



Western Texas College Employee Handbook

Revised 7/17/2018

This handbook supersedes all previous employee handbooks issued by Western Texas College.

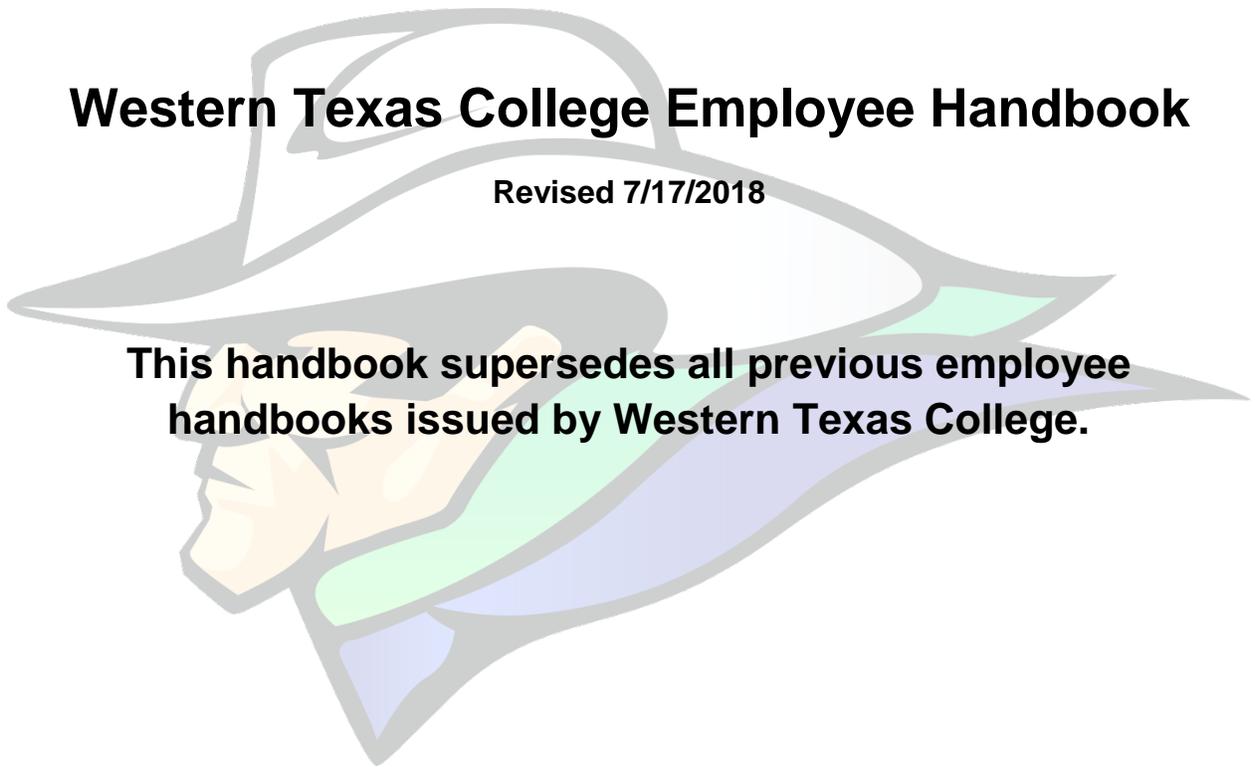


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Sex and Sexual Violence



Employee Guidelines

This handbook provides guidelines related to the appropriate handling of matters concerning personnel policies and procedures of employment. These guidelines are for informational purposes and are not intended to be a legal document or an employment contract. Questions regarding the guidelines should be directed to your immediate supervisor, or to the Human Resources Department. The college reserves the right to change, modify, suspend, interpret or cancel, in whole or in part, any personnel policy, guideline or practice at any time without advance notice. Detailed policy guidelines can be found in our Board Policy Manual. Instructions on how to view this manual online are outlined in the Board Policy section of this handbook.

At Will Employment Relationship

This handbook is not intended to create or constitute an expressed or implied contract between the College and any one or all of its employees. The College or the employee may terminate the employment relationship at any time, without prior notice. The college may terminate an employee for any or no reason with or without the use of progressive discipline. This is called “At Will Employment.” Apart from the policy of At-Will employment and those policies required by law, the College may change its policies or practices at any time without prior notice. The Board Policy Manual details the policies relating to At Will Employment in DCC(LEGAL).

Mission Statement

Western Texas College (WTC) is committed to excellence as it challenges students to reach their full potential.

The institutional goals of Western Texas College are to:

- Provide quality education for pre-professional, general, career, technical, workforce and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff and faculty succeed

- Provide a safe learning environment that encourages and facilitates social, cultural, economic and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation and civic responsibility

Standards of Conduct

The following standards of conduct shall apply to all employees:

1. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct.
2. No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.
3. No employee shall accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.
4. No employee shall make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
5. No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.

Employees of the College are reminded that, as a tax-supported institution, Western Texas College must maintain a neutral position with respect to political and religious activities. Therefore, no employee shall act or speak on behalf of the College regarding political or religious matters. This in no way abridges your rights as an individual to

participate in political and/or religious matters of your choice. For more information, see Board Policy Manual DH(LEGAL), DH(LOCAL) and DHC(LEGAL).

Western Texas College Board of Trustees

- Mr. Lee Presswood – President
- Mr. Tim Riggan
- Mr. Drew Bullard
- Dr. Jay Kidd
- Mr. Eddie Peterson
- Mr. Mike McWilliams
- Mr. Scott Richburg

Administration

- Dr. Barbara Beebe – President
- Mr. Ralph Ramon – Vice President and Dean of Student Services
- Ms. Stephanie Ducheneaux – Dean of Instructional Affairs
- Mr. Britt Canada – Dean of Institutional Research and Effectiveness
- Ms. Patricia Claxton – Chief Financial Officer
- Ms. Emily Powell – Dean of Technology & Information Security
- Ms. Tammy Davis – Athletic Director

ADA Statement

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other terms and conditions of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities, as defined by the Act, with appropriate reasonable accommodation that does not impose an undue hardship on the college. If any employee needs accommodations, contact the Human Resources Department for assistance.



Equal Employment Opportunity

Western Texas College is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, compensation, terms, conditions, or privileges of employment as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act (ADA) and the Vietnam Era Veteran's Readjustment Assistance Act of 1972. Discrimination on any of these bases will not be tolerated.

The College designates the Director of Human Resources to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 and to comply with Title IX of the Education Amendments of 1972. The Director's office address and phone number: 6200 College Ave., Snyder, Texas 79549, 325-574-7602.

All employees of the College must comply with this policy and the laws dealing with discrimination. Any employee who violates such policies shall be subject to appropriate disciplinary action up to and including termination of employment. Any individual who believes that a violation of this policy has occurred may raise concerns or file a complaint without fear of retaliation. Complaints should be directed to the Director of Human Resources and follow the complaint procedure. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation is prohibited and constitutes grounds for disciplinary action up to and including termination. The College has an Affirmative Action obligation and/or right to investigate and take appropriate action regarding allegations of possible discriminatory action whether or not a written complaint has been received.

For the complete policy on Equal Employment Opportunity, see Board Policy Manual DAA(LEGAL) and DAAA(LEGAL). Also Employee Rights and Privileges in Board Policy Manual DG(LEGAL) and DGA(LEGAL).



Campus Map

A map of Western Texas College can be found on our website (www.wtc.edu) on the Campus tab or at the following link, [campus map](#).

Office Hours

Administrative offices will be open from 8 am until 5 pm, Monday through Thursday, and 8 am until 4 pm on Friday. Beginning on Monday following graduation and continuing through the second week in August, office hours will be 7 am until 5 pm Monday through Thursday. The campus bookstore is open Monday through Friday from 8 am until 5 pm and is open during the summer. The cafeteria is open Monday through Friday for breakfast from 7 am until 9 am; 11 am until 1 pm for lunch, and 5:30 pm through 7 pm for dinner. Saturday and Sunday the cafeteria is open for brunch from 11:30 am – 1 pm and dinner from 5 pm – 6 pm. The cafeteria is closed during the summer.

MyWTC

MyWTC is a system used to manage your employment information and personal information. There is a link to [MyWTC](#) on the homepage of the WTC website. Your login for the system is the same as your login to your computer. Through this system you will be able to manage your leave and hours worked for Payroll as well as monitor your leave balances.

Campus Alert System

The RAVE system is a campus-wide communication system used to notify students, staff and faculty of emergencies on campus or weather-related closings. The notifications can be sent via email, text or calls to your cell phone. You are automatically registered to receive email alerts when your WTC email account is set up. It is recommended that you complete the registration process by logging into [MyWTC](#), accessing the RAVE system and entering the best way to receive notifications. Your login information is the same as your login to your computer.



Board Policies Manual

The Western Texas College [Board Policies Manual](#) is located on the website on the Human Resources tab under the Links section, or at the link above. As policies are often in the process of revision and evaluation related to changes in structure and applicable laws, our most current policies will always be found on our website at the link above. You can search this manual by specific topic or read through the entire manual online. Each employee of Western Texas College is given instructions on how to view a copy of Board Policy upon initial employment and Board policy is to be reviewed yearly thereafter.

Forms and Publications

There are many online resources on our WTC website for employees. To locate the Forms and Publications page, go to the homepage and you will see a tab at the top of the screen for Faculty/Staff. Scroll down to Forms & Publications to find the most current version of our common forms or publications.

Building and Facilities Use

Eating, drinking, smoking and use of tobacco products are not allowed in classrooms. Requests for use of buildings and facilities for purposes other than regularly scheduled classes shall be submitted to the Visitor Center, through the use of the [Special Event Request form](#) found on our website on the Forms & Publications page referenced above. After receipt of the Special Event Request, the event will be coordinated by phone or email with all individuals who might have an interest in the event. After coordination is completed, each person involved will receive an email with the details of the event noted. For more college policies on the use of college facilities, see Board Policy Manual DGD(LOCAL).

Maintenance Operations



Building maintenance and custodial services are directed by TD Industries. All requests for repairs, replacement, or any other actions, which affect the maintenance and operation of the college, must be submitted on the [School Dude website](#) or by calling TD Industries at 325-574-7673.

All keys used in the college shall be the responsibility of the Director of TD Industries. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out his/her job duties. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All key requests should be accompanied by a [Key Request](#) form (found on our Forms and Publications webpage) and forwarded to TD Industries for processing. All requests require the signature of the immediate supervisor and the signature of the Chief Financial Officer (CFO) if the key is a master key.

TD Industries has set up a key control system with a record for the number of each key filed. The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Keys shall be used only by authorized personnel and shall never be loaned to students. The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned to unauthorized personnel.

Employment Practices

It is the policy of WTC to comply with all policies in relations to employment practices. Our detailed polices for employment practices can be found in Board Policy Manual DC (LEGAL) and DC(LOCAL).

Budget Requests

The fiscal year of operation begins on September 1 and continues through to August 31. Typically, in February of each year, the Administrative Team will meet with respective department heads and program directors to review the budget and discuss procedures to be followed in the preparation of the upcoming year's budget.



Each department head or program director will review their current budget and will formulate a proposed budget for the coming year. The proposed budget is to be presented to administrative staff for discussion and possible adjustments.

The Business Office and/or Controller will have copies of your respective budget(s) for review and formulation.

Business Office

The Business Office is located in the Administration Building (Building 20/Palmer Hall).

Travel

All college vehicles are under the jurisdiction of the CFO/TD Industries. No college vehicle or equipment may be loaned or otherwise assigned for use other than college operations without the express written approval of the President of the college. All travel must be approved by administrative staff in advance of your travel.

[The Vehicle Request form](#) (found on the Forms and Publications page of our website) should be completed and submitted to the employee's immediate supervisor. The destination and departure/return time are both required on the form, as well as proper account number(s). The supervisor's signature is required before the form is sent to TD Industries/Maintenance where a vehicle is assigned.

General Rules Pertaining to Travel

Employees must be placed on an approved driving list before they are allowed to drive a college vehicle. Contact the Director of Compliance and Purchasing in the Business Office to initiate that process. This may take a number of days, so be sure to complete this well in advance of travel.

When you travel for College purposes on an approved trip, you will be reimbursed specific dollar amounts for daily meal expenses (per diem). These

reimbursement amounts do not change unless larger amounts have been approved by Administrative Staff prior to your travel.

Breakfast \$ 6.00 (must be traveling prior to 8 am)

Lunch \$ 9.00

Dinner \$15.00 (must be returning after 6 pm)

Request a fleet vehicle as soon as you know of your travel dates due to the high volume of requests and limited vehicles available. Fleet Vehicles will be used by employees after approval from their immediate supervisor and TD Industries. All reasonable servicing/expenses (oil, gasoline, and minor adjustments) are completed by TD Industries. Gas credit cards are available from the Business Office for extended trips. Any other difficulties while on the road should be handled by procedures of TD Industries.

If you elect to use your personal vehicle rather than a College fleet vehicle for College-related travel, you are eligible for reimbursement at a rate of \$.40/mile driven for the College-related travel. Mileage will be determined in accordance with the official map of the Texas Highway Department with payment allowed for the shortest distance. All expenses of personal cars must be borne by the employee during the trip.

Employees need to complete a [Check Request](#) or a [Travel Expense Voucher](#) (usually needed if there are travel charges other than just per diem, such as personal vehicle mileage or hotel charges) for reimbursement. The forms are located on the [WTC website](#) under [Forms and Publications](#). The form must be signed by the employee and supervisor before the Business Office will process the reimbursement request. If requesting more than meal reimbursement or personal vehicle mileage reimbursement, copies of receipts (such as hotel, taxi, etc.) must be attached to the Travel Expense Voucher. The Travel Expense Voucher is always used when money for travel has been advanced to an employee and needs to be completed when returning from all travel.



For any reimbursement, travel or miscellaneous, Western Texas College does not reimburse Texas state sales tax. Reimbursement for hotel or room expense will be made together with other travel expenses. Although the college policy does not specify the amount to be paid for room accommodations, the employee should use sound judgment in the selection of a room. Signed receipts for hotel and room rent will be required. For hotels, print and complete the [Travel-Hotel Tax Exemption form](#) which is found on the Forms & Publications page of the WTC website. This form should be completed and turned into the hotel at check in. Review hotel receipts for any state sales tax charges and make sure they are credited off before returning to WTC and requesting reimbursement. Local/City taxes will be reimbursed, but not state sales tax. Room service and special services will not be paid.

The use of taxis for official trips will be permitted, providing they are necessary for official business. An itemized list of taxi fares must be shown on the reverse side of the Travel Expense Voucher form.

The employee may also secure advance money for a trip and reconcile at the end of the trip through the Travel Expense Voucher procedure.

Gasoline for vehicles will be provided on campus at a considerable savings to the college. Individuals using college transportation for trips should make sure that their vehicles are filled with gas before leaving town. Gasoline will be charged to each individual's particular department. TD Industries will be responsible for having the vehicles filled.

Tips for meals are included in the meal allowance. No meal receipts are required to be reimbursed since all meals (unless previously approved) are reimbursed at the per diem rates.

