



# Employee Handbook

Effective 7.1.2012





## TABLE OF CONTENTS

<b>WELCOME FROM THE PRESIDENT</b>	<b>1</b>
<b>ALL EMPLOYEE INFORMATION</b>	<b>3</b>
<b>INTRODUCTION</b>	<b>3</b>
About NTC	3
Mission	3
Vision	3
Community Benefit Statements	3
Core Beliefs	3
Strategic Directions	4
Media Statement	5
Administrative/Operating Guidelines	5
<b>EMPLOYMENT</b>	<b>6</b>
Pre- and Post-Employment Financial/Credit, Criminal Records Check	6
Employment Decisions	6
Progressive Return to Work	6
<b>COMPENSATION AND BENEFITS</b>	<b>6</b>
Employee Pay Classifications	6
Initial Salary upon Hire	7
Paydates and Direct Deposit	7
403(b)	7
457	7
Jury Duty	8
HIPAA - Compensation and Benefits	8
Family Medical Leave Act (FMLA)	8
Sabbatical Leave	9
Outside Employment	9
COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)	9
Wisconsin Retirement System (WRS)	9
Social Security Alternative Plan	9
Worker's Compensation	9
Wellness Center	10
Common Benefits (Middle Leader, Faculty, Faculty-Other Professional, NESPA, NCPTA, Teamster, Confidential, Salaried Non-Represented)	10
Voting	12
Military	12

Employee Assistance Program (EAP)	12
<b>EMPLOYEE CONDUCT AND POLICIES</b>	<b>12</b>
Equal Opportunity Education and Employment	12
Affirmative Action	13
Nepotism	13
Consensual Relationships between Employees and/or Students	13
Personnel Files	13
Complaint Resolution Policy	14
Employee Code of Conduct/Progressive Discipline	14
Political Activities	17
Professional Dress	17
District Employee Code of Ethics	18
Intellectual Property	19
Acceptance of Gifts	19
Accident Reporting	20
Tobacco Use on District Premises	20
Emergency School/Class Closing	21
Employee ID Badge	21
FERPA	21
Drug-Free Workplace Policy & Drug-Free Schools and Community Act	21
Employee Drug and Alcohol Screening	22
Controlling Violence and Weapons	22
Campus Safety and Security	23
Computer Usage Policy	24
Personal Mobile Device User Agreement	24
Solicitation and Public Assembly	24
Hours of Operation	25
Academic Calendar	25
District Credit Cards	25
Travel and Expense Reimbursement	25
Travel Pay	26
<b>DEVELOPMENT</b>	<b>26</b>
Tuition Reimbursement Program	26
In-Service	27
Employee Orientation	27
Mentoring	28
Employee Recognition	28
Performance Evaluation	28

<b>MIDDLE LEADERS</b>	<b>29</b>
<b>EMPLOYMENT</b>	<b>29</b>
Employee Classification	29
Hours of Work	29
Policy on Middle Leaders Teaching as Adjunct Faculty	29
<b>COMPENSATION AND BENEFITS</b>	<b>30</b>
Time Off Benefits	30
Notification of Absence	33
Resignation	33
Health Insurance Retirement Benefits	33
Vision Insurance	34
<b>FACULTY</b>	<b>35</b>
<b>EMPLOYMENT</b>	<b>35</b>
Individual Employment Contract and Resignation	35
Job Description	35
Full-time Faculty Teaching Assignment	38
Academic Calendar	39
Professional Days	39
Team Time	41
Office Hours	43
Open Campus	44
Program Director	44
Clinical Coordinator	46
Certification	47
<b>COMPENSATION AND BENEFITS</b>	<b>47</b>
Payment Options	47
Voluntary Dues Deductions	47
Part-time Faculty Teaching Assignment and Benefits	48
Leave Policies	48
Health Insurance Retirement Benefits	52
Extra Contractual Above Full-Time Teaching Assignment	53
Curriculum	55
Class Size	57
Faculty Advisors of Student Clubs	58
Instructional Maintenance	59

<b>CONDUCT AND POLICIES</b>	<b>59</b>
Academic Freedom	59
Syllabi Guidelines	59
<b>FACULTY OTHER PROFESSIONALS</b>	<b>60</b>
<b>EMPLOYMENT</b>	<b>60</b>
Hours of Work	60
Resignation Requirement	60
Faculty Other Professionals Teaching as Adjunct	60
<b>COMPENSATION AND BENEFITS</b>	<b>60</b>
Voluntary Dues Deductions	60
Time Off Benefits	60
Vacation	61
Sick Leave	62
Shut Down	62
<b>ADDITIONAL POLICIES</b>	<b>62</b>
<b>NORTHCENTRAL EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION (NESPA)</b>	<b>63</b>
<b>EMPLOYMENT</b>	<b>63</b>
Employee Classification	63
Definition of Employees	63
Hours of Work	63
Adjunct Teaching	64
Resignation Requirement	64
<b>COMPENSATION AND BENEFITS</b>	<b>64</b>
Voluntary Dues Deductions	64
Overtime/Compensatory Time	65
Call-In	65
Shift Differential	65
Time Off Benefits	65
Retiree Health Insurance	73
Vision Insurance	74
Unpaid Leaves of Absence	74

<b>NORTHCENTRAL PARAPROFESSIONAL/TECHNICAL ASSOCIATION (NCPTA)</b>	<b>76</b>
<b>EMPLOYMENT</b>	<b>76</b>
Employee Classification	76
Definition of Employees	76
Hours of Work	76
Recording Hours of Work	77
Resignation	77
Non-Contract Time	77
Adjunct Teaching	77
<b>COMPENSATION AND BENEFITS</b>	<b>77</b>
Voluntary Dues Deductions	77
Overtime/ Compensatory Time	78
Call-In Time	78
Shift Differential	78
Time Off Benefits	78
Shut Down	83
Retiree Health Insurance	83
Vision Insurance	84
Serious Illness and Bereavement Leave	84
Emergency and Personal Leave	85
Sick Leave Pool	85
Unpaid Leaves of Absence	86
<b>TEAMSTER</b>	<b>87</b>
<b>EMPLOYMENT</b>	<b>87</b>
Employee Classification	87
Definition of Employees	87
Hours of Work	87
Recording Hours of Work	88
Resignation	88
Adjunct Teaching	88
<b>COMPENSATION AND BENEFITS</b>	<b>88</b>
Voluntary Dues Deductions	88
Overtime/ Compensatory Time	88
Call-In/On-Call Pay	89
Shift Differential	89
Time Off Benefits	89

Serious Illness and Bereavement Leave	93
Emergency and Personal Leave	94
Shut Down	94
Sick Leave Pool	94
Unpaid Leave of Absence	95
Retirement Notice	96
Vision Insurance	96
<b>CONFIDENTIAL STAFF</b>	<b>97</b>
<b>EMPLOYMENT</b>	<b>97</b>
Employee Classification	97
Definition of Employees	97
Hours of Work	97
Recording Hours of Work	97
Adjunct Teaching	97
Resignation Requirement	98
<b>COMPENSATION AND BENEFITS</b>	<b>98</b>
Overtime/ Compensatory Time	98
Time Off Benefits	98
Vacation	100
Notification of Absence	100
Sick Leave	101
Emergency Leave	101
Bereavement Leave	101
Shut Down	102
Retiree Health Insurance	102
Unpaid Leave of Absence	103
<b>ADJUNCT FACULTY</b>	<b>104</b>
<b>EMPLOYMENT</b>	<b>104</b>
Adjunct Faculty Role	104
Teaching Certification	104
Hours of Work	104
Resignation	105
Mentoring	105
Orientation Requirements	105
Process for Submitting Course Syllabi	105



<b>COMPENSATION</b>	<b>106</b>
Adjunct Faculty Compensation	106
Curriculum	108
<b>SALARIED NON-REPRESENTED</b>	<b>110</b>
<b>EMPLOYMENT</b>	<b>110</b>
<b>COMPENSATION AND BENEFITS</b>	<b>110</b>
Time Off Benefits	110
Notification of Absence	110
Sick Leave	111
Emergency Leave	111
Bereavement Leave	111
Part-time Salaried Non-Represented Employees	111
Unpaid Leave of Absence	111
Resignation	112
<b>CLASSIFIED NON-UNION EMPLOYEES</b>	<b>113</b>
<b>APPENDIX</b>	<b>114</b>
<b>ACADEMIC CALENDAR</b>	<b>115</b>
<b>HOURS OF OPERATION</b>	<b>116</b>
<b>ACKNOWLEDGEMENT AND AGREEMENT</b>	<b>119</b>



## WELCOME FROM THE PRESIDENT

Welcome to the NTC family! We are excited to have you on our team of dedicated professionals.

As part of our campus community, I invite you to explore all that NTC has to offer. As an employee of the College, every day you contribute directly to our success, growth and continued positive impact in the community. As the community's College, we all have an obligation to consider our learners as we go about our daily work.

In this manual, you will find information that will help you navigate the policies and procedures of the College to ensure you have a successful employment experience. If you are unable to find what you are looking for or if you have questions, I encourage you to contact our Human Resources team.

I trust your experience here will be challenging, enjoyable and rewarding and I wish you continued success.

Best regards,

Lori



## ALL EMPLOYEE INFORMATION

### Introduction

#### ABOUT NTC

At Northcentral Technical College (NTC) we break cycles. We've been doing it with pride for more than 100 years. With convenient campus locations in Antigo, Medford, Merrill, Phillips, Spencer, Wausau and Wittenberg, as well as a Public Safety Center of Excellence in Merrill, Agriculture Center of Excellence in the Town of Maine, Wood Technology Center of Excellence in Antigo and an Advanced Manufacturing and Engineering Center of Excellence in Wausau, every day we bring students one step closer to making their dreams a reality. Dedicated to delivering accessible, attainable and flexible educational opportunities, NTC offers more than 150 associate degree, technical diploma and short-term certificate programs, as well as high school completion programs, basic skills education, continuing education and customized business training opportunities. The College also offers a variety of flexible course and program options, including a new Virtual College, Winterim Courses, Late and Anytime Start Courses and online courses. NTC has more than 150 transfer opportunities with more than 30 University of Wisconsin and private four-year universities, creating a seamless path for lifelong learning.

#### MISSION

Northcentral Technical College is the customer-focused, accessible provider of innovative life-long learning that builds a globally competitive workforce.

#### VISION

Northcentral Technical College: Building futures one community, one workplace, one learner at a time.

#### COMMUNITY BENEFIT STATEMENTS

Northcentral Technical College:

1. Communities have the capability to foster economic growth.
2. Workplaces have an available and skilled workforce.
3. Learners have the knowledge and skills necessary to explore, maintain or advance in employment or higher education.

#### CORE BELIEFS

These core beliefs are guiding principles or values that are inherent in the institution.

**Learner Focus**

We believe in an educational environment that exceeds learner expectations and helps them reach their unique potential.

**Continuous Learning**

We believe in a learning organization comprised of individuals who are competent, forward thinking, accountable, caring and collaborative.

**Ingenuity**

We believe in innovation of learning and services through creativity and forward thinking.

**Access**

We believe in access for all learners through geographic, financial, service, and learning delivery alternatives.

**Service to Community**

We believe in service to our communities to meet their economic and educational needs.

**Diversity**

We believe in diversity of thought, culture, opinion, economic status, age, gender and physical capabilities.

**Culture of Professionalism**

We believe in a culture that exudes professionalism, treating internal and external customers with integrity and respect.

**STRATEGIC DIRECTIONS**

**Growth** - The College achieves growth through innovation, flexibility, access, and the strategic analysis and marketing of competitive and environmental information.

**Innovation** – The College implements new products or services to meet current and future stakeholder needs.

**Strategic Partnerships** – The College becomes the preferred strategic partner of area businesses and industries, K-12 districts, local communities, entrepreneurs and other institutions of higher education to support learning and economic development, establishing NTC as an educational leader.

**Organizational Development** – The College encourages and supports professional growth and team development throughout the organization.

**Continuous Quality Improvement** - The College develops innovative ways to continually improve learning, support systems, and processes, and the responsible use of natural resources that enhance organizational effectiveness and demonstrates sustainability.

**Fiscal Strength** – The College prudently manages and strengthens its financial resources in order to thrive in a complex and changing environment.

**Student Success** – The College promotes student retention, degree completion, career and

job placement and engages a diverse student population through its programs, support services, and campus settings.

## **MEDIA STATEMENT**

As a public institution, NTC and its programs, activities and plans are of special interest to the general public. The news media are critical to building understanding and appreciation of NTC among its constituents.

The Marketing and Public Relations Team has been designated as the first and primary contact with the media. If you are contacted by the media, please refer them to the Marketing and Public Relations Coordinator, at extension 1192 or the Director of Marketing & Public Relations, at extension 1012.

While members of the media are welcome on NTC campuses, we ask that they contact the Marketing and Public Relations Team in advance of their visit so that they will have access to the areas, buildings and people necessary to complete their story. Employees of the College are asked to contact the Marketing and Public Relations Team if they see media crews and reporters on campus.

For additional information on media relations, check out the “Working with the Media” guide available through the Marketing & Public Relations toolkit at [mprtoolkit.NTC.edu](http://mprtoolkit.NTC.edu).

## **ADMINISTRATIVE/OPERATING GUIDELINES**

The College is in the process of identifying all the locations where Administrative/Operating Guidelines are located. For the correct and more current information, employees should access Administrative/Operating Guidelines through the NTC Intranet as follows:

1. Go to the NTC Intranet
2. Go to “Other Resources” on the bottom of the page
3. Select Administrative/Operating Guidelines
4. Click on the Search button using key words or Administrative/Operating Guideline number
5. Click on the Expand button to view all the Administrative/Operating Guidelines

The Employee Handbook is also located with the Administrative/Operating Guidelines on the NTC Intranet. For more assistance or directions on how to access this information contact the Help Desk at 1160.

## Employment

### **PRE- AND POST-EMPLOYMENT FINANCIAL/CREDIT, CRIMINAL RECORDS CHECK**

NTC has a long-standing commitment to maintaining the highest standards for both student and employee safety and health. In addition, employing high quality staff is one of the most important goals of the College because of its impact on the quality of our services.

Accordingly, the College has adopted this Pre- Employment and Post-Employment Financial/Credit, Criminal Background Check Policy and Procedure to ensure that Northcentral Technical College recruits and employs the best available individuals for positions at the College. See Administrative/Operating Guideline #269 for more information.

### **EMPLOYMENT DECISIONS**

All employment decisions (hiring, transfer, promotion, and layoff) will be based upon the following criteria:

- Qualifications (education and experience – length of service will be considered as part of experience)
- Professionalism and attitude
- Ability to work as a positive team member
- Previous performance (including supervisor evaluation)

### **PROGRESSIVE RETURN TO WORK**

It is the Administrative/Operating Guideline of the District to provide our workers who have become ill or injured on the job with the best possible recovery program so that they can return to work with minimal emotional and financial disruption in their lives. The Progressive Return to Work administrative/operating guidelines support the return of ill or injured workers to their regular assignments as soon as possible. The goal is to increase productivity and our employee's sense of job security, while reducing premium costs. See Administrative/Operating Guideline #270 for more information.

## Compensation and Benefits

### **EMPLOYEE PAY CLASSIFICATIONS**

NTC employees are designated as either non-exempt or exempt from federal and state wage and hours laws.

- **Non-exempt Positions:** These are hourly positions. Northcentral Educational Support Personnel Association (NESPA), Northcentral Paraprofessional/Technical



Association (NCPTA), Teamster and Confidential are classified as non-exempt. Non-exempt employees are compensated at a rate of 1.5 times their regular hourly rate of pay for all hours worked beyond 40 hours in a workweek in accordance with applicable wage and hour laws.

- **Exempt Positions:** Exempt employees are salaried employees. Middle Leaders, Salaried Non-Represented, Faculty, Faculty Other Professionals, and Adjunct Faculty are exempt. Exempt employees are not paid overtime in accordance with applicable wage and hour laws for work performed beyond 40 hours in a workweek.

**Definition of Employees** – Refer to the addendums for each employee group for definitions. Limited Term Employee hires are employees hired with no guarantee of continued employment after a specific end date.

### **INITIAL SALARY UPON HIRE**

Employees hired with an effective date after July 1, 2012 will be compensated based upon College compensation practices.

### **PAYDATES AND DIRECT DEPOSIT**

Employees will be paid on a bi-weekly basis through direct deposit. If a payday falls on a holiday, employees shall be paid on the last working day preceding the holiday. Employees are required to have their paycheck direct deposited into a checking or savings account of their choice.

### **403(b)**

A 403(b) is a tax-deferred savings plan available to all employees. The District shall approve 403(b) custodial accounts of companies provided they meet all applicable Internal Revenue Service regulations as of January 1, 2009.

A new company requesting approval of their 403(b) plan will be reviewed for Internal Revenue Service compliance and the number of individuals interested in contributing to the account.

Individuals may make changes to their 403(b) custodial accounts four times per calendar year and at the annual open enrollment period.

Individuals that are enrolled in a 403(b) custodial account that ceases to be an authorized vendor due to non-compliance with Internal Revenue Service regulations will be notified of this change and given the opportunity to select an alternate vendor.

### **457**

The Wisconsin Deferred Compensation Program (WDC) is a supplemental retirement savings program authorized under Section 457 of the Internal Revenue Code (IRC).

Employees have two options for making contributions:

1. **After-tax Contributions through the Roth Option:** When employees choose the Roth option, they pay taxes on the money when they contribute it to the account. As long as employees meet certain requirements, when they retire all distributions from their Roth account are tax free.
2. **Before-tax Contributions:** Under this option employees will not pay taxes on their contributions when they make them. They pay the taxes when they take a distribution from their account, which is usually during retirement.

For questions on Deferred Compensation Program or 403(b) plans please contact the Benefits Coordinator at extension 1755.

## **JURY DUTY**

Employees who receive a summons for jury duty shall immediately inform their immediate supervisor and Human Resources of the time, date and court where the employee is to report.

NTC regularly scheduled employees who are selected for jury duty will receive full salary during the period of such jury duty, subject to the jury duty compensation guideline. See the Human Resources section on the NTC intranet for the complete guideline.

## **HIPAA - COMPENSATION AND BENEFITS**

NTC is committed to upholding the regulations of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Under HIPAA, any plan containing protected health information (PHI) is required to protect the privacy of the information it gathers about employees and dependents while providing coverage for health-related services. See Administrative/Operating Guideline #268 for more information.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

The College will comply with Federal and State Medical Leave Acts, providing benefits to employees based on eligibility.

There may be instances where an employee will be entitled to leave under both the Federal and Wisconsin State Laws. In that case, the leave the employee takes will count towards the leave available under both Laws.

Both the Federal and Wisconsin Leave are provided by NTC to fulfill its requirements under Federal and Wisconsin Law, and in no event does the College's granting of family and medical leave obligate the College to provide such leave in absence of such state and federal requirements.

It is the responsibility of the employee to notify Human Resources and his/her immediate supervisor of absence to determine if FMLA will be applicable. See the Human Resources section on the NTC intranet for the complete guideline.

### **SABBATICAL LEAVE**

The College is exploring the possibility of offering a Sabbatical Leave program for all employees. There will be no program in 2012-13. It will be reconsidered in 2013-14. Please watch for additional information.

### **OUTSIDE EMPLOYMENT**

The College will be issuing an Administrative/Operating Guideline which will address expectations regarding outside employment for all employees. Please watch for additional information.

### **COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985)**

Federal law gives certain persons, known as Qualified Beneficiaries, the right to continue their health care benefits beyond the date that they might otherwise terminate.

Information about health insurance continuation will be provided at the time of loss of a qualifying insurance plan (*i.e.*, health, dental, vision).

### **WISCONSIN RETIREMENT SYSTEM (WRS)**

As a WRS-participating employer, NTC will enroll all employees that meet WRS participation standards.

Contributions to the Wisconsin Retirement System are mandatory for qualified employees and employers. The contribution rate is provided each year by the Wisconsin Retirement System.

Employee contributions to the Wisconsin Retirement System are deducted from the employee's biweekly payroll on a pre-tax basis.

### **SOCIAL SECURITY ALTERNATIVE PLAN**

Under IRC Section 3121 Social Security Alternative Plan casual employees and adjunct faculty not eligible for enrollment in the Wisconsin Retirement System (Employee Trust Fund) are enrolled in a Social Security Alternative retirement annuity plan. For more information on the Social Security Alternative Plan please contact the Benefits Coordinator at extension 1755.

### **WORKER'S COMPENSATION**

The College provides comprehensive worker's compensation insurance as required by law

at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical treatment. Worker's compensation provides benefits as required by law.

Employees who sustain work-related injuries or illnesses must inform their supervisor and complete an Accident Report and forward immediately to Human Resources. District First Report of Injury forms are available on the NTC Intranet site at: NTC Systems, Facilities. First Report of Injury or Disease forms are available from the same locations.

## **WELLNESS CENTER**

The College promotes employee wellness and healthy lifestyles. To that end, there is a Wellness Center available on the Wausau Campus on the fourth floor of the Center for Health Sciences. Aerobic and Cardio equipment are available for use by all employees. Wellness Center hours of operation can be found at: <http://www.ntc.edu/hours.html>.

## **COMMON BENEFITS (MIDDLE LEADER, FACULTY, FACULTY- OTHER PROFESSIONAL, NESPA, NCPTA, TEAMSTER, CONFIDENTIAL, SALARIED NON-REPRESENTED)**

Eligibility for the following benefits is dependent upon when an employee was hired into a position. For employees hired into a position prior to July 1, 2012, eligibility is based on the position scheduled to work at least 20 hours per week for a minimum of 16 consecutive weeks. For positions hired on July 1, 2012 or after, eligibility is based on working at least 30 hours per week for 16 consecutive weeks.

**Example #1:** An employee was hired October 8, 2000 into a position that works 38.75 hours per week and was, therefore, eligible for coverage. On August 5, 2012, that employee is hired into a position that works 25 hours per week. They are no longer eligible for coverage.

**Example #2:** An employee was hired October 8, 2000 into a position that works 20 hours per week and was, therefore, eligible for coverage. On August 5, 2012, that employee is hired into a different position that works 25 hours per week. They are no longer eligible for coverage.

**Example #3:** An employee that is grandfathered with part-time benefits will remain grandfathered with benefits if their hours change in their current position within the range of 20-30 hours per week. Their pro-rated premium contribution will change accordingly.

Additional detailed benefit information can be found on the NTC Intranet.

See group-specific section for additional benefits by employee group.

### **1. Health Insurance**

The College maintains two health insurance plan options for eligible represented

employees and their eligible dependents. Non-represented employees must choose the High Deductible Health Plan (HDHP)/ Health Savings Account (HSA) plan if electing coverage.

For 2012-13, the College will pay 88% of a family or single plan for a full-time employee. A full-time employee is responsible for 12% of the premium cost. Part-time contribution is based on hours worked per week.

**Option 1:** HDHP/HSA plan: the College, in addition to its premium contribution, also contributes to an HSA for employees electing this option (Annually: \$1,800 for a single plan, \$3,400 for a family plan)

**Option 2:** Traditional Health Plan. The Traditional Health Plan is a standard health insurance plan with a higher total premium than the HDHP/HSA plan.

