibility need your level-headed guidance

**Assess** - the situation and act accordingly

**Isolate** - dangerous situations and individuals

**Notify** - public safety (355) and any other necessary and appropriate individuals

#### **BLOODBORNE PATHOGENS**

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out and to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the bloodborne pathogens standard, codified as 29 CFR 1910.1030. The purpose of the bloodborne pathogens standard is to “reduce occupational exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other bloodborne pathogens” that employees may encounter in their workplace.

Kirtland believes that there are a number of good general principles that should be followed when working with bloodborne pathogens. These include that:

- It is prudent to minimize all exposure to bloodborne pathogens.
- Risk of exposure to bloodborne pathogens should never be underestimated.
- Our group should institute as many work practices and engineering controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

We have implemented an exposure control plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is twofold:

- To protect our employees from the health hazards associated with bloodborne pathogens.
- To provide appropriate treatment and counseling if an employee is exposed to bloodborne pathogens.

A complete copy of Kirtland's exposure control plan may be obtained in the business office.

### **CONTAGIOUS DISEASE**

In the event of Pandemic Flu, or other severe contagious disease outbreak, and depending on the nature, severity, and location of the outbreak, the college will act in the approximate order listed below:

1. Prevention and education. Conduct planning operations and periodic exercises
2. Travel advisory, encourage 10 day quarantine if travel has occurred to affected areas
3. Track attendance, intensify prevention and preparation activities, cancel events and work-related travel
4. Send students and staff home who display contagious symptoms
5. Cease on-campus operations, close the college, maintain only essential services and communication
6. When cleared by emergency management office, re-open college, initiate recovery operations

Staff are encouraged to practice good habits of disease prevention: Clean hands often with soap and water or appropriate sanitizer; keep shared equipment clean; cough or sneeze into upper sleeve or cover mouth and nose with tissue, dispose of tissue properly; avoid unnecessary contact with eyes, nose, mouth, and cuts, and obtain appropriate immunizations.

### **DRUG-FREE WORKPLACE** (Refer to POL 5.215)

It is the policy of the college that the manufacture, distribution, dispensation, possession, sale, or use of controlled substances or illegal drugs by any employee of the college is strictly prohibited. This includes being under the influence of controlled substances or illegal drugs while on duty, reporting to duty, on the college campus, or participating in any college activity or while using college owned or leased equipment either on or off the campus.

The college will take reasonable steps to ensure that drug abuse among its employees does not occur in any college-related activity, and the college will comply with applicable laws and administrative regulations mandating maintenance of a drug-free workplace. Refer to POL 5.215 for more information about this policy.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)** (Refer to POL 5.405)

The college depends on the physical and psychological health of its employees for its welfare and success. When employee personal problems begin to affect job performance, attendance, work site safety, and/or organizational productivity, then such personal problems become a concern of the

college. Specifically, Kirtland recognizes that personal problems of a psychological, family, marital, medical, alcohol/drug use, job maladjustment, financial or legal nature can disrupt an individual employee's personal life and cause difficulties that can impact the employee's ability to do his/her job. Because some of these problems are considered to be treatable problems, employees will not be exempted from the personal obligation to seek diagnostic and appropriate treatment or assistance.

The college acknowledges that an employee will frequently delay or resist getting help for such personal problems because of the fear attached to securing professional assistance. Recognizing this fact, the college has developed an employee assistance program (EAP). Kirtland Community College's EAP provides an employee with the opportunity to secure confidential help for his/her personal problems(s) before unsatisfactory job performance renders him/her unemployable. The program is also available to your family members. EAP does not provide leave privileges or minimize employee work performance. Job performance issues may continue to be addressed by the employer.

### **HAZARDOUS MATERIALS**

All hazardous materials that are received on campus are accompanied by a material safety data sheet in compliance with the Michigan Right-to-Know Law. You may request to see the material safety data sheet at any time by calling the facilities office at ext. 263. This sheet will describe the contents of the material and health side effects. All employees coming in contact with these hazardous materials will be trained to use them and protect themselves from them. Additional information may be obtained from the facilities office

### **SMOKE-FREE WORKPLACE (Refer to POL 2.140)**

In compliance with state and federal laws, smoking or the use of any tobacco products is prohibited in all leased or owned college facilities, including college vehicles. Smoking or the use of any tobacco products may occur only in designated areas on campus and in personal vehicles.

### **EMPLOYEE WELLNESS**

Kirtland Community College encourages all employees to exercise appropriately, eat and drink moderately, refrain from harmful activities, obtain recommended immunizations, and receive regular medical, dental, and vision checkups. The college provides an exercise room, nutritious offerings in the cafeteria, counseling services, places to walk, and will periodically bring in services such as immunization clinics. Staff is encouraged to form fitness groups and assist each other in attaining fitness goals. Please feel free to direct any questions or suggestions on wellness activities to the Human Resource Office, ext. 271.