Professional Trips



Employees will be given time off without salary deductions for approved professional trips. The detail of each trip must be itemized in the budget and/or approved by the President before being made. The following policies apply:

- Each department of the college may be represented at professional meetings, when held in Texas, at college expense with permission of the President of the college.
- Departments of the college may be represented at national meetings by special permission of the President. Actual expenses will be approved. The president may grant permission for individuals to attend state or national meetings in their own disciplines at their own expense. The college may provide a substitute instructor on trips listed above.
- Any trip outside the employee's discipline will not be reimbursed or compensated by the college. If the employee wishes to attend such a conference it will be at their own expense. If eligible, the employee may use vacation leave with the permission of their supervisor or management structure. If the employee does not have any vacation leave, the trip may be denied.

The administration reserves the right, in case of individuals making professional trips, to designate the methods of transportation (air, bus, rail or auto), depending on the distance, time of meeting, number making trips, etc.

Employee trips should be planned well in advance, if possible, so that budgetary provisions may be made.

Trips

Applications for [Trip Request/Vehicle Request forms](#) are located on the Forms & Publications page of the WTC website. The Trip Approval form is to be completed and submitted to a person's immediate supervisor at least two weeks prior to date of planned trip, if possible. The destination and purpose of the trip must be included on the form. College cost should be approximated if exact



amounts are unknown. Proper account numbers should be provided on the form. The form is sent to the appropriate dean, and after his/her signature and approval from administrative staff, is returned to the employee. The President's signature is required for any trip that is out of state.

For more information on expense reimbursement, see Board Policy Manual DEE(LEGAL) and DEE(LOCAL).

Purchase Reimbursements

For miscellaneous purchases, the Business Office has various store cards available with sales tax exemption cards to accompany them. There are also various local businesses who allow approved personnel to charge to the WTC account which they have on file. Speak to one of the Business Office employees to get more information. If an employee uses his/her own methods to purchase miscellaneous items for College use, supervisor approval is required for reimbursement. The College will not reimburse for any state sales tax charged. A [Check Request form](#) will need to be completed with appropriate signatures and any applicable receipts will need to be attached before the Business Office will process reimbursement.

Purchase Orders

[Purchase orders](#) are the preferred method of payment for any purchases planned in advance of the purchase itself. This form can be found on the Forms & Publications page of the WTC website. For any purchase over \$5000, three quotes must be submitted before purchase to the Business Office.

Central Supply

The Business Office houses the Central Supply room. The College can get the best prices on toner cartridges, paper and general office supplies when buying these items in larger quantities. Most general office supplies are kept in stock in the Central Supply room. When items are "purchased" from the Central Supply



room they are documented in the supply book by department, and these “purchases” are totaled each month and expensed to the appropriate department via journal entry. If employees need something that is not in stock, the Business Office can order it. Special requests may need to be processed through the purchase order procedure.

The Service Center

The Service Center is located in the Learning Resource Center (LRC) behind the main distribution desk on the first floor. The Service Center houses campus mail boxes for personnel and departments. The Service Center processes in-coming and out-going mail for all areas of the campus. They also help with printing and copying needs (including business cards, booklets, posters, etc.). Any new recruiting, advertising publications or other documents for mass distribution must first be approved by the Director of Marketing.

Please note that copies are much more affordable through the Service Center on their equipment. When printing documents more than 10 pages, it is more cost effective for the College to send it to the Service Center for printing.

Business Cards

Employees may purchase, through the purchase ordering process, business cards from Stephens Office Supply and Printing in Snyder. They can also be printed in house at the Service Center. For in house printing, the employee will provide the necessary information to the Service Center and obtain card stock from Central Supply for the production of the business cards.

Property Inventories

The Business Office is responsible for inventory of equipment that exceeds a particular cost range and certain equipment purchased by grant monies. Contact the Business Office for the most recent information. The department of Information Technology is responsible for the inventory of computer technology.



Campus Security

Western Texas College recognizes the need for a heightened degree of safety and security for its students, and an increased level of vigilance for a public residential college. It is the goal of the security department to provide the community with a safe and secure academic environment. It is their desire to create a community in which citizens can safely reach their academic and social potential. Toward that end, Western Texas College employs a full-time Security Department. These personnel are charged with 24-hour security of the premises, traffic and parking enforcement, and assistance with special events. Security is under the direction of the Vice President and Dean of Student Services. Notify campus security when on campus after regular business hours so they are aware of your presence should an emergency occur.

College Catalog

The college catalog, published each year, is a legal document governing the relationship between the institution and the students.

Each employee should become thoroughly familiar with the contents of the current catalog. College catalogs can be obtained through the Registrar's Office and/or the Service Center. While hard copies of the catalog are available, the most current edition and information is posted on the WTC website homepage or find it by following this [link](#).

Communications

The telephones in the buildings are for college business. All long distance calls must be for official business of the college.

Dial 9-911 for emergencies.

In general, fax information is received and sent at the Service Center, located in the Learning Resource Center. Forms for outgoing fax information are available at the Service Center and should be completed, along with the outgoing message, and left with the Service Center for transmittal. After transmittal, the fax form, along with the message, will be returned to the originator. The college fax number is 325-573-9321.



Incoming mail is placed in individual and/or departmental mailboxes located in the Service Center in the LRC. Mail may be picked up after 11 am, Monday through Friday. Outgoing mail should be brought to the Service Center by 1:30 pm for posting and delivery to the main post office in downtown Snyder.

When mail is brought to the Service Center and deposited, the account to be charged for postage should be attached or written on the correspondence. Also, the sender's name should be included in the return address on outgoing mail.

Generally, faculty and staff should receive and disburse personal mail at their home address.

Information to be posted on campus-wide bulletin boards must first be stamped by Student Activities to make sure it is an acceptable document. Individual department bulletin boards are to be self-governing.

Acceptable Use Policy

Purpose

Western Texas College technology infrastructure facilities are either owned or operated by the College and include, but are not limited to, computers (including desktop, laptop, tablets), hardware, printers, copiers, scanners, Internet and intranet connections (wired and wireless), campus telephones and college-provided cellular phones, e-mail service, software, applications, and data. The WTC technology infrastructure is provided for the educational, instructional, research, and administrative needs of college students, faculty, staff, and other authorized personnel (users). Access to the WTC network is a privilege—it is paramount that all users exercise prudent, ethical judgment at all times when using WTC technology. This agreement is intended to promote awareness and to provide a framework for self-governance and the acceptable utilization of the WTC technology infrastructure for the purpose of ensuring the confidentiality, integrity, and availability of the network.

Usage

WTC monitors utilization and reserves the right, without prior notice to users, to access any aspect of the technology infrastructure and to use any and all information (data) retrieved. Users do not have an expectation of privacy regarding the use of WTC technology. By using technology provided by WTC, users expressly consent to such monitoring, access, and use by the college. Information (data) contained on and collected by WTC resources and user accounts, including but not limited to e-mail, may be subject to inspection in accordance with federal and state laws. WTC does not attempt to articulate all required or unacceptable behavior by its users. Therefore, the self-governance of each user is relied upon. The following guidelines will assist users in this endeavor.

1. WTC technology is for educational, research, instructional, and administrative purposes only. Other acceptable uses may be allowed only upon receiving prior approval from a member of the college Administrative Staff.
2. WTC technology is not to be used for any unauthorized purpose to include, but not limited to, commercial purposes, unauthorized access to internal and/or remote computers, accessing offensive or pornographic websites, or non-college related activities.
3. Users are responsible and will be held accountable for the use and confidentiality of their assigned network credentials (usernames and passwords). Using the network credentials of another individual, or allowing the use of your network credentials by another individual is strictly prohibited.
4. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited / unwanted e-mail messages (SPAM), or impersonating other users. WTC discrimination and harassment policies extend to communications via the technology infrastructure or otherwise.



5. Users are responsible for being aware of the licensing and copyright restrictions for any software used on technology provided by the college. Installation of software on college computers (including desktop, laptop, tablet) other than that provided by the college is prohibited unless authorization has been obtained from WTC Technology.

Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the printable permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication systems associated with the WTC technology infrastructure. Such activities include, but are not limited to, the creation and propagation of viruses, adware, spyware, and other forms of malware, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or exploit security loopholes.

7. Users handling sensitive student or employee data shall take every necessary precaution to insure the security and confidentiality of that data is strictly maintained. Obtaining confidential data for personal use will be dealt with to the fullest extent of the law.

8. Users shall not access or damage any portion of WTC technology infrastructure or other college property, such as college records, or use the college technology infrastructure for illegal activities.

9. Users, upon learning of the misuse of the WTC technology infrastructure, should notify a college official immediately.

Enforcement

All College policies and procedures are applicable to users of the WTC technology infrastructure. Any conduct, which violates local, state, or federal laws, will result in



immediate loss of all access and will be referred to appropriate college officials and/or law enforcement authorities.

Western Texas College (WTC) is not liable for the actions of anyone connected to the Internet through the college technology infrastructure. All users will assume full liability, legal, financial or otherwise, for their actions.

Workers' Compensation Insurance

Western Texas College has workers' compensation insurance coverage from Texas Association of School Boards Risk Management Fund to protect WTC employees. You can get more information about your workers' compensation rights from any office of the Texas Workers' Compensation Commission, or by calling 1-800-252-7031. You may elect to retain your common law rights of action if, no later than five days after beginning employment, notify Western Texas College in writing that you wish to retain your common law rights to recover damages for personal injury. If you elect your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

If injured on the job, employees should notify their supervisor immediately and then Human Resources. Also, the [Employee Injury form](#) needs to be completed and turned in to Human Resources as soon as possible. It can be found on the Forms & Publication page of the WTC website. Complete information is available in the Human Resources Office.

Health, Safety and Security

Western Texas College is an alcohol and drug free workplace. For more policy information, see Board Policy Manual DHB(LEGAL) and DHB(LOCAL). Also, for information on employee welfare see Board Policy Manual DI(LEGAL) and DI(LOCAL).

Alcohol and Other Drugs Policy



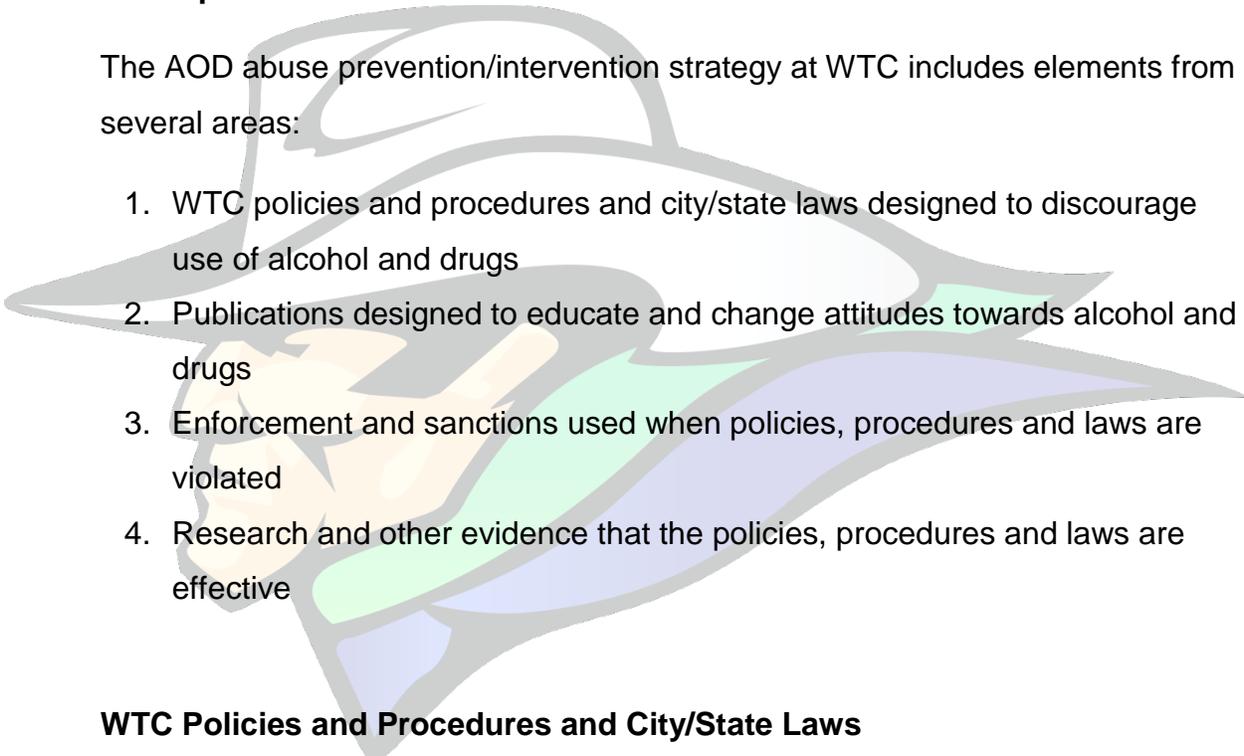
The Drug Free Schools and Communities Act requires educational institutions to conduct a biennial review of their program to determine their effectiveness, and to ensure that the disciplinary sanctions described are consistently enforced.

Alcohol and Other Drug (AOD) use and abuse pose a potential risk to the health, safety and educational/occupational experience of our students and staff.

Therefore, we seek to reduce and prevent problems associated with alcohol and other drug use by Western Texas College (WTC) staff.

Description of Elements

The AOD abuse prevention/intervention strategy at WTC includes elements from several areas:

- 
1. WTC policies and procedures and city/state laws designed to discourage use of alcohol and drugs
 2. Publications designed to educate and change attitudes towards alcohol and drugs
 3. Enforcement and sanctions used when policies, procedures and laws are violated
 4. Research and other evidence that the policies, procedures and laws are effective

WTC Policies and Procedures and City/State Laws

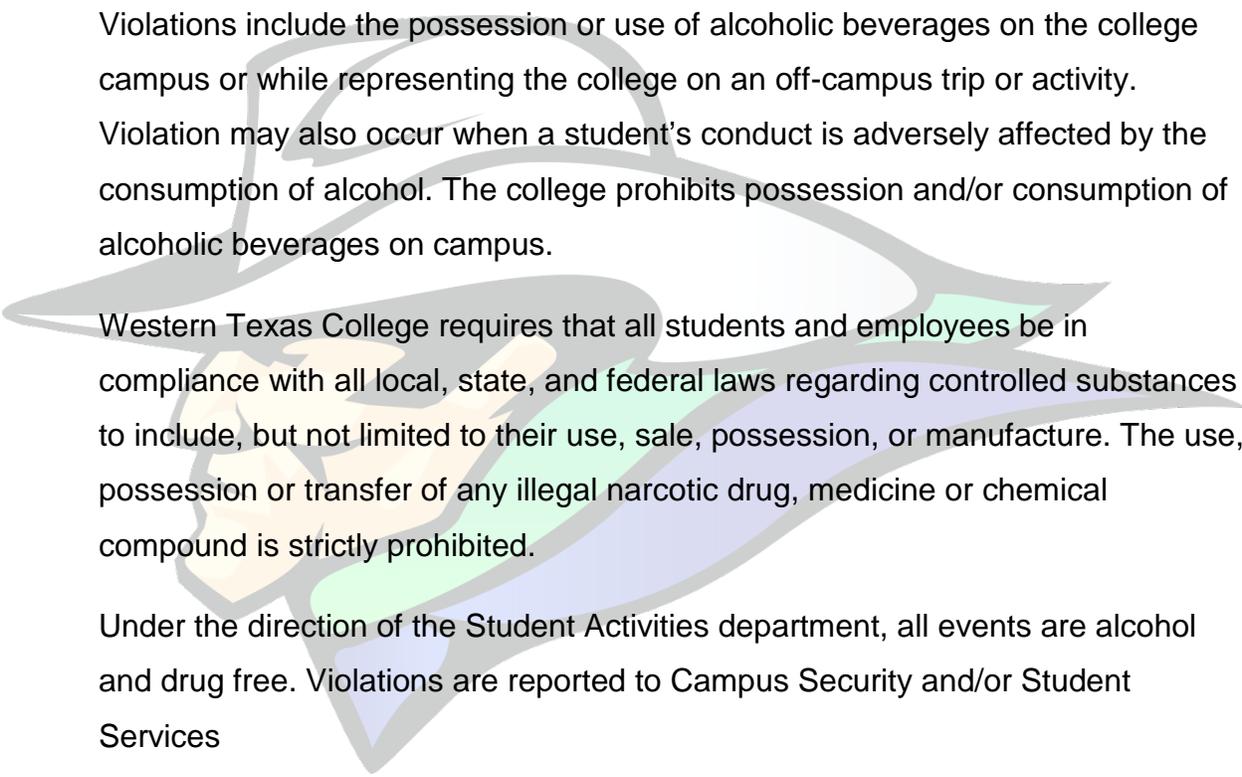
Regulations of the college forbid employees from gambling, the use of narcotics (morphine, opium and its derivatives), hallucinogens (LSD, marijuana and others), and alcoholic beverages while on the campus. Employees may not be under the influence of any of these when participating in or attending activities sponsored by the college.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that students, faculty and staff be aware of the Western Texas



College policy designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as a part of any of its activities. Western Texas College recognizes that drug and alcohol abuse is a persistent social and health problem of major proportions in our society. Members of the college community, as members of the greater society, may have social, environmental and personal characteristics which could foster such abuse. Western Texas College is committed to taking positive steps to address drug and alcohol abuse through education and enforcement.