## **2. Dental Insurance**

The College will maintain a dental insurance plan for eligible employees and their eligible dependents.

The College will pay 85% of a family or single plan for a full-time employee. A full-time employee is responsible for 15% of the premium cost of a family or single plan.

Part-time employee contribution is prorated based on hours worked per week.

## **3. Section 125 Plan**

The College will maintain a Section 125-plan for employees.

This plan allows eligible employees to voluntarily set aside pre-tax dollars to pay for health, dental, unreimbursed medical and dependent care cost.

## **4. Health Insurance Opt-Out Plan**

The College will maintain an Opt-Out plan for employees who work at least 30 hours a week for 16 consecutive weeks.

NTC will share the savings on the basis of 80%/20% for eligible employees who elect to not participate in the health insurance plan and elect coverage through a spouse's employer. It is not an option for employees who have no health insurance coverage to qualify for payment.

If you are a qualifying employee who makes this choice at the time of eligibility, or during the Benefits Open Enrollment period, you will receive a medical cash out (opt out) credit to your bi-weekly salary as long as you remain under the Opt-Out Plan. The medical cash out is considered taxable income to you.

## **5. Life Insurance**

The College will maintain life insurance and accidental death and dismemberment (AD&D) coverage for eligible employees.

Eligible employees can, at their own expense, purchase additional life, AD&D insurance and dependent life insurance.

## **6. Disability Insurance**

The College will maintain disability coverage for eligible employees.

For specific information on the above benefits please see your summary plan description available in the Human Resource department.

## **VOTING**

An employee who is eligible to vote in an election and who finds it impossible to vote during non-working hours may be absent from work for up to three hours to vote. Such time is unpaid. The employee must notify their supervisor prior to Election Day.

## **MILITARY**

NTC complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) with regard to employees who undertake military service. USERRA addresses reemployment, discrimination and health insurance continuation. Information regarding USERRA can be found on the US Department of Labor's website at <http://www.dol.gov/elaws/userra.htm>.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

All employees, their spouses and their household members may use Aspirus Employee Assistance Services. The contact number is 715/847-2772 or toll free at 1-800-236-4457.

Aspirus Employee Assistance Services is available for family or marital problems, alcohol or other drug abuse, financial concerns, emotional or behavioral difficulties or personal conflicts. Any contact with the organization is confidential.

## **Employee Conduct and Policies**

## **EQUAL OPPORTUNITY EDUCATION AND EMPLOYMENT**

No person may be denied admission to, participation in, employment at, the benefits of, or be discriminated against in any service, program, course, or facility of the NTC District because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, service in the armed forces, genetic testing, or use or non-use of lawful products off the District premises during non-working or non-class hours.

All District services will be provided in a non-discriminatory manner and in a climate which is conducive to, and supportive of, cultural and ethnic diversity. See Administrative/Operating Guideline #233 for more information.

### **AFFIRMATIVE ACTION**

The NTC District seeks to reach and maintain employment and enrollment levels for employees and students which are at parity. In order to accomplish this goal, Affirmative Action is required for women, racial/ethnic groups, and persons with disabilities throughout the District in job categories and educational programs. See Administrative/Operating Guideline #223 for more information.

### **NEPOTISM**

This administrative/operating guidelines addresses unacceptable employment relationships between District employees. Relatives of a currently employed worker generally will be considered for employment on the basis of their qualifications. However, where the hiring or employment of a worker's relative would result in the types of unacceptable employment relationships identified in the Administrative/Operating Guideline, the College will not consider or accept such applications for employment. See Administrative/Operating Guideline #205 for more information.

### **CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES AND/OR STUDENTS**

This administrative/operating guideline exists for District employees when the interrelationships of staff members or the interrelationship of a staff member and a current student presents a conflict of interest or creates a power differential. The administrative/operating guideline is written to protect employees and students. It is designed to ensure that power is not abused and to maintain an environment that is free of sexual harassment, rather than to discourage constructive interpersonal relationships. See Administrative/Operating Guideline #206 for more information.

### **PERSONNEL FILES**

The College maintains personnel files on each employee. To ensure that personnel files are up-to-date at all times, employees need to promptly notify the Human Resources department of any changes in name, telephone number(s), home address, marital status, number of dependents, beneficiary designations, educational attainment, certification or any other similar information.

Employees may request to inspect or request a copy of their personnel file as provided under state law. Such request should be made to the Director of Human Resources.



Employees may forward information to be included in their personnel file related to their employment. Examples include: additional education, updated resume, and a response to disciplinary documentation.

### **COMPLAINT RESOLUTION POLICY**

The purpose of this administrative/operating guideline is to provide for an internal complaint resolution procedure that is consistent with the requirements of state law and Board administrative/operating guidelines for resolving complaints concerning employee discipline, employee termination and workplace safety. This administrative/operating guideline is intended to serve as the written document that sets forth the process for the complainant and the College to use to process a complaint. See Administrative/Operating Guideline #278 for more information.

### **EMPLOYEE CODE OF CONDUCT/PROGRESSIVE DISCIPLINE**

The College has adopted codes of conduct that are appropriate for all staff. The College will work with employees to address performance and behavior concerns. This may include developing a Performance Improvement Plan which outlines expected performance behavior, resources to improve performance and behavior, and timelines.

Progressive disciplinary steps will be followed in employee disciplinary matters except in matters NTC determines needs to be addressed outside of the progressive system.

Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise, NTC may need to make decisions related to employment in a manner other than as provided in this section. Any steps may be bypassed based upon the severity of the offense.

Disciplinary actions may take place in several forms. The forms of disciplinary actions are: Verbal Warnings; Written Warnings; Suspensions; Dismissals. NTC's Department of Human Resources should be consulted beforehand when disciplinary action with an employee is necessary.

Represented employees have the right to union representation in meetings that may result in disciplinary action. It is the employee's responsibility to arrange representation.

#### **Verbal Warning**

Verbal warnings may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the



employee is receiving a formal warning. Documentation of the verbal warning should be made and maintained in supervisor's file for verbal warnings.

**Written Warning**

Written warnings take place between a supervisor and an employee when the behavior of the employee: is a repeated violation and verbal warning has been administered; hinders the progress of the department in which the employee works; or hampers the progress of NTC. Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to Human Resources for inclusion in the employee's file, and one copy maintained in supervisor's file.

**Suspension**

Suspension, or release from duty, is a more severe action that may be used to continue investigations and/or for constructive improvement. Suspensions are issued when it is determined that a second warning would not suffice or that an initial incident is too severe for a warning yet not sufficiently severe for dismissal. Suspensions may vary in length, according to the severity of the offense or deficiency. Where a suspension has failed to produce the proper results, consideration should be given for a more lengthy suspension or the dismissal of the employee.

Copies of all suspensions should be distributed as follows: one copy to the employee, one copy to Human Resources for inclusion in the employee's file, and one copy maintained in supervisor's file.

Suspension notices should indicate the following:

- a. the reason(s) for the discipline,
- b. the inclusive dates of the suspension,
- c. the suspension is without pay

**Dismissals**

An employee's employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in NTC's judgment, the employee's continued presence would be contrary to the well-being of the College or its employees.

**Behaviors That May Result in Disciplinary Action**

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including dismissal for doing so. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions. Appropriate

levels of discipline may be based on the severity of employee behavior. This list is not exhaustive.

- Displaying disrespectful and/or inappropriate behaviors toward a student, employee, supervisor, guest or NTC stakeholder;
- Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor or department head;
- Being inattentive to duty, including sleeping on the job;
- Falsifying a time card or other College record or giving false information to anyone whose duty is to make such record;
- Being repeatedly or continuously absent or late, being absent without notice or reason satisfactory to the College or leaving one's work assignment without appropriate authorization;
- No-call and no-show for three consecutive days is considered a voluntary resignation
- Failing to report an on the job injury;
- Smoking within no-smoking areas;
- Conducting oneself in any manner which is offensive, abusive or contrary to common decency or morality; carrying out any form of harassment including sexual harassment;
- Operating College-owned vehicles, equipment or private vehicles on College business without proper license or operating any vehicle on College property or on College business in an unsafe or improper manner;
- Appropriating College or student equipment, time or resources for personal use or gain;
- Computer abuse, including but not limited to, plagiarism, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive or annoying behavior on the computer and non-work related utilization of computer software or hardware;
- Misusing or willfully neglecting College property, funds, materials, equipment or supplies;
- Viewing or distributing pornographic material during work time or using College resources;
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty;
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Interfering in any way with the work of others;
- Stealing or possessing without authority any equipment, tools, materials or other property of the College or attempting to remove them from the premises without approval or permission from the appropriate authority;
- Marking or defacing walls, fixtures, equipment, tools, materials or other College property, or willfully damaging or destroying property in any way;
- Willful violation of safety rules or College administrative/operation guidelines.

- The College has adopted a zero-tolerance guideline for the use, concealment, creation, manufacture or possession of weapons and/or dangerous devices on the College campus. Violations of this guideline will result in immediate termination.

## **POLITICAL ACTIVITIES**

NTC District recognizes the appropriateness of employees being involved in partisan political activities of his/her choice. However, in a diverse educational environment it is not appropriate that District employees use his/her position as a proponent for partisan views. Therefore, District employees will not engage in partisan activities within their scheduled work hours. The District encourages employees to exercise their full rights of citizenship in the community outside of scheduled work hours. See Administrative/Operating Guideline #221 for more information.

## **PROFESSIONAL DRESS**

The College is requiring a business casual standard for work attire. The intent of this guideline is to provide the appropriate professional image to our learners and customers.

Clothing that is appropriate for the beach, yard work, dance clubs, exercise sessions and sports contests are not appropriate for a business casual appearance at work.

Employee ID badges should be considered part of professional dress for security and customer service purposes.

The following examples are suggested for business casual attire:

- Slacks or khaki pants (blue denim fabric is not OK)
- Long-sleeved or short-sleeved shirts
- Polo/golf shirts
- Dress T-shirts (are acceptable if they do not include cartoons, slogans, or ads)
- Knit sweaters
- Tailored capris (shorts are not ok)
- Dresses or skirts (blue denim fabric is OK)
- Sport coats or blazers (blue denim fabric is OK)
- Conservative athletic or walking shoes, loafers, clogs, boots, flats, dress heels and leather deck-type shoes. Sandals are OK, but flip flops are not OK.

Employees that work in the health care, public safety, agriculture, technology and trades areas, classrooms, workshops, labs, clinics and jobsites, will wear clothing and footwear that is professionally appropriate to his/her field, technology and/or activity and that is consistent with recommendations of his/her advisory committees and workplace partners or are required for safety purposes.

Buildings and grounds employees, farm employees and technical and trades employees working in a lab environment are exempt from the no blue denim requirement.

Packer apparel may be worn on game day or the Friday before the Packer game. Denim blue jeans are not appropriate for these days. Departments may have additional guidelines based on safety guidelines.

### **DISTRICT EMPLOYEE CODE OF ETHICS**

It shall be the duty of all District employees to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of their positions. In keeping with the District's goals to develop quality educational programs consistent with the philosophy and objectives which lead to gainful employment of students, District employees:

1. Shall perform all mandatory, non-discretionary, and ministerial duties of their position within the time, and in the manner, required by law.
2. Shall devote full attention to their duties. However, this shall not be interpreted to prevent District employees from accepting outside employment or following a pursuit which in no way interferes or conflicts with the full and faithful discharge of his/her duties to the District.
3. Shall uphold the law and conduct District business with fairness, integrity, and professionalism.
4. Shall not act in excess of lawful authority or District Administrative/Operating Guidelines, or commit an act forbidden by law within their official capacity.
5. Shall not, by commission or omission, in their capacity as an employee of the District, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others, or with the intent to obtain a dishonest advantage for him/herself, or for another.
6. Shall not in their capacity as employees make an entry in an account or record book, return, certificate, report or statement, which in a material respect he/she intentionally falsifies or knows to be false.
7. Shall not, under cover of their position as a District employee, intentionally solicit or accept for the performance of any service or duty, anything of value including, but not limited to, any gift, loan, favor, or service given for the purpose of influencing him/her in the discharge of official duties.
  - a. Faculty may be approached by publishing companies to review proposed textbooks and provide feedback. If the faculty member completes that review as part of their employment with the College, during their work day and using College resources, any payment for the review should be assigned to the College. The College will deposit those dollars in the professional development fund of the instructional team to be used for future professional development.
  - b. If the faculty member completes a review of the textbook on their own time and with their own resources, the faculty can retain the payment. However, if payment to the faculty member is tied to the future use of the textbook by NTC, that will be considered a conflict of interest and will not be acceptable.

This does not preclude a faculty member from reviewing a textbook as long as payment to the faculty member is not contingent on future usage at NTC.

- c. Review of textbooks that result in payment must be approved in advance by the supervisor.
8. Shall not use District property, facilities, or other District resources, for personal gain for self, family or others.
9. Shall not use confidential information for personal gain or benefit, or for gain accrued to family or others.
10. Shall endeavor to meet all of the requirements of state and federal law and regulations pertaining to education, including the regulations of the Wisconsin Technical College System.
11. Shall observe pertinent Administrative/Operating Guidelines of the District.
12. Shall act in what is, in their opinion, conceived to be the best interests of the citizens of the NTC District. Similarly, shall grant no special considerations, treatment to any citizens beyond that which is available to every other citizen.
13. Shall utilize all due diligence in carrying out the directives of the Board.
14. Shall not participate, either directly or indirectly, in purchases for personal use for less than full value or utilizing discounts allowed to the District for personal gain. This does not preclude employees from using educational discounts provided by vendor for all students and employees.
15. Nothing in the Administrative/Operating Guidelines shall be implied to deny employees the rights of a citizen under the Constitution of the United States, Constitution of the State of Wisconsin, Wisconsin statutes, or any other bona fide regulations of this state.
16. In the event an action is brought against any employee for violation of this Administrative/Operating Guideline, the District may consider any and all appropriate discipline, including discharge.

In addition to the previous provisions, the District President shall use due diligence to be apprised of the details and scope of the business of the District so as to refrain from considerations where a conflict or any unresolved potential conflict of interest may exist.

## **INTELLECTUAL PROPERTY**

Employees may, in the course of their employment, receive payment for or be asked to develop curriculum, original works, inventions, and other intellectual property using either College time or resources or benefits. Intellectual property created under these circumstances belongs to the College. See Administrative/Operating Guideline #229 for more information.

## **ACCEPTANCE OF GIFTS**

NTC employees shall not, under cover of their position as a District employee, intentionally solicit or accept for the performance of any service or duty, anything more than a token or

inconsequential value, not exceeding \$25, including, but not limited to, any gift, loan, favor, or service given for the purpose of influencing him/her in the discharge of official duties.

## **ACCIDENT REPORTING**

All accidents involving injury to employees, students in an officially sponsored instructional or College activity, or visitors on District owned or leased property must be reported immediately, but in no case later than the end of the next work day to the District's Human Resources office in Wausau.

All accidents whether or not medical attention is required are to be reported to the District's Human Resources office in Wausau.

All accidents are thoroughly investigated; however, the District makes no assumption of liability for medical costs.

District First Report of injury forms are available on the NTC Intranet site at: NTC Systems, Facilities. First Report of Injury or Disease forms are available from the same locations. District personnel shall not make any guarantee of payment for medical costs to students or visitors.

## **TOBACCO USE ON DISTRICT PREMISES**

These guidelines are part of NTC's commitment to promoting the safety and health of its staff, students, visitors, and general public. It also establishes parameters for those who choose to smoke tobacco, use alternative smoking devices, or use smokeless tobacco products.

It is the guideline of the NTC District that smoking or use of smokeless tobacco products by employees, students, and visitors is prohibited on all District premises, with the exception of three designated smoking shelters on the Central Campus in Wausau. Regional campuses and the dairy science farm do not have smoking shelters: they have designated smoking areas. This applies to all campus property and parking lots.

At the Wausau Campus, smoking of any tobacco products, use of alternative smoking devices, and/or use of smokeless tobacco products is restricted to the smoking shelters located in the courtyard, on the northwest corner of the Center for Health Sciences Building, and adjacent to the gated entrance of the H Building.

These guidelines include all devices used to smoke tobacco products and also electronic cigarettes, e-cigarettes, or personal vaporizers that are alternatives to smoking tobacco products.

See Administrative/Operating Guideline #241 for more information.

**EMERGENCY SCHOOL/CLASS CLOSING**

NTC values the well-being of its students and staff and does not wish to have lives endangered traveling to or from NTC during inclement weather. North central Wisconsin weather is unpredictable and weather conditions may change throughout the day. Keep in mind that morning weather conditions may differ greatly from evening forecasts.

If the College is open, NTC employees are expected to be at work. However, some employees may feel they cannot safely travel to work. Those employees must contact their supervisor immediately. If the College is officially closed due to inclement weather, employees will not be allowed on campus and will be compensated for their time. This will assure the safety of our employees and allow for snow removal. See Administrative/Operating Guidelines #252, 252PR1 for more information.

**EMPLOYEE ID BADGE**

It is the Administrative/Operating Guideline of the District that each employee be required to wear an identification badge in all work places located in and on the grounds of NTC.

The role of each employee is to clearly identify themselves in order to assist our customers. Identification badges encourage our learners, co-workers and community members to ask employees for information. The identification badge also allows new employees to become familiar with all employees. See Administrative/Operating Guideline #267 for more information.

**FERPA**

Access to a NTC student's educational record is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and in conjunction with the Wisconsin Technical College System and Wisconsin Statutes.

A student's official education record is confidential and shall not be released to anyone except the student unless the student provides written consent for release of information. Information requiring consent includes, but is not limited to class enrollment, attendance, grades, performance and behavior. See Administrative/Operating Guideline #280 for more information.

**DRUG-FREE WORKPLACE POLICY AND DRUG-FREE SCHOOLS AND COMMUNITY ACT**

NTC is committed to protecting the safety, health and well-being of all employees, students and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.



Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

This organization encourages employees and students to voluntarily seek help with drug and alcohol problems. See Administrative/Operating Guideline #273 for more information.

### **EMPLOYEE DRUG AND ALCOHOL SCREENING**

These guidelines are a part of the NTC commitment to maintain a workforce free from the negative influence of drug abuse and alcoholic beverage use. It is imperative that we recognize the potential consequences for alcohol and substance abuse by our own employees. It is the guideline of NTC to maintain a drug free and alcoholic beverage free workforce and to administer drug and alcoholic beverage screenings to employees upon reasonable individualized suspicion when employees are working and/or representing the College. See Administrative/Operating Guideline #277 for more information.

### **CONTROLLING VIOLENCE AND WEAPONS**

These guidelines are a part of NTC's commitment to provide a safe working and learning environment for all members of the College community including visitors.

NTC expects that all members of the College community will observe personal integrity in their relationships, comply with all laws and regulations applicable to the College, treat others with dignity and respect, and accept responsibility for the appropriateness of their own conduct. NTC has a zero tolerance for violence and will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any NTC owned or leased facility or any NTC sponsored activity.

Discriminatory language that is intended to threaten a person because of their race, gender, ethnicity, national origin, sexual orientation or disability will be treated as a threat of violence.

Violation of these administrative guidelines will be subject to disciplinary action. If the violation is a criminal act the local police or sheriff's department will be contacted. Students will also be subject to the disciplinary process set forth in the NTC Student Code of Conduct. Employees who violate these guidelines shall be subject to disciplinary action up to and including termination.

The College is committed to upholding all local, state, and federal laws concerning the use, concealment, creation, manufacture, and/or possession of weapons and/or potentially dangerous devices. Unless a person is an authorized peace officer, an active member of the



armed forces, a member of the military who go armed in the line of duty or any person duly authorized by the chief of police of any city, village, or town, or the sheriff of any county, it is illegal to be armed in any building owned or leased by NTC. See Administrative/Operating Guideline #275 for more information.

## **CAMPUS SAFETY AND SECURITY**

The Campus Security Department is dedicated to providing a safe and secure learning environment for NTC students, employees and visitors. The NTC Wausau campus has campus security officers on duty during campus operating hours. The Campus Security Office is located in room D-102 of the Wausau campus.

### **Contact NTC Campus Security:**

- **Phone:** 715.803.1111
- **Campus phone:** Ext. 1111
- **Text:** 715.581.6010, send the message and the location of the incident
- **Email:** security@ntc.edu
- **Submit online report:** [www.ntc.edu/security/submit-report.html](http://www.ntc.edu/security/submit-report.html)
- In the event of an emergency, dial 911.

The Campus Security Department encourages all employees and students to report any criminal or suspicious activity.

### **Services and Assistance**

The Campus Security Department functions as a highly trained, and service-oriented, division of the College by continually improving and offering various assistance programs.

- Provide CPR, basic first aid and personal safety
- Assist in emergency situations
- Provide battery jump starts (signature and ID required)
- Provide campus patrol
- Complete routine safety and security inspections
- Provide personal escort services
- Respond to and make emergency notifications
- Investigate all criminal and non-criminal incidents on campus
- Manage campus parking
- Manage tobacco use on campus
- Manage lost and found
- The services above are not fully available at the regional campuses.
- Regional Deans serve as the safety and security liaison to the Wausau Campus

## COMPUTER USAGE POLICY

Computer information systems and networks are an integral part of business at NTC. The organization has made a substantial investment in human and financial resources to create these systems.

Information Security has been established in order to:

- Protect this investment.
- Safeguard the information contained within these systems.
- Reduce business and legal risk.
- Protect the good name of the organization.

See Administrative/Operating Guideline #643 for more information.

## PERSONAL MOBILE DEVICE USER AGREEMENT

If you would like access to your NTC's e-mail, calendar, and contacts on a personally-owned mobile device, (e.g., smartphone, PDA, iPad, laptops, etc.), we ask that you agree to the terms and conditions set forth in the College's personal mobile device user agreement. This is subject to supervisor approval. This agreement is necessary to help ensure proper protection of NTC confidential information accessed through your mobile device. Below is a subset of the agreement terms.

- I will surrender my mobile device to NTC in the event a security or privacy breach has or is suspected to have occurred in connection with the mobile device. If requested, I will also grant NTC access to my mobile device service provider's usage records.
- Information Systems-Instructional Technology (ISIT) will provide support for installation and connection to NTC e-mail, calendar and contacts through your mobile device. All other support issues should be directed to your mobile device service provider.
- Cell phones should not be used for College business while driving unless equipped with a hands free device.
- Employees may not use the recording or photographic capability of their cell/smart phone in areas of the facility where individuals would have a reasonable expectation of privacy.

To get a copy of this agreement and to schedule a time to have your mobile device configured, please call the Help Desk at extension 1160.

## SOLICITATION AND PUBLIC ASSEMBLY

NTC recognizes and supports the right of public assembly and expression. This guideline is not intended to limit or discourage the free exchange of ideas between students, NTC staff and/or the public. This guideline provides information on how groups may publically

assemble in a way that does not interfere with the educational experience of our learners or the work of the College. See Administrative/Operating Guideline #225 for more information.

## **HOURS OF OPERATION**

The current NTC hours of operation are listed in the appendix of the handbook.

## **ACADEMIC CALENDAR**

The current academic calendar is located in the appendix of the handbook.