## **OTHER POLICIES AND PRACTICES**

### **DRESS CODE**

Employees are expected to maintain a standard of behavior and dress consistent with their place and type of employment. The position supervisor may set and enforce reasonable standards.

**EMERGENCY CLOSINGS** (Refer to POL 5.125)

When classes are cancelled and the college is open, you are expected to report to work. If individual circumstances prevent you from reporting to work on a day when classes are cancelled and you are scheduled to work, you may make up the hours missed or take them as unpaid time.

When classes are cancelled and the college is closed, only designated administrators and classified employees are expected to report to work if they are able to do so without undue risk.

If you are a nonexempt employee and are required by your immediate supervisor to report to work when the college is closed, you will be paid at straight time for hours worked plus paid time off for the emergency closing at your normal and typical hourly rate of pay. Exceptions to this would include any employee who is traveling on college business or who is specifically hired for the purpose of removing snow and ice. Such employees shall be paid straight time.

**PERFORMANCE APPRAISALS** (Refer to POL 5.050)

Performance appraisals provide feedback to you on your job performance, enable you and your supervisor to determine your training and development needs, and are used by the college for decisions regarding employee development, promotions, and wage and salary information. Supervisors are encouraged to provide regular performance feedback, both formal and informal.

Performance appraisals will be completed on a periodic basis, and at least annually. You may yourself request a formal appraisal at any time, providing at least 30 days has lapsed since the most recent appraisal. A standard format is used for written performance appraisals, which is structured around your assigned job duties, dimensions, and responsibilities as generally indicated in your job description.

**PROBATIONARY STATUS - NEW EMPLOYEES** (Refer to POL 5.155)

The first six months of employment are considered a probationary period. The purpose of the probationary period is to provide Kirtland with the opportunity to assess your job performance and work habits. Employees on probation are considered to be “**at will**” status, meaning they may legally be discharged with or without cause or notice at the sole discretion of the college.

Your supervisor will make a recommendation regarding your probationary status to the director of human resources prior to the conclusion of your first six months of employment.

You will be covered by health insurance during your probationary period. On the first day of your employment, you will begin accruing personal business days, sick leave days, and vacation days at the rate specified by board policy. If you are dismissed during or at the end of your probationary period, you are not eligible to receive payment for any accrued sick leave or personal business days.

**DISCIPLINE** (Refer to POL 5.055)

Summarized below are the Work Rules of the college, and the policies from which they are derived as approved by the Board of Trustees.

POL 2.140- Smoking or use of any tobacco products is prohibited in all leased or owned college facilities and vehicles, and may occur no closer than 10 feet from outer door entrances

POL 2.255- Employees must comply with all state and federal health and safety regulations for worksites

POL 5.005 - Employees are prohibited from using their position with the college for the purpose of advancing the personal interests of themselves or any other party, in a manner contrary to law or college policy;

- Employees shall not use college identification, stationery, or supplies for personal, religious, or political partisan matters;
- College equipment shall not be used for illegal purpose nor for personal and private purposes which are contrary to policy;
- Employees shall not accept entertainment, gifts, personal favors, or preferential treatment that could influence, or reasonably appear to influence, decisions in favor of any person or organization seeking business with or the services of Kirtland Community College;
- Employees shall not represent a personal viewpoint as an official position of the college;
- Employees shall avoid any actual conflict of interest or appearance thereof with clients, vendors, or other parties connected to or involved with the college.

POL 5.055 - Employees may be disciplined for poor job performance and/or conduct, for cause including but not limited to the following:

- Repeated instances of tardiness or other unauthorized absence;
- Unsatisfactory work quality and/or quantity, as documented and shared with the employee;
- Failure to meet job dimension performance standards, as documented and shared with the employee;
- Gross misconduct (including but not limited to theft, fighting, sabotage, falsification of documents, harassment, divulgence of confidential information, or any other just cause);
- Insubordination, generally defined as knowingly and willfully disregarding a lawful directive of a college official;
- Conviction of any felony or misdemeanor if it adversely affects college operations as determined by the college.

POL 5.100 - Employees are obligated to follow college policies and procedures

POL 5.175 - Confidential information may not be inappropriately divulged

POL 5.195 - Unlawful harassment, coercion, intimidation, discrimination, or retaliation is prohibited

POL 5.215 - The unlawful possession, use, being under the influence, manufacture, distribution, or sale of illicit substances by any employee while on college premises, performing college business or as part of any college activity or function is prohibited.