Violations include the possession or use of alcoholic beverages on the college campus or while representing the college on an off-campus trip or activity. Violation may also occur when a student's conduct is adversely affected by the consumption of alcohol. The college prohibits possession and/or consumption of alcoholic beverages on campus.



Western Texas College requires that all students and employees be in compliance with all local, state, and federal laws regarding controlled substances to include, but not limited to their use, sale, possession, or manufacture. The use, possession or transfer of any illegal narcotic drug, medicine or chemical compound is strictly prohibited.

Under the direction of the Student Activities department, all events are alcohol and drug free. Violations are reported to Campus Security and/or Student Services

WTC is an Alcohol and Drug Free workplace. WTC Policy states that the unlawful manufacture, distribution, dispensation, possession or use of alcoholic beverages or a controlled substance, as that term is defined in state and federal law, in the workplace or any college-related event is prohibited.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion. College employees are also subject to disciplinary sanctions for violation of these



provisions. These disciplinary provisions can result in termination of employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules as set forth in Texas Laws, administrative rules and college policies.

In addition to the school's disciplinary sanctions, any person found in the possession, manufacture, or distribution of drugs or alcohol, is subject to criminal prosecution under federal and state laws.

Misuse of alcohol and other drugs often results in a number of personal, relational, physical and academic problems. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of alcohol-related accidents. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information.

Heavy use may result in serious accidents and/or death from alcohol poisoning. If combined with other drugs that affect the central nervous system, the potential for overdose increases.

Binge drinking, which occurs over an extended period of time, involves repeated use of alcohol to the point of intoxication. A person may give up usual activities and responsibilities during this time in order to use alcohol. Long-term alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory disorders and impairment of the central nervous system. Repeated use can lead to dependence.

The use of illegal drugs and misuse of prescription and other drugs can also pose a serious threat to health. The use of marijuana may cause impairment of short-term memory, comprehension, and the ability to perform tasks requiring coordination. The use of marijuana may cause lung damage, paranoia and psychosis. The use of narcotics, depressants, stimulants and hallucinogens may

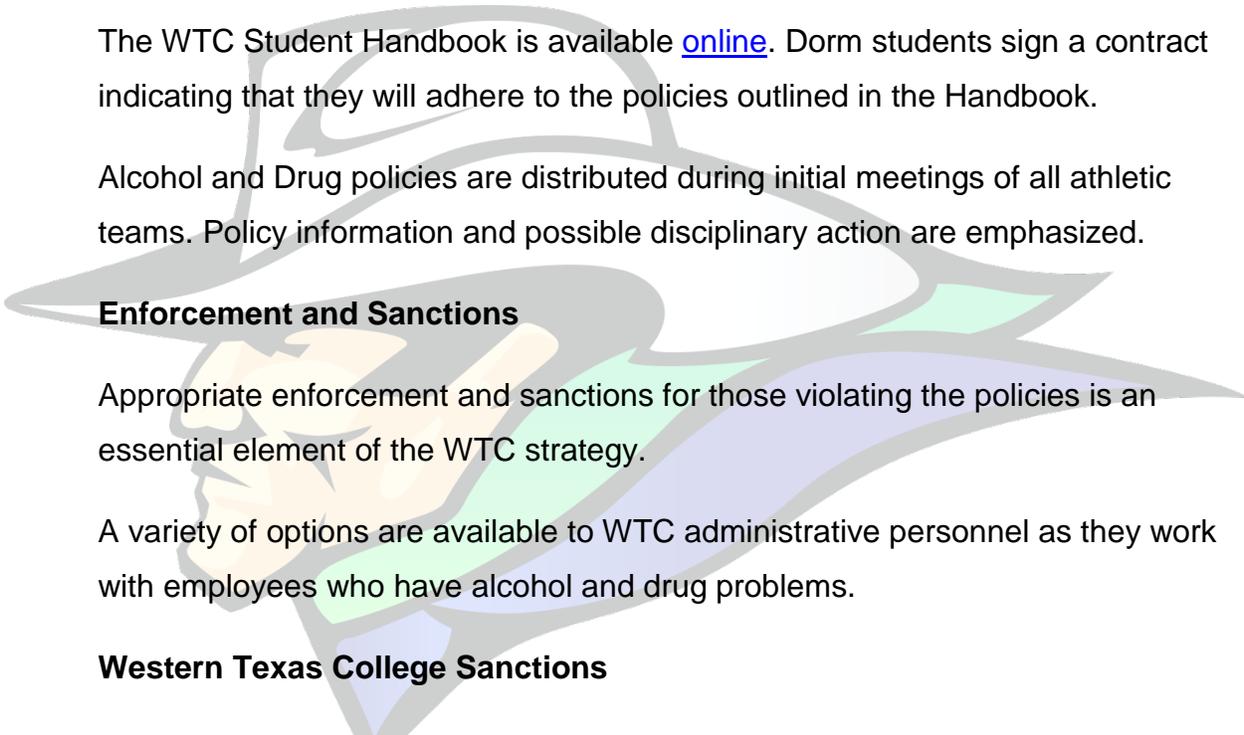


cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder; sexual assault and other unplanned sexual relationships; spouse and child abuse; and unusual/inappropriate risk-taking which may result in physical or emotional injury or death.

The WTC Student Handbook is available [online](#). Dorm students sign a contract indicating that they will adhere to the policies outlined in the Handbook.

Alcohol and Drug policies are distributed during initial meetings of all athletic teams. Policy information and possible disciplinary action are emphasized.



Enforcement and Sanctions

Appropriate enforcement and sanctions for those violating the policies is an essential element of the WTC strategy.

A variety of options are available to WTC administrative personnel as they work with employees who have alcohol and drug problems.

Western Texas College Sanctions

All students and employees are expected and required to obey the law, to comply with Western Texas College rules and with directives issued by an administrative official in the course of his or her authorized duties. Students and employees are expected to observe standards of conduct appropriate for an academic institution.

College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Texas Legal Sanctions

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) would receive the full legal penalty in addition to any appropriate College disciplinary action.

Campus security is committed to the mission of the WTC drug and alcohol free policy. Campus Security will assist in following regulations through police presence and policy enforcement. Penalties are broken up into two categories: "Felonies", which are the highest level of penalties and prosecuted through the District Courts and "Misdemeanors" which are lower level penalties and prosecuted through local courts such as the Justice of Peace, Municipal Court and County Courts. Individuals convicted for an alcohol or drug offense can face a number of penalties including: mandatory attendance in treatment programs, probation, and fines ranging from \$300 to \$10,000 to include confinement in a jail or correctional facility.

Drugs and Alcohol Abuse Counseling Resources

Abilene Regional Council on Drug and Alcohol Abuse

Main – (325) 673-2242

Toll Free - 1-800-588-8728

West Texas Centers for MHMR

Main Phone – (432) 263-0007

Crisis Phone – (800) 375-4357

Website: [http:// www.wtcmhmr.org](http://www.wtcmhmr.org)

With the understanding that each person employed at Western Texas College abides by the Board and Administrative Policies, the Scurry County Junior College District prohibits the unlawful manufacturing, distribution, dispensation, possession, or use of alcohol beverages and/or controlled substances.



Employees that violate WTC Board Policy are to notify the college of any criminal alcohol or drug statue conviction no later than five (5) days after the conviction.

Within thirty (30) days of receiving the notification of the conviction, the college shall take appropriate personnel action that could include personnel action(s) up to and including termination and/or requiring the employee to participate satisfactorily in a recognized treatment program.

Institutional Planning

Institutional Effectiveness is a broad-based planning process that begins with the individual employee. Each year, the various departments on campus are asked to evaluate the previous year's goals, compile the new goals for the upcoming year, develop longer-range goals for the department, and eliminate those goals that might have proven unrealistic.

The planning process requires that goals be developed for each budget account, and submitted to their division for consideration. If more than one person is involved in teaching in the same subject area, the instructor should coordinate goals before consideration by the division.

At the divisional level, goals for the division are compiled and coordinated. Once divisional goals have been formulated, these goals then come to administrative staff as a group and are considered as they relate to the instructional program as a whole.

At each level, goals are tied back to the institutional mission. Once the goals have been reviewed and adopted by administrative staff, they are available for consideration during the budgeting process.

Normally, the goal setting process begins early in the spring semester and culminates in March and is used in budgeting work for the following fiscal year. The goals are evaluated in October after the budget year is completed.

Contract Personnel



All contract personnel (administration, faculty and professionals) will receive appointments ranging up to 12-months. They are typically considered exempt employees. WTC does not offer faculty tenure. The appointment is made by memorandum-contract and terminates automatically at the end of the contract. New annual appointments are customarily made in April preceding the academic year for which the appointment is valid. Appointments are made upon recommendations of the Associate Deans to the Dean of Instructional Affairs for faculty, upon the recommendation of a Dean or Department Head for the professional staff and upon the recommendation of the President for the administrative staff. Recommendations are then collected by the President, and subsequently submitted to the Board of Trustees for approval.

Contract personnel are expected to be present at faculty/administrative meetings, in-service sessions, and are required to participate in graduation ceremonies. Graduation caps and gowns may be purchased or leased through the bookstore.

Should they not be able to attend one of these activities, prior permission of his/her supervisor or Department Head is required. Failure to attend these activities without prior approval may result in a written reprimand by the immediate supervisor which constitutes the first stage of the advisory process. Should a second absence without prior approval by an employee's immediate supervisor occur a second written reprimand will be delivered to the employee by the supervisor accompanied by a face-to-face visit in which the employee will be advised of the seriousness of his/her actions. This constitutes stage two in the process. A third absence without prior approval by the employee's immediate supervisor could result in immediate dismissal of the employee.

The Board Policy Manual details Employment Practices of term contracts in DCA(LEGAL) and DCA(LOCAL). Also see DLC(LEGAL), DMAA(LEGAL), DMAA(LOCAL), DMAB(LEGAL) and DMAB(LOCAL) for more information.

Non-Contract Employees



Those employees who are full time and do not sign a contract at time of hire are considered a non-contract employee. There are two types of full time non-contract employees: Classified and exempt salary. Classified employees are employed at 40 hour per week and are eligible for full time employee benefits and compensations. They are also subject to compensatory/overtime pay as it relates to the Board Policy Manual DEA(LEGAL) and DEA(LOCAL) and all federal and state applicable laws. Exempt salaried employees are defined by the Department of Labor definitions of exemption status. These employees are also eligible for full time employee benefits and compensations. Both types of employees are based on employment at will.

Payroll Procedures

Payroll checks will be issued on a bi-weekly schedule for all employees. Direct deposit is available through Human Resources.

All appropriate paperwork must be completed prior to any hours worked for the college.

Time Cards

Access to the WTC time card system is through MyWTC. For most pay periods, time cards must be finalized and approved by supervisors by noon on the Monday before each pay date. These due dates may vary because of holidays or summer hours.

Exempt Salaried Personnel

If you are 9, 10 or 12 month salaried personnel, you do not have to enter daily hours on the electronic time card, but you **MUST** enter at least 1 (one) hour of regular time or 1 or more hours of actual sick, vacation or personal/compassionate leave time to activate the card for each pay period. Your time card must be finalized and approved by your supervisor each pay period (except for 9- or 10- month employees who do not have time cards during the summer months).

Hourly Personnel



If you are classified, full-time personnel and paid hourly, you must enter your regular time and any leave time (sick, vacation, personal, holiday or compensatory) used each day of the pay period to equal 80 hours. If you are approved to work over-time or extra hours, you may enter those hours also, but you will need to also enter a comment on the time card to explain the additional time. Compensatory/Overtime calculations are described in the section for Compensatory Time.

Part-time Hourly Personnel

If you are classified, part-time personnel and you are set up to do your time cards electronically via MyWTC (and do not record your time manually on paper time cards), you will need to enter your regular daily hours and finalize your time card each pay period for your supervisor's approval.

How to Enter Time or Leave

From the MyWTC Home Page, click on the Employee Info tab. Scroll down and you will find a block titled Timecard (right-hand corner). Click on the word TIMECARD. This will open the Time Entry Screen. There should always be two weeks of time available for entry. Occasionally, there will be more than one time period open (usually toward the end of the current time period). Please make sure you are in the current time period and not the next time period.

Leave Time on days when the College closes early (such as Fridays during the fall and spring semesters) or during the summer when we work a 4-day week is calculated at the true full value of the day of leave (unless approved by your supervisor).

For example: If you take off on a day during the summer when we are scheduled to work 9 hours, but we receive an hour of early-release time each day to account for 10 hour work days and to accumulate 40 hours for each work week, you should record your vacation, personal or sick leave as a 10 hour day.



Or if you take off Friday during a regular 5-day work week, you should count that leave time as 8 hours not the 7 which is generally worked because we close at 4 on most Fridays (early release).

Use the drop boxed under Hours Type to define the time as either Regular Vacation, Sick, Personal, Overtime/Compensatory, Holiday or Other (Early Release.)

When leaving a comment on your time sheet, the more information provided the better for Payroll. If you take time off, the date must be included with the time in the comments section. Also, please let Payroll know if you have overtime in a week how you would like that to be handled (if it is to be paid out or if you would like it to be added to your compensatory time balance). If it is not stated how you would like it to be handled, it will be input as compensatory time.

After completing your entries each day and entering any comments as needed, you will click on Save Hours and Comments. After you have saved the hours, you can still edit them if needed. You will just click on the calendar day which needs editing to open it again. Only after you have finalized your time card will the entries be unavailable for editing. Only your supervisor can reopen the time card after it has been finalized.