## **DISTRICT CREDIT CARDS**

NTC District will provide credit cards for use by District employees and the NTC Board of Trustees in the accomplishment of their job responsibilities when such use will result in efficiencies that benefit the District and subject to the approval of their supervisor and Financial Services. See Administrative/Operating Guideline #634 for more information.

## **TRAVEL AND EXPENSE REIMBURSEMENT**

District employees are encouraged to make travel plans using the principles of fiscal austerity and energy conservation. Employees who travel are expected to exercise good judgment when incurring travel costs. Employees will be reimbursed only for reasonable and necessary travel expenses that are actually incurred in the performance of official duties, according to the provisions of Administrative/Operating Guideline. See Administrative/Operating Guideline #302 for more information. Important items to note are as follows:

- Commuting miles between home and work are not reimbursed by the College.
- Prior approval for all out-of-state travel must be obtained by filling in the top half of the "NTC Employee Travel Request." This document must be signed by three individuals: the individual traveling, their supervisor and a member of ELT.
- All international travel, including international travel funded under a contract provided for under 38.14 of the Wisconsin Statutes, requires approval by NTC's President.
- The choice of transportation will be made based upon the most efficient and least expensive means of reaching the intended destination. If another form of transportation is selected, reimbursement will be limited to the least expensive means of transportation.
- Tips up to a maximum of 20% of the charge, are reimbursable.
- Those individuals who use their personal vehicle for business use must have a certificate of insurance on file in Financial Services prior to being reimbursed.
- Individuals will be reimbursed for actual meal expenses incurred on District business when they are traveling overnight. The District shall reimburse these actual expenses for any employees up to a maximum of 100% of the GSA.gov domestic per diem rates.

- No reimbursement will be made for the cost of alcoholic beverages.
- Claims for reimbursement must be filed within 45 days following the time the expense was incurred. The final date, however, for claims occurring by June 30 is July 31. Claims filed later than this date will not be reimbursed.
- Itemized receipts are required for reimbursement.

## **TRAVEL PAY**

Staff will be reimbursed per the IRS standard mileage reimbursement rate for travel related to work assignment when traveling more than ten miles one way away from their base campus. See Administrative/Operating Guideline #302 for more information.

## **Development**

## **TUITION REIMBURSEMENT PROGRAM**

Educational advancement is important to the College. It is important to have an employee workforce with advanced degrees and specialized certifications that align with the strategic directions of the College. Important components include:

- Eligible participants must be full-time regular employees.
- As of July 1, 2012, future horizontal advancement, or any type of salary adjustment, that was previously based upon number of credits or advanced degree completion will no longer be available. Currently applied salary adjustments will continue.
- Employees currently approved for horizontal advancement and who complete the requirements, will receive their previously approved salary adjustments up to June 30, 2012.
- Priority will be given to those instances where the attainment of an advanced degree would have the most impact on learners and fit into the succession planning of the College.
- A group of employees across all employee groups will develop criteria for selection, review applications, conduct interviews as needed, reach consensus as a group and forward participant recommendations to ELT.
- Full-time employees must have at least two years of service with the College prior to applying to the program.
- Employees must have support of their supervisor and be in good standing regarding their performance in their position.
- Those employees who have been required to complete a degree as a condition of employment would not be eligible to participate in this program.
- Participants are required to maintain employment for a minimum of two years at NTC after the date of completion of the program of study. Employees that do not maintain employment for two years must reimburse the College 100% of the tuition paid.

- For those approved for the tuition reimbursement program, the College will reimburse up to nine credits per year. The maximum reimbursement of incurred expenses the College will extend is the current cost per credit at UW-Madison. If the participant is enrolled at a different institution that is more expensive, the excess will be paid for by the participant.

## IN-SERVICE

Two days per year have been set aside as “In-Service” days, to concentrate on internal employee professional development. The campus is closed to students until 5 p.m. on these days, and all full-time and part-time employees are expected to attend and participate. A variety of different professional development opportunities are provided which may include breakout sessions, workshops, professional speakers, team development sessions, etc.

## EMPLOYEE ORIENTATION

Employee orientation to the College consists of three different components.

### 1. Face-to-Face Orientation with Human Resources and Organizational Development -

All new full-time employees are scheduled for an orientation to the College during their first few days of employment. This face-to-face orientation includes meetings with representatives from Human Resources to explain employee benefits and administrative/operation guidelines, meetings with representatives from the Office of Organizational Development, and meetings with other important members of the College.

### 2. New Employee Blackboard Site – Dependent upon his/her employee classification new employees will be directed to a Blackboard site to aid in his/her orientation to the College.

The site has a number of modules including:

- NTC Vision, Mission, Community Benefits Statements, Core Beliefs & Strategic Directions
- Armed Intruder
- Consensual Relations
- Family Educational Rights and Privacy Act at NTC
- Sexual Harassment

To complete the orientation, new employees take the final orientation quiz.

### 3. Face-to-Face Orientation within the Division/Service Area – Perhaps the most important piece of the orientation will be meeting face-to-face with one or more representatives from your team. Depending upon the division/service area, this may include time spent with:

- Your Supervisor
- Dean or the Associate Dean
- Your office team

- A Coordinator/Director
- An Administrative Assistant
- A Mentor
- Program Director

## **MENTORING**

All new employees at NTC are assigned a mentor for the first year of employment. Generally, supervisors will make a recommendation to the Office of Organizational Development which will then formally assign a mentor for the new employee.

## **EMPLOYEE RECOGNITION**

In May of each year, the Office of Organizational Development coordinates an Employee Recognition Day to celebrate the accomplishments of NTC's employees. Recognition is given for those who have 5, 10, 15, 20, 25, 30 or 35 years of service to NTC. Outstanding contributions to the College from all levels of staff are also recognized and celebrated, as are those people who have retired from NTC during the past 12 months. Among the awards presented are:

- Altman Award for Educational Excellence
- Outstanding Adjunct Faculty Award
- Outstanding Middle Leader Award
- Outstanding Support Staff Award
- Exemplary Service Award
- Years of Service Awards
- Retirement Celebration Awards

## **PERFORMANCE EVALUTION**

The performance evaluation handbook for each employee group is located on the S drive at: S:\NTCSHARE\FORMS\eval forms\

## MIDDLE LEADERS

### Employment

#### EMPLOYEE CLASSIFICATION

Middle Leaders supervise staff, plan and make decisions regarding College operations. Middle Leaders are exempt from the overtime provisions of the Fair Labor Standards Act.

#### HOURS OF WORK

The standard full-time Middle Leader schedule is 40 hours per week.

#### POLICY ON MIDDLE LEADERS TEACHING AS ADJUNCT FACULTY

Middle Leaders may be given the opportunity to grow professionally by teaching as adjunct faculty within the College. This practice is supported for several reasons:

1. Professional development of the employee
2. Increasing the applicant pool for adjunct positions
3. Understanding the bigger picture of NTC's customers, both internal and external.

Approval must be made with the supervisor of the Middle Leader prior to any assignment of adjunct teaching to assure the least disruption to the team. It is important to remember that NTC will be as flexible as possible when reviewing a request for adjunct teaching, but the Middle Leader position is the primary responsibility, adjunct positions come second. In the justification for approval, also comment on how other areas of the College may potentially be affected negatively by a Middle Leader teaching an adjunct position.

The following parameters have been established for Middle Leaders teaching adjunct:

**1. Teaching tied to a course number in a program, continuing education or by a contract with Business & Industry Solutions (BIS):**

Middle Leaders will be paid at the appropriate adjunct faculty rate for any teaching that is tied to a course number. If a Middle Leader is teaching a course during their normal workday, vacation time should be taken during that teaching time. Employees may flex their schedule in lieu of taking vacation, as long as the plan is pre-approved, in writing by the Middle Leader's supervisor.

Middle Leaders who are teaching outside their normal workday will be paid at the same adjunct rate; however, vacation time does not need to be taken.

Middle Leaders can teach a maximum of an average of six student contact hours per semester. Exceptions to this must be approved in advance by the Vice President of Human Resources and the Vice President for Learning.

Middle Leaders with the responsibility to assign adjunct work should not assign adjunct work to themselves. If necessary, approval can be given by the Vice President of Learning for a Middle Leader to adjunct in their area.

**2. Teaching not tied to a course number (i.e. training during a learning team meeting, in-service or other professional development)**

Middle Leaders will not be compensated for this training which is part of their normal workday. The College views this type of training as part of a Middle Leader's responsibility to share their expertise. If the training occurs outside of their normal workday, again Middle Leaders will not be compensated; however, alternate arrangements to take time off can be made with the supervisor.

## Compensation and Benefits

### TIME OFF BENEFITS

#### Eligibility

Part-time Middle Leaders will receive pro-rated time-off benefits based upon their status. To be eligible for benefits a part-time employee must be employed for 16 consecutive weeks and a minimum of 20 hours per week.

#### Holidays

All full-time, full year employees will be paid for the following holidays per year as follows:

- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day-Thanksgiving Friday
- Christmas Day
- New Year's Day

When Independence Day is on:	Holiday is observed on:
Monday	Monday
Tuesday	Tuesday and Preceding Monday



Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

When Christmas Day or New Year's Day is on:	Holiday is observed on:
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Employees who work less than 51 weeks will be compensated for the holidays that fall within their scheduled workweeks.

### **Vacation**

All full-time Middle Leaders will receive vacation benefits as follows:

Number of Weeks of Employment	Number of Vacation Days
52	25
46 – 51	20
41 – 45	15
36 – 40	10

All vacation must be scheduled with the approval of the employee's immediate supervisor. Employees are able to carry over five days of vacation into the next fiscal year with approval of their immediate supervisor. This should be an exception to the rule versus the norm.

A prorated portion of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling employment obligation for the remainder of the fiscal year.

Vacation is provided July 1<sup>st</sup> of each fiscal year. End of employment prior to the end of a fiscal year results in pro-rating vacation back to the actual time earned for time worked. Any time earned but not used will be paid out based on the last day of employment.

### **Sick Leave**

The College provides sick leave benefits for employees for their own personal illness. An employee's immediate supervisor or the Vice President of Human Resources may request a physician statement verifying the illness.

Full-time employees shall accumulate up to 120 days based upon their number of weeks of employment as follows (pro-rated for qualifying part-time):

<b>Weeks of Employment</b>	<b>Sick Days</b>
52 weeks	12 days effective with employment and 12 days each July 1 <sup>st</sup> thereafter.
46 – 51 weeks	11 days effective with employment and 11 days each July 1 <sup>st</sup> and thereafter
41 – 45 weeks	10-days effective with employment and 10-days each July 1 <sup>st</sup> thereafter
36 – 40 weeks	5-days effective with employment and 5-days each July 1 <sup>st</sup> thereafter

### **Emergency Leave**

Emergency leave up to five days per fiscal year may be granted by the immediate supervisor to cover an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours. Three days of emergency leave in a fiscal year may be used for the care of an ill immediate family member. *Immediate family* is defined as husband, wife, brother, sister, child (step), grandparent (in-law), father (step), mother (step), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or grandchild (step).

The need for such leave must be communicated immediately upon knowledge of such need, in advance if possible to the immediate supervisor. The reason for emergency leave is to be documented on absent reports turned in to Human Resources.

**Bereavement Leave**

Bereavement leave up to five days per fiscal year may be granted by immediate supervisor to cover serious illness or death of a close relative such as husband, wife, brother, sister, child (step), grandparent (in-law), father (step), mother (step), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or grandchild (step).

**Unpaid Leave of Absence**

In the event an employee exhausts accumulated sick leave and is not medically able, as certified by a physician, to resume the normal work assignments, the employee may be placed on an unpaid leave of absence for two months or until such time as the employee is capable of returning to work, whichever is first. Thereafter, if the employee requests in writing, the College will consider an extension of the leave. During the unpaid leave of absence, no fringe benefits of any kind shall be paid to or accrued by any employee on unpaid leave.

**Shut Down**

The College is closed between Christmas and New Years and the week of the July 4<sup>th</sup> holiday. Those employees who are normally scheduled to work those weeks will receive an additional “paid shutdown” benefit (varies per year) to be used during these weeks.

**NOTIFICATION OF ABSENCE**

When employees, because of illness, weather, weather conditions or other emergencies, find it necessary to be absent during their normal schedule, they should contact their immediate supervisor prior to the beginning of their normal workday.

If the immediate supervisor cannot be reached, the employee should speak to another member of their unit so a message can be given to the employee’s supervisor.

**RESIGNATION**

Middle Leaders are required to provide a 30 day notice of intent to resign in order to receive payout of earned unused vacation. An employee’s last day of employment is considered to be the last day worked.

**HEALTH INSURANCE RETIREMENT BENEFITS**

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

**Eligibility**

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and have completed at least 15 years of continuous service at time of retirement.

Employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

Middle Leaders must provide a 12 month notice of retirement to be eligible for Health Insurance Retirement Benefits.

**Benefit**

The District will pay 100% of the dollar amount it pays for active employees. If there is a change in the dollar amount the District pays for health insurance for active employees, then the District will also make a revision in the dollar amount it pays for retired employees.

The District will provide a family or single group health insurance plan to the retiree through the end of the month in which the retiree becomes eligible for Medicare provided the retiree pays their required portion of the monthly premium.

Upon the retiree reaching Medicare eligibility, the spouse of retiree (if not yet Medicare eligible) may purchase a single health insurance plan by paying the full monthly premium until they become Medicare eligible.

Employees with a hire date of July 1, 2012 or later are not eligible for health insurance benefits at the time of retirement.

The benefits described in above Health Insurance Retirement Benefits is not applicable to employees who tendered their retirement notice prior to December 31, 2011 under the special retirement window. Such benefits are described individually to applicable employees.

**VISION INSURANCE**

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is a \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

## FACULTY

<b>Employment</b>
-------------------

### INDIVIDUAL EMPLOYMENT CONTRACT AND RESIGNATION

Faculty will receive an individual employment contract in accordance with Section 118.33 of the Wisconsin Statutes. The individual employment contract will not be more than one year in duration. Faculty who sign their contract and elect to resign during the term of their individual contract will be charged a \$1,000 breach of contract penalty. This penalty is waived if a 60-day notice is given and the current semester is completed. This will be deducted from the employee's final paycheck. In the best interest of learners, faculty should provide a 60-day notice.

Faculty that are electing to retire with the retiree health insurance benefits of the College are required to provide a one year advance notice of the intent to retire.

### JOB DESCRIPTION

**Position Title:** Faculty

**General Description:** Northcentral Technical College (NTC) is a customer-focused, accessible provider of innovative life-long learning that builds a globally competitive workforce. The College seeks team oriented, student focused individuals who have a deep value of education to facilitate learning. NTC staff serves in alignment with the College's mission, vision, core values, and operating principles, and Board of Trustee's Executive Limitations, Productivity and Quality Measures, and Community Benefits Statements.

As a member of a learning team, faculty report to a designated dean and participate in program, division, interdivision and college-wide team activities. Faculty provide instruction, expertise and leadership within their program and content area. Faculty are expected to remain current in their area of expertise and in the field of education through professional growth and continuous learning activities.

Faculty contribute to the College community as exemplified by committee involvement, participation in leadership activities, academic advisement of students, and sponsorship of student activities. Faculty members are also encouraged to be involved in the NTC District through various service opportunities in community organizations or through other community activities.

**Expertise, Attitude and Abilities:**

**Expertise:** An educational philosophy which places the primary emphasis on student learning in the design, delivery, and evaluation of learning. Expertise in content areas being taught. A solid understanding of how the education and business worlds interface. Commitment to the use of new learning technologies. Excellent communication skills including oral, written and presentation skills.

**Attitude:** An uncompromising commitment to learning through the College's mission, vision and values. A positive and proactive approach. Flexibility, a willingness to change. Open-mindedness, fairness, the ability to see multiple perspectives. A willingness to take risks. A willingness to accept responsibility for professional and personal growth. Strong support for diversity.

**Ability:** Success and commitment as a team member, fostering consensus and collaboration in and out of the classroom. The ability to manage projects, set and achieve specific objectives and measure results. Proficiency in use of technology, computers and software.

**Essential Duties:**

NTC Faculty will serve their learners and the College in the following ways:

- Facilitate learning through classroom activities, distance learning experiences, workforce development, out-of-classroom activities and the mentoring of students and peers.
- Support and maintain collaborative relationships with business & industry, community based organizations and K-16 partners.
- Assess and evaluate student performance in alignment with the College assessment plan in a timely manner.
- Conduct assigned classes for the scheduled length of time.
- Submit final grades in a timely manner.
- Post and maintain office hours.
- Maintain accurate records of student attendance and achievement for up to one semester after the semester end unless requested for a longer period of time.
- Furnish written evaluations as requested by students.
- Coordinate instructional support services to meet individual student accommodation and modification needs.
- Coordinate instructional material and timely distribution of such to regional campuses.
- Assist in student academic advising.
- Utilize and engage in professional day activities and team time as designated.
- Maintain course outcome summaries, learning plans, Performance Assessment Tasks (PATs), syllabi, and online BlackBoard template in the approved District format and time parameter.

- Actively select and use appropriate learning materials and resources including textbooks, library resources, equipment and supplies to enhance learning.
- Assist in planning, developing, implementing and evaluating a new or modified course/certificate/program. Identify areas in need of improvement. Stay current and focused on learner needs.
- Collaborate with the program team in identifying, developing, implementing and evaluating strategic goals and objectives (Team Action Plans, Quality Review Process).
- Assist in identifying, planning, and delivering continuing education and Business and Industry workshops and seminars.
- Participate in the budgeting and procurement process.
- Keep professionally up-to-date in area of content expertise and in the teaching profession.
- Participate in institutional, advisory and program team and committee meetings.
- Actively support diverse learners.
- Attend the College's in-service sessions, and commencements and other activities as directed.
- Assist in the orientation of new full-time, part-time, adjunct faculty and para professional/technical employees within their content areas.
- Maintain professional certifications, licensures, and requirements.
- Assist in student recruitment and Student Services activities.
- Assist with transcribed credit and other articulation/transfer agreements.
- Assist with coordination of grant development and management as directed.

**Qualifications**

1. Certifiable at time of, and throughout, employment as an instructor by the Wisconsin Technical College System. Must also meet Higher Learning Commission requirements, accreditation standards, and/or licensing standards where applicable.
2. Experience in teaching and working with diverse populations preferred.
3. Occupational instructors must have a minimum of two years (4,000 hours) full-time or equivalent demonstrated relevant occupational experience.
  - a. At a minimum, occupational experience has to have occurred at least one year within the last five years.
  - b. May waive the occupational experience of one year within the last five years (3.a) if the candidate has two years post-secondary teaching experience in the appropriate occupational field within the last five years.

The duties and responsibilities listed are intended to describe the essential functions of persons assigned to this position. They may also require some flexibility and interpretation to fit the needs of other areas of the College such as the Alternative High School. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.

## FULL-TIME FACULTY TEACHING ASSIGNMENT

The faculty teaching assignment will reflect a 40 hours standard work week as follows:

<b>Student Contact Hours</b>	21-25 hours
<b>Office Hours</b>	5-6 hours <i>Office hours must be part of the faculty schedule at the beginning of each semester.</i>
<b>Prep</b>	5-7 hours
<b>Team Time</b>	2-7 hours <i>Two hours of team time each week must be in team meetings. Team meetings must be part of the faculty schedule at the beginning of each semester.</i>
<b>Additional Assessment</b>	2 hours

Faculty with less student contact hours will have more team time obligation. The work of Faculty Team Leader (FTL) will be done as part of team time. The team and the Dean will decide on the most appropriate person to complete the FTL duties. Professional days can also be used for FTL. The Dean retains the final decision making authority.

Individual faculty contracts will be issued from July 1<sup>st</sup> to June 30<sup>th</sup>. Faculty obligation will be a total of 1440 hours during this time period. The faculty contract will consist of 180 contract days. If a faculty member does not have a teaching assignment of 21-25 hours, their supervisor can assign winterim or summer classes to assure the faculty member has a full-time load. If a faculty member is assigned 21-25 hours during their traditional semester, any teaching in the summer or winterim would be paid as extra contractual above full-time teaching assignment.

Faculty that do not have a full teaching assignment may be assigned curriculum development as part of their teaching assignment based on the following:

1 credit curriculum development = 1 student contact hour

The same formula will be used for curriculum development that is part of professional days and team time.

Student Contact Hours may be averaged to determine faculty teaching assignment. Office hours, prep, additional assessment, and team time will not be averaged.

Tentative teaching assignments will be distributed as soon as possible with enough time to allow appropriate preparation. Teaching assignments may change based upon customer needs.

### Team Teaching

Faculty that team teach a course will receive teaching assignment or extra contractual above full-time teaching assignment, based on the overall assignment requirements.



**Adult Basic Education/English Language Learners/Intensive English Proficiency/Alternative High School Assignment**

Full-time faculty in these areas will be assigned 21-25 student contact hours. An hour of student contact is defined as 50-60 minutes.

**Online Any Time Starts**

Online Anytime Start courses will not typically be part of a regular teaching assignment. It can be part of the teaching assignment if the faculty has less than a full assignment or if the course needs to run due to College initiatives or student need. See Compensation and Benefits section for a course stipend listing.

**ACADEMIC CALENDAR**

The Academic Calendar will be created based on the following principles and faculty requirements:

1. Student contact days are maintained at 156 per year unless additional contract days are needed to meet the full-time obligation.
2. The nine professional days will be used for program enhancement/teaching activities such as curriculum development, business and industry visits, and mentoring of adjunct faculty as directed by the Dean.
3. One day is designated before the first day of class each semester for prep and/or team meetings as designated by the Dean. Faculty will be required to be on campus for these days.
4. One day each semester is listed for a Saturday graduation. All faculty will be present and in regalia. Commencement is the celebration of the students' journey at NTC. We all know many stories of the hardships and obstacles our graduates have endured in pursuit of education. Everyone at NTC has been a part of creating a positive learning environment for our students and for their continuing education. It is important that faculty are present to congratulate them as they cross the stage in acknowledgement of their achievement. Faculty that are not part of a program or don't have graduates, should pick a program area to join.
5. Classes will start later in fall and spring to better align with the K-12 system and UW system.
6. The fall in-service will not coincide with Labor Day. In-service will continue to occur mid-semester; however, the date will occur on a Wednesday. This change allows for consistency in the number of days of instruction (*i.e.* 15 Mondays, 16 Tuesdays, etc.).

*See the current Academic Calendar for further details.* The calendar can be found in the appendix of this handbook.

**PROFESSIONAL DAYS**

Faculty are provided nine Professional Days. Professional Days will consist of nine days of approved activities developed with the Dean that will focus on learning, applying,

promoting and growing as a member of NTC. Professional Days are part of the following 180 day work schedule:

- 156 student contact days
- 2 grading days
- 2 in-service days
- 7 holidays
- 2 prep days prior to the semester start
- 2 graduation days
- 9 professional days

Identified parameters for professional days

- July 1 through June 30
- 1 day = 8 hours
- Total of 72 hours available
- Tentative plan will be developed with the Dean no later than September 1
- Deviations from the original plan must be communicated and approved by the Dean
- Travel time included for professional day (to and from event)
- Professional days are above and beyond class schedule, team time, prep, and office hours; they are also above and beyond the two graduation days, two in-service days, and the two prep days prior to the semester start.