Any employee called into any office for disciplinary action may request and have the presence of a peer, or if a member of a bargaining unit, a bargaining unit representative. Eligible employees who feel they were improperly disciplined may file a grievance (please reference the appropriate contract, or POL 5.425, as applicable). Should discipline be required, it is the intent of the college that it be corrective, private (excepting requested peers or bargaining unit representatives) and conducted with due consideration for the dignity of the individual(s) affected. The standard progression of discipline for non-probationary employees is one of oral warning, written warning, final warning and suspension, and termination. When several different incidents occur, or if any single incident is sufficiently severe, any one or all steps of this procedure may be eliminated and an employee be subject to immediate termination.

**TERMINATION** (Refer to POL 5.145)

Termination of employment from the college may be voluntary (an employee resigning of his/her own will) or involuntary. The human resources office will be responsible for monitoring termination procedures to ensure thorough, consistent, and equitable treatment in a confidential and dignified manner of all existing employees.

Your last day in active pay status will be your official termination date, whether your termination is voluntary or involuntary. Your last paycheck will be given to you on the next payday after your termination and will include pay for all hours worked, unused earned vacation in your vacation day bank, and vacation earned on a prorated basis for a partial year of employment. Your official termination date will be used to determine your benefit eligibility.

#### Voluntary Termination

While according to the policy, all voluntary termination notices must be given fourteen calendar days prior to the date of departure, the college would certainly appreciate as much advance notice as possible so that arrangements for a replacement can be made. Although an employee is only required to give two weeks' notice, Kirtland's hiring process may require a considerably longer period of time to fill a position. If after consultation with the immediate supervisor it becomes apparent that the college would be better served by training a replacement prior to the departure of the current employee, efforts will be made to overlap employment.

Your resignation statement should be put in writing and delivered personally or by certified mail to your immediate supervisor. Before your last day of work, your supervisor and/or department administrator will meet with you to discuss the reasons for termination and other issues pertaining to your job. You are required to visit the human resource office to turn in your security cards, keys, and equipment. Human resource office personnel will collect all items checked out to you and provide you with information regarding benefits and insurance continuance. An exit interview will be conducted by the director of human resources.

#### Involuntary Termination

An employee may be involuntarily terminated as a result of disciplinary action, abandonment of position resulting from failing to report to work for three consecutive scheduled work days without making contact with his/her supervisor, or elimination of the employee's position. In the event that an employee's position is eliminated due to reorganization or reduction in work force, efforts will be made to place the employee in another position for which the employee is qualified. If the employee chooses not to accept the new position, the termination will be considered voluntary. If within a reasonable period of time a position cannot be found, the employee may be involuntarily terminated.

Once the employee receives the notice of termination, he/she is required to report to the human resources office (unless prior arrangements have been made) to handle paperwork and arrange for a final paycheck. The employee's supervisor will collect security cards, keys, and equipment; the employee is required to leave the premises immediately after collecting personal belongings.

#### Continuation of Health Insurance

Terminated employees are entitled to continue their health insurance benefits at their own expense through COBRA. A COBRA notice will be provided during the exit interview or sent by mail to the terminated employee.

### **GRIEVANCES (Refer to POL 5.425)**

It is recognized that misunderstandings and disagreements may arise regarding an employee's terms and conditions of employment. A grievance procedure is provided to facilitate the existing right of non-union college staff to present grievances on matters where it is alleged policies and procedures of the college were not followed or actions were taken which may be contrary to law. Procedures for unionized staff are governed by the appropriate agreement, if established in said agreement. Please refer also to the Target-Specific Problem Solving Process (TSPS), below.

## **TARGET SPECIFIC PROBLEM SOLVING (TSPS) PROCESS**

Target Specific Problem Solving (TSPS) is a combined team of Kirtland administrative and classified staff. The focus of this team is to share problems brought to them by their peers, identify data needed to solve the problems, and work within the team in a good spirit of cooperation while coming to a general agreement on solutions.

## **TRAVEL**

If you need to travel for the college or take care of college business away from the college, you are encouraged to use a college-owned vehicle. If one is not available, you may use your own vehicle.

### College-Owned Vehicles (Refer to POL 2.025)

College-owned vehicles are to be used for college business and travel purposes. All vehicles (except the president's car) will be assigned to the fleet pool, except with written authorization of the president.

An approved list of authorized drivers will be established and maintained by the business office. Vehicles will be issued only to those individuals whose name are on the authorized list. To be placed on the authorized drivers list, refer to POL 2.025.