Exempt Salaried Personnel

You may click on the [Click Here to Finalize](#) at any time during the pay period once your one hour has been entered if you know you will not be using any sick or personal leave, but once your time card is finalized, only your supervisor can reopen the card for editing. It is a good idea to leave your card open (not finalized) until near the end of the pay period to avoid any issues.

Hourly Personnel

You will need to enter time or leave for each day of the pay period before you can finalize your time card. Be sure your time card totals 80 hours for each two-



week pay period. If it is more or less, you must include comments to explain the difference. When you are done entering your time and have completed any necessary comments, you can finalize your timecard.

Part Time Personnel

Once you have completed the hours entry for the days you actually worked during the two-week pay period, you may click on [Click here to finalize](#).

Compensatory Time

Western Texas College is very generous when it comes to paid holiday time and early-release paid hours (and bad weather hours). True overtime hours worked should be rare for most hourly employees (with the exception of Golf and Grounds employees and Coliseum employees who work many late evenings and weekends). All overtime must be approved by supervisors in advance. We will input any overtime worked as compensatory time earned. It is earned at the same rate as overtime and can be used at a later date.

During standard work weeks (during the fall and spring semesters) at Western Texas College, employees work from 8 am to 5 pm Monday through Thursday, with an hour allotted for lunch. On Friday, employees work from 8 am to 4 pm with an hour allotted for lunch, and an hour of “early release time” which should be shown on the timecard as “Other Leave Hours,” with a comment denoting it as “early release time”. This makes actual hours worked each week 39, not 40. During the summer months when we work only Monday through Thursday, 7 am to 5 pm with an hour allotted for lunch, we have 4 hours of early-release time each week. Overtime does not kick in until an employee actually works a full 40 hours of any given week.

If any work week contains one or more days of leave time, an hourly employee will have to work the equivalent of the leave hours for that week, plus the early release hour (if applicable) to reach 40 hours of actual work time during that week before they will be eligible for overtime/compensatory time.



Performance Evaluations

Administrative staff is to be evaluated in accordance with Board Policy, and four categories are used in the evaluation process: ability to carry out assigned duties, service to the college, service to the community, and professional expertise.

Faculty will be evaluated in accordance with Board Policy, DLA(LEGAL) and DLA(LOCAL). Categories of evaluation include: supervisor's evaluation, student evaluation, use of research, self-evaluation, non-instructional service to the college, service to the community and professional growth.

For a list of employee qualifications and duties, see the Human Resources department. Board Policy Manual DDA (LOCAL) outlines this information.

Employee Benefits

For detailed information on compensation and benefits, see Board Policy Manual DE (LEGAL), DEA(LEGAL), DEA (LOCAL) and DEB(LEGAL).

Employees at Western Texas College have access to many benefits for both themselves and their family. For more details about any of the benefits listed below, contact the Human Resources department.

Health Insurance Plan

Full-time college employees are eligible to participate in a group health/basic life insurance plan through the Employees Retirement System (ERS). The college pays 100% of the group health plan for all eligible employees and 50% of dependents. The healthcare program is effective upon the first day of the month following completion of a 60-day waiting period from the first day of employment.

Optional Insurance Plans

Also available are optional benefits from ERS such as dental coverage, optional term life, accidental death & dismemberment, dependent term life, disability insurance, TexFlex (cafeteria plan) and long term care insurance.

Annual Open Enrollment

Open Enrollment for benefits takes place each year in the month of July. You will begin to receive updated information about open enrollment in the month before with any changes that will occur. You will then have the month of July to enroll for the following school year. This is the only time you can change your elected benefits unless you have a qualifying life event during the plan year.

Leaves and Absences

The Board Policy Manual outlines all of the leave types in policy DEC(LEGAL), DEC(LOCAL), DECA(LEGAL) and DECB(LEGAL). Copies of some of these policies are below.

Vacation Leave

All full-time 12 month employees earn vacation leave. Employees earn 8 hours of leave each month for years 1-5, accumulative up to 160 hours (20 days). In years 6-10, employees earn 10 hours of vacation leave each month for up to 180 hours (22.5 days). For years 11-15, employees earn 12 hours of leave each month accumulative up to 200 hours (25 days). Tenure beyond 15 years continues to earn at the same rate but may accumulate up to 240 hours (30 days). See Board Policy Manual DED(LOCAL).

Personal Sick Leave

All full-time employees shall earn personal sick leave. Full-time employees who work nine, ten, or 11 months shall earn 80 hours of personal sick leave a year. Employees who work 12 months shall earn 96 hours of personal sick leave a year. Personal sick leave may accumulate to a maximum of 480 hours.

An employee shall obtain the approval of his or her supervisor to use personal sick leave for the illness of an immediate family member, as defined by this policy.

Personal Discretionary Leave

All full-time faculty members shall earn 16 hours of personal discretionary leave per year to be used at the employee's discretion. Personal discretionary leave shall not accumulate.

A written request for use of personal discretionary leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal discretionary leave may be used shall not be limited by the College District. In deciding to approve personal discretionary leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes.

Compassionate Leave

All full-time employees shall also earn 32 hours of compassionate leave a year to use for the death of an immediate family member or for a family emergency as defined in this policy. Compassionate leave shall not accumulate.

Leave Without Pay

A full-time employee may submit a written request for a leave of absence without pay in which the position held by the employee would not be filled with a permanent replacement. The request shall include reasons for the leave and the dates for beginning and ending the leave. In order for such leave to be granted, the request must be made well in advance in order to consider the reassignment of duties. The Board shall approve or deny requests for leave without pay.

The term "immediate family" shall include:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.

- 
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
 4. Sibling.
 5. Grandparent and grandchild.

For purposes of the Family and Medical Leave Act, the definition of “family” includes only spouse, parent, and child.

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more hours than have been accumulated in prior years plus those to be earned during the current year.

When an employee who has used more leave than he or she has accumulated ceases to be employed by WTC, the cost of the unearned leave days shall be deducted from the employee’s final paycheck.

Leave used shall be recorded in hourly increments. Employees shall be charged leave as used even if a substitute is not employed.

Any leave taken for which leave balances are insufficient shall result in a deduction from the employee’s paycheck commensurate with the amount of leave taken.

An employee absent more than four consecutive workdays because of personal illness or illness in the immediate family may be required to submit medical certification of the illness.

Medical certification shall be made by a health-care provider as defined by the Family and Medical Leave Act. See Board Policy Manual DEC(LEGAL).

Jury Duty



An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

Absences for court appearances related to an employee's personal business shall be taken as leave without pay or, at the option of the employee, shall be deducted from the employee's personal discretionary leave if available.

Family and Medical Leave

For purposes of an employee's entitlement to FMLA, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

WTC shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave, if applicable.

If both spouses are employed by WTC, Western Texas College shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. WTC shall limit military caregiver leave to a combined total of 26 weeks. See Board Policy Manual DECA(LEGAL).

WTC shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. See Board Policy Manual DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. See Board Policy Manual DECA(LEGAL).

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. WTC will require certification of the employee's ability to perform

essential job functions, WTC shall provide a list of essential job functions to the employee with the FMLA designation notice.

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, WTC may require reimbursement of premiums paid by WTC during the leave. See Board Policy Manual DECA(LEGAL) Recovery of Benefit Cost.

Workers' Compensation Leave

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee eligible for workers' compensation wage benefits, and not on assigned leave, shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
 - a. Paid leave is exhausted;
 - b. The employee elects to discontinue use of paid leave; or
 - c. Leave payments are less than the employee's pre-injury average weekly wage.

Other Leave

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.

Sick Leave Pool

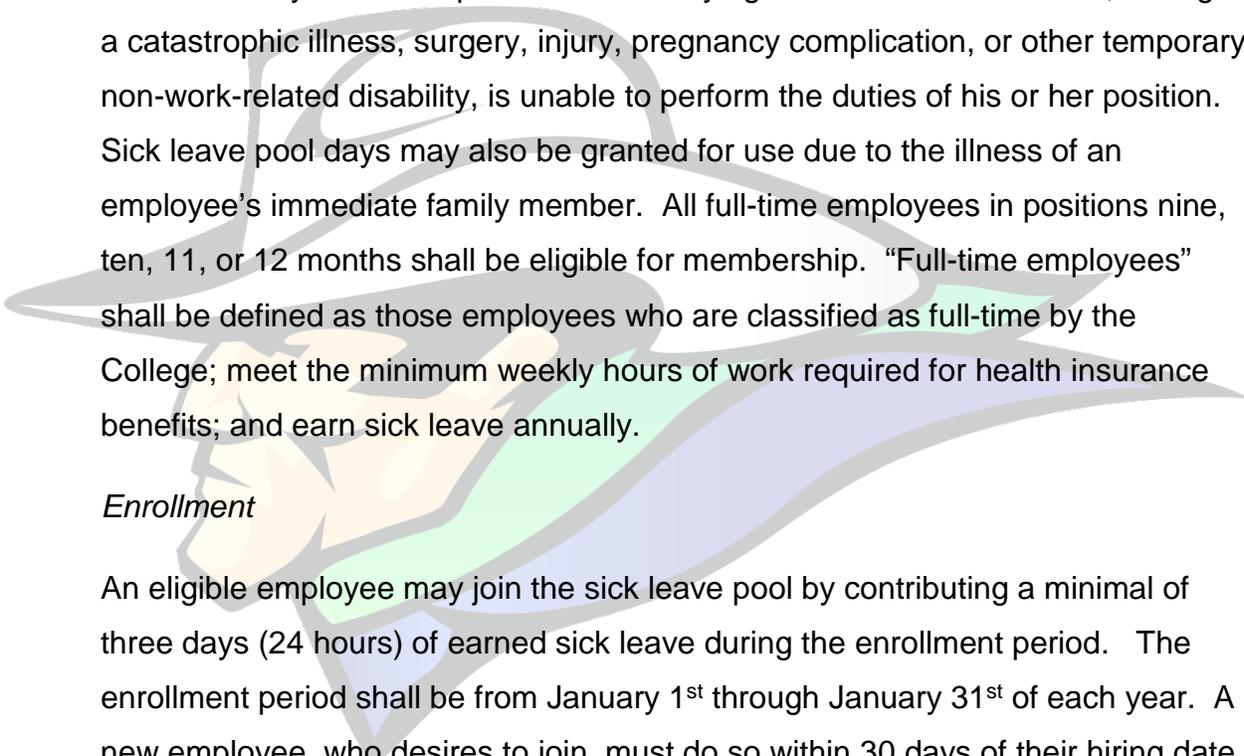
Purpose

The purpose of the sick leave pool is to provide additional sick leave days to members of the pool in the event of a catastrophic illness, surgery, or a



temporary disability due to a non-work-related injury. The essence of the sick leave pool is to protect a member employee from a loss of pay once all sick leave and personal days are exhausted. Days may be granted in advance and may be reimbursed before a corresponding loss of pay occurs on the regular payroll check. Catastrophic illness shall be defined in accordance with Board Policy Manual DECA(LEGAL) in the Serious Health Conditions section.

Definitions



Sick leave days from the pool are those days granted to a member who, through a catastrophic illness, surgery, injury, pregnancy complication, or other temporary non-work-related disability, is unable to perform the duties of his or her position. Sick leave pool days may also be granted for use due to the illness of an employee's immediate family member. All full-time employees in positions nine, ten, 11, or 12 months shall be eligible for membership. "Full-time employees" shall be defined as those employees who are classified as full-time by the College; meet the minimum weekly hours of work required for health insurance benefits; and earn sick leave annually.

Enrollment

An eligible employee may join the sick leave pool by contributing a minimal of three days (24 hours) of earned sick leave during the enrollment period. The enrollment period shall be from January 1st through January 31st of each year. A new employee, who desires to join, must do so within 30 days of their hiring date. It shall be the responsibility of the employee to complete and submit the authorization form to the Human Resource office during the enrollment period. If an employee wishes to contribute additional sick leave throughout the year, they may do so by submitting an application to the Human Resource Office.

Granting of Sick Leave From the Pool

Sick leave days from the pool shall be granted only after the member has exhausted all accrued sick and vacation days. Days from the pool shall be



granted only for a catastrophic illness, surgery (including elective surgery), or non-work-related injury that necessitates an absence from work. Sick leave pool days shall be granted only for absences on scheduled workdays and shall not be granted for holidays, vacation days, or other such days for which the member is not paid or scheduled to work. The maximum number of days that can be withdrawn from the pool by a member is 90 days per calendar year. The College President must approve any request for days beyond the 90-day limit. Days from the sick leave pool shall be available to members to care for an immediate family member who has suffered a catastrophic illness, surgery, or injury. Days shall be granted under the same terms, conditions, and limitations as days for the member's own serious health condition.

Withdrawal of Time From The Pool

An eligible employee may apply for hours from the Pool by submitting a completed application and physician's certification forms to the Human Resources Department. It is the employee's responsibility to notify his or her supervisor and Human Resources when he or she applies for Sick Leave Pool hours and the expected length of absence. The employee must provide Human Resources, at least monthly following the date the employee is approved for the Sick Leave Pool, a written physician's certification that includes the expected duration of the absence and anticipated date of return to work as a result of the catastrophic illness or injury. In addition to certification, the employee must contact his or her supervisor at least once every two weeks to keep the supervisor advised of the employee's situation and intent to return to work. If an eligible employee is unable to file an application for the sick leave pool, the immediate supervisor, the President of the College or other an administrative personnel member may initiate the application process.

Additional Sick Leave Pool Contributions



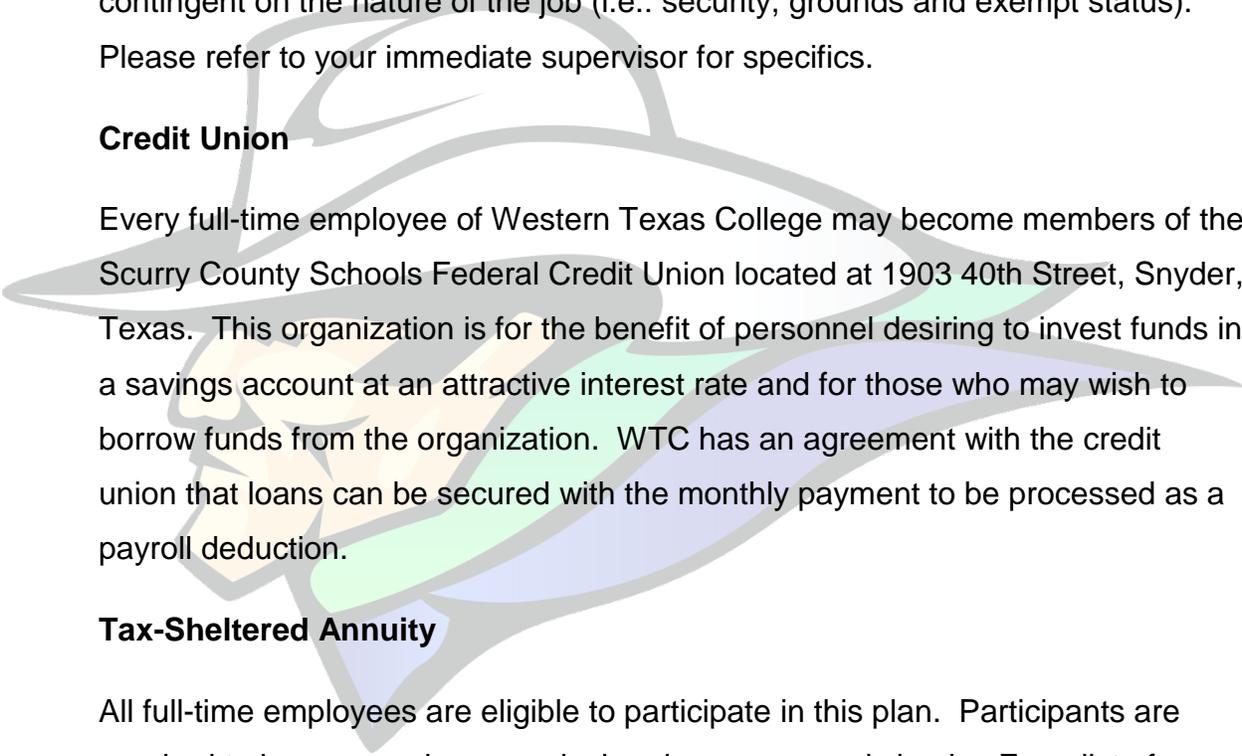
An employee who voluntarily or involuntarily leaves his or her employment with Western Texas College will revert their remaining sick leave to the Sick Leave Pool.