#### **Potential Days (Internal focus)**

- Research projects for program improvement
- Curriculum development and content for a new CE/BIS offering, Dean approval
- Grant writing, data gathering
- Participate in a college class, workshop (not required for certification and approved by Dean)
- Participate in college committee (AQIP, United Way, Assessment)
- Mentor faculty member outside own area
- Develop white paper / report based on industry trends
- College and Program orientation
- Faculty visit to regional campuses-travel to regional campuses to accomplish identified need
- Work with K-12 staff

#### **Potential Days (External focus)**

- Participate in Speakers Bureau on program, industry related topics
- Job shadow in program area (report back to Dean)
- Attend conferences related to industry topic area
- Participate in high school visits across district in conjunction with K-12 staff
- BIS and/or CE content development for training/workshop topic
- Tour industry partners (report back to Dean and BIS department)
- Conduct training for BIS/CE/ABE based on Dean approval

These guidelines are not intended to be an exhaustive list and may be modified based on program/College need.

## TEAM TIME

### Faculty Team Time Guidelines (total of 2-7 hours/week)

1. Faculty will have two to nine hours of team time per week.
  - a. Two hours of team time must be spent in team meetings together on campus.
  - b. Faculty are expected to participate from a campus location (campus video conferencing is acceptable).
  - c. It is acceptable if the team chooses to meet off-site occasionally, if approved by the Dean.
2. All faculty will be part of a team which will be identified by April for the following school year.
  - a. Team includes the Division's Middle Leaders who do not need to be present at every meeting.
  - b. All team actions and recommendations must be approved by the supervising Middle Leader prior to implementing.
  - c. Dean/Associate Dean will determine the configuration of the team.
  - d. Team is accountable for the activities and meeting time requirements for team meetings. Team time should be reflected in the Faculty's Lotus Notes calendar.
  - e. Team is accountable for developing agendas and compiling minutes from each meeting for electronic submission to the Dean/Associate Dean. Agenda should be distributed one day before the meeting and minutes within one week of the meeting.
3. Each team is responsible for developing and updating a team action plan (TAP) that describes the work to be accomplished using the guidelines provided by Organizational Development.
  - a. The TAP must be stored electronically on the shared drive and updated three times per year (beginning of the Fall Semester, end of the fall semester, end of the spring semester). Updates should include progress and new initiatives.
  - b. Tasks are individually assigned and timelines established.
4. Team time beyond the two hours will be determined for each faculty based on the combination of instructional hours, office hours, and prep hours such that the total work week is 40 hours.
  - a. This team time (beyond the two hours of on-campus team time) should be completed in such a way that all team activities/team action plans are accomplished.
  - b. Specific team activities may be assigned to faculty by the Dean based on program/College need.
5. Office hours, additional assessment, and prep time do not count as team time.
6. Team time can include, but is not limited to, these activities:

- a. Curriculum work
  - Curriculum modification
  - Curriculum review
  - Curriculum development
  - Business and Industry
  - Completing curriculum in WIDS
  - Continuing Education (developing, brainstorming content, etc.)
  - Major program modification
- b. Faculty support, orientation, and adjunct mentoring
  - New full-time faculty orientation (curriculum, Blackboard)
  - Adjunct faculty support to include communication about team time activities
  - Review faculty/adjunct orientation and process for improvement
- c. Student support:
  - Student policy and procedures/student handbooks
  - Open House, high school visits
  - Planning and participation
    - a. Student orientation
    - b. Recruitment activities
- d. Program work:
  - Admission policies
  - Input into scheduling
  - Transcribed Credit activities in collaboration with K-12 staff
  - Assist Registrar with program transfer student requests
  - Team Action Plan
  - Agenda/minutes for team time
  - Pre-/Post-Advisory Committee work
  - Capital Equipment
- e. Research, recommendation, and procurement upon approval from the supervisor
  - Review of library resources
  - Proofreading catalog pages
  - Program expansion – service to outlying areas
  - New products and/or technology
  - New methods of delivery
  - Participation in development and review of grants
  - Equipment maintenance – repair/disposal
  - Inventory/software (equipment)
  - Textbook ordering
  - Developing new labs/lab prep/building equipment
- f. Quality Initiatives:

- Quality Review Process
  - Technical Skills Attainment
  - Assessment
  - Comprehensive program review
  - Accreditation – Reaccreditation work
  - Program Vitality
- g. Relationships and Collaboration:
- Cross-functional committee work
  - Involve other staff in meetings as needed
  - Shared program/relations
  - Transfer agreements
  - Business and Industry

These guidelines are not intended to be an exhaustive list and may be modified based on program/College need.

## OFFICE HOURS

### Faculty Guidelines for Office Hours

1. Office hours give students the opportunity to ask in-depth questions and to explore points of interest or confusion that cannot be fully addressed in class.
  - a. Office hours can be used for:
    - advising
    - identifying academic and supportive resources
    - remediating content from theory, lab, and clinical
  - b. Faculty will encourage students to utilize their office hours:
    - Repeat invitations to come to your office hours periodically during class.
    - Invite students to learn your office hours and office location
    - Invite specific students to your office if they are having trouble with course material
    - Create a welcoming environment when students visit your department/office.
2. Faculty are expected to have five to six office hours per week. The number of hours will be determined for each faculty based on the combination of instructional hours, prep hours, additional assessment, and team time hours such that the total work week is 40 hours.
3. Faculty will maintain office hours on no fewer than three different days of the week at times that will accommodate the needs of students.
  - a. Office hours need to be during days and times where a majority of the students can access the instructor.
  - b. Office hours cannot be held at the same time as team time, prep time and/or class time.

4. The mode/format of office hours will be consistent with the mode of delivery of instruction.
  - a. Office hours for face-to-face classes will be offered face-to-face.
  - b. Office hours for an online class will be offered virtually.
    - Set-up an online chat within Skype, Blackboard, email, Chat room, etc.
    - Social networking tools are unacceptable (Facebook, twitter, or Myspace) for office hours.
  - c. Faculty teaching both face-to-face and online courses will provide office hours in both face-to-face and online modalities to meet the varying needs of students.
5. Faculty will be aware of the student's need for privacy and provide an appropriate space for conducting office hours
6. Office hours are to be determined by the beginning of the term
  - a. Office hours will be consistent in terms of time, day of week, room, format, etc.
  - b. Faculty are responsible for entering and maintaining their office hours in:
    - Lotus Notes
    - Course syllabus
    - Blackboard under Faculty Information link (when used) and
    - Inside their office
    - Email signature line (encouraged)

## OPEN CAMPUS

Open campus remains in place except for these instances:

- Must be physically present for a minimum of two hours of team time per week.
- Office hours must be face-to-face if teaching a face-to-face class. Office hours must be posted and faculty must be in their office. Office hours can occur at clinical sites with Dean approval and if posted in advance (*i.e.* nursing).
- Online instruction can have online office hours.
- New hires after July 1, 2012 for the first two years will have closed campus.
- Employees on a performance improvement plan will have closed campus

## PROGRAM DIRECTOR

Program Director assignment will be given to an individual who participates in coordinating a program that requires program oversight as a part of its accreditation process. This assignment will be given to only one person in each program that fits the above criteria.

The program director position will be filled by mutual agreement, although it may be assigned by the Dean if necessary. The Program Director will be accountable to a designated Dean for their predefined program director duties.

Program Directors will be evaluated annually. If there are any performance deficiencies, the Program Director may be re-assigned to classroom responsibilities immediately.

The Program Director duties cannot be divided among program members.

Program director assignment will be based on unduplicated student headcount, the number of new team members, self-study requirements, and shared program needs. Additional assignments will be directed by the Dean or Associate Dean based on the unique tasks associated with each program.

**Program Director Responsibilities (As required by external accrediting body):**

- Work with accrediting body to maintain all required documentation.
- Maintain/compile self-study documents.
- Coordinate with necessary team members to maintain accreditation.
- Serve as primary point of contact between program and accrediting body.
- Work with Dean and team members to assure all program effectiveness data is compiled per accreditation requirements, including but not limited to, student data and curriculum data.
- Serve as a communication link with deans, team members and advisory committee regarding accreditation process.
- Serve as liaison between the College and clinical sites regarding accreditation.
- Assure compliance with accrediting body for requirements such as criminal background checks, documentation of education and occupational experience for students, faculty and clinical staff.
- Maintain positive on-going relationship with clinical sites for retention purposes.
- Other duties as assigned.
- Program Director assignment will be based on the following:
  - **Step 1:** Number of unduplicated students per semester if Program Director is involved in handling student issues, placements, or other student concerns
    - 0 – 50 = 6 student contact hours
    - 51 – 100 = 6.5 student contact hours
    - 101 – 150 = 7 student contact hours
    - 151 – 299 = 7.5 student contact hours
    - 201 – 250 = 8 student contact hours
    - 251 – 300 = 9 student contact hours
  - **Step 2:** Use of New Adjunct and /or New of full-time faculty per semester
    - 1 – 3 = 1 student contact hour
    - 4 – 6 = 1.5 student contact hours
    - 6+ = 2 student contact hours
  - **Step 3:** Other duties assigned by the Dean
    - Writing Self-Study/per semester: 2 student contact hours
    - Scheduled Site Visit/per semester: 2 student contact hours
    - Shared Program within WTCS: 1 student contact hour

- Shared Program outside state: 2 student contact hours
- Other:
  - Total student contact hours by adding step 1, 2 and 3 together.

## **CLINICAL COORDINATOR**

Clinical Coordinator assignment will be given to an individual who is responsible for coordinating health-student interaction with clinical sites in programs that require program oversight as part of its accreditation process. This assignment will be given to only one person in each health program. The Clinical Coordinator position will be filled by mutual agreement, although it may be assigned by the Dean if necessary. The Clinical Coordinator will be accountable to a designated Dean for their predefined Clinical Coordinator duties.

Clinical Coordinators will be evaluated annually. If there are any performance deficiencies, the Clinical Coordinator may be re-assigned to classroom responsibilities immediately. Clinical Coordinator compensation will be based on a series of factors to include unduplicated student headcount, the number of clinical sites, and shared clinical needs. Additional assignments will be directed by the Dean or Associate Dean based on the unique tasks associated with each health program.

### **Clinical Coordinator Responsibilities (As required by external accrediting body):**

- Work with Program Director to maintain all required clinical documentation in compliance with program, Department of Health Services and accreditation requirements. Coordinate with NTC health program team members to create and update clinical manuals.
- Serve as primary liaison between the College and clinical sites as the point of contact for clinical site staff and program managers. Maintain and update clinical site contracts.
- Track student progress in their clinical experience.
- Monitor preceptor applicants, qualifications and training at all sites.
- Visit clinical sites on a regular basis to maintain positive interaction with site managers.
- Work with program manager and team members to assure all clinical data is compiled per program and accreditation requirements.
- Serve as a communication link with deans, team members and advisory committee regarding clinical process.
- Other duties as assigned.
- Assure compliance for clinical requirements and documentation of education and occupational experience for students, faculty and clinical staff.
- Maintain positive on-going relationship with clinical sites for retention purposes.
- Clinical Coordinate assignment will be based on the following:
  - **Step 1:** Number of unduplicated students per semester
    - 0 – 100 = 1 student contact hour



- 101 – 200 = 2 student contact hours
- 201+ = 3 student contact hours
- **Step 2:** Add Mentoring of new preceptors
  - 1 – 3 = 1 student contact hour
  - 4 – 6 = 1.5 student contact hours
  - 6+ = 2 student contact hours
- **Step 3:** Other duties assigned by the Dean
- Total student contact hours by adding step 1, 2 and 3 together.

## CERTIFICATION

Faculty members must maintain their certification under the requirements determined by the NTC District, by the Wisconsin Technical College System, the Wisconsin State Board of Nursing and the Wisconsin Department of Justice.

1. Each faculty member is responsible for being fully informed about the certification requirements of the State Board, and his/her present certification status. Each faculty member is also responsible for maintaining provisional certification and obtaining and maintaining standard five-year certification in his/her area of instruction.
2. Copies of the State Certification Code and information regarding the instructor's current certification status are available in the Administrative Office. All certification correspondence with the State Board staff should be carried out on behalf of the faculty by the District Certification Officer.
3. Faculty members that do not maintain the required certification will be considered in breach of the Individual Employment contract.

## Compensation and Benefits

### PAYMENT OPTIONS

Faculty have a choice of being paid over nine or twelve months. Once an election is made, it shall remain in force for the remainder of the fiscal year. Changes can be made once a year in May for the following fiscal year. Faculty hired after July 1, 2012 will only be eligible for the twelve month pay plan.

### VOLUNTARY DUES DEDUCTIONS

Employees may voluntarily elect to have union dues taken directly from their NTC paycheck. Election forms are available in the Human Resources Office. Once an employee makes an election, the deduction will be taken on the second pay period of the month for the entire year. A new form is required to be completed each year.

## **PART-TIME FACULTY TEACHING ASSIGNMENT AND BENEFITS**

Part-time faculty as of the 2011-12 school year will be grandfathered in at the same percentage of salary and benefits assuming they continue to work the required number of student contact hours to qualify for part-time status in the 2009-12 contract.

## **LEAVE POLICIES**

### **A. Notification of Faculty Absence**

When an instructor will be absent from class, it is the expectation of the College, that the instructor will attempt to make arrangements for the continuation of the class in order to promote student learning. It is also expected that all competencies/hours required for the course will be completed through instructor guidance.

The absent instructor will be required to:

1. Notify the division's administrative staff of the anticipated absence, as soon as possible
2. Determine the most suitable alternative for delivery of the class material, in cooperation with Dean, or their designee,
3. Notify all effected students regarding the absence, if feasible. If not feasible, the division staff will notify the appropriate students.

When an instructor will be absent from a scheduled class, the instructor will follow the division protocol for ensuring the completion of necessary classroom work. At the discretion of the Dean, the division protocol will include the following alternatives:

1. Cancel the current class and re-schedule if appropriate
2. Find a substitute instructor; providing either
  - a. class start-up instruction leading to independent study
  - b. instructional materials for entire class session
3. Switch class times with another full-time instructor
4. Assign an alternate assignment or make-up work

If the team cannot cover the absence, the Dean will determine appropriate coverage and potential compensation.

### **B. Sick Leave**

1. Sick leave refers to those days which an employee may be absent with pay and continuing benefits because of a personal illness upon presentation of evidence of illness by a qualified physician if such evidence is deemed necessary by the Human Resources Director.
2. Each employee shall accumulate sick leave days at the rate of two per month of employment the first year and one day per month of employment each following year cumulative to 120 days.

3. The anticipated accumulation of days each year will be credited to the employee at the beginning of each year of employment.
4. Those individuals who have accumulated the maximum sick leave at the beginning of the school year and are ineligible for additional days shall receive additional days credited to their record (up to ten per year) as days are used.
5. When an employee has used all of his/her accrued sick leave within a year, a physical examination may be required before he/she returns to work.
6. When an instructor knows that he/she must be absent from work, he/she will promptly contact his/her immediate supervisor. When the instructor is ready to return to work he/she will notify his/her immediate supervisor in ample time to inform the substitute.
7. When an instructor is excluded from school because of quarantine imposed as a result of contact brought about in the line of duty, such instructor will be entitled to full pay without loss of accumulated sick leave.
8. Instructors shall be eligible for sick leave benefits after the opening of the fall term.
9. It shall be each instructor's responsibility to consult with their immediate supervisor or Human Resources Director after an absence if there are any questions regarding whether said absence was an approved sick leave.

### **C. Sick Leave Pool**

1. The Sick Leave Pool (SLP) will be administered on a fiscal-year basis (July 1 to June 30). NTCFA employees will add days to the pool.
2. Human Resources personnel will administer the solicitation of sick days for the pool by May 1 each year.
3. The maximum number of days in the pool shall be limited to 130 days. Each NTCFA employee can donate up to five days per year.
4. When an employee is absent from work due to personal illness or injury and he/she meets the necessary requirements, days from the SLP shall be granted to him/her. Medical certification of the personal illness or injury is required. The intent of the SLP is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 65 SLP days per fiscal year, whichever is sooner.
5. Days from the SLP are not available for situations covered by Worker's Compensation.
6. Days from the SLP are not available for Family and Medical Leave Act situations, other than personal illness or personal injury.
7. An employee granted days from the SLP, does not have to reimburse the SLP or the District for the days utilized.
8. Before an employee can be granted days from the SLP, he/she must exhaust his/her personal accumulated sick leave. To ascertain this, an employee's leave record will be reviewed on the date that his/her personal accumulated sick leave is exhausted.
9. To be granted days from the SLP, an employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the

SLP, returns to work, and is in need of additional days from the SLP, the above "buffer" shall be changed to five workdays.

10. In the event that the SLP balance becomes depleted to the point where 25 days or less remain, Human Resources will notify the SLP Committee within a reasonable time period. In the event the pool is depleted before the end of the fiscal year, NTCFA can solicit days sooner than May 1.
11. Employees interested in using the SLP should submit a written request to the Benefit Specialist for Human Resources. The Benefit Specialist and NTCFA President will review the request for approval.

#### **D. Bereavement Leave**

1. Any bargaining unit member is entitled to no more than three days absence with pay in any one year for each death of a close relative (husband, wife, brother, sister, (step)child, grandparent, grandparent-in-law, (step)father, (step)mother, daughter-in-law, son-in-law, father-in-law, or mother-in-law (step)grandchild, brother-in-law or sister-in-law).
2. Any bargaining unit member is entitled to no more than three days absence with pay in any one year for major illness of a close relative (husband, wife, brother, sister, child, grandparent, grandparent-in-law, father, mother, father-in-law, or mother-in-law, brother-in-law, sister-in-law).
3. If additional days are necessary for either death or major illness of a close relative (husband, wife, brother, sister, child, grandparent, grandparent-in-law, father, mother, father-in-law, or mother-in-law, brother-in-law, sister-in-law), advanced request made prior to days used may be approved by the District and with such approval the additional days will be charged against the individual's accumulated sick leave days.

#### **E. Leave of Absence**

1. A temporary leave of absence may be authorized by the Vice President for Learning and Vice President of Human Resources for recuperation from illness, exchange teacher program, attendance at institutions of higher learning, or extensive traveling. Such leaves will be granted only with no cost to the NTC District and only if the activity is deemed beneficial to the District.
2. An instructor on a personal leave of absence who is not engaged during the period of leave in an approved occupational or educational experience will return to the school at the same salary where he/she would have been at the beginning of his/her leave of absence.

#### **F. Disability Leave**

1. In the event an instructor is aware in advance that sick leave benefits of an extended nature will be needed or due, it shall be the duty of the faculty to notify their appropriate Vice President and the Vice President of Human Resources as far in advance as possible, in writing, of the anticipated time and duration of such sick

leave and reason for requesting such sick leave. Medical certification must be submitted on or about the beginning of such leave to the effect that the instructor will be unable to perform normal work functions.

2. Instructors may utilize accrued sick leave days during the period of time they are incapable of performing their job. Instructors shall return to work at such time as their doctor certifies they are capable of returning to work.
3. The Vice President of Human Resources may require a certificate from a physician of the District's choosing that an instructor on sick leave is medically unable to perform normal teaching duties. The cost of said examination will be paid by the District.
4. An instructor returning from sick leave may have their return to normal teaching duties delayed until a time felt appropriate by the District. The District may assign the returning instructor to perform duties other than those normally assigned or to have the returning instructor perform curriculum development work until such time as the District feels that the instructor transition is advisable.
5. In the event all accrued sick leave days are exhausted an instructor may request a leave of absence.

#### **G. Emergency Leave**

Two days leave with pay per school year may be designated as emergency leave if approved by the immediate supervisor. The second approved day taken per year will be charged against the employee's accumulated sick leave days. Emergency is defined as an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours. The need for such leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor or the Human Resources Director. If advance notice is not possible, the leave shall be reported immediately upon the employee's return. For clarification/interpretation of this language, contact your immediate supervisor.

#### **H. Personal Leave**

An employee may take personal leave under the following conditions:

1. The employee shall:
  - a. Have an accumulation of 60 sick leave days to be eligible for this leave.
  - b. Have the number of days of flex leave subtracted from his/her unused sick leave.
  - c. Arrange for a qualified volunteer (unpaid) replacement(s) to meet all of his/her assignments during his/her absence.
  - d. Provide "lesson plans" for his/her replacement(s) if necessary for completion of said assignments.
  - e. Present a written total personal leave plan to his/her immediate supervisor for written approval or disapproval.

2. The maximum number of days an employee can receive as personal leave is two days during any school year with no carryover of unused personal leave days to the following school year.
3. Personal leave cannot be taken the day immediately before or immediately after a holiday or break.
4. The maximum number of employees on personal leave per day is determined by the Dean or Associate Dean.

## **HEALTH INSURANCE RETIREMENT BENEFITS**

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

### **Eligibility**

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement (faculty must reach age 62 before the start of the next semester) and have completed at least 15 years of continuous service at time of retirement. Faculty retirement eligibility date is at the conclusion of the spring or fall semester.

An employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

### **Benefit**

The District will pay 100% of the dollar amount it pays for active employees. If there is a change in the dollar amount the District pays for health insurance for active employees, then the District will also make a revision in the dollar amount it pays for retired employees.

The District will provide a family or single group health insurance plan to the retiree through the end of the month in which the retiree becomes eligible for Medicare provided the retiree pays their required portion of the monthly premium.

Upon the retiree reaching Medicare eligibility, the spouse of retiree (if not yet Medicare eligible) may purchase a single health insurance plan by paying the full monthly premium until they become Medicare eligible.

Employees with a hire date of July 1, 2012 or later are not eligible for retiree health insurance benefits at the time of retirement.

The benefits described in above Health Insurance Retirement Benefits is not applicable to employees who tendered their retirement notice prior to December 31, 2011 under the

special retirement window. Such benefits are described individually to applicable employees.

### **EXTRA CONTRACTUAL ABOVE FULL-TIME TEACHING ASSIGNMENT**

Extra contractual above full-time teaching assignment for faculty will be based on a stipend payment. Following are required components of the stipend payment:

- Grading
- Prep
- Orientation
- Team meetings as required
- One office hour per week for each 3 credit class
- Updated syllabus

The stipend payments are as follows:

#### **Faculty Teaching Post-Secondary Courses**

##### **Stipend Payment for Faculty for Teaching Post-Secondary Courses**

<b>Credit</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>
1	\$900	\$1,800	\$2,700
2	\$1,800	\$3,600	\$5,400
3	\$2,700	\$5,400	\$8,100
4	\$3,600	\$7,200	\$10,800
5	\$4,500	\$9,000	\$13,500

The stipend payment for faculty teaching extra contractual in ABE will be based on the based upon the overall teaching assignment requirement.

#### **Faculty Teaching Online Anytime Starts**

Online Anytime Start courses will not typically be part of a regular teaching assignment. It can be part of the teaching assignment if the faculty has less than a full assignment or if the course needs to run due to College initiatives or student need.