### Reimbursement for Use of Private Vehicles (Refer to POL 2.020)

If you need to use your own vehicle for college business or to travel for the college, you will be reimbursed for your mileage at a rate per mile (non taxable) as determined by the Internal Revenue Service. The business office will have this rate posted.

To be reimbursed, complete an expense report form and submit it to your supervisor for approval. The actual mileage will be computed from your work station or from your home, whichever is less. In case of dispute over distances, official highway mileage will be used.

## **REDUCTION IN WORK FORCE** (POL 5.410)

## **RECALL OF CLASSIFIED EMPLOYEES** (POL 5.415)

Whenever it is necessary to decrease the classified employee work force, the board of trustees, upon the recommendation of the college administration, may place the necessary number of employees on involuntary leave without pay. Affected employees will receive written notice of the involuntary layoff from the director of human resources; effort will be made to notify employees at least sixty days prior to discontinuation of employment.

Names of laid off employees will be kept on a recall list for one year from the effective layoff date. Removal from the recall list following the one year time limit or at the employee's request shall terminate all job rights the employee may have. In addition, should an employee fail to respond to a recall notice within seven calendar days following its receipt or attempted delivery, his/her name will be removed from the recall list and he/she will cease to have any job rights with the college.

In the event previously discontinued positions are reopened and/or new positions are created, the administration will give first consideration to laid off employees on the recall list but reserves the right to fill such positions with individuals who will best meet the personnel needs of the college.

## OTHER INFORMATION

### BOOKSTORE

The bookstore is located in the student center and is open every day, Monday through Friday. They carry textbooks, reference books, fiction and non-fiction paperback books, magazines, office supplies, candy, clothing, health supplies, etc.

### BORROWING EQUIPMENT

Under certain circumstances college equipment may be available for your use at home. After making arrangements to borrow the equipment you need, complete an "equipment loan" form and obtain the necessary signature approvals.

### BUSINESS OFFICE

The business office is located in the administration building. Payroll and expense checks are distributed from this office. Personnel in the business office also provide support to the human resources office and are able to answer questions regarding your benefits and employment issues at the college.

### CAFETERIA

The cafeteria, which is located in the student center, is open Monday through Friday for your convenience. A variety of hot and cold food, snacks, and beverages is available.

### CHANGE OF ADDRESS

Report all changes of address in writing to the business office.

### CHILD CARE

The Children's Learning Center on College Drive provides a day care and pre-school program in a developmentally appropriate setting for children infant to 12 years old. For more information, contact the Children's Learning Center director at ext. 232 or visit their website at <http://kirtland.edu/clc>.

### COMPUTER SUPPORT

The eServices Department provides skilled support personnel to assist with computer and equipment-related problems. Contact ext 499 for assistance.

### COSMETOLOGY

The students in the cosmetology program offer haircuts, perms, manicures, etc., at reduced rates. The lab is located in the Career Technical Center (CTC). These services are available when classes are in session. You may call the cosmetology lab at ext. 274 for an appointment.

## **CULTURAL EVENTS**

Kirtland's Center for the Performing Arts exists as the cultural and entertainment establishment at Kirtland Community College. Its purpose is to present a variety of performing arts events catering to the diversity of interests among the members of the COOR community and beyond. Brochures and pamphlets announcing the various events are published regularly; tickets may be purchased in the ticket office.

## **HUMAN RESOURCES**

The human resources office is located on the upper level of the administration building. This office ensures the college complies with all labor laws, handles hiring, termination, and other related employment issues, and handles requests under the Freedom of Information Act.

## **INTERNET ACCOUNTS**

In collaboration with M-33 Access, free dial-up internet accounts are available to employees of the college. For more information, contact the eServices at ext. 499.

## **LEARNING RESOURCE CENTER**

Kirtland's learning resource center is available to all employees and students and the general public. It is open Monday through Friday and on occasional Saturdays.

## **PUBLIC SAFETY DEPARTMENT**

Your personal safety and security while on campus are the primary concerns of the department of public safety whose goal is to ensure a safe environment in which all of the campus community members can work and learn. In order to attain this goal, your cooperation is needed. Members of the campus community must take responsibility for the safety and security of themselves, their neighbors, and their belongings.

The department of public safety is located in the lower level of the Administration Building (ADM). They may be reached on ext. 322 or 283. Office hours are 8 a.m. to 10 p.m. Monday through Thursday and on Friday from 8 a.m. to 4:30 p.m. Public safety services include:

- providing after-dark escort service from the buildings to your vehicle.
- responding to criminal behavior complaints or other emergencies.
- offering workshops/seminars on drug/alcohol awareness, rape prevention, use of weapons, etc.
- addressing parking and traffic violations.
- providing vehicle emergency assistance (keys locked inside vehicles, jump-starting vehicles, etc.).