Holidays

Employees will be granted the holidays as indicated by the Board Policy Manual and included in the published school calendar.

The amount of days granted for Thanksgiving and Christmas (semester break) is contingent on the nature of the job (i.e.: security, grounds and exempt status). Please refer to your immediate supervisor for specifics.

Credit Union



Every full-time employee of Western Texas College may become members of the Scurry County Schools Federal Credit Union located at 1903 40th Street, Snyder, Texas. This organization is for the benefit of personnel desiring to invest funds in a savings account at an attractive interest rate and for those who may wish to borrow funds from the organization. WTC has an agreement with the credit union that loans can be secured with the monthly payment to be processed as a payroll deduction.

Tax-Sheltered Annuity

All full-time employees are eligible to participate in this plan. Participants are required to have a maximum exclusion done on a yearly basis. For a list of qualified companies, contact the Human Resources Department.

Matching Annuity

Full-time employees are eligible to participate in a three percent matching annuity program. Three percent payroll deductions are made each month, with the amount being matched by the college. Vesting will start at 50% after the second year and then increase 10% each year thereafter until the seventh year when a



person will be fully vested. Enrollment in this program happens annually in July and August.

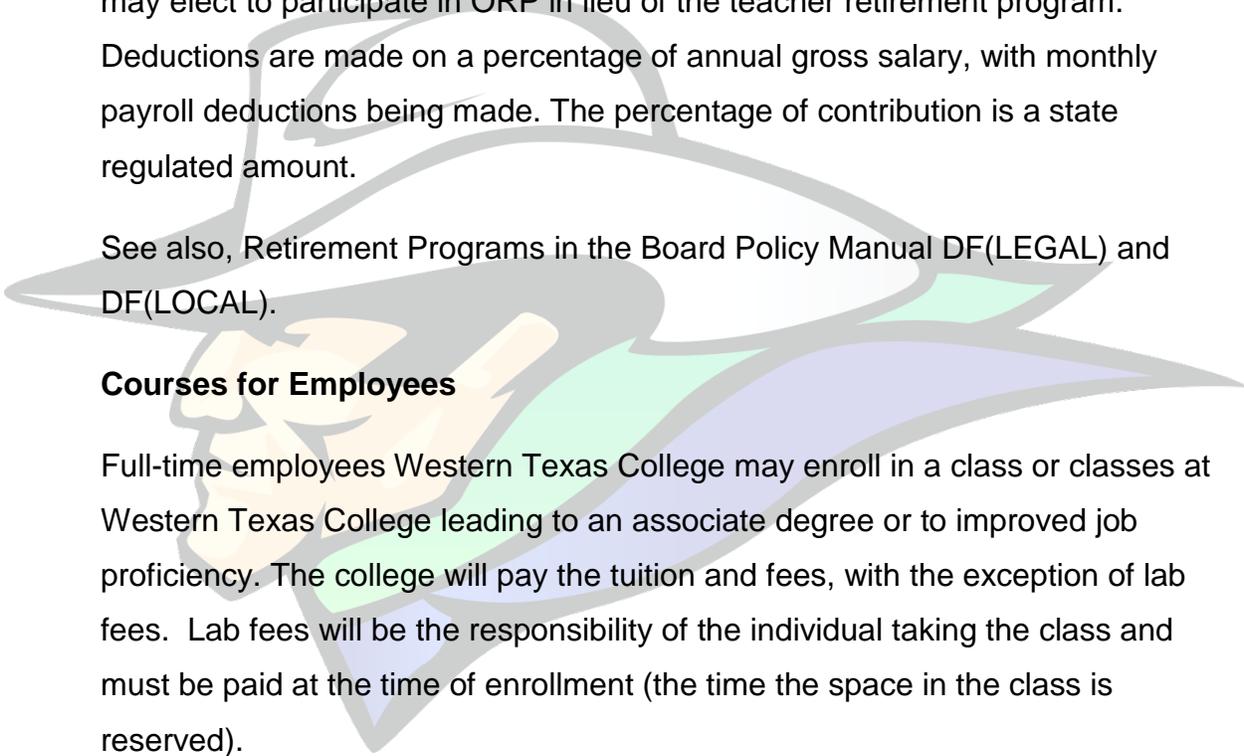
Retirement Systems

Texas Teacher Retirement System (TRS). Eligible employees may participate in TRS. Withholding is based on a set percentage by the state of annual gross salary, with payroll deductions being made each month.

Optional Retirement Program (ORP). Eligible employees (defined by state law) may elect to participate in ORP in lieu of the teacher retirement program. Deductions are made on a percentage of annual gross salary, with monthly payroll deductions being made. The percentage of contribution is a state regulated amount.

See also, Retirement Programs in the Board Policy Manual DF(LEGAL) and DF(LOCAL).

Courses for Employees



Full-time employees Western Texas College may enroll in a class or classes at Western Texas College leading to an associate degree or to improved job proficiency. The college will pay the tuition and fees, with the exception of lab fees. Lab fees will be the responsibility of the individual taking the class and must be paid at the time of enrollment (the time the space in the class is reserved).

The scholarship will pay tuition and fees upon enrollment at WTC up to a maximum of four hours per semester. The employee must obtain written permission from his/her immediate supervisor and receive approval by the president of the college prior to enrollment. [The Faculty/Staff Scholarship Request form](#) is to be used for this purpose, found on the Forms and Publications page of the WTC website.



Failure to successfully complete any course will result in the forfeiture of the scholarship amount and will require repayment of tuition and fees.

Enrollment in the course must not interfere with the employee's job responsibilities. Should enrollment in the class affect the employee's job performance, the supervisor may require the employee to drop the class; however, should this occur, the employee would not be required to repay the tuition/fees.

Employees may be allowed to enroll in a particular class on a space-available basis. Classified employees must make up any time missed from work due to class enrollment.

The person's immediate supervisor as well as the President will approve enrollment in Continuing Education/Community Service classes. This will be done on an individual basis according to the following criteria: applicability of course to job responsibility, cost of course and number of employees wanting to enroll in the course, number of continuing education/community service classes in which the employee has been enrolled in that school year.

Local Benefits

The college has a nine-hole golf course, Pro Shop, driving range, and racquetball court, and all are available at a reduced cost to employees and their families. Lessons are also available. Contact the Pro Shop for more information. Employees and their families can use the exercise equipment at no cost. Contact the HPE facility for more information.

All employees have access to eat in the cafeteria for breakfast, lunch or dinner Monday – Friday. On Saturdays and Sundays a brunch and dinner meal are prepared. A meal ticket may be purchased, and the cafeteria is open to the public, so feel free to bring along your family. Wi-Fi is provided on campus for free. The password is – westerners

Employees have access to the Learning Resource Center (LRC) to check out books and audio-visual materials. The LRC periodically distributes lists of new books and audio-visual materials which have been received. Interlibrary loans are available for research purposes. The only charge to the patron is the cost of postage and insurance. For further information, contact the LRC.

All employees enjoy free admittance to any WTC sporting event, a discount on items purchased at the campus bookstore and after a paid membership in the Westerners Club, the ability to attend a meal prior to each home basketball game in the Coliseum.

Helpful Websites & Phone Numbers

Health Insurance

HealthSelect of Texas Phone: 866-336-9371
myNurseLine Phone: 866-336-9371
Website: www.healthselectoftexas.welcometouhc.com

Consumer Directed HealthSelect Phone: 866-336-9371
Prescription Drug Program

Phone: 866-336-9371
Website: www.optumrx.com/ers

Dental Insurance

State of Texas Dental Choice Phone: 877-377-0987
Website: www.humana.com/ers

HumanaDental DHMO Phone: 877-377-0987
Website: www.humana.com/ers

Vision Insurance

State of Texas Vision Phone: 877-396-4128

Life and Accidental Death & Dismemberment Insurance

Minnesota Life Phone: 877-494-1716
Website: www.lifebenefits.com/plandesign/ers

TexFlex

ADP,LLC Phone: 844-884-2364
Website: www.texflex-fsa.com

Discount Purchase Program

Beneplace Phone: 800-683-2886
Website: <http://communications.beneplace.com/ers/>


Teachers Retirement System Of Texas

Phone: 800-223-8778

Website: <http://www.trs.state.tx.us/>

VOYA- 3% Matching Or Tax Sheltered Annuities

Jamie Phillips

Phone: 432-520-8335

Email: icphillips65@suddenlink.net

AFLAC

Lesia Strum

Phone: 432-270-4650

Email: lesia_sturm@us.aflac.com

Employee Records

At any time, an employee may request access to their personnel records by contacting the Human Resources department. For more information on employee records, refer to Board Policy Manual: DBA(LEGAL) and DBA(LOCAL).

Employment Requirements

For all details pertaining to employment requirements and restrictions, refer to Board Policy Manual in: DBB(LEGAL) and DBB(LOCAL).

Conflicts of Interest/Nepotism

All employees need to notify their supervisors of any outside employment that could create a conflict of interest. Detailed policies relating to conflicts of interest can be found in Board Policy Manual DBD(LEGAL), DBD(LOCAL) and DBF(LOCAL). For more detailed policies on nepotism, refer to Board Policy Manual DBE(LEGAL).

Grant Proposal Summary

With the increased emphasis on the writing of grants, it is important that all areas of the campus have knowledge of proposed grants and the potential impact on individuals and offices throughout the institution.



In order to assure that all individuals that might be affected by a grant have an opportunity to participate in the discussion and planning, Administrative Staff should submit the following information to the appropriate dean for review before any grant is submitted for consideration: campus personnel involved in the grant application, summary of the purpose of the grant, dollar amount being requested, person/persons responsible for maintenance of records and reporting and institutional commitments.

Consensual Relationships

It is in the interest of Western Texas College to provide clear direction to the college community (all professional and support staff, faculty, students, and student workers) about consensual romantic and/or sexual relationships which create conflicts of interest and/or appearances of impropriety that discounts the integrity of the vision of WTC to offer a quality academic and employment environment. A consensual relationship is a mutually acceptable, romantic and/or sexual relationship between a WTC employee with supervisory, teaching, evaluation or advisory authority and an employee, student and/or student employee who is directly supervised, taught, evaluated or advised by that employee. Consensual relationships are strongly discouraged between supervisors and subordinates and prohibited between advisors and their students as well as teachers and their students.

Individuals entering such relationships must recognize that:

- Conflicts of Interest arise when such relationships occur between and among faculty, staff, students, and prospective employees.
- Conflict of interest and/or an appearance of impropriety arises when employees with authority and the responsibility to evaluate the performance of another employee, student or student employee initiate or engage in an intimate romantic and/or sexual relationship with that employee, student, or student employee.
- College policies and ethical principles continue to preclude individuals from evaluating the work or academic performances of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial



decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships.

At a minimum, an appropriate arrangement must be made for objective decision-making in the case of a supervisor – subordinate conflict of interest.

Power differentials between the parties in a consensual romantic and/or sexual relationships cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:

- The reason for entering, maintaining, or terminating such a relationship may be a function of the power differential;
- In the event that the subordinate brings a complaint of sexual harassment, there will be no presumption that the relationship was consensual.

Where a conflict of interest exists, or may exist, the individual with the power or status advantage shall notify his or her immediate supervisor as soon as possible. Failure to report the consensual relationship could result in disciplinary action, up to and including termination. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the college or to either party in the relationship.

Discrimination, Harassment and Retaliation

It is the policy of Western Texas College to maintain an academic and working environment free from all forms of harassment and to insure that all employees are treated with dignity, respect, and courtesy. It is clear from the college policy that any comments or conduct relating to a person's race, religion, sex, age or ethnic background that fails to respect the dignity and feelings of the individual are unacceptable. This policy will include harassment transmitted by any electronic means. It is the intent that this policy extend to comments or conduct of a sexual nature, where such conduct tends to create a hostile environment.



Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or either verbal or physical conduct of a sexual nature when:

- Submission to such conduct was made either explicitly or implicitly a term or a condition of employment, evaluation, or advancement;
- Submission to or rejection of such conduct by an individual was used as a basis for employment decisions affecting such individual or when such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or academic environment.

Western Texas College recognizes that employees and students of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all Western Texas College employees and students are required to conduct themselves according to the guidelines set forth above. The college will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines

Procedure for Reporting Incidents

Any person believing that he or she has been the object of harassment should provide an oral and subsequent written report of any such incident to their immediate supervisor within five working days of the incident. If the complaint involves the immediate supervisor, the report is to be made to next level of supervision. This written report constitutes a formal complaint. The report must contain, at a minimum: time(s), date(s), and location that alleged offense occurred, other employee(s) involved, name of witnesses and summary of the alleged account.

No procedure or step in this policy shall have the effect of requiring the employee (complainant) alleging harassment to present the matter to a person (alleged offender) who is the subject of the complaint.

In coordination with the Title IX Coordinator/Human Resources, an investigation will begin promptly. The purpose of the investigation is to establish whether there is a

reasonable basis that the alleged violation occurred. The investigating parties will have up to thirty (30) working days to complete their investigation.

Title IX Coordinator Contact Information

Name: Sheila Williamson

Position: Director of Human Resources

Address: 6200 College Avenue, Snyder, TX 79549

Telephone: 325-574-7602

Formal Equal Employment Opportunity policies can be found in our Board Policy Manual in: DAA(LEGAL) and DAAA(LEGAL).

Sexual Violence

For policies addressing employee complaints of sex and gender discrimination, sexual harassment, sexual violence, and retaliation, see Policy DIAA(Local) and DIAA(Legal) found [here](#) on the WTC website and in Appendix A.

WTC prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of WTC policy.

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee's employment.

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or



2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.

WTC prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a WTC investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.



Alternatively, the employee may report the alleged acts to one of the WTC officials. For the purposes of this policy, WTC officials are the Title IX coordinator and the College President.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. WTC designates the Director of Human Resources to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended.

The College President or designee shall serve as coordinator for purposes of WTC compliance with all other antidiscrimination laws.