**Stipend Payment for Post-Secondary/ABE Online Anytime Start Course  
for Full-time Faculty<sup>1</sup>**

Credits	1	2	3
<b>Base Pay</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$1,500</b>
<b># of Enrolled Students</b>			
1-6	\$650	\$1,300	\$1,950
7-12	\$800	\$1,600	\$2,400
13-18	\$950	\$1,900	\$2,850
19-24	\$1,100	\$2,200	\$3,300
Over 24	Per class size overload guidelines		

<sup>1</sup> The stipend for teaching a post-secondary/ABE online anytime start course includes a combination of base pay of \$500 per credit and an additional payment of \$150/credit for every 6 students that enroll in the course.

**Faculty Teaching Continuing Education and Business & Industry Solutions Courses**

**Stipend Payment for Faculty for Teaching Continuing Education  
and Business & Industry Solutions Courses**

Credit	Payment	Credit	Payment
0.05	\$100	0.55	\$1,100
0.1	\$200	0.6	\$1,200
0.15	\$300	0.65	\$1,300
0.2	\$400	0.7	\$1,400
0.25	\$500	0.75	\$1,500
0.3	\$600	0.8	\$1,600
0.35	\$700	0.85	\$1,700
0.4	\$800	0.9	\$1,800
0.45	\$900	0.95	\$1,900
0.5	\$1,000	1	\$2,000

Note: The hours to achieve one credit is significantly more in Continuing Education and Business Industry Solutions.

**Payment Requirements:**

- Forty hour commitment has been fulfilled for the week
- Extra contractual above full-time teaching assignment is mutually agreeable between the faculty member and supervisor. Extra contractual above full-time teaching assignment courses may be assigned if unable to mutually agree.
- No extra contractual above full-time teaching assignment for new employees hired after July 1, 2012 for first two years. The Vice President of Human Resources and



Learning can waive this requirement if the new faculty member has previously taught in the technical college system in the same program area.

- No extra contractual above full-time teaching assignment if a faculty member is on a performance improvement plan.

### **Faculty Teaching Online Anytime Start Continuing Education Classes**

Online Anytime Start Continuing Education courses will not typically be part of a regular teaching assignment. It can be part of the teaching assignment if the faculty has less than a full assignment or if the course needs to run due to College initiatives or student need.

### **Stipend Payment for Continuing Education Online Anytime Start Course Full-Time Faculty<sup>1</sup>**

<b>Credits</b>	<b>0.05</b>	<b>0.1</b>	<b>0.15</b>	<b>0.2</b>	<b>...1 credit</b>
<b>Course Length (hrs)</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>...40</b>
<b>Base Pay/# of Enrolled Students</b>	<b>\$100</b>	<b>\$150</b>	<b>\$200</b>	<b>\$250</b>	<b>...\$1,050</b>
1-6	\$200	\$250	\$300	\$350	\$1,150
7-12	\$300	\$350	\$400	\$450	\$1,250
13-18	\$400	\$450	\$500	\$550	\$1,350
19-24	\$500	\$550	\$600	\$650	\$1,450
Over 24	Per class size overload guidelines				

<sup>1</sup>Base rate calculated at \$50 per 0.05 credit. Rate for enrollment is \$100 per student enrollment tier.

## **CURRICULUM**

Curriculum projects will be compensated based on a stipend payment. Required components of curriculum projects for post-secondary courses are as follows:

1. Curriculum projects may be assigned if unable to mutually agree.
2. May be assigned by the supervisor as part of teaching assignment if underloaded.
3. May be assigned as part of professional days
4. Required end product – syllabus, course outcome summary, learning plans, Performance Assessment Tasks in WIDS, in Blackboard shell.
5. Curriculum for a course must be consistent across the district regardless of location or method of delivery.
6. Stipend Payment made once product is approved by the Dean, instructional designer and peer review.
7. The stipend payment will be made for new courses, revamping curriculum (40% new as required by accrediting body or third party). These courses must be listed as a requirement on the Product Development Plan.
8. Pre-requisite for the stipend payment is the Teaching Methods course (#52), the Curriculum and Course Construction (#50), and an online training course (for fully online/hybrid courses). Exceptions can be made by the Dean.

9. Updating of existing curriculum (less than 40%) or if nothing exists for current course being taught – the faculty will complete this work as part of team time or professional days. Changing the mode of delivery for a course will be completed as part of team time.
10. Educational Support Services will review and improve all new and revised curriculum and take the lead and assist the Dean in providing a list of courses that need to be updated or created. This work will become part of the Team Action Plan at the beginning of the year and identified as a stipend payment or team time requirement.
11. Online courses require complete development in BlackBoard. See Quality Standards Checklist.

### **Stipend Payment for Curriculum for Post-Secondary Courses**

<b>Credit</b>	<b>Stipend Payment</b>
1	\$800
2	\$1,600
3	\$2,400
4	\$3,200
5	\$4,000

#### **A. Stipend Payment for Curriculum Development for Faculty For Continuing Education and Business and Industry Solutions**

##### **Course Requirements:**

These courses should contain, at a minimum, a Course Summary and Handouts/Student Materials:

1. Course Summary should include:
  - Course Name
  - Course Number, if known
  - Course Hours
  - Course Description
  - Timed Course Outline describing the content areas to be covered and the amount of time dedicated to each content area.
2. Handouts should include:
  - Syllabus following syllabus guidelines for Continuing Education courses
  - Powerpoints, outlines or worksheets for student use
  - Learning activities and assessment tools, if appropriate

The Course Summary should be submitted to [ContinuingEd@ntc.edu](mailto:ContinuingEd@ntc.edu) or Business and Industry Solutions as soon as the course is scheduled to facilitate marketing of the

course. Handouts should be submitted at least two weeks prior to the course so they can be distributed to the students.

**B. Payment for non post-secondary curriculum development products:**

Payment will be based on a pro-rated formula derived from the credit value of the course.

**Stipend Payment For Non Post-Secondary Curriculum Development for Continuing Education and Business & Industry Solutions**

Credit	Payment	Credit	Payment
0.05	\$40	0.55	\$440
0.1	\$80	0.6	\$480
0.15	\$120	0.65	\$520
0.2	\$160	0.7	\$560
0.25	\$200	0.75	\$600
0.3	\$240	0.8	\$640
0.35	\$280	0.85	\$680
0.4	\$320	0.9	\$720
0.45	\$360	0.95	\$760
0.5	\$400	1	\$800

**CLASS SIZE**

Class size overload will not normally be part of a faculty teaching assignment. Class size overload will be calculated on the first day of the fifth week of class. The stipend payment will be as follows

<u>Class Size</u>	<u>33-55</u>	<u>56-99</u>	<u>100 &amp; over</u>
Additional hrs per course	\$900	\$1,350	\$1,800

1. Class size for late starts shall be calculated after 1/3 of the course is completed.
2. For classes that have a common lecture time but separate lab times, the number of students in the lecture will be used when computing class size overload.
3. In Health Learning Resource Lab instruction when the ratio of students to teacher(s) in the lab averages over 32:1, overload pay provisions will go into effect on the basis of this ratio, proportionately to the periods involved.

Online course size maximum is 24 students.

**Online Course Size Overload:** A stipend payment will be made as follows:

- Online 25-31 - \$900
- Online 32-39 - \$1,800

- After 40 students a new section will be opened

## **FACULTY ADVISORS OF STUDENT CLUBS**

Club advisors will be paid a \$350 stipend per semester, payable at the end of each semester. If there is more than one advisor for a club, the stipend will be split evenly among the advisors.

In order to receive the stipend, each club advisor must ensure that:

- The Student Organization Plan of Action is submitted to Student Life by the first Tuesday of October. An update for the second semester must be submitted to Student Life by the first Tuesday in March. The following are part of the Plan of Action:
  - List of club officers
  - List of club members
  - Days/times/location of club meetings
  - Outside affiliations
  - Verification that club constitution has been updated within the past five years
  - Goals for the organization
- At least one club member attends each Student Governing Board (SGB) General Assembly meeting on the second and fourth Tuesdays of each month.
- The club meets at least twice monthly, with all attendance forms from club meetings submitted to Student Life at the fourth Tuesday SGB General Assembly meeting.
- The club holds at least two events per semester. Club events are defined as any activity the club engages in requiring them to fill out a Student Club Event Planning Form. These events include, but are not limited to: social events, community service, trips, fund-raisers, and leadership development activities.

Student Life appreciates the importance of attending conferences, competitions, and other out-of-town events with students and wants to support advisors for the time devoted to overnight travel. Each advisor will be paid an additional amount for each overnight trip taken with their club.

**Trips requiring one overnight stay:** \$50 per trip

**Trips requiring two or more overnight stays:** \$100 per trip.

Please note that Student Life reimburses travel expenses up to \$1,000 with additional reimbursement of up to \$3,000 for state and national competitions.

Overnight travel will be paid at the end of each semester with the stipend.

## **INSTRUCTIONAL MAINTENANCE**

Faculty that are offered and voluntarily accept additional employment beyond their normal teaching assignment for instructional maintenance will be paid at a rate of \$9.50 per hour.

### **Conduct and Policies**

## **ACADEMIC FREEDOM**

The Northcentral Technical College District believes that academic freedom is important and necessary to all areas of instructional activities. When controversial subjects are pertinent in a course or program area, faculty will present both sides of an issue equally.

Faculty have the responsibility to expose students to controversial ideas and issues within occupational fields. Some of the ideas may have political or religious overtones. Faculty will seek to clarify opposing positions on an issue and will make no attempt at political or religious indoctrination of the students under their supervision. See Administrative/Operating Guideline #254 for more information.

## **SYLLABI GUIDELINES**

A course syllabus is required for all NTC associate degree, technical diploma, certificate, apprenticeship, alternative high school, continuing education, and ABE/ELL classroom-based courses. The course syllabus is a type of contract between the learner and instructor. It provides the learner with an overview of the course, communicates course expectations, identifies learning outcomes, describes course requirements and identifies what evidence will document learning. The syllabus is to be written in a manner that meets the requirements outlined in NTC's "Student-Focused Course Syllabus Checklist." The syllabus is provided to all students enrolled in the course in either printed or electronic format on the first day of class. Faculty will follow the syllabus developed at the beginning of each course. If the syllabus or schedule needs to be changed in order to offer the most current content and effective educational experiences, these changes will be communicated to students in a timely manner to support their success.

An electronic copy of the syllabus will be submitted to Educational Support Services and the instructional Division. The syllabus submission will be completed, according to directions provided by Educational Support Services, within the first calendar week of the course. All current syllabus submission directions, development supports and the Student-Focused Course Syllabus Checklist are located on the shared (S) drive.

## FACULTY OTHER PROFESSIONALS

### Employment

#### HOURS OF WORK

Full-time Faculty Other Professionals will be assigned a 40 hour work week and will be scheduled to work 52 weeks/year.

Faculty Other Professionals are encouraged to attend graduation, but not required.

#### RESIGNATION REQUIREMENT

Faculty Other Professionals that resign are required to provide a 60-day notice to be eligible for payout of unused, accrued vacation benefits.

#### FACULTY OTHER PROFESSIONALS TEACHING AS ADJUNCT

Faculty Other Professionals may teach as adjunct as approved by their supervisor. The adjunct stipend payment amount will be paid.

### Compensation and Benefits

#### VOLUNTARY DUES DEDUCTIONS

Employees may voluntarily elect to have union dues taken directly from their NTC paycheck. Election forms are available in the Human Resources Office. Once an employee makes an election, the deduction will be taken on the second pay period of the month for the entire year. A new form is required to be completed each year.

#### TIME OFF BENEFITS

All full-time, full year Faculty Other Professional personnel will be paid for the following holidays per year as follows:

- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day/Thanksgiving Friday
- Christmas Day
- New Year's Day

When Independence Day is on:	Holiday is Observed on:
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

When Christmas or New Year's Day is on:	Holiday is Observed on:
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

## VACATION

Vacation benefits are as follows:

Number of Weeks of Employment	Number of Vacation Days
52	25

All vacation must be scheduled with the approval of the employee's immediate supervisor. Employees are able to carry over five days of vacation into the next fiscal year with approval of their immediate supervisor. This should be an exception to the rule versus the norm.

A prorated portion of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling employment obligation for the remainder of the fiscal year.

Vacation is provided July 1<sup>st</sup> of each fiscal year. End of employment prior to the end of a fiscal year results in prorating vacation back to actual time earned for time worked.

### **SICK LEAVE**

The College provides sick leave benefits for employees for their own personal illness. An employee's immediate supervisor or the Vice President of Human Resources may request a physician statement verifying the illness.

Full-time employees shall accumulate up to 120 days based upon their number of weeks of employment as follows (pro-rated for qualifying part-time):

<b>Weeks of Employment</b>	<b>Sick Days</b>
52 Weeks	12 days effective with employment and 12 days each July 1 <sup>st</sup> thereafter

### **SHUT DOWN**

The College is closed between Christmas and New Years and the week of the July 4<sup>th</sup> Holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shut down" benefit (varies per year) to be used during these weeks.

### **ADDITIONAL POLICIES**

The following items from the faculty section of this manual will apply to Faculty Other Professionals:

- Sick Leave Pool
- Bereavement Leave
- Leave of Absence
- Professional Leave
- Disability Leave
- Emergency Personal Leave
- Health Insurance Benefits at Retirement



## Northcentral Educational Support Personnel Association

### Employment

#### EMPLOYEE CLASSIFICATION

Northcentral Educational Support Personnel Association (NESPA) employees are non-exempt (hourly) employees providing administrative support.

#### DEFINITION OF EMPLOYEES

- A. **Full-Time, Full Year Employee:** Employees who are employed on a regular basis for a full workweek for 46 or more weeks per year. Full-time, full year employees shall be entitled to all benefits described for full-time NESPA staff.
- B. **Part-Time, Full Year Employee:** Employees who are employed on a regular basis for less than a full workweek for 46 or more weeks per year. Part-time, full year employees shall be entitled to all benefits described except as specifically stated.
- C. **Full-Time, School Year Employee:** Employees who are employed on a regular basis for a full workweek for fewer than 46 weeks per year and more than 35 weeks per year. Full-time school year employees shall be entitled to all benefits described except as specifically stated.
- D. **Part-Time, School Year Employee:** Employees who are employed on a regular basis for less than a full workweek for fewer than 46 weeks per year. Part-time, school year employees shall be entitled to all benefits described except as specifically stated.
- E. **Casual Employee:** A casual employee is defined as:
  - 1. One who is not scheduled to work on any regular basis; or
  - 2. One who is hired to replace a bargaining unit employee who is on leave for a specified period of time; or
  - 3. One who is hired for a specific job for a specific period of time not to exceed sixteen calendar weeks with the intention of such employee being separated from the payroll at the end of such period or project; or
  - 4. A student employee whose employment is dependent on his/her student status.

Casual employees are classified as "Classified Non-Union."

#### HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed based on customer needs. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

### **Recording Hours of Work**

Hours of work should be recorded accurately on the College's time reporting system. All hours worked must be recorded to the nearest quarter hour.

Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

### **Non-Contract Time**

NESPA employees who are hired for less than 52 weeks per year will have non-contract time. The time that is not worked (and when an employee is not on paid leave) is considered non-contract time. Non-contract time is determined by the supervisor. In most cases the supervisor will communicate with the school year employee prior to the start of the year when their non-contract time is. Non-contract time should be reported on the employee's time report.

### **ADJUNCT TEACHING**

NESPA employees may be hired as adjunct faculty. Adjunct assignments are determined by Divisional Deans. Adjunct teaching must not be during the normal scheduled hours of a NESPA employee. Six student contact hours per week maximum is allowed.

### **RESIGNATION REQUIREMENT**

NESPA employees are required to provide a 30-day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

## **Compensation and Benefits**

### **VOLUNTARY DUES DEDUCTIONS**

Employees may voluntarily elect to have union dues taken directly from their NTC paycheck. Election forms are available in the Human Resources Office. Once an employee makes an election, the deduction will be taken on the second pay period of the month for the entire year. A new form is required to be completed each year.

**OVERTIME/ COMPENSATORY TIME**

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times the regular hourly rate of pay for all hours worked over 40 hours in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Overtime pay is calculated at the rate of two times the regular rate of pay for all hours worked on a Sunday or holiday.

Compensatory time is earned at the same rate as overtime. The employee may accumulate up to 40 hours of compensatory time. Any hours exceeding 40 hours will be paid as overtime. Use of compensatory time is subject to supervisor approval.

Every effort shall be made by an employee to use all accrued compensatory time by June 30 of each year. If an employee is unable to take accrued compensatory time off by June 30 of each year, the employee shall take the time off no later than September 1. If this is not possible, the employee shall be paid the overtime.

**CALL-IN**

Employees called into work outside of their regular work schedule that are not contiguous with their regular work schedule shall receive a minimum of two (2) hours of pay. The employee may choose to take compensatory time in lieu of such pay.

**SHIFT DIFFERENTIAL**

NESPA employees shall be paid an additional \$.40 per hour for all hours assigned and worked after 5 p.m. and before 6:45 a.m. as part of the employee's regular schedule.

**TIME OFF BENEFITS****Vacation**

- A. **Annual**--All full-time, full year employees shall receive the following vacation with pay:

During first (1st) year of employment	80 hours prorated (10 days)
After one (1) year of employment	80 hours (10 days)
After four (4) years of employment	96 hours (12 days)
After seven (7) years of employment	120 hours (15 days)
After ten (10) years of employment	136 hours (17 days)
After thirteen (13) years of employment	160 hours (20 days)
After nineteen (19) years of employment	200 hours (25 days)

July 1 of the calendar year in which an employee is hired will be considered the date of hire for vacation benefit calculation purposes.

Part-time, full year employees shall receive prorated vacation benefits according to the above schedule.

Full-time and part-time school year employees shall receive one week of prorated vacation. The amount of vacation will be prorated based upon actual hours paid. Vacation may be taken during the work year or at the end of the employee's work year by mutual agreement between the employee and the supervisor.

Employees who work 39-45 weeks would be eligible for vacation prorated using a base of 38 weeks at 40 hours per week.

Example #1: Employee works 25 hours a week for 38 weeks prior year = 950 hours ÷ 1520 = 62.5% of benefit of 5 days (5 days x 64.5% = 3.125 days or 25 hours).

Example #2: Employee works full-time for 38 weeks = 40 hours x 38 weeks = 1520 ÷ 1520 = 100% of benefit of 5 days = 5 days of vacation or 40 hours.

Example #3: Employee works full-time for 45 weeks = 40 x 45 weeks = 1800 hours ÷ 1520 hours = 118.4% of base vacation benefit of 5 days = 5.92 days or 47.25 hours.

The vacation time an employee is eligible for will be a direct proration of the number of months employed in a fiscal year and the appropriate number of hours taken from the above schedule.

- B. Vacation time must be taken within the fiscal year earned except 32 hours may be carried over into the next fiscal year if approved by the supervisor and Vice President of Human Resources. In each carry-over case, vacation that is carried over will be forfeited if not used by September 1 of the following fiscal year.
- C. **Vacation Proration:** Employee's vacation time shall be calculated on the actual months of employment during the period of time from July 1 to June 30 of each fiscal year. Proration of vacation for new employees hired after July 1 shall be determined by computing the actual months of employment from the date of hire to June 30, the end of that fiscal year. Proration of vacation for an employee leaving employment before June 30 shall be determined by computing the actual months of employment from July 1, the first day of the fiscal year, to the last day of employment.

Any employee hired on or before the 15th day of the month shall be given credit for working the full month. If he/she is hired after the 15th of the month, he/she will receive no credit for that month. If he/she leaves or is terminated after the 15th of any month, he/she shall be given credit for working that full month. If he/she leaves or is terminated on or before the 15th of the month, he/she shall receive no credit for that month.

- D. **Approval:** Vacation requests shall be submitted to the supervisor, who in turn will approve or reject the request. All requests must be submitted to the supervisor at least one week in advance of the requested vacation days unless a lesser notice does not cause interruption to work requirements.
- E. Vacation time taken by employees will be deducted to the closest quarter-hour increment.

## Holidays

### A. Holiday Pay

#### 1. Full Year Employees

All full-time, full year employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Memorial Day, Labor Day, Thanksgiving Day, Thanksgiving Friday

In addition to the above five holidays, Independence Day, Christmas Day, and New Year's Day holidays will be given as follows:

#### a. When Independence Day is:

On	Holiday(s)
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

- b. When Christmas Day and New Year's Day is:

On	Holiday(s)
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Part-time, full year employees shall be compensated for the holidays stated above at the normal base hourly rate of pay using a proration of the number of hours in the employee's normal workweek or adjusted if less than a full holiday. The employee's workday schedule may be modified by the immediate supervisor if the holiday is less than a full holiday.

## 2. School Year Employees

All full-time, school year employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment. The holidays which the employees will be compensated for are as follows: Spring Holiday, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, and Christmas Eve Afternoon (1/2 day).

Full-time, school year employees shall receive compensation for New Year's Eve Afternoon (1/2 day), New Year's Day, Memorial Day, and Independence Day if the employee works or is on approved paid absence during the week in which the holiday occurs.

Part-time, school year employees shall be compensated for the holidays stated above at the normal base hourly rate of pay, if the employee works or is on approved paid absence during the week in which the holiday occurs, using a proration of the number of hours in the employee's normal workweek or reduced if less than a full holiday. The employee's workday schedule may be modified by the immediate supervisor if the holiday is less than a full holiday.

**B. Eligibility**

In order to receive pay for any of the above named holidays, the employee must be in his/her normal pay status for the pay period during which the holiday falls. The employee must be in attendance on the employee's scheduled workday immediately preceding and following the holiday to be eligible for holiday pay, except when an employee is on a scheduled vacation, jury duty, or other approved absence. If a holiday falls during an employee's vacation, sick leave, or other paid leave, such holiday shall not be counted as vacation, sick leave, or other paid leave.

**C. Modifications**

An employee's holiday schedule may be modified by the District to accommodate the District's work needs. The employee shall receive holidays equal to the number of days given as outlined in the Holiday Pay section above.

**Sick Leave****A. New Employee Initial Benefit and First-Year Accumulation****1. New Employee Initial Benefit**

Effective with the first day of employment, new employees will be granted sick leave as follows:

- a. Full-time, full year employees - 96 hours (12 days)
- b. Full-time, school year employees - 80 hours (10 days)
- c. Part-time, school year and full year employees - 12 prorated days

Proration for part-time employees is based on the best estimate of the employees' average weekly hours of work.

**Example:** Part-time, full year employee is expected to work 25 hours/week. (25 hours ÷ 40 hours = 62.5%) This employee is expected to work the equivalent of 62.5% of a full year, full-time employee. 96 hours (based on full year maximum benefit) x 62.5% = 60 hours of sick leave.

**2. First-Year Accumulation for Partial Year Employees**

Effective the beginning of the fiscal year following the first day of employment, employees will receive sick leave credit based on the following:

**a. Full-time employees**

Partial year, full-time employees (school year employees who worked less than a full school year and full year employees who worked less than a full year)

Credit one hour of sick leave for every 21.66 hours of employment, rounded to the nearest one quarter hour (.25 of an hour).

**Example:** Full year employee begins February 1, works 21 weeks through June 30.  $21 \text{ weeks} \times 40 \text{ hours} = 840 \div 21.66 = 38.75$  hours of sick leave to be added.