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President or designee.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair WTC's ability to investigate and address the prohibited conduct.

Any WTC supervisor who receives a report of prohibited conduct shall immediately notify the appropriate WTC official listed above and take any other steps required by this policy.

WTC may request, but shall not insist upon, a written report. If a report is made orally, the WTC official shall transcribe the report to written form.

Upon receipt or notice of a report, the WTC official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the WTC official shall immediately authorize or undertake an investigation, regardless of



whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the WTC official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the WTC official shall refer the complaint for consideration under Board Policy Manual DIAB, as appropriate.

If appropriate, WTC shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the WTC official or a designee or by a third party designated by WTC such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Absent extenuating circumstances, the investigation should be completed within ten WTC business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the WTC official overseeing the investigation.

If the results of an investigation indicate that prohibited conduct occurred, WTC shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

WTC may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.



To the greatest extent possible, WTC shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A complainant who is dissatisfied with the outcome of the investigation may appeal through Board Policy Manual DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Retention of records shall be in accordance with WTC's records retention procedures.

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to WTC employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major WTC publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the WTC's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the WTC's administrative offices and shall be distributed upon request, and to an employee who makes a report.

For policies relating to Sexual Violence, see Board Policy Manual DIAA(LEGAL) and DIAA(LOCAL) found [here](#) on the WTC website and in Appendix A.

Sexual Harassment Training

Western Texas College requires all new employees to complete sexual harassment training upon employment. All current employees must also go through this training annually. Training information is sent directly to your WTC email account for ease of access to the training.

Grievances



Western Texas College affirms that grievance procedures will be considered without regard to race, color, creed, sex, age, national origin, or disability.

A grievance procedure is a systematic, orderly method of receiving, handling, and resolving complaints and grievances from employees. The definition of complaint shall also include but is not limited to specific allegations of unlawful discrimination in employment on the basis of sex, including sexual harassment, race, creed, color, age, national origin, or disability or on the basis of the employee's exercise of constitutional rights. The complaint must also establish the individual harm suffered.

More detailed policies can be found in Board Policy Manual DGBA(LEGAL) and DGBA(LOCAL).

General Procedure

An employee who has a complaint or grievance should go through the steps as outlined below in order to resolve the problem. This procedure will also apply in the event of dismissal, with recourse, during the contract year.

An employee who feels that he/she has been discriminated against based upon his/her race, color, creed, sex, age, national origin, or handicap will also follow the grievance procedures as outlined below in steps 1 through 4.

1. First, the employee should attempt to resolve any difficulty he/she might have by consulting with his/her immediate supervisor within 15 calendar days of the time the employee first knew, or should have known, of the event or series of events causing the complaint. After receiving the written complaint or grievance, the supervisor should respond to the individual lodging the complaint or grievance within 10 calendar days. In the event the immediate supervisor is the object of complaint, the employee may request the initial meeting involve the first two levels of supervisors. Human Resources should be made aware of the situation in order to discuss areas of risk or liability. Documentation is crucial.



2. If attempts fail to resolve the problem at the supervisory level, the grievance should be presented at the next higher level, and in case of alleged discrimination or harassment, to the Director of Human Resources. Also, after receiving a written response from his/her immediate supervisor, the employee will have 10 calendar days to present the complaint or grievance at the next level. All persons having relevant information or direct involvement in the problem should be present at each hearing. At each level there will be 10 calendar days to respond to the individual who has lodged the grievance or complaint. Supervisory levels will follow the organizational chart (e.g. academic faculty to Department Head, to dean, to president).
3. If, after all efforts have been made to solve the problem through every channel, and the problem remains unsolved, the employee, along with everyone involved, has the right to appear before the president of the college within 10 calendar days, with both sides of the problem being heard. Prior to the conference, the employee shall submit a written description of the complaint or grievance, the remedy sought, and other information pertinent to the issue. The immediate supervisor and/or the other level supervisors involved shall also submit similar material, in writing, prior to the conference.
4. After appearing before the president, and after deliberation on the matter by the president, his/her decision will be made known to the group, either at the time of the hearing, or within 10 calendar days. The president's decision will be final, except when dealing with dismissal during the contract period. The employee will have the right to request a meeting with the Board of Trustees if dismissal during the contract year has been recommended.

ADA Grievance Procedure

Western Texas College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited



by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity.

The Director of Human Resources has been designated to coordinate ADA compliance efforts. Complaints should be addressed as follows:

Director of Human Resources
6200 College Avenue
Snyder, Texas 79549
325-574-7602

The following guidelines apply:

A complaint should be filed in writing, contain the name and address of the person filing, and briefly describe the alleged violation of the regulations. Complaints can also be turned in verbally in the Human Resources Office where a record of the complaint will be filed.

A complaint should be filed within five days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Director of Human Resources or his/her designated representative. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Director of Human Resources and a copy forwarded to the complainant no later than five days after its filing.



The ADA coordinator shall maintain the files and records of Western Texas College relating to the complaints filed.

The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five days to the President of Western Texas College.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Western Texas College complies with the ADA and implementing regulations.

Campus Information

Regularly Scheduled Meetings

The following meetings are scheduled on a routine basis:

- Board Meetings: Held on the second Monday of each month in the Boardroom located in the Administration Building.
- Administrative Staff Meetings: Held every Wednesday of each month unless otherwise specified.

School Activities

Employees are encouraged to attend school functions, Fine Arts events, athletic contests, and other student activities and to be as active as possible in the community. Western Texas College has the following athletic teams: basketball, volleyball, soccer, cross country, track and field, rodeo, golf, baseball and softball.

Traffic and Parking

Western Texas College offers an open parking policy for students, faculty, and staff. Any employee who wishes to operate or park a motor vehicle on the campus must register their vehicle with Western Texas College through the Security Office in Building 15, Rm. 113 and secure an official WTC parking permit. The permit must be prominently displayed while parked on the campus. Failure to comply with traffic and parking regulations may result in fines, towing of the vehicle or denial of privilege to park on the premises.

Visitors may park in designated "VISITOR" (white striped) parking spaces or obtain a temporary permit, also from the Security Office, for periods of more than one day. Handicapped parking for the disabled is also provided throughout the campus.

Parking in Fire Zones is prohibited. Parking in Loading Zones is intended for institutional vendors, U.S. Postal Service, etc. for short periods of time. In other words, they are intended for loading and unloading, not for general use.

WTC Identification Card

Employees are to receive a WTC ID during employment. Contact the Security Office to acquire the ID.

Safety

A number of safety measures are in place for your continued protection. In the event of inclement weather, shelters have been designated at the following locations: In Glover Hall Commons, Science Building 2A, Nursing Building 7C, Fine Arts Building, and Scurry County Museum. The shelters will be marked at the entrance. Western Texas College is a part of the citywide call list, which is activated by the local law enforcement personnel. Warnings will be given throughout the campus once the call is received.

Termination of Employment



Contract personnel have the responsibility to provide 14 days due notice of his/her intention not to seek re-employment. The President can waive or modify, in writing, the 14 day notice if extraordinary circumstances exist. All contracts must be signed by June 1st. Resignations submitted during the contract period without due notice may result in a monetary adjustment within the contract or a penalty.

Dismissal for cause includes, but is not limited to: professional incompetence, continued or repeated neglect of professional duties, denial or revocation of security clearance, moral turpitude that adversely affects their performance of duties, unprofessional conduct, or conviction of a felony.

The policy delineates causes for dismissal without recourse, and dismissal with recourse. For further details, please refer to the Board Policy Manual DM(LOCAL), DMC(LOCAL) and DMD(LOCAL) or Human Resources.

Emergency Response Plan

Dial 9-911 for emergencies

The Emergency Response Plan of Action has been prepared in order to protect lives and property during times of emergencies. This plan establishes procedures to follow in cases of emergency, regardless of the nature of the emergency. The plan also identifies the personnel that will deal directly in responding to emergency situations that may occur.

I. Institutional Goal

Realizing that emergency situations will arise from time to time that require an organized, well carried out plan of action to be in place on order to provide a safe and secure climate in which staff and students alike may participate, Western Texas College will develop and maintain procedures that provide for efficient, effective handling of emergency situations that may occur.

II. Goals of the Emergency Response Plan of Action



To provide for the safety of the students, faculty and staff of Western Texas College.

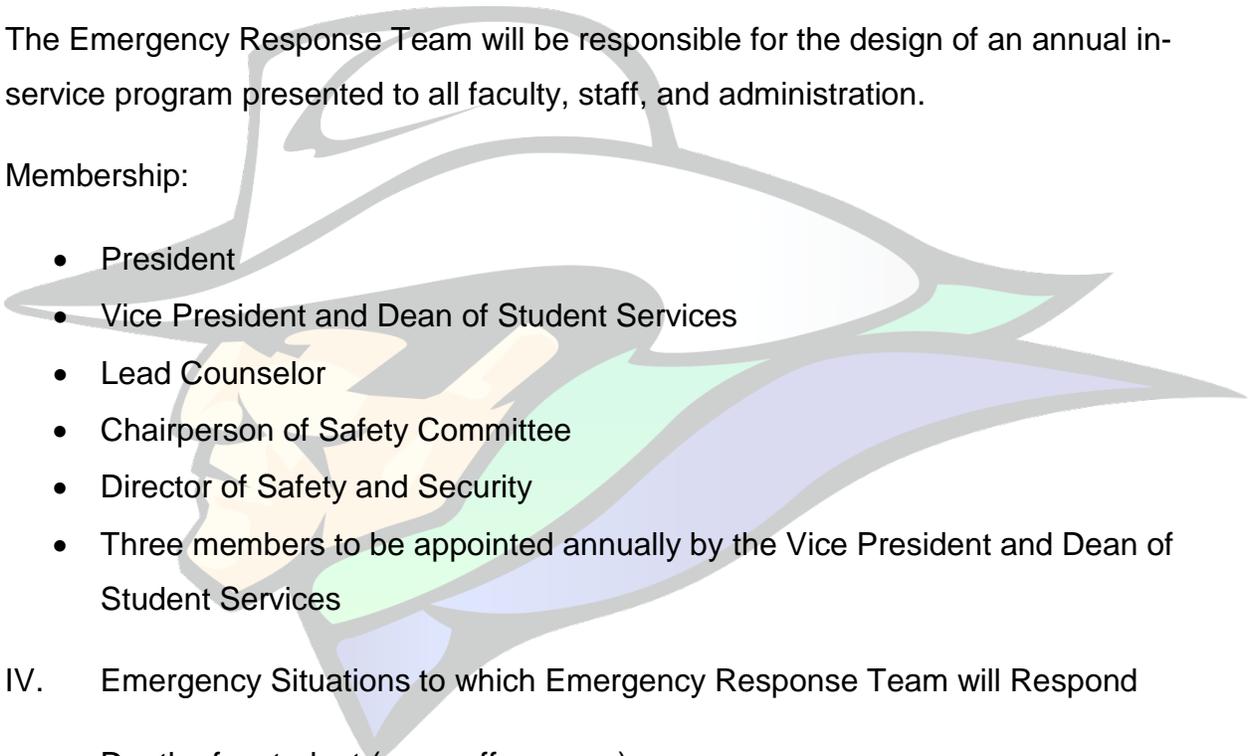
To offer assistance through all support services to individuals that may be involved in the adverse situations.

III. Emergency Response Team

The Emergency Response Team (ERT) will meet on a regular basis, at least once each semester, to discuss issues critical to the safety and well-being of the Western Texas College campus.

The Emergency Response Team will be responsible for the design of an annual in-service program presented to all faculty, staff, and administration.

Membership:

- 
- President
 - Vice President and Dean of Student Services
 - Lead Counselor
 - Chairperson of Safety Committee
 - Director of Safety and Security
 - Three members to be appointed annually by the Vice President and Dean of Student Services

IV. Emergency Situations to which Emergency Response Team will Respond

- Death of a student (on or off campus)
- Attempted Suicide
- Sexual Assault
- Campus Disturbance
- Student notification of family emergency
- Fire/Explosion with injuries or significant damage
- Natural disasters – weather, explosions, etc.
- Terrorist Activity

- Hostage Situation

The Vice President and Dean of Student Services will make the decision as to whether or not a situation needs the Team response.

V. Notification Procedure

Any member of the ERT may act, on a rotating basis, as contact person. The person “on call” will be available through Campus Security. One individual will be available 24 hours a day, 7 days a week.

Procedure in Emergency Situation

Campus Security is notified of a critical incident involving WTC employees.

In the event of immediate danger from fire, storm, attacker, the Snyder Police will be called through 911 immediately. During regular switchboard hours, notice to the switchboard operator may also activate the 911 response.

ERT response may be activated by Campus Security or the Snyder Police.

The ERT person on call will gather information and contact appropriate individuals from the campus including the Dean of Student Services.

The ERT representative will establish contact with media and have access to the Police Department.

In some instances, the entire ERT may be assembled. The decision to assemble the team will be made by the Dean of Student Services and ERT member on call.

ERT person on call will be responsible for all notification, including family, other staff, and/or instructors.



Appendix

- A. Faculty Resource
- B. Adjunct Resource



Faculty Appendix

FACULTY EXPECTATIONS

DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

Faculty members will be responsible to the Dean of Instructional Affairs for carrying out the policies of the Board of Trustees as they relate to the function of the College, to the classroom, and to the immediate contact with students. Faculty have as their chief duty the instruction of assigned classes and are responsible for the content, quality and effectiveness of the curriculum. In addition to their teaching responsibilities, faculty should assume responsibility for professional development, service to the college and other duties as assigned by their supervisors. Specific responsibilities in each area are:

INSTRUCTION

- Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes.
- Develop course curriculum, course handouts, lectures, labs and presentations.
- Participate in program level learning assessment. Participation includes helping articulate learning outcomes, choosing and administering measures, evaluating student performance, and suggesting changes to improve student learning.
- Work with other faculty and administrators in developing program curriculum, standards and policies, including reviewing and participating in textbook selection.
- Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students.
- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established guidelines.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times.
- Keep a flexible weekly schedule that best facilitates student learning and access.
- Develop and maintain an up-to-date syllabus for each course taught.
- Assess student learning outcomes and core curriculum competencies and provide the applicable evaluation reports to appropriate Associate Dean or Division Chair.

PROFESSIONAL DEVELOPMENT

- Participate in summative and formative faculty evaluation processes.
- Remain current in academic or program discipline.
- Receive training or stay current in technological advances that promote student learning.
- Participate in college professional development activities.
- Reference policy DK (local)

SERVICE TO THE COLLEGE

- Help students identify and achieve their educational goals.
- Provide for the care and protection of school property.
- Participate in the budget planning process, as appropriate.
- Post and keep on campus hours to facilitate interaction with students, other faculty, staff, administrators, and the public.
- Serve on standing committees, hiring committees, advisory boards and/or faculty association.
- Mentor and assist in orienting new faculty, either formally or informally where appropriate or required by department or division.
- Faculty members are encouraged to attend school functions, drama productions, athletic contests, and other student activities.
- Attend faculty meetings, in-service sessions, and graduation ceremonies.
- Perform other academically-related duties as assigned by instructor's supervisor.

Faculty members are expected to be on campus (7) hours each day Monday through Friday, for a total of 35 hours per week, including class time, laboratory time and office hours. It is also understood that several hours each week are required to comply with faculty duties and responsibilities. If faculty members teach one or more classes in the evening and/or off campus, as part of their faculty load, corresponding time may be taken off each week including travel time. The same portion of the day should be taken off each week and should be filed as part of the faculty member's regular class and office schedule. For those faculty members teaching online courses, a maximum of 2 hours per course per week can be scheduled off campus not to exceed a total of 4 hours off campus per week for online courses. Corresponding time is not to be taken off for overload teaching.

Courses for load and overload will be determined by the faculty's supervisor to maximize time on campus.

FACULTY SALARY

New academic faculty are placed on the faculty pay scale based on degree earned and years of teaching experience. New career and technical faculty are placed on the faculty pay scale based on degree earned and or years of teaching or work related experience. Every two years of teaching or work related experience results in one vertical step on the pay scale. Faculty who have earned graduate hours passed their degree in their subject field may advance horizontally on the pay scale in intervals of fifteen hours.

The President of the College may negotiate the beginning salary on the basis of training, experience, and administrator's evaluation of the worth of the individual to the College and community.

The first two years of the contract is considered a probationary period. The faculty member may advance across the Faculty Salary Scale during the probationary period and down the scale upon completion of the probationary period.

Individuals working toward a higher degree for the purpose of a salary increase and/or promotion in rank must take all hours above the master's degree at a regionally accredited institution offering the doctorate. Also, the additional hours taken must be in the person's subject field. Any deviation must have the written approval of the President.

Persons working toward a higher degree must have all hours completed and documented prior to **September 1** of the contract year before a degree/salary increase will be permitted.

For additional information on Faculty Pay Schedule please see the Director of Human Resources.

PROMOTION IN RANK

In order to be eligible for promotion in rank, a faculty member must meet the academic and years of service qualifications for the higher rank. The academic qualifications for the various ranks are as follows:

1. **Assistant Instructor/Instructor.** Bachelor's degree.
2. **Instructor/Assistant Professor.** Master's degree or Master's degree plus 18 hour in subject field.
3. **Assistant Professor/Associate Professor.** Master's degree plus 30 or 45 hours in subject field.
4. **Associate Professor/Professor.** Master's degree plus 60 hours, ABD, or Doctorate in subject field.
5. **Professor Emeritus.** The recipient must have been a full-time instructor for WTC for at least 20 years and have made a significant contribution to the college, community, and the discipline.

Promotion to a higher rank does not follow automatically when a faculty member has raised his/her academic qualifications to those of the next rank, or has served the designated time in each rank to which promoted. Minimum requirements are:

- a. Serve at least two (2) years in the rank to which he/she was appointed when employed; (This is considered a probationary period.)
- b. Having satisfied the two (2) year probationary period referenced above, a person must serve three (3) years in each rank to which he/she is promoted;
- c. Meet the academic qualification for the higher rank;
- d. Meet all qualification for advancement by the beginning of the next contract year.

Due date. A person must be recommended for promotion in rank by his/her immediate supervisor, with the letter of recommendation being forwarded to the Dean of Instructional Affairs by **April 1**. After review and addition of comments by the Dean of Instructional Affairs, the recommendation will be forwarded to the President for review.

Recommendations approved by the President will be presented to the Board of Trustees for final action. After board action, individuals will be advised by the Dean of Instructional Affairs of the Board's decision. If approved by the Board, the new rank will become effective the beginning of the fall semester following Board action. The change will be reflected in the person's new contract. **Salary increases are not included in promotion in rank.**

Presidential Disapproval. Recommendations disapproved by the President are not presented to the Board of Trustees but will be returned to the Dean of Instructional Affairs, giving the reason(s) for disapproval.

CONTRACTS

Annual Appointment: WTC does not offer faculty tenure. All faculty positions at WTC receive annual appointments. Normally, an annual appointment contracts one to teach for a minimum period of nine months. The appointment is made by memorandum-contract and terminates automatically at the end of the contract or dismissal for cause. New annual appointments are customarily made in April preceding the academic year for which the appointment is valid. Appointments are made upon recommendation of Division Chairs and Associate Deans to the Dean of Instructional Affairs. Recommendations are then submitted to the President, and subsequently to the Board of Trustees for approval. See also WTC Policy DDA (Legal).

Dismissal Procedures: Reference WTC Policy DMAA (Legal) for details on employment, contract, and dismissal of contract personnel.

Termination of Employment: The faculty member has the responsibility to provide due notice of his/her intention not to seek re-employment. All contracts must be signed by June 1.

OTHER

School Activities. Faculty members are encouraged to attend school functions, drama productions, athletic contests, and other student activities.

Attendance of Faculty/In-Service Meetings and Graduation Ceremonies. All faculty members, including coaches, are expected to be present at faculty meetings, in-service sessions, and are required to participate in graduation ceremonies.

Faculty Association. Instructors are urged to join the Faculty Association. Meeting day and time is determined at the beginning of each semester.

TEACHING LOADS

FALL AND SPRING

The College District requires full-time faculty to teach 15 credit hours or the equivalent for each fall and spring semester and a minimum semester total of 100 students or a proportional number based on discipline and/or lab considerations. A 15-credit hour load typically equates to five lecture classes. The equivalent of a 15-credit hour load is generally defined as a combination of three lab-intense classes and one lecture class per semester. Based on student need, faculty may have the opportunity to teach an overload of up to nine credit hours or the equivalent per semester. The combined nine/ten-month faculty teaching load of regular and overload classes shall not exceed an average of 24 credit hours or the equivalent of 210 students (including VCT students) for the fall and spring semesters. Flex semesters run concurrent with the respective semesters, and as such, flex semester credit hours and the number of students taught shall be factored into the total maximum allowable for any given semester. The teaching load of faculty members who have administrative assignments or who are involved in extracurricular activities or special projects shall be determined by the Dean of Instructional Affairs. In such instances, the Dean of Instructional Affairs may elect to award “release time” in lieu of a portion of a faculty’s regular teaching load. Release time shall be awarded in credit hours. Exceptions to any part of the teaching load policy require the approval of the Dean of Instructional Affairs and/or President. Refer to policy DJ (local).

Faculty work a 35 hour work week and are expected to be on campus and available for students and supervisors Monday through Friday. In addition to the normal teaching load of 15 credit hours or the equivalent, a faculty member shall be present and available to students a minimum of five hours per week for office time, and shall be available for committee work, campus meetings, and campus activities as needed. For classes meeting at 8:00 a.m. or earlier, no more than one-half hour prior to the class meeting time shall be designated as office hours.

The administration shall schedule faculty teaching loads based on student and institutional needs. As part of their instructional responsibilities, faculty members may be assigned a class in one or more of the prison units as a portion of their basic teaching responsibilities.

LABORATORY HOURS

Various forms of laboratory instruction are used on the campus. Compensation varies by the type of instruction

- A structured, closed laboratory requires “set-up” and “take-down” time and the presence of the instructor of record for the entire time of the laboratory, with no laboratory assistant provided, will be calculated at three-quarters of the contact hours designated for that laboratory by the College District catalog.
- A laboratory that is not structured, closed, and/or may not require the physical presence of the instructor of record in the laboratory for the entire time for which the laboratory is

scheduled, but requires some in class instruction, will be calculated at one-half of the contact hours designated for that laboratory by the College District catalog. The instructor is required to grade work produced and maintain equipment in the laboratory.

- A laboratory that is not structured, closed, and/or may not require the physical presence of the instructor of record in the laboratory for the entire time of the laboratory, will be calculated at one-fourth of the contact hours designated for that laboratory by the College District catalog.

MINI TERMS AND SUMMER

Faculty may teach one three-credit hour course with a maximum of 35 students for the Midwinter session and one three-credit hour course with a maximum of 35 students for the Maymester session.

Faculty members teaching summer school classes (including Maymester) shall be paid at the established overload rate. When a class is allowed to make with fewer than 15 students or a proportional number based on discipline and/or lab considerations, the amount may be prorated at the rate of 6.7 percent per student. Summer school offerings and compensation are subject to change and are contingent upon the availability of funds. If a faculty has more than one small class section, the small class sections may be combined and counted as a single class load. Before a class shall be allowed to make, class size must justify employment. Decisions to cancel classes will be made by Associate Deans and Division Chairs in consultation with the Dean of Instructional Affairs.

Full-time faculty may teach up to 24 credit hours or the equivalent and a maximum of 210 students during the summer sessions which include Maymester, Summer I, and Summer II.

The administration shall schedule faculty teaching loads based on student and institutional needs or at the discretion of the President.

Full-time faculty teaching during the summer term must make themselves available to students in an ongoing and timely manner.

Exceptions to the above guidelines may be made at the discretion of the Dean of Instructional Affairs and/or President.

OVERLOAD

Normally, overload shall be considered when all criteria for the regular teaching load are met. When an overload class is allowed to make with fewer than 15 students or a proportional number based on discipline and/or lab considerations, the amount may be prorated at the rate of 6.7 percent per student. If a faculty has more than one small class section (whether overload or a portion of a faculty's regular teaching load), the small class sections may be combined and counted as a single class load.

All faculty overload must be approved by the appropriate Division Chair or Associate Dean. Overload should only occur due to student demand and institutional needs. Faculty are not required to teach overload courses.

LOW ENROLLMENT CONSULTATION

To ensure fairness and equity in the evaluation of all instructional personnel/programs while providing for the financial solvency of the institution, normally, when the teaching load for an instructor falls below the established minimum number of credit hours and student enrollments, the individual shall receive consultation regarding enrollment levels. When the teaching load falls below the minimum credit hours and student enrollment for two consecutive semesters, the program and/or instructor shall formally be considered under review. At this time, the instructor, in consultation with, and with the approval of her or his immediate supervisor, shall determine appropriate actions to be taken to satisfy enrollment deficiencies. Failure by the instructor to make a good faith effort to appropriately compensate for the enrollment deficiencies shall be considered an act of insubordination resulting in immediate termination of the instructor's employment and possible elimination of the program. However, when an instructor's load is restricted as a result of the request and/or policies of the institution, the situation shall be considered an exception to the above-stated policy and shall be addressed on a case-by-case basis. The College District reserves the right to terminate any program that is not economically feasible and/or no longer in demand.

When faculty load requirements are not met, a faculty member shall be required, at the discretion of the Dean of Instructional Affairs and/or President, to perform additional duties equal in value to what is necessary to equal a full teaching load and/or teach (an) additional course(s) during the summer, SOS, Maymester, midwinter, or any other semester without additional compensation as a means of satisfying the minimum required credit hours and student enrollment.

INSTRUCTION

ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY

Institutions of higher education operate for the common good. The common good depends upon a free search for truth and its free expression without intent to do personal harm.

Each faculty member is entitled to full freedom in the classroom while discussing the subject which he/she teaches as long as he/she is within the bounds of common decency and good taste. Each faculty member is free from institutional censorship or discipline to speak or write as a citizen of his/her nation, state, and community.

An equally demanding concept of responsibility shared by the WTC Board of Trustees, administration and faculty members, must accompany the concept of academic freedom. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his/her field of specialization and the exhibition of such competence in lectures, discussions, or publications. Exercise of professional integrity by a faculty member includes recognition that the public will judge his/her profession and his/her institution by his/her statements. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and to avoid creating the impression that he/she speaks or acts for WTC when speaking or acting as a private person.

A faculty member should use sound judgment in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.

Reference policy DGC (local).

STUDENT LEARNING OUTCOMES & CORE CURRICULUM OBJECTIVES

Objectives. For each course being taught, the instructor shall set out Student Learning Outcomes (SLOs) as to his/her goals for each semester to be shared with students and with the appropriate Division Chair or Associate Dean. In this way, students know what is expected of them and what the instructor expects to accomplish in the course. Also, these SLOs will serve as a means of measuring an instructor's effectiveness in the evaluation process.

Learning outcomes describe:

1. What the instructor wants students to know at the end of a course
2. What the instructor wants students to be able to do at the end of a course.

The annual timeline for assessing Student Learning Outcomes allows faculty members sufficient time to develop goals, objectives, and assessment strategies while completing regular teaching duties. Standardized learning outcomes for courses within each discipline should be developed.

If student learning outcomes are provided in the Academic Course Guide Manual or the Workforce Education Course Manual for a course, they must be used. SLO evaluations will be due at the end of each long semester.

SYLLABUS

Course syllabi are required each semester for each course. Each division is responsible, in coordination with the appropriate supervisor, in developing standard syllabi for all academic courses. If two (2) sections of a course are taught in different formats (such as online, dual credit, night) or requires a different textbook, then a separate syllabus will be needed for each section. Adjunct instructors will use the same syllabus used by full-time faculty. These syllabi are available on the WTC website and are updated each semester. Per HB 2504, the following items must be contained in the syllabus:

1. Brief description of each major course requirement, including each major assignment and examination;
2. The learning objectives for the course;
3. A general description of the subject matter of each lecture or discussion; and
4. Lists of any required books or recommended readings.

An additional document, **first day handout**, is also required and must incorporate the following items:

- Grading policies – including how a student’s grade will specifically be determined;
- Course Calendar – including deadlines for assignments and exam dates;
- Instructor contact information;
- Attendance policy & classroom rules;
- Retest policy & late work policy; and
- Online resources.

Prison unit course handouts should include a statement that posted Windham regulations for classrooms also apply to College courses and that the students are responsible for being aware of these regulations. Handouts **should not include** any reference to repayment. However, the last day to drop, which differs from the campus drop date, should be clearly noted.

GRADEBOOKS

Faculty must keep an electronic record of all student grades. Such maintenance should be in a manner that provides:

- At least bi-weekly grade updates throughout the semester for all students;
- Access for faculty and administration to carry out their normal job responsibilities, e.g., processing a student grade challenge;
- Reasonable protection from misplacement, loss, destruction, or theft.

It is the instructor’s responsibility to ensure the confidentiality of students’ grades. These grades must be submitted within the timeframes designated by the Registrar. When an instructor leaves employment of WTC, his/her grade record(s) **must** be turned in to the Registrar’s Office.

GRADING, REPORTING

Faculty members have an important responsibility in assigning grades to students. A student’s permanent record containing all College grades may be used multiple times as the student seeks scholarships and employment. The best teachers help students to be successful by helping all students and by being fair to all students. A student rarely complains about an instructor if he/she feels he/she has been treated fairly (the same as other students are considered and evaluated). Above all, an instructor is obligated to explain to all students his/her grading system and follow the system without exception.

GRADES AND GRADE POINTS

The grading system used at WTC and the grade points are assigned as follows:

Grade	Description	Grade Point
A – Excellent	90-100	4 points per semester hour
B – Good	80-89	3 points per semester hour
C – Average	70-79	2 points per semester hour
D – Passing	60-69	1 point per semester hour
F – Failing	Below 60	0 points per semester hour
*I – Incomplete		
*Q – Drop		
*W – Withdrawal		
*Aud – Audit		

*These grades do not affect the grade point average and are non-credit marks. A student who retakes a class may petition the Registrar to have the prior grade removed from the grade point accumulation. This **does not** remove the grade from the transcript – only from the computation in the GPA.

College preparatory classes may follow a different grading scale. If the grade of “D” is given in “0-level” classes (college preparatory classes), the student cannot progress to the next level.

Students must score a C or higher in any prerequisite course if enrollment in a course requiring the prerequisite is desired.