- b. Part-time, school year and full year employees--See Annual Sick Leave Accumulation below in B.3.

#### B. Annual Sick Leave Accumulation

Annually, thereafter, effective with the beginning of the fiscal year, employees will be credited with additional sick leave as follows:

1. Full-time, full year employees - 96 hours (12 days)
2. Full-time, school year employees - 80 hours (10 days)
3. Part-time, school year and full year employees receive prorated sick leave based on actual hours paid using the same annual accumulation factor as full year, full-time employees. (Full year, full-time employees receive 12 days of sick leave per year,  $40 \text{ hours} \times 52 \text{ weeks} = 2,080$  hours per year.)

$2,080 \text{ hours} \div 96 \text{ hours (12 days)} = 21.66$  hours of work in order to be credited for one hour of sick leave.

**Example:** A part-time employee works 10 hours a week for 52 weeks.  $10 \text{ hours} \times 52 \text{ weeks} = 520 \text{ hours}$ .  $520 \div 21.66 = 24$  hours of sick leave credit.

#### C. Maximum Accumulation of Sick Leave

1. Full-time, full year employees - 960 hours (120 days)
2. Full-time, school year employees - 960 hours (120 days)
3. Part-time, full and school year employees - 480 hours (60 days)

#### D. Use of Sick Leave

Such sick leave described above will be paid for illness of the actual employee. Sick leave is paid to the nearest one-quarter hour (.25 of an hour). Employees absent on sick leave may be requested to submit to the District a doctor's report certifying the employee's inability to report to work. Sick leave may only be accumulated and retained by continuous service personnel.

Employees are entitled to five days of earned sick leave in any one fiscal year to care for the employee's immediate family member (husband, wife, (step) child, (step) father, (step) mother).

#### E. Regulation

1. An employee absent because of illness or injury shall notify his/her immediate supervisor of the fact as soon as possible prior to the employee's normal starting time. Employees who must leave during their work time shall notify the supervisor prior to leaving.



2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.
3. The District may require a certificate from a physician of the District's choosing that an employee on extended sick leave (more than two weeks) is medically unable to perform his/her normal functions and the supervisor may require such medical certification from time to time until the employee returns to his/her normal duties. The cost of said examination will be paid by the District. In the event that an employee on sick leave fails to return to work as soon as he/she is medically able to perform his/her assigned duties, he/she may be subject to appropriate disciplinary action.
4. Sick leave benefits under this provision shall be paid to the employee on sick leave only for the actual service days and/or school days missed due to medical inability to perform his/her normal duties. Under a physician's statement that the employee is able to return to work, the employee shall return to his/her regular employment with the District.
5. Sick leave will be granted for the period of actual disability of an employee due to pregnancy/child birth. An employee who becomes pregnant may continue to work as long as her health and safety are ensured according to medical documentation. Notice of approximate date of delivery shall be given as soon as it is known.

**F. Coordination with Disability Benefits**

In no event will paid sick leave and disability benefits combined exceed the employee's scheduled pay rate.

**Shut Down**

The College is closed between Christmas and New Years and the week of the July 4<sup>th</sup> holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

Employees not eligible for either of the additional "paid shutdown" benefit will receive four "floating holidays" (prorated for part-time employees) to be used at a time mutually agreed on by the employee and immediate supervisor.

**Sick Leave Pool**

1. The Sick Leave Pool (SLP) will be administered on a fiscal-year basis (July 1 to June 30). NESPA employees will add days to the pool.
2. Human Resources personnel will administer the solicitation of sick days for the pool by June 1 each year.
3. The maximum number of days in the pool shall be limited to 130 days. Each NESPA employee can donate up to five days per year.
4. When an employee is absent from work due to personal illness or injury and he/she meets the necessary requirements, days from the SLP shall be granted to him/her. Medical certification of the personal illness or injury is required. The intent of the SLP is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 65 SLP days per fiscal year, whichever is sooner.
5. Days from the SLP are not available for situations covered by Worker's Compensation.
6. Days from the SLP are not available for Family and Medical Leave Act situations, other than personal illness or personal injury.
7. An employee granted days from the SLP does not have to reimburse the SLP or the District for the days utilized.
8. Before an employee can be granted days from the SLP, he/she must exhaust his/her personal accumulated sick leave. In addition, for those employees that earn paid vacation, before an employee can be granted days from the SLP, he/she must utilize all of the paid vacation he/she had earned. To ascertain this, an employee's leave record will be reviewed on the date that his/her personal accumulated sick leave is exhausted.
9. To be granted days from the SLP, an employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is in need of additional days from the SLP, the above "buffer" shall be changed to five workdays.
10. In the event that the SLP balance becomes depleted to the point where 25 days or less remain, Human Resources will notify the SLP Committee within a reasonable time period. In the event the pool is depleted before the end of the fiscal year, NESPA can solicit days sooner than June 1.
11. Employees interested in using the SLP should submit a written request to the Vice President of Human Resources or Benefit Specialist. The Vice President of Human Resources or Benefit Specialist and NESPA Association President will review the request for approval.

**Emergency/Personal Leave**

Two days of leave with pay per year shall be available to each full-time full year and full-time school year employee as emergency/personal leave if approved by the immediate supervisor. An emergency is defined as an unforeseen and/or uncontrollable circumstance or event, or circumstances/events of a human compelling personal nature which calls for immediate action during job hours. Emergency/personal leave uses include, but are not limited to household emergencies, auto emergencies, attendance at funerals or family

weddings, attendance at family member graduation ceremonies, judicial or legal obligations of the employee, and/or to care for a sick child if no other caretaker is available.

The need for such leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor. If advance notice is not possible, the emergency shall be reported immediately upon the employee's return.

Part-time school year and part-time full year employees shall be eligible for prorated leave under this provision based upon the employee's regular hours of work.

### **Bereavement and Serious Illness Leave**

- A. Any full-time, full year or full-time, school year employee is entitled to three days absence in any one fiscal year for each death in the employee's immediate family [husband, wife, brother, sister, (step) child, grandparent, (step) father, (step) mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, (step) grandchild, brother-in-law, or sister-in-law].

Any full-time employee, full year or school year, is entitled to no more than three days absence with pay in any one fiscal year for serious illness in the employee's immediate family.

If additional days are necessary because of a death or serious illness in the employee's immediate family, advance request made prior to using additional days may be approved by the District and, with such approval, the additional days will be charged against the employee's accumulated sick leave days.

Serious illness in the family is interpreted as medically recognized illness or emergencies, not including cases in which the employee's presence is required as a nurse, caretaker, or to provide for the normal operation of the family because of sickness or to provide transportation.

- B. Part-time, full year and part-time, school year employees shall be eligible for prorated leave under this provision based upon the employee's regular hours of work.

## **RETIREE HEALTH INSURANCE**

### **Eligibility**

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and has completed at least 20 years of continuous service at time of retirement.

Employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their

election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

**Benefit**

The District will pay 100% of the dollar amount it pays for active single health insurance plan coverage. If there is a change in the dollar amount the District pays for health insurance for an active single plan, then the District will also make a revision in the dollar amount it pays for retired employees.

The District will provide a single group health insurance plan to the retiree through the end of the month in which the retiree becomes eligible for Medicare provided the retiree pays their required portion of the monthly premium. If the retiree desires a family health insurance plan, the retiree must pay the difference between what the District is contributing for a single retiree health insurance plan and the cost of a family health insurance plan.

**To Receive This Benefit**

Employees who are intending to retire are required to provide a six month notice of retirement.

The benefits described in above Post-Retirement Benefits is not applicable to employees who tendered their retirement notice prior to December 31, 2011 under the special retirement window. Such benefits are described individually to applicable employees.

**VISION INSURANCE**

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is a \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

**UNPAID LEAVES OF ABSENCE**

- A. Any employee who has completed a minimum of six months of continuous service shall be eligible for a leave of absence without pay of up to six months for prolonged illness or disability of employee or member of employee's immediate family. When such leave is for the employee's own illness or disability, such leave shall commence after exhaustion of accumulated sick leave if the employee is not medically able, as certified by a physician, to resume normal work assignments.

Notification of need for such unpaid leave shall be submitted to the District President as soon as the need is known.

In the case of an unpaid leave of absence due to prolonged illness or disability due to injury, such request must be accompanied by a physician's certificate identifying the illness or injury, explaining why the leave is needed, estimating how long the illness or disability will continue, and substantiating every three months the need for continuing the leave. If the District so desires, the employee on leave shall be examined, at full District expense, by a physician selected by the District.

- B. Additional leave time or leave for reasons other than those listed in paragraph A above, including Association business, may be granted in the sole discretion of the District President.
- C. An employee on unpaid leave may continue in the group insurance plans, if eligible, provided the employee pays the premiums.
- D. Upon return from such leave, the employee will be assigned to his/her former job at the pay rate in effect at the time of return, if available, or to a position which is at least equivalent in position, wages, hours, shift, etc.
- E. Employees may be granted no more than ten days of unpaid leave of absence in any one year if approved and scheduled by the immediate supervisor for reasons not mentioned in paragraph A above, including Association business. In such instances, District payment of premiums to group insurance plans shall continue.

## NORTHCENTRAL PARAPROFESSIONAL/ TECHNICAL ASSOCIATION

### Employment

#### EMPLOYEE CLASSIFICATION

Northcentral Paraprofessional/Technical Association (NCPTA) employees are non-exempt (hourly) employees that provide professional and/or technical support to the College.

#### DEFINITION OF EMPLOYEES

- A. **Regular Full-Time Employees:** Employees who are employed for a full workweek and 52 weeks per year.
- B. **School-Year Employees:** Employees who are employed for a full workweek, for less than 52 weeks per year and for more than 35 weeks per year.
- C. **Regular Part-Time Employees:** Employees who are employed for less than a full workweek and for at least 600 hours per year.
- D. **Casual Employee:** A casual employee is defined as:
  - 1. One who is not scheduled to work on any regular basis; or
  - 2. One who is hired to replace a bargaining unit employee who is on leave for a specified period of time; or
  - 3. One who is hired for a specific job for a specific period of time not to exceed sixteen calendar weeks with the intention of such employee being separated from the payroll at the end of such period or project; or
  - 4. A student employee whose employment is dependent on his/her student status.

Casual employees are classified as "Classified Non-Union."

#### HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

### **RECORDING HOURS OF WORK**

Hours of work should be recorded accurately on the College's time reporting system. All hours worked must be recorded to the nearest quarter hour.

Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

### **RESIGNATION**

NCPTA employees are required to provide a 30 day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

### **NON-CONTRACT TIME**

NCPTA employees who are hired for less than 52 weeks per year will have non-contract time. The time that is not worked (and when an employee is not on paid leave) is considered non-contract time. Non-contract time is determined by the supervisor. In most cases the supervisor will communicate with the school year employee prior to the start of the year when their non-contract time is. Non-contract time should be reported on the employee's time report.

### **ADJUNCT TEACHING**

NCPTA employees may be hired as adjunct faculty. Adjunct assignments are determined by Divisional Deans. Adjunct teaching must not be during the normal scheduled hours of an NCPTA employee. Six student contact hours per week maximum is allowed.

## **Compensation and Benefits**

### **VOLUNTARY DUES DEDUCTIONS**

Employees may voluntarily elect to have union dues taken directly from their NTC paycheck. Election forms are available in the Human Resources Office. Once an employee makes an election, the deduction will be taken on the second pay period of the month for the entire year. A new form is required to be completed each year.

## **OVERTIME/ COMPENSATORY TIME**

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times their regular hourly rate of pay for all hours worked over 40 in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Compensatory Time is earned at 1.5 times the regular hourly rate of pay. The employee may accumulate up to 40 hours of compensatory time. Any time exceeding 40 hours will be paid as overtime. Use of compensatory time is subject to supervisor approval.

Every effort shall be made by an employee to use all accrued compensatory time by June 30 of each year. If an employee is unable to take accrued compensatory time off by June 30 of each year, the employee shall take the time off no later than September 1. If this is not possible, the employee shall be paid overtime.

## **CALL-IN TIME**

Call-in time is defined as any time that an employee is called in from off duty to work outside his/her regular schedule. The employee shall receive a minimum of two hours pay when called in. If the employee works in excess of two hours, they will be compensated for actual hours worked.

## **SHIFT DIFFERENTIAL**

NCPTA employees shall be paid an additional \$.40 per hour for all hours assigned and worked after 5 p.m. as part of the employee's regular schedule. Additionally, NCPTA employees will receive an additional \$.40 per hour for all hours worked on Sunday unless it is part of their normal scheduled work week.

## **TIME OFF BENEFITS**

### **Sick Leave**

- A. **Annual and Accumulation:** Regular full-time employees shall accumulate up to 960 hours by using the following: 96 hours effective with employment and 96 hours annually thereafter, effective with the beginning of the fiscal year. School-year employees shall accumulate up to 960 hours by using the following: eight hours per number of months of employment during the first year employed effective with employment, and eight hours per number of months of employment annually



thereafter, effective with the beginning of the fiscal year (school year employees who work beyond their normal scheduled months of employment will receive additional hours based on the number of additional months worked). Sick leave may only be accumulated and retained by continuous service personnel. Such sick leave will only be paid for the illness of the actual employee. However, employees are entitled to use up to three days of earned sick leave in any one fiscal year to care for the employee's immediate family member. Immediate family member is defined as husband, wife, (step) child, (step) mother, (step) father. Employees absent on sick leave may be requested to submit to the District a doctor's report certifying employee's inability to report to work.

Regular part-time employees shall accumulate up to 480 hours by using the following: four hours per number of months of employment during the first year employed effective with employment, and four hours per month of employment annually thereafter, effective with the beginning of the fiscal year.

**B. Regulation:**

1. An employee absent because of illness or injury shall notify the supervisor of the fact at least one-half hour prior to the employee's normal starting time. Employees that must leave the job during their work time shall notify the supervisor prior to leaving.
2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certified that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.
3. The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform his/her normal functions and the supervisor may require that such medical certification from time to time until the employee returns to his/her normal duties. The cost of said examination will be paid by the District. In the event that an employee on sick leave fails to return to work as soon as he/she is medically able to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District and to have waived all employment rights.
4. Sick leave benefits under this provision shall be paid to the employee on sick leave only for the actual service days and/or school days missed due to medical inability to perform his/her normal duties. Under a physician's statement that an

employee is able to return to work, the employee shall return to his/her regular employment with the District.

5. No sick leave benefits of any kind will be granted after termination of employment.

C. **Coordination with Disability Benefits:** In no event will paid sick leave and disability benefits combined exceed the employee's scheduled pay rate.

## **Vacation**

### **Annual**

All regular full-time employees shall receive the following vacation with pay:

During first (1st) year of employment (proration of) .....	80 hrs (10 days)
After one (1) year of employment .....	80 hrs (10 days)
After four (4) years of employment .....	96 hrs (12 days)
After seven (7) years of employment .....	120 hrs (15 days)
After ten (10) years of employment .....	136 hrs (17 days)
After thirteen (13) years of employment .....	160 hrs (20 days)
After nineteen (19) years of employment.....	200 hrs (25 days)

Vacation earned is rounded to the nearest quarter hour.

### **Vacation Proration for Regular Full-Time, Full-Year Employees**

Proration of vacation for new employees with less than one year of service prior to July 1 shall be determined by computing the actual period of employment prior to July 1. Any employee hired on or before the 15th day of the month shall be given credit for working the full month. If he/she is hired after the 15th of the month, he/she will receive no credit for that month. If the employee leaves or is terminated after the 15th of the month, he/she shall be given credit for working that full month. If he/she leaves or is terminated on or before the 15th of the month, he/she shall receive no credit for that month.

After the total number of months worked has been determined, the number of months worked shall be the numerator of a fraction with 12 as the denominator. The fraction shall be multiplied by 10 days. In the event the resulting vacation involves a fraction of a day, this fraction shall be rounded off so that the employee will receive ultimately a full day (*i.e.* 10/12 to 12/12) a half-day (*i.e.* 4/12 to 9/12), or no day (*i.e.* 1/12 to 3/12).

Following the year of proration, the anniversary date (for vacation benefits only) shall be July 1 of the year following the date of hire.

**Vacation Carryover for Regular Full-Time, Full-Year Employees**

Vacation time must be taken within the fiscal year earned except 32 hours (four days) may be carried over into the next fiscal year if approved by the supervisor and Vice President of Human Resources. In each carry-over case, vacation that is carried over will be forfeited if not used by September 1 of the following fiscal year.

**School year (full-time and part-time) and regular part-time employee vacation**

School year and regular part-time employees shall receive vacation time, at the beginning of each fiscal year, calculated on hours worked in the previous fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>). Employees are required to use vacation time in the same fiscal year it is given. The employee's supervisor will allow the employee to take time off during the work year if possible, or at the end of each work year. Vacation time earned, but not used will be paid out in September. A school year employee may request payout of ½ of their vacation balance by December 1<sup>st</sup>. If the supervisor approves the payout, payment will be made on the second pay date of the following January. Vacation benefits will be prorated based upon an average full-time, school-year work year. A prorated benefit is available at time of hire based on date of hire and estimated remaining hours in the first fiscal year of employment. If the employee terminates employment prior to using the fiscal year benefit, the balance will be paid out to the employee.

Average full-time, school-year work year equals 8 hrs. x 5 days x 38 weeks = 1520 hrs. 1520 hrs. divided by 5 vacation days = 304 hrs. of work to earn one vacation day.

**Example 1:** Employee worked 25 hrs. per week for 36 weeks in the prior year = 900 hrs. 900 hrs. / 304 hrs. = 2.96 days x 8 hrs. = 23.68 hours of vacation earned.

**Example 2:** Employee worked 40 hrs. per week for 42 weeks in the prior year = 1680 hrs. 1680 hrs. / 304 hrs. = 5.53 days x 8 hrs. = 44.21 hours of vacation earned.

Vacation earned is rounded to the nearest quarter hour.

**Approval**

Vacation requests shall be in writing and shall be approved or rejected in writing by the employee's supervisor. All requests must be submitted to the supervisor at least two weeks in advance of the requested vacation days. Employees may not take vacation in increments of less than one hour.

**Holidays****A. Holiday Schedule**

1. All regular full-time employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if

less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Thanksgiving Day, Memorial Day, Thanksgiving Friday and Labor Day.

In addition to the above five holidays, Independence Day, Christmas Day, and New Year's Day holidays shall be given as follows:

- a. When Independence Day is:

On	Holiday(s)
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

- b. When Christmas and New Year's Day is:

On	Holiday(s)
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday, and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Regular full-time employees working a shift other than a regular daytime shift will receive equivalent holiday time on a schedule established by their immediate supervisor.

2. All school-year employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Thanksgiving Day, Labor Day and Thanksgiving Friday.
  3. School-year employees shall receive additional holidays consistent with 1.a. and 1.b. if they are scheduled by their supervisor to work at least 8 hours during the week of Memorial Day, Independence Day, Christmas Day or New Year's Day. Regular part-time employees need to work 1/5 of their regular work week hours.
- B. An employee's holiday schedule may be modified by the District to accommodate the District's work needs. The employee shall receive holidays equal to the number of days given by the procedure described above in A. of this section.

\*Note: Approved absences do not include noncontract periods.

## **SHUT DOWN**

The College is closed between Christmas and New Years and the week of the July 4<sup>th</sup> holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

Employees not eligible for either of the additional "paid shutdown" benefit will receive four "floating holidays" (prorated for part-time employees) to be used at a time mutually agreed on by the employee and immediate supervisor.

## **RETIREE HEALTH INSURANCE**

### **Eligibility**

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and have completed at least 20 years of continuous service at time of retirement.

An employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of

retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

**Benefit**

The District will pay 100% of the dollar amount it pays for active single health insurance plan coverage. If there is a change in the dollar amount the District pays for health insurance for an active single plan, then the District will also make a revision in the dollar amount it pays for retired employees.

The District will provide a single group health insurance plan to the retiree through the end of the month in which the retiree becomes eligible for Medicare provided the retiree pays their required portion of the monthly premium. If the retiree desires a family health insurance plan, the retiree must pay the difference between what the District is contributing for a single retiree health insurance plan and the cost of a family health insurance plan.

**To Receive This Benefit**

Northcentral Paraprofessional/Technical Association (NCPTA) employees are required to provide a six month notice of intent to retire in order to receive retiree health insurance.

The benefits described in above Post-Retirement Benefits is not applicable to employees who tendered their retirement notice prior to December 31, 2011 under the special retirement window. Such benefits are described individually to applicable employees.

**VISION INSURANCE**

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is a \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

**SERIOUS ILLNESS AND BEREAVEMENT LEAVE**

Any regular full-time or school-year employee is entitled to up to three days absence with pay in any one fiscal year for each death in the employee's immediate family (husband, wife, brother, sister, [step]child, grandparent, [step]father, [step]mother, father-in-law, mother-in-law, [step]grandchild, son-in-law, daughter-in-law, brother-in-law, or sister-in-law).

Any regular full-time or school-year employee is entitled to up to three days absence with pay in any one fiscal year for serious illness in the employee's immediate family.

If additional days are necessary for either death or serious illness in the employee's immediate family, advanced request made prior to the days used may be approved by the

District and, with such approval, the additional days will be charged against the individual's accumulated sick leave days.

Serious illness in the immediate family is interpreted as medically recognized major illnesses or emergencies, not including cases in which the employee's presence is required simply as a nurse, caretaker, or to provide for the normal operation of the family on account of sickness, or simply to provide transportation.

Regular part-time employees who are employed for less than a full work week and at least 600 hours per year are entitled to up to a prorated number of days, calculated as follows:

Average hours per week divided by 40 hours multiplied by 3 days.

## **EMERGENCY AND PERSONAL LEAVE**

### **A. Emergency Leave**

Two days of leave with pay per year may be designated as emergency leave if approved by the immediate supervisor. The second emergency leave day taken per year will be charged against the employee's accumulated sick leave days. Emergency is defined as an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours. The need for such a leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor or the Vice President of Human Resources. If advance notice is not possible, the leave shall be reported immediately upon the employee's return.

### **B. Personal Leave**

One day of emergency leave with pay per year as listed above may be taken for personal reasons. The day used shall be charged against the employee's accumulated sick leave days. In order to be eligible for this leave, the employee must notify their supervisor of their intention to use personal leave at least two workdays in advance. This leave shall not be used before or after vacations or holidays. Personal leave must be used in amounts of not less than .5 day.

## **SICK LEAVE POOL**

1. The Sick Leave Pool (SLP) will be administered on a fiscal-year basis (July 1 to June 30). ParaProfessional employees will add days to the pool.
2. Human Resources personnel will administer the solicitation of sick days for the pool by June 1 each year.
3. The maximum number of days in the pool shall be limited to 130 days. Each ParaProfessional employee can donate up to five days per year.
4. When an employee is absent from work due to personal illness or injury and he/she meets the necessary requirements, days from the SLP shall be granted to him/her. Medical certification of the personal illness or injury is required. The intent of the



SLP is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 65 SLP days per fiscal year, whichever is sooner.

5. Days from the SLP are not available for situations covered by Worker's Compensation.
6. Days from the SLP are not available for Family and Medical Leave Act situations, other than personal illness or personal injury.
7. An employee granted days from the SLP does not have to reimburse the SLP or the District for the days utilized.
8. Before an employee can be granted days from the SLP, he/she must exhaust his/her personal accumulated sick leave. In addition, for those employees that earn paid vacation, before an employee can be granted days from the SLP, he/she must utilize all of the paid vacation he/she had earned. To ascertain this, an employee's leave record will be reviewed on the date that his/her personal accumulated sick leave is exhausted.
9. To be granted days from the SLP, an employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is in need of additional days from the SLP, the above "buffer" shall be changed to five workdays.
10. In the event that the SLP balance becomes depleted to the point where 25 days or less remain, Human Resources will notify the SLP Committee within a reasonable time period. In the event the pool is depleted before the end of the fiscal year, ParaProfessional Association can solicit days sooner than June 1.
11. Employees interested in using the SLP should submit a written request to the Vice President of Human Resources or Benefits Specialist. The Vice President of Human Resources or Benefits Specialist and ParaProfessional Association President will review the request for approval.

## **UNPAID LEAVES OF ABSENCE**

In the event a full-time, school-year employee or regular part-time employee, with at least six months of continuous service, exhausts accumulated sick leave and is not medically able, as certified by a physician, to resume the normal work assignments, the employee will be placed on an unpaid leave of absence for two months or such time as the employee is capable of returning to work, whichever is first. Thereafter, if the employee requests in writing, the District will consider an extension of the leave. During unpaid leave of absence, no fringe benefits of any kind shall be paid to or accrued by any employee on unpaid leave. However, all insurances will continue in force if the employee pays such premiums as are required.

The District may grant an employee an unpaid leave of absence for reasons not mentioned above.



## TEAMSTER

### Employment

#### EMPLOYEE CLASSIFICATION

Teamster employees are non-exempt (hourly) employees that provide custodial or maintenance type services to the district.

#### DEFINITION OF EMPLOYEES

- A. **Full-Year Employees:** Employees who are employed for a full workweek and 52 weeks per year.
- B. **Full-time, School-Year Employees:** Employees who are employed for a full workweek, for less than 52 weeks per year and for at least 32 weeks per year.
- C. **Part-time Full-Year Employees:** Employees who are employed for less than a full workweek and work 52 weeks per year (minimum 600 hours).
- D. **Part-time School-Year Employees:** Employees who are employed for less than a full workweek, for less than 52 weeks per year and for at least 32 weeks per year.
- E. **Casual Employee:** A casual employee is defined as:
  - 1. One who is not scheduled to work on any regular basis; or
  - 2. One who is hired to replace a bargaining unit employee who is on leave for a specified period of time; or
  - 3. One who is hired for a specific job for a specific period of time not to exceed sixteen calendar weeks with the intention of such employee being separated from the payroll at the end of such period or project; or
  - 4. A student employee whose employment is dependent on his/her student status.

Casual employees are classified as "Classified Non-Union."

#### HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

### **RECORDING HOURS OF WORK**

Hours of work should be recorded accurately on the College's time reporting system. All hours worked must be recorded to the nearest quarter hour.

Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

### **RESIGNATION**

Teamster employees are required to provide a 30 day notice of intent to resign in order to receive payout of earned unused vacation. Employee's last day of employment is considered to be the last day worked

### **ADJUNCT TEACHING**

Teamster employees may be hired as adjunct faculty. Adjunct assignments are determined by Divisional Deans. Adjunct teaching must not be during the normal scheduled hours of a Teamster employee. A maximum of six student contact hours per week is allowed.

## **Compensation and Benefits**

### **VOLUNTARY DUES DEDUCTIONS**

Employees may voluntarily elect to have union dues taken directly from their NTC paycheck. Individual election forms are available in the Human Resources Office and must be completed and signed by the employee. Once an employee makes an election, the deduction will be taken on the second pay period of the month for the entire year. A new form is required to be completed each year.

### **OVERTIME/ COMPENSATORY TIME**

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times their regular hourly rate of pay for all hours worked over 40 in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Compensatory time is earned at 1.5 times the regular hourly rate. The employee may accumulate up to 40 hours of compensatory time. Any time exceeding 40 hours will be paid as overtime. Use of compensatory time is subject to supervisor approval.

### **CALL-IN/ON-CALL PAY**

Call-in time is defined as any time that an employee is called in from off duty to work outside his/her regular schedule. The employee shall receive a minimum of three hours pay when called in. If the employee works in excess of three hours, they will be compensated for actual hours worked.

Employees assigned to carry a pager or cell phone during weekend hours commencing at the end of the individual's normal Friday work shift to the beginning of the individual's normal Monday work shift or holidays to be available for call to work in the event of an emergency shall be compensated on the basis of \$1 per hour assigned. In the event the employee responds to the emergency without reporting to work, the employee shall not receive call in pay for the time involved.

### **SHIFT DIFFERENTIAL**

Teamster employees assigned to work a second shift (starting after 2 p.m.) and a third shift (starting after 8 p.m.) shall be paid a shift differential. Eligible employees will be paid \$.20 per hour for second shift and \$.40 per hour for the third shift.

Employees required to work on Sunday will receive an additional \$.25 per hour for hours worked unless Sunday is part of the normal work week.

Employees normally scheduled to work second or third shift who are asked to work any other shift temporarily will receive the shift differential pay of their normally scheduled shift.

### **TIME OFF BENEFITS**

Part-time Teamster employees will receive pro-rated time-off benefits for vacation, bereavement, emergency/personal, holiday and sick leave based on their regularly scheduled hours.

#### **Sick Leave**

**Annual and Accumulation:** Full-time full-year and school-year employees shall accumulate sick leave hours at the rate of eight hours per month of employment in a fiscal year cumulative to 960 hours. Part-time employees shall accumulate sick leave hours at the rate

of four hours per month of employment in a fiscal year cumulative to 480 hours. Sick leave may only be accumulated and retained by continuous service personnel. Such sick leave will only be paid for the illness of the actual employees. Employees absent on sick leave may be requested to submit to the College a doctor's report certifying the employee's inability to report to work.

Effective with the first day of employment and each July 1<sup>st</sup> thereafter, employees will be granted sick leave as follows:

1. Full-time, full year employees – 96 hours (12 days)
2. Full-time, school year employees – 80 hours (10 days)
3. Regular part-time, school year and full year employees, 10 or 12 prorated days.  
Proration for regular part-time employees is based on contracted weekly hours of work.

### **Regulation**

1. An employee absent because of illness or injury shall notify the supervisor at least two hours prior to the employee's normal starting time, unless in case of an emergency or inability to contact the supervisor. Employees that must leave the job during their work time shall notify the supervisor prior to leaving.
2. In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the supervisor as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the employee will be unable to perform his/her normal work function. Employees will be required to begin using sick leave on the date which their doctor certified that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the supervisor at the earliest possible time of the anticipated date on which the employee will be able to resume his/her normal duties.
3. Sick leave benefits under this provision shall be paid to the employee on sick leave only for the actual service hours and/or school hours missed due to medical inability to perform his/her normal duties.
4. No sick leave benefits of any kind will be granted after termination of employment.
5. Under a physician's statement that an employee is able to return to work, the employee shall return to his/her regular employment with the College.
6. Sick leave taken by employees will be deducted to the closest quarter-hour increment.

### **Vacation**

All regular full-year full-time employees shall receive the following vacation with pay:

During first (1st) year of employment (proration of) ..... 80 hrs (10 days)  
 After one (1) year of employment ..... 80 hrs (10 days)  
 After four (4) years of employment ..... 96 hrs (12 days)

After seven (7) years of employment .....	120 hrs (15 days)
After ten (10) years of employment.....	136 hrs (17 days)
After thirteen (13) years of employment.....	160 hrs (20 days)
After nineteen (19) years of employment.....	200 hrs (25 days)

### **Vacation Proration**

An employee's vacation time shall be calculated on the actual months of employment during the period of time from July 1 to June 30 of each fiscal year. Proration of vacation for new employees hired after July 1 shall be determined by computing the actual months of employment from the date of hire to June 30, the end of the fiscal year. Proration of vacation for an employee leaving employment before June 30 shall be determined by computing the actual months of employment from July 1, the first day of the fiscal year, to the last day of employment.

Any employee hired on or before the 15<sup>th</sup> day of the month shall be given credit for working the full month. If he/she is hired after the 15<sup>th</sup> of the month, he/she will receive no credit for that month. If he/she leaves or is terminated after the 15<sup>th</sup> of any month, he/she shall be given credit for working that full month. If he/she leaves or is terminated on or before the 15<sup>th</sup> of the month, he/she shall receive no credit for that month. The vacation time an employee is eligible for will be a direct proration of the number of months employed in a fiscal year and the appropriate number of hours taken from the above schedule.

Vacation hours may be requested by employees with the advance approval (at least five working days) of the immediate supervisor. However, the College reserves the right to schedule vacations so as to ensure continued College operations.

### **Vacation Rules:**

- Vacation time must be taken within the fiscal year earned except 56 hours may be carried over into the next fiscal year if approved by the supervisor and Human Resources Director. In each carry-over case, vacation that is carried over will be forfeited if not used by October 1 of the following fiscal year.
- Vacation may not be taken in amounts less than one hour.
- Employees must take one-half of their earned vacation during the months of June, July and the first two weeks of August. The College, at its discretion, may request an employee to schedule vacation at other times if workloads require.
- Vacation time may be taken in advance of the completion of a given fiscal year.
- When an employee leaves or is terminated prior to June 30, the amount of vacation earned from July 1 to the last day of employment is calculated. If the employee has taken less vacation than earned, compensation for the additional hours is remitted on the last paycheck. However, if the employee has taken more vacation hours than actually earned, the employee must either reimburse the school for the unearned vacation or a deduction will be made from the last paycheck.

- Vacation time taken by employees will be deducted to the closest quarter-hour increment.

## Holidays

### A. Holiday Schedule

1. All regular full-year full-time employees shall be compensated for the following holidays per year at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday. The holidays which the employees will be compensated for are as follows: Spring Holiday, Thanksgiving Day, Memorial Day, Thanksgiving Friday and Labor Day.

In addition to the above five holidays, Independence Day, Christmas Day, and New Year's Day holidays shall be given as follows:

- a. When Independence Day is:

On	Holiday(s)
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

- b. When Christmas and New Year's Day is:

On	Holiday(s)
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon

Thursday	Thursday, Friday, and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

2. All school-year employees shall be compensated for holidays at the normal base hourly rate of pay for eight hours of employment or prorated if less than a full holiday if they satisfy the eligibility below in B.

- B. **Eligibility:** In order to receive pay for any of the above named holidays, the employee must be in their normal pay status for the pay period during which the holiday falls. The employee must be in attendance on the workday immediately preceding and following the holiday to be eligible for holiday pay, except when an employee is on an approved absence such as sick leave, jury duty or vacation.
- C. **Modifications:** An employee's holiday schedule may be modified by the College to accommodate the College's work needs. The employee shall receive holidays equal to the number of days given by the procedure described in section A above.
- D. **Holiday Pay Rate:** If an employee is assigned to work on one of the above holidays, the employee shall receive two times the regular hourly rate for all hours actually worked, in addition to the holiday pay.

## SERIOUS ILLNESS AND BEREAVEMENT LEAVE

Any full-time, full-year or full-time, school-year employee is entitled to three days' absence with pay in any one fiscal year for each death in the employee's immediate family [husband, wife, brother, sister, child, (step) child, father, (step) father, mother, (step) mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, (step) grandparent, or grandchild, (step) grandchild].

Any regular full-time or school-year employee is entitled to no more than three days' absence with pay in any one fiscal year for serious illness in the employee's immediate family.

If additional days are necessary for either death or serious illness in the employee's immediate family, advanced request made prior to the days used may be approved by the College and, with such approval, the additional days will be charged against the individual's accumulated sick leave hours.

Serious illness in the immediate family is interpreted as medically recognized major illnesses or emergencies, not including cases in which the employee's presence is required simply as a nurse, caretaker, or to provide for the normal operation of the family on account of sickness, or simply to provide transportation.

## **EMERGENCY AND PERSONAL LEAVE**

**Emergency Leave:** Two days of leave with pay per year may be designated to each full-year and school-year employee as emergency leave if approved by the immediate supervisor. The second emergency leave day taken per year will be charged against the employee's accumulated sick leave days, unless the employee has more than 240 hours accumulated sick leave.

Emergency is defined as an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature, which calls for immediate action during job hours. The need for such a leave shall be communicated immediately upon knowledge of such need, in advance if possible, to the immediate supervisor or the Director of Human Resources. If advance notice is not possible, the emergency shall be reported immediately upon the employee's return.

**Personal Leave:** One day of emergency leave with pay per year as listed above may be taken for personal reasons. The day used shall be charged against the employee's accumulated sick leave days, unless the employee has more than 240 hours of accumulated sick leave. In order to be eligible for this leave, the employee must notify their supervisor of their intention to use personal leave at least two working days in advance.

This leave shall not be used before or after vacations or holidays. Personal leave must be used in amounts of not less than four hours.

## **SHUT DOWN**

The College is closed between Christmas and New Years and the week of the July 4<sup>th</sup> holiday. Those employees who are normally scheduled to work those weeks will receive an additional "paid shutdown" benefit (varies per year) to be used during these weeks.

Employees not eligible for either of the additional "paid shutdown" benefit will receive five "floating holidays" (prorated for part-time employees) to be used at a time mutually agreed on by the employee and immediate supervisor.

## **SICK LEAVE POOL**

1. The Sick Leave Pool (SLP) will be administered on a fiscal-year basis (July 1 to June 30). Teamster employees will add days to the pool.



2. Human Resources personnel will administer the solicitation of sick days for the pool by June 1 each year.
3. The maximum number of days in the pool shall be limited to 130 days. Each Teamster employee can donate up to five days per year.
4. When an employee is absent from work due to personal illness or injury and he/she meets the necessary requirements, days from the SLP shall be granted to him/her. Medical certification of the personal illness or injury is required. The intent of the SLP is to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits or he/she uses a maximum of 65 SLP days per fiscal year, whichever is sooner.
5. Days from the SLP are not available for situations covered by Worker's Compensation.
6. Days from the SLP are not available for Family and Medical Leave Act situations, other than personal illness or personal injury.
7. An employee granted days from the SLP does not have to reimburse the SLP or the District for the days utilized.
8. Before an employee can be granted days from the SLP, he/she must exhaust his/her personal accumulated sick leave. In addition, for those employees that earn paid vacation, before an employee can be granted days from the SLP, he/she must utilize all of the paid vacation he/she had earned. To ascertain this, an employee's leave record will be reviewed on the date that his/her personal accumulated sick leave is exhausted.
9. To be granted days from the SLP, an employee must have been absent for at least the preceding ten working days. However, if an employee is granted days from the SLP, returns to work, and is in need of additional days from the SLP, the above "buffer" shall be changed to five workdays.
10. In the event that the SLP balance becomes depleted to the point where 25 days or less remain, Human Resources will notify the SLP Committee within a reasonable time period. In the event the pool is depleted before the end of the fiscal year, the Teamster Union Association can solicit days sooner than June 1.
11. Employees interested in using the SLP should submit a written request to the Benefits Coordinator. The Benefits Coordinator and Teamster Union Steward or designee will review the request for approval.

## **UNPAID LEAVE OF ABSENCE**

1. In the event an employee exhausts accumulated sick leave and is not medically able, as certified by a physician, to resume the normal work assignments, the employee may by approval of the President, be placed on an unpaid leave of absence for two months or until such time as the employee is capable of returning to work, whichever is first. Thereafter, if the employee requests in writing, the President will consider an extension of the leave. During unpaid leave of absence, no fringe benefits of any kind shall be paid to or accrued by any employee on unpaid leave. However, all insurances will continue in force if the employee pays such premiums as are required.

The President may, in his/her sole discretion, grant an employee an unpaid leave of

absence for more than ten days for reasons not mentioned in paragraph one of this provision.

Employees may be granted no more than ten days of unpaid leave of absence in any one year if approved and scheduled by the immediate supervisor for reasons not mentioned in paragraph one of this provision.

2. Maternity leave of absence for the period of actual disability of the employee will be granted. Employees who become pregnant may continue to work as long as it is proven that their health and safety is ensured. Notice of approximate date of delivery shall be given as soon as it is known.
3. The College may, at any time, request a physician's statement that an employee is capable of continuing to perform normal work tasks. A physician's statement of disability may be required of an employee on a leave of absence from time to time. Failure to return to work as soon as physically able, or at the expiration of leave of absence, whichever occurs first, will result in termination of employment.

## **RETIREMENT NOTICE**

The District will pay out a lump sum of one-half of accumulated sick leave days to a maximum of 30 days at age 60 and with 15 years of service with a hire date prior to July 1, 2012. Employees will notify their supervisor and the Human Resources Office in writing at least three months prior to their intended retirement date.

Employees hired July 1, 2012 or later are not eligible for the sick leave payout upon retirement.

## **VISION INSURANCE**

Eligible employees electing health insurance are automatically enrolled in the vision plan with the same coverage (family or single) as their health insurance election. The College pays the entire premium for coverage. The benefit is a \$50 reimbursement toward the cost of glasses or contacts every two years for the employee if single health coverage is elected or each covered family member if family health coverage is elected.

## CONFIDENTIAL STAFF

### Employment

#### EMPLOYEE CLASSIFICATION

Confidential Staff are non-exempt (hourly) employees providing administrative services that require knowledge of confidential District matters.

#### DEFINITION OF EMPLOYEES

- A. Full-time – 40 hours per week.
- B. Part-time – less than 40 hours per week.

#### HOURS OF WORK

The standard workweek for a full-time employee is 40 hours. All activities during the hours of work are assigned by the supervisor. Schedule of work is determined by the supervisor and may be changed. Every effort will be given to provide advanced notice to the employee in the event the schedule needs to be changed.

Employees working a full shift will generally receive two paid breaks of 15 minutes each, scheduled by the supervisor. Employees working four hours or more will generally receive one paid break of 15 minutes.

Employees working more than six hours should take an unpaid lunch break of at least 30 minutes and no more than 60 minutes, scheduled by the supervisor.

Employees that are regularly scheduled to work on Sunday as part of their normal work week will not be paid additional compensation.

#### RECORDING HOURS OF WORK

Hours of work should be recorded accurately on the College's time reporting system. All hours worked must be recorded to the nearest quarter hour.

Altering or falsifying time records is against College administrative/operating guidelines and is grounds for disciplinary action, up to and including termination of employment.

#### ADJUNCT TEACHING

Confidential employees may be hired to teach as adjunct faculty. Adjunct assignments are determined by Divisional Deans. Adjunct teaching must not be during the normal scheduled hours of a confidential employee. A maximum of six student contact hours per week is allowed.

**RESIGNATION REQUIREMENT**

Confidential employees are required to provide a 30 day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

**Compensation and Benefits****OVERTIME/COMPENSATORY TIME**

Occasionally, an employee might be required to work in addition to their normal schedule. Supervisors will attempt to provide employees with reasonable notice when the need for additional work time arises; however, advance notice may not always be possible.

Full-time employees who work over 40 hours per workweek will receive either compensatory time or overtime pay as determined by the supervisor.

Overtime pay is calculated at the rate of 1.5 times their regular hourly rate of pay for all hours worked over 40 in any given workweek. Overtime must always be approved by a supervisor before it is performed.

Compensatory time is earned at 1.5 times the regular hourly rate of pay. The employee may accumulate up to 40 hours of compensatory time. Any time exceeding 40 hours will be paid as overtime. Use of compensatory time is subject to supervisor approval.

**TIME OFF BENEFITS****Holidays**

All full-time, full year employees will be paid for the following holidays per year as follows:

- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day-Thanksgiving Friday
- Christmas Day
- New Year's Day

When Independence Day is on:	Holiday is observed on:
Monday	Monday
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday
Thursday	Thursday and Following Friday
Friday	Friday
Saturday	Following Monday
Sunday	Following Monday

When Christmas Day or New Year's Day is on:	Holiday is observed on:
Monday	Monday and Preceding Friday Afternoon
Tuesday	Tuesday and Preceding Monday
Wednesday	Wednesday and Preceding Tuesday Afternoon
Thursday	Thursday, Friday and Preceding Wednesday Afternoon
Friday	Friday and Preceding Thursday Afternoon
Saturday	Monday and Preceding Friday Afternoon
Sunday	Monday and Preceding Friday Afternoon

Employees who work less than 51 weeks will be compensated for the holidays that fall within their scheduled workweeks.

## VACATION

All full-time Confidential employees will receive vacation benefits as follows:

Years of Service	Number of Vacation Days/Hours
0 – 3	93 hours (12 days)
4 – 6	108.50 hours (14 days)
7 – 12	131.75 hours (17 days)
13 – 15	155 hours (20 days)
16+	193.75 hours (25 days)

All vacation must be scheduled with the approval of the employee's immediate supervisor. Employees are able to carry over five days of vacation into the next fiscal year with approval of their immediate supervisor. This should be an exception to the rule versus the norm.

A prorated portion of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling their employment obligation for the remainder of the fiscal year.

Vacation is provided July 1<sup>st</sup> of each fiscal year. End of employment prior to the end of a fiscal year results in pro-rating vacation back to the actual time earned for time worked. Any time earned but not used will be paid out based on the last day of employment. Any time taken but not earned, is owed the District.

Part-time Confidential employees will receive pro-rated time-off benefits based upon their status. To be eligible for prorated benefits a part-time employee must be employed for 16 consecutive weeks and work 20 hours per week.

## NOTIFICATION OF ABSENCE

When employees, because of illness, weather, weather conditions or other emergencies, find it necessary to be absent during their normal schedule, they should contact their immediate supervisor prior to the beginning of their normal workday.

If the immediate supervisor cannot be reached, the employee should speak to another member of their unit so a message can be given to the employee's supervisor.

## SICK LEAVE

The College provides sick leave benefits for employees for their own personal illness. An employee's immediate supervisor or Human Resources may request a physician statement verifying the illness.

Full-time employees shall accumulate up to 120 days based upon their number of weeks of employment as follows:

Weeks of Employment	Sick Days
52 weeks	96 hours (12 days) effective with employment and 96 hours (12 days) each July 1 <sup>st</sup> thereafter.
46–51 weeks	88 hours (11 days) effective with employment and 88 hours (11 days) each July 1 <sup>st</sup> and thereafter
41–45 weeks	80 hours (10 days) effective with employment and 80 hours (10 days) each July 1 <sup>st</sup> thereafter
36–40 weeks	5 days effective with employment and 5 days each July 1 <sup>st</sup> thereafter

Three days of sick leave in a fiscal year may be used for the care of an ill immediate family member. For the purpose of this benefit immediate family is defined as husband, wife, brother, sister, child (step), grandparent (in-law), father (step), mother (step), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or grandchild (step). The need for such leave must be communicated immediately upon knowledge of such need, in advance if possible to the immediate supervisor. The reason for emergency leave is to be documented on absent reports turned in to Human Resources.

Part-time Confidential employees will receive pro-rated time-off benefits based upon their status. To be eligible for prorated benefits a part-time employee must be employed for 16 consecutive weeks and work at least 20 hours per week.

## EMERGENCY LEAVE

Emergency leave up to two days per fiscal year may be granted by the immediate supervisor to cover an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours.

## BEREAVEMENT LEAVE

Bereavement leave up to three days per fiscal year may be granted by immediate supervisor to cover serious illness or death of a close relative such as husband, wife, brother, sister,

child (step), grandparent (in-law), father (step), mother (step), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or grandchild (step).

## **SHUT DOWN**

The College is closed between Christmas and New Years and the week of the July 4<sup>th</sup> holiday. Those employees who are normally scheduled to work those weeks will receive an additional “paid shutdown” benefit (varies per year) to be used during these weeks.

## **RETIREE HEALTH INSURANCE**

### **Eligibility**

Full-time employees with an original full-time hire date before July 1, 2012 and no break in service are eligible for health insurance upon retirement based on the following parameters:

An applicant for this retirement benefit must be a full-time employee who is at least 62 years of age at the time of retirement and have completed at least 20 years of continuous service at time of retirement.

An employee is eligible for the retiree health insurance plan based on the health insurance benefit the employee has in effect at the time of retirement. An employee may amend their election while on retiree coverage due to a qualifying event, (*i.e.*, spouse loss of coverage, marital status, etc.). An employee not enrolled in the health insurance plan at the time of retirement (either at open enrollment or with a qualifying event) is not eligible for the retiree health insurance.

### **Benefit**

The District will pay 100% of the dollar amount it pays for active single health insurance plan coverage. If there is a change in the dollar amount the District pays for health insurance for an active single plan, then the District will also make a revision in the dollar amount it pays for retired employees.

The District will provide a single group health insurance plan to the retiree through the end of the month in which the retiree becomes eligible for Medicare provided the retiree pays their required portion of the monthly premium. If the retiree desires a family health insurance plan, the retiree must pay the difference between what the District is contributing for a single retiree health insurance plan and the cost of a family health insurance plan.

### **To Receive This Benefit**

Employees who are intending to retire are required to provide a six month notice of retirement.



**UNPAID LEAVE OF ABSENCE**

In the event an employee exhausts accumulated sick leave and is not medically able, as certified by a physician, to resume the normal work assignments, the employee may request to be placed on an unpaid leave of absence for two months or until such time as the employee is capable of returning to work, whichever is first. This request should be made in writing, at least ten days in advance of the need or as soon as medically possible, to the immediate supervisor and Human Resources. The District will review requests for unpaid leave of absence on an individual basis. During the unpaid leave of absence, no fringe benefits of any kind shall be paid to or accrued by any employee on unpaid leave.

## ADJUNCT FACULTY

### Employment

#### ADJUNCT FACULTY ROLE

Adjunct faculty members are hired because of the expertise they bring to the classroom from the world of work. Adjunct assist with Northcentral Technical College's mission of being the customer-focused, accessible provider of learning that builds a competitive workforce.

Adjunct faculty are vital members of the NTC team and play an important role in serving our customers, students, parents, business people and many others.

Adjunct faculty are provided a variety of resources. All new adjunct faculty members are required to complete an orientation program coordinated by the Office of Organizational Development. Teaching tools and curriculum help are provided through the Educational Support Services Office.

#### TEACHING CERTIFICATION

Adjunct faculty employees are required to be certified. Certification of faculty, both part-time and full-time, is governed by the Wisconsin Administrative Rule, Chapter TCS3, which identifies minimum requirements for initial certification and continued certification. Specific certification requirements for each of these positions can be found at the [WTCS website](http://systemattic.wtcsystem.edu/certification), <http://systemattic.wtcsystem.edu/certification>.

The WTCS certification process begins after a district has hired an instructor or made an assignment. WTCS requires official transcripts from individuals and written verification of occupational experience from present or previous employers as part of the certification process.

The initial instructional certificate is valid for three years and may be renewed for additional two year periods if during the certification period the individual completes one of the required courses listed on the certificate.

For questions about certification contact the Organizational Development Office at extension 1490.

#### HOURS OF WORK

Adjunct faculty can be scheduled up to 20 student contact hours per week.

## RESIGNATION

Adjunct faculty are encouraged to resign at the end of their class assignment in the best interest of learners. If that is not possible, a 60-day notice is preferred.

## MENTORING

All new adjunct faculty members at NTC are assigned a mentor by his/her immediate supervisor for the first year of employment.

## ORIENTATION REQUIREMENTS

Orientation to the College consists of three different components.

1. **Online Orientation** – The Adjunct Faculty Blackboard site provides a variety of learning modules for new adjunct to complete as a part of his/her orientation. Each module has a quiz associated with it to help ensure learning of the material. The modules include:

- NTC Vision, Mission, Community Benefits Statements, Core Beliefs & Strategic Directions
- Armed Intruder
- Consensual Relations
- Family Educational Rights and Privacy Act at NTC

The final orientation quiz must be completed prior to teaching additional courses for NTC.

2. **Face-to-Face Orientation within Learning Division** –Face-to-face orientation may include time spent with:

- The Dean or the Associate Dean
- A Learning Coordinator
- An Administrative Assistant
- A Faculty Mentor

3. **Adjunct Faculty Intranet Site** – provides resources materials for use by adjunct faculty. It is recommended that orientation assignments within Blackboard be completed prior to exploring the site.

## PROCESS FOR SUBMITTING COURSE SYLLABI

Each semester, all faculty members are required to submit their syllabi to the Educational Support Services Office. When documents have been finalized for the semester, a copy of the syllabus should be electronically stored in a location accessible to adjunct employees.

Adjunct instructors who are unable to access the S-drive on campus should work with their supervisor to submit course syllabi. If you have questions, please contact your Dean or the Educational Support Services Office at extension 1465.

## Compensation

### ADJUNCT FACULTY COMPENSATION

Adjunct faculty compensation will be based on a stipend payment. Following are required components of the stipend payment:

- Grading
- Prep
- Orientation
- Team meetings as required
- One office hour per week for each 3 credit class
- Updated syllabus

#### Stipend Payment for Adjunct Teaching Post-Secondary Courses

Credit	Lecture	Lab	Clinical
1	\$630	\$1,260	\$1,890
2	\$1,260	\$2,520	\$3,780
3	\$1,890	\$3,780	\$5,670
4	\$2,520	\$5,040	\$7,560
5	\$3,150	\$6,300	\$9,450

Learning Center and Alternative High School adjunct faculty in addition to the components above will complete client reporting and grant reporting as required. Payment for instruction will be a stipend payment based upon overall assignment requirements.

#### Adjunct Stipend Payments for Post-Secondary/ABE and Continuing Education Online Anytime Start Courses

#### Stipend Payment for Post-Secondary/ABE Online Anytime Start Course for Adjunct Faculty<sup>1</sup>

Credits	1	2	3
Base Pay	\$500	\$1,000	\$1,500
# of Enrolled Students			
1-6	\$650	\$1,300	\$1,950
7-12	\$800	\$1,600	\$2,400
13-18	\$950	\$1,900	\$2,850
19-24	\$1,100	\$2,200	\$3,300
Over 24	Per class size overload guidelines		

<sup>1</sup> The stipend for teaching a post-secondary/ABE online anytime start course includes a combination of base pay of \$500 per credit and an additional payment of \$150/credit for every 6 students that enroll in the course.

### Adjunct Stipend Payments for Continuing Education and Business and Industry Solutions

The stipend payment for adjunct faculty for Continuing Education or Business and Industry Solutions courses is based on customer need, overall project components and credit value.

### Stipend Payment for Continuing Education and Business and Industry Solutions

Credit	Stipend Payment	Credit	Stipend Payment
0.05	\$70	0.55	\$770
0.1	\$140	0.6	\$840
0.15	\$210	0.65	\$910
0.2	\$280	0.7	\$980
0.25	\$350	0.75	\$1,050
0.3	\$420	0.8	\$1,120
0.35	\$490	0.85	\$1,190
0.4	\$560	0.9	\$1,260
0.45	\$630	0.95	\$1,330
0.5	\$700	1	\$1,400

### Stipend Payment for Continuing Education Online Anytime Start Course for Adjunct Faculty<sup>2</sup>

Credits	0.05	0.1	0.15	0.2	...1 credit
Course Length (hrs)	1-2	3-4	5-6	7-8	...40
Base Pay	\$50	\$85	\$120	\$155	...\$715
# of Enrolled Students					
1-6	\$125	\$160	\$195	\$230	...\$790
7-12	\$200	\$235	\$270	\$305	...\$865
13-18	\$275	\$310	\$345	\$380	...\$940
19-24	\$350	\$385	\$420	\$455	...\$1015
Over 24	Per class size overload guidelines				

<sup>2</sup> Base rate calculated at \$35 per 0.05 credit. Rate for enrollment is \$75 per student enrollment tier

### Course Requirements for Continuing Education and Business & Industry Solutions:

These courses should contain, at a minimum, a *Course Summary and Handouts/Student Materials*.

Course Summary should include:

- Syllabus following the NTC Syllabi guidelines

- Course Name
- Course Number, if known
- Course Hours
- Course Description
- Timed Course Outline describing the content areas to be covered and the amount of time dedicated to each content area.

Handouts should include:

- Powerpoints, outlines or worksheets for student use
- Learning activities and assessment tools, if appropriate

The Course Summary should be submitted to [ContinuingEd@ntc.edu](mailto:ContinuingEd@ntc.edu) or Business and Industry Solutions as soon as the course is scheduled to facilitate marketing of the course. Handouts should be submitted at least two weeks prior to the course so they can be distributed to the students.

Adjunct faculty that team teach a course will be paid a stipend payment based on the overall assignment requirements.

## CURRICULUM

Adjunct faculty may be assigned curriculum projects. These projects will be compensated based on a stipend payment. Required components of curriculum projects for post-secondary courses are as follows:

1. The required end product includes syllabus, course outcome summary, learning plans, and Performance Assessment Tasks (PATs) in WIDS and in Blackboard shell.
2. Curriculum for a course must be consistent across the District regardless of location or method of delivery.
3. Stipend payment made once product is approved by the Dean, Instructional Designer and peer review.
4. The stipend payment will be made for new courses, revamping curriculum (40% new as required by accrediting body or third party). These courses must be listed as a requirement on the Product Development Plan.
5. Pre-requisite for the stipend payment is the Teaching Methods course (#52), the Curriculum and Course Construction (#50), and an online training course (for fully online/hybrid course).
6. Educational Support Services will review and approve all new and revised curriculum and take the lead and assist the Dean in providing a list of courses that need to be updated or created. This work will become part of the Team Action Plan at the beginning of the year and identified as a stipend payment or team time requirement.
7. Online curriculum courses require complete development in BlackBoard. See Quality Standards Checklist.

**Adjunct Stipend Payment for Curriculum Development for Post-Secondary Courses**

<b>Credit</b>	<b>Stipend Payment</b>
1	\$800
2	\$1,600
3	\$2,400
4	\$3,200
5	\$4,000

**Payment for Non Post-Secondary Curriculum Development Products for Continuing Education and Business & Industry Solutions**

Payment will be based on a pro-rated formula derived from the credit value of the course.

<b>Credit</b>	<b>Payment</b>	<b>Credit</b>	<b>Payment</b>
0.05	\$40	0.55	\$440
0.1	\$80	0.6	\$480
0.15	\$120	0.65	\$520
0.2	\$160	0.7	\$560
0.25	\$200	0.75	\$600
0.3	\$240	0.8	\$640
0.35	\$280	0.85	\$680
0.4	\$320	0.9	\$720
0.45	\$360	0.95	\$760
0.5	\$400	1	\$800

## SALARIED NON-REPRESENTED

### Employment

Salaried Non-Represented employees do not have a community of interest with other employee groups. The Herdsman and the Farm Managers are located in this employment classification. These positions are salaried and exempt from overtime payment.

### Compensation and Benefits

#### TIME OFF BENEFITS

##### Holidays

Holidays are part of the normal work schedule and are compensated as part of the normal work week.

##### Vacation

Ten days of vacation are given in a fiscal year to be used between July 1<sup>st</sup> and June 30<sup>th</sup>.

All vacation must be scheduled with the approval of the employee's immediate supervisor.

A proration of the vacation benefit is given upon date of hire based on the assumption of the employee fulfilling their employment obligation for the remainder of the fiscal year.

Vacation is provided July 1<sup>st</sup> of each fiscal year. End of employment prior to the end of a fiscal year results in pro-rating vacation back to the actual time earned for time worked.

Any time earned but not used will be paid out based on the last day of employment. Any time taken but not earned is owed the District.

#### NOTIFICATION OF ABSENCE

When employees, because of illness, weather, weather conditions or other emergencies, find it necessary to be absent during their normal schedule, they should contact their immediate supervisor prior to the beginning of their normal workday.

If the immediate supervisor cannot be reached, the employee should speak to another member of their unit so a message can be given to the employee's supervisor.



**SICK LEAVE**

The College provides sick leave benefits for employees for their own personal illness. An employee's immediate supervisor or Human Resources may request a physician statement verifying the illness.

Full-time full-year Salaried Non-Represented employees shall receive five days of sick leave upon hire and five days each July 1<sup>st</sup> to a maximum of 30 days.

**EMERGENCY LEAVE**

Emergency leave up to three days per fiscal year may be granted by the immediate supervisor to cover an unforeseen and uncontrollable combination of circumstances, or circumstances of a human compelling personal nature which calls for immediate action during job hours.

Emergency leave may be used for the care of an ill family member. The need for such leave must be communicated immediately upon knowledge of such need, in advance if possible to the immediate supervisor. The reason for such leave is to be documented on absent reports turned in to Human Resources.

Family member is defined as: husband, wife, brother, sister, child (step), grandparent (in-law), father (step), mother (step), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchild (step).

**BEREAVEMENT LEAVE**

Paid leave that allows for time off for serious illness or death of immediate family members.

Up to three days in a fiscal year for each death under immediate family.

A total of three days for the serious illness of immediate family members.

Immediate family is defined as husband, wife, brother, sister, child (step), grandparent (in-law), father (step), mother (step), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or grandchild (step).

**PART-TIME SALARIED NON-REPRESENTED EMPLOYEES**

Part-time Salaried Non-Represented Employees will receive pro-rated benefits based upon their status. To be eligible for prorated benefits a part-time employee must be employed for 16 consecutive weeks and work 30 hours per week.

**UNPAID LEAVE OF ABSENCE**

In the event an employee exhausts accumulated sick leave and is not medically able, as certified by a physician, to resume the normal work assignments, the employee may submit

a request for consideration to be placed on an unpaid leave of absence for two months or until such time as the employee is capable of returning to work, whichever is first.

Thereafter, if the employee requests in writing, the College will consider an extension of the leave. During the unpaid leave of absence, no fringe benefits of any kind shall be paid to or accrued by any employee on unpaid leave.

## **RESIGNATION**

Salaried Non-Represented Employees are required to provide a 30 day notice of intent to resign in order to receive payout of earned unused vacation. An employee's last day of employment is considered to be the last day worked.

## CLASSIFIED NON-UNION EMPLOYEES

All employees not falling into one of the above categories are called Classified Non-Union Employees (CNU).

## APPENDIX

## 2012-2013 CALENDAR\*\*

Summer 2012 (0445)																	Fall 2012 (0450)										Spring 2013 (0455)									
	M	T	W	R	F	Sa	Su		M	T	W	R	F	Sa	Su			M	T	W	R	F	Sa	Su												
June					1	2	3	August			1	2	3	4	5	January			{1}	2	3	4	5	6												
2012	4	5	6	7	8	9	10	2012	6	7	8	9	10	11	12	2013	7	8	9	10	11	12	13													
	11	12	13	14	15	16	17		-13-	14	15	16	17	18	19		14	15	16	17	18	19	20													
	18	19	20	21	22	23	24		20	21	22	23	24	25	26		21	22	23	24	25	26	27													
	25	26	27	28	29	<30>			27	28	29	30	31				28	29	30	31																
								September								February																				
July							<1>																													
2012	<2>	<3>	<4>	<5>	<6>	<7>	<8>	2012	{3}	4	5	6	7	8	9	<2>						1	2	3												
	9	10	11	12	13	14	15		10	11	12	13	14	15	16			4	5	6	7	8	9	10												
	16	17	18	19	20	21	22		17	(18)	19	20	21	22	23			11	12	13	14	15	16	17												
	23	24	25	26	27	28	29		24	25	26	27	28	29	30			18	19	(20)	21	22	23	24												
	30	31																25	26	27	28															
								October																												
Key:								2012	1	2	3	4	5	6	7			March					1	2	3											
☐	Semester classes start and end dates (78 student contact/sem x 2 = 156 total)								8	9	10	11	12	13	14			4	5	6	7	8	9	10												
☐	Grading day (grades due-entered in PeopleSoft/no classes (prof day) (2)								15	16	17	18	19	20	21			11	12	13	14	15	16	17												
(#)	In-service/campuses closed until 5pm; All Campuses open 5pm – 10pm (2)								22	23	24	25	26	27	28			18	19	20	21	22	23	24												
{#}	Holiday (all campuses closed) (7)								29	30	31							25	26	27	28	{29}	<30>	<31>												
[#]	On Campus faculty prep/team mtgs (prof day) (2)							November				1	2	3	4			April	1	2	3	4	5	6	7											
<#>	All campuses closed.							2012	5	6	7	8	9	10	11			2013	8	9	10	11	12	13	14											
#\	Campus closed at 5:00pm								12	13	14	15	16	17				15	16	17	18	19	20	21												
*#*	Graduation (prof day) (2)								19	20	21	{22}	{23}	<24>	<25>			22	23	24	25	26	27	28												
-#-	Summer grades due—entered in PeopleSoft								26	27	28	29	30					29	30																	
	Additional Annual Professional Days-- as directed (9)							December																												
	Total 180 days							2012	3	4	5	6	7	8	9	16			6	7	8	9	10	11	12											
	Spring Break March 25-30								10	11	12	13	14	*15*	16			13	14	15	16	17	*18*	19												
									17	18	19	20	21	<22>	<23>			20	21	22	23	24	<25>	<26>												
									{24}	{25}	<26>	<27>	<28>	<29>	<30>			{27}	28	29	30	31														
									{31}																											



**Northcentral Technical College**  
**2012/2013**  
**College Campus Schedule -- Effective August 1, 2012**

**STANDARD HOURS**

**\*WAUSAU CAMPUS DOORS OPEN** Monday-Friday 6:00 am-10:00 pm; Saturday/Sunday 7:00-5:00 pm; security will be present  
**REGIONAL CAMPUS DOORS OPEN** Monday-Friday 7:00 am-10:00 pm; Saturday 7:00-5:00 pm; Sunday hours by request  
**MERRILL CAMPUS DOORS OPEN** Open only when classes are scheduled or by request

**WAUSAU CAMPUS BUSINESS HOURS** Learning Division Offices -- 7:30 am - 6:00 pm  
**Monday-Friday** Student Services / IT -- 7:30 am - 7:00 pm  
 Library 7:30 - 10:00 pm  
 Cashier 7:30 am - 6:00 pm  
 All Other Services -- 7:30 am - 5:00 pm

**WAUSAU CAMPUS SATURDAY HOURS** Student Services and IT 7:30 am - 12:00 noon  
 Library 7:30 am - 5:00 pm

**WAUSAU CAMPUS SUNDAY HOURS** Library 7:30 am - 5:00 pm

**DEFINITIONS**

**CAMPUS CLOSED** Building locked; access cards unavailable.

**INSERVICE** The College is closed to students and customers until 5:00 pm.  
 Regional campus staff will travel to Wausau to participate  
 All campuses will be open 5:00 pm -10:00 pm  
 Regular classes will not be scheduled.

**WINTER BREAK** December 12, 2012 through January 19, 2013; standard hours in effect  
 (time between regular semesters)

**SPRING BREAK** March 25, 2013 through March 30, 2013; standard hours in effect

MONTH	YEAR 2012/2013	CAMPUS OPEN	CAMPUS CLOSED AT 5:00 PM	CAMPUS CLOSED	CAMPUS SATURDAY HOURS	CAMPUS SUNDAY HOURS	INSERVICE HOURS
July	Friday, June 29		X				
	Saturday, June 30			X			
	Sunday, July 1			X			
	Mon-Sun, July 2-8			X			
August	Friday, August 24	X					
	Saturday, August 25 -- Hours to be determined for Cashier/Student Services				X		
	Sunday, August 26 -- Hours to be determined for Cashier/Student Services					X	
September	Friday, August 31		X				
	Saturday, September 1			X			
	Sunday, September 2			X			
	Monday, September 3			X			
	Tuesday, September 18						X
November	Wednesday, November 21	X					
	Thursday, November 22			X			
	Friday, November 23			X			
	Saturday, November 24			X			
	Sunday, November 25			X			

MONTH	YEAR 2012/2013	CAMPUS OPEN	CAMPUS CLOSED AT 5:00 PM	CAMPUS CLOSED	CAMPUS SATURDAY HOURS	CAMPUS SUNDAY HOURS	INSERVICE HOURS
<b>December</b>	Wed-Thurs December 19-20	X					
	Friday, December 21		X				
	Saturday, December 22			X			
	Sunday, December 23			X			
	Monday, December 24			X			
	Tuesday, December 25			X			
	Wed-Sun, December 26-29			X			
	Monday, December 31			X			
<b>January</b>	Tuesday, January 1			X			
	Wed-Fri, January 2-4	X					
	Saturday, January 5				X		
	Sunday, January 6					X	
	Mon-Fri, January 7-11	X					
	Saturday, January 12				X		
	Sunday, January 13					X	
	Mon-Fri, January 14-18	X					
	Saturday, January 19				X		
	Sunday, January 20					X	
	Mon-Thurs, January 21-24	X					
	Fri, January 25	X					
	Saturday January 26 -- Hours to be determined for Cashier/Student Services				X		
	Sunday, January 27 -- Hours to be determined for Cashier/Student Services					X	
<b>February</b>	Wednesday, February 20						X
<b>March</b>	Friday, March 22	X					
	Saturday, March 23				X		
	Sunday, March 24					X	
<b>April</b>	Mon-Thur, March 25-28	X					
	Friday, March 29			X			
	Saturday, March 30			X			
	Sunday, March 31			X			
<b>May</b>	Friday, May 24		X				
	Saturday, May 25			X			
	Sunday, May 26			X			
	Monday, May 27			X			





## ACKNOWLEDGEMENT AND AGREEMENT

This is to acknowledge that I have received a copy or am able to access a copy of the Northcentral Technical College Employee Handbook either online or through the Human Resources office.

I understand that the Employee Handbook and applicable addendum set forth the terms and conditions of my NTC employment as well as the duties, responsibilities and obligations of NTC employment. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, operating guidelines and standards it sets forth. I also understand that NTC reserves the right to revise, delete, and/or add to the provisions of this Employee Handbook. No oral statement or representations can change any provision of this Employee Handbook.

I understand that, with the exception of written employment agreements, this Employee Handbook supersedes all prior agreements, past practices, understandings, and representations concerning my employment with NTC. I acknowledge that the online Employee Handbook includes the most up-to-date information and that it is my responsibility to obtain the latest version of the Employee Handbook.

---

Employee Signature

---

Date

---

Employee Name (printed)

Please return to Human Resources (mail stop WH)