PRE-EXAM WEEK

The week before final examinations will be designated as “pre-exam week.” Major tests given during pre-exam week must be assigned at least two weeks prior to pre-exam week. The rate at which material is introduced will not be accelerated during pre-exam week. Classes will meet as

scheduled. No student activities should be scheduled during this week. Any exceptions must have the written approval of the Dean of Instructional Affairs.

EXAMINATIONS

A final exam may be comprehensive or may only cover the last material presented. **Final examinations are not permitted prior to the scheduled time.** Exceptions may be made only upon approval of the Dean of Instructional Affairs. A student who must be absent from a final exam should petition the Dean of Instructional Affairs for permission to postpone the examination. Postponed final exams should be taken within 30 days from the end of the semester. A student who is absent from a final exam without permission will receive a grade of “F” on the examination. Make up of a test other than the final examination will be at the discretion of the instructor.

GRADE CHANGE/REPLACEMENT

A grade given in a class remains permanent unless a Change of Grade Request is electronically submitted to the office of the Registrar. Grade Changes must originate with the instructor and receive supervisor approval. The instructor must provide the course, term, student identification number, student name, the grade originally submitted and the newly requested grade.

GRADE CHANGE/INCOMPLETE

Grades of “I” (Incomplete) given at the end of a semester must be replaced by a letter grade within six (6) weeks of the next full semester, or the grade will be converted to an “F”. Official transcripts will not be sent if an “I” grade appears on the student’s permanent record.

TEXTBOOK SELECTION/CHANGES

Selection of Textbooks. Selection of textbooks is the responsibility of the faculty member with approval of his/her Associate Dean or Division Chair. The instructor is required to complete the necessary forms in order to facilitate appropriate book service by the WTC Bookstore.

Textbook adoptions may be done individually or by department. Textbook adoptions can be submitted online through the Western Texas College Bookstore website, by filling out a textbook adoption form or by emailing the WTC bookstore representative. The following information should be included in the adoption request:

Department:	Course:	Term:	Sections:
Instructor:	Estimated Enrollment:	Required:	Author:
Title:	Publisher:	Edition:	ISBN:

This information must be provided before textbooks will be ordered by the Bookstore. This information is required at least a semester in advance of the desired time for which the textbook is to be used. After a textbook is selected, it should be used for a minimum of three years.

Textbook Changes. If an instructor is making a change in a textbook with supervisor's approval, it is necessary to notify the Bookstore as soon as possible. For prison units, any changes to textbooks requires Prison Liaison approval.

Desk Copies. Desk copies will **NOT** be furnished by the Bookstore to faculty members. Most publishers will send desk copies to the faculty members upon request.

OFFICE HOURS

Instructors are required to be on campus Monday through Friday and must schedule a minimum of 5 hours of office hours each week, preferably one hour per day. Instructors should be available during regularly scheduled office hours for individualized help to students.

COLLEGE CALENDAR – CLASS HOURS

Fall and Spring Semesters. Normally, 48 class hours of instruction are provided for one three-hour course during a 16-week period for the fall and spring semesters. Academic day classes are scheduled as follows:

- Day classes are held two days a week Monday through Thursday. Monday/Wednesday courses and Tuesday/Thursday courses meet one hour and fifteen minutes per day.
- Evening classes are held Monday through Thursday of each week and meet two hours and 30 minutes each week per course.
- Hybrid courses contain an online component that should exceed more than 50% of the scheduled face to face time.
- Labs typically meet one day a week for 3 or 4 hours.

The following sessions are less than 16 weeks in length, but will contain the same course content and rigor as the regular 16 week terms.

Flex Sessions. Flex sessions run the last 8 weeks of each of the long semesters.

Mini Sessions. There is a 3 – 5 week session in December/January following the fall term and a 2 – 3 week session in May following the spring term.

Summer Short Sessions. Two 5 – 6 week sessions are held during the summer months.

Summer Long Session. One 8 – 9 week session is held during the summer months.

INDIVIDUALIZED INSTRUCTION

Classes offered on an individualized basis must have the approval of the instructor's supervisor and are subject to guidelines available through the Dean of Instructional Affairs.

CAMPUS CONNECT

Campus Connect is an online information service that allows students to check grades, view financial aid information, view their current schedule, view an unofficial transcript and verify demographic information, as well as perform other tasks. It is designed to give students easy access to their information. Instructors can use the information to advise students, enter grades, access student demographic information and check course rosters. Students access

CampusConnect through a link on the WTC home page. Instructors need to go to the WTC home page, click MyWTC, enter their login information and click CampusConnect to access the program.

DISTANCE LEARNING/ONLINE

DISTANCE LEARNING CONSIDERATIONS

Faculty are encouraged to provide instruction through distance learning modes of delivery, including, but not limited to the Internet, interactive television (ITV), and blended formats.

To provide for the pedagogical needs of the students and instructors, faculty members teaching in disciplines, such as composition, that involve heavy grading loads and teaching via ITV shall teach to no more than four receiving sites and/or an average number of students not to exceed 25 per class hour (each site is required by the Coordinating Board to be reported as a separate section) and 125 students in disciplines that involve heavy grading loads per semester via all instructional delivery methods combined. Faculty members teaching in other disciplines shall teach to no more than four receiving sites and/or an average number of students not to exceed 35 students per class hour, (each site is required by the Coordinating Board to be reported as a separate section) and 210 students per semester via all instructional delivery methods combined. Reference policy DJ (local).

In order to provide for the pedagogical needs of the students and instructors, all classes taught via the Internet (WTC and VCT) shall be limited to a maximum of 35 Internet students per section. The limit shall be 25 Internet students for classes that are grading intensive, such as composition.

DISTANCE LEARNING/ONLINE COURSE GUIDELINES

For an online course to be approved for distribution through WTC, the following guidelines are used:

- The course includes a sufficient number of lessons/units ;
- Student interaction is an expected part of the course (student/student; student/instructor; student/material);
- Instructors must interact with students on a regular basis;
- Regular evaluation of student progress occurs;
- Straightforward grading policies that students can easily understand are used;
- Assignments allow ample time for students to successfully complete work;
- A course calendar that provides students with realistic guidelines for submission of assignments is provided;
- A complete syllabus, following WTC guidelines for syllabus creation, is included
- Instructions for each unit are provided;
- Students should be able to complete and submit all work online, and instructor grading should be done online;
- Students should be able to view their progress for ALL assignments in terms of their current overall course grade;

- A variety of presentation methods should be included in order to accommodate various learning styles;
- Quizzes and exams should have limited access and limited attempts;
- Video and/or audio lectures, if present, should be short (5 minutes or less) and designed to support the lesson rather than be the lesson;
- Video and audio files (example: YouTube videos) may be included or embedded;
- For online courses that include online labs, the lab must be a separate activity.

VIRTUAL COLLEGE OF TEXAS

Internet courses are offered at WTC through the Virtual College of Texas. Various course offerings can be found by going to VCT's website at www.vct.org.

INTERACTIVE (ITV) COURSES

Instructors may be required to teach via this technology as part of their normal load. At the present time, Western Texas College has 6 interactive television (ITV) classrooms. The majority of the ITV classes are taught to dual credit (high school) students.

PRISON INSTRUCTION

Steps to be completed by all instructors prior to teaching in any of the units include:

- Security clearance must be completed. As a rule, this is a 2-3 week process.
- The in-service provided by TDCJ personnel must be attended. (Signatures will be needed on required documents.)
- All instructors must read and become familiar with "Security in the Classroom." A copy of this document will be provided at the security training meeting.
- All instructors should arrange an observation visit to the unit prior to teaching their first class.

INSTRUCTIONAL TRAVEL

Faculty who travel out of Scurry County to teach courses will receive \$10 per hour per trip based on the schedule below.

Location	Hours
Smith Unit	2
Borden County	2
Wallace Unit	1

Travel reimbursement requests must be submitted at the end of each teaching term.

FACULTY EVALUATIONS

Your supervisor is responsible for the administration of the faculty evaluation process in coordination with the Dean of Instructional Affairs. A standard evaluation instrument will be used that encompasses five primary areas: supervisor's evaluation, student evaluation, use of data to improve courses, self-evaluation and non-instructional service to the college. These evaluations including classroom observations are completed once per school year or at the supervisor's discretion.

Supervisor's Evaluation. Evaluation of an instructor by his/her supervisor should reflect the individual's competency as an instructor, as well as their performance of other job responsibilities. Evaluations will include but not be limited to the following:

- Instructor employs well researched innovative teaching methods, supported by documentation and evidenced by student accomplishment. Examples include those strategies that are supportive of active learning and critical thinking.
- Instructor submits all required reports and documentation prior to the deadline. Examples include grade reports, absence reports, documentation needed for grievance procedures or grading issues and related personnel forms.
- Instructor has displayed willingness to support student success outside the classroom by volunteering to serve on committees, assisting with student-centered campus activities, and participating in functions designed to improve the college.
- Instructor communicates at least monthly with their supervisor, such communication being verbal, written, or electronic, regarding successes, concerns, comments, or suggestions.
- Instructor continuously exhibits a positive attitude toward students, peers, coworkers, and the school as measured by those entities either in general conversation or in surveys.
- Instructor includes student learning outcomes for each course.
- Instructor measures student success in student learning outcomes as established at the course level, reports student accomplishment, and demonstrates course changes, as necessary, based upon outcome results at the end of each long semester.

Student Evaluation. The CoursEval evaluation tool is used in evaluating instructors and courses.

Use of Data to Improve Courses. As part of the evaluation cycle, the instructor will demonstrate how the use of reliable data from available sources (for example, student evaluations, course pass/fail levels, student success ratios, attrition rates, class attendance, and/or other such data) is used to identify issues. After issues are identified, the instructor will specify proposed changes that will lead to program improvement. Examples of successful implementation from previous evaluations should also be included.

Self-Evaluation. After reviewing past evaluations and experiences of the past year, the instructor will evaluate the goals identified in the previous evaluations and provide evidence that progress was made towards completion of that goal. Goals for the next year will be identified. The instructor will specifically identify at least one area of improvement and identify ways (specific milestones) that progress towards this goal will be measured.

The instructor will provide an appraisal of their professional growth (minimum of thirty hours) during the past year. This will include (1) Attendance at workshops, conventions, and other professional meetings and (2) Staying abreast of changes, developments, and trends in one's discipline through participation, research, and leadership.

Because evaluations reflect the fall of the current school year and spring of the previous school year, 15 hours per semester is recommended. Some ways to acquire these hours are:

- As a part of the required contract time, each faculty member, as well as other staff, will participate in in-service activities. These are scheduled at the beginning of each semester and at other times during the year.
- Instruction in the development, evaluation, and/or revision of course syllabi.
- Through travel allocations and release time for each faculty member, attendance at professional meetings and workshops is encouraged.
- Through utilization of the STARLINK Satellite, professional development activities are provided in numerous disciplines. Presentations are viewed online.
- NISOD provides weekly professional development opportunities.
- Tuition may be paid for on-campus training in a variety of courses.

Non-Instructional Service to the College. Faculty membership on administrative committees and administratively appointed ad hoc committees is required.

The instructor will sign the evaluation. If corrective measures are necessary, these will be noted in the evaluation and reviewed with the instructor. In the evaluation cycle, the previous evaluation will be used to determine areas that required improvement. Using all available data, the instructor's success in addressing inadequacies will be evaluated. The plan to improve or correct instruction may include, but is not limited to:

- Attending specific seminars;
- Enrollment in and successful completion of specified short courses;
- Presentation of assignments and grading techniques to the Curriculum Committee;
- Other professionally-enhancing workshops that the Division Chair or Associate Dean might require.

CURRICULUM

TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB) CORE CURRICULUM

The purpose of the core curriculum is to provide a fully transferable undergraduate curriculum within the state of Texas. According to the THECB, no institution may adopt a core curriculum of more than 42 semester credit hours. The following Foundational component areas within the core curriculum are prescribed by the THECB:

- Communication (6 SCH)
- Mathematics (3 SCH)
- Life and Physical Sciences (6 SCH)
- Language, Philosophy, and Culture (3 SCH)
- Creative Arts (3 SCH)
- American History (6 SCH)
- Government/Political Science (6 SCH)
- Social and Behavioral Science (3 SCH)
- Component Area Option (6 SCH)

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Specifically, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

(A) CRITICAL THINKING SKILLS: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
(B) COMMUNICATION SKILLS: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
(C) EMPIRICAL & QUANTITATIVE SKILLS: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
(D) TEAMWORK: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
(E) PERSONAL RESPONSIBILITY: to include the ability to connect choices, actions, and consequences to ethical decision-making.
(F) SOCIAL RESPONSIBILITY: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Core Objectives Mapped to Foundational Component Areas

Component Area	Critical Thinking	Communication Skills	Empirical & Quantitative Skills	Teamwork	Social Responsibility	Personal Responsibility
Communication	X	X	Optional	X	Optional	X
Mathematics	X	X	X	Optional	Optional	Optional
Life and Physical Sciences	X	X	X	X	Optional	Optional
Language, Philosophy, and Culture	X	X	Optional	Optional	X	X
Creative Arts	X	X	Optional	X	X	Optional
American History	X	X	Optional	Optional	X	X
Government/ Political Science	X	X	Optional	Optional	X	X
Social/ Behavioral Science	X	X	X	Optional	X	Optional

COURSE APPROVAL/CURRICULUM CHANGE

The procedure for course approval/curriculum change is as follows:

- The proposed course or curriculum change may be initiated by the instructor;
- An instructor will present the proposed course or curriculum change to the appropriate supervisor for presentation and approval on the divisional level;
- The supervisor or designee will present the proposed course or curriculum change to the Curriculum Committee;
- Upon recommendation by the Curriculum Committee, course additions and/or curriculum changes are to be submitted to the Dean of Instructional Affairs.
- If the approved course is not in the ACGM, a unique need application accompanied by an articulation agreement signed by the President will be sent to the Coordinating Board by the Dean of Instructional Affairs.

CURRICULUM COMMITTEE

The curriculum committee of Western Texas College is comprised of one faculty members from each academic instructional department of the college (English/Fine Arts, Government/History, Math/ Science, Social Sciences/Business/PE) and one faculty member from the career and technical division with each individual serving a two-year term. In addition, the lead counselor and the Associate Dean of Career and Technical Education are standing members of the committee. The Dean of Instructional Affairs serves the committee in an ex-officio capacity. The principle function of the committee is to ensure that control of the curriculum resides with the faculty, in compliance with the Southern Association of Colleges and Schools' requirements. A quorum requires 4 voting committee members or their designee.

The committee will:

1. Approve the curriculum of the college and ensure that it is in compliance with the Texas Higher Education Coordinating Board and Southern Association of Colleges and Schools' requirements.
2. Evaluate and approve all proposed academic and Career and Technical courses added to the curriculum.
3. Evaluate and approve all proposed deletions of academic and Career and Technical courses from the curriculum.
4. Evaluate and approve all course syllabi for all new courses in the curriculum to ensure that:
 - a. Syllabi contents are current and appropriate for college-level instruction;
 - b. Syllabi are in compliance with the format required by Western Texas College, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools.
5. Through coordination with the Texas Higher Education Coordinating Board, the Texas Common Course Numbering System and area universities, monitor the transferability of all academic courses in the curriculum.
6. Evaluate and approve all new curricular programs.
7. Provide oversight of the registrar in evaluating transcripts of students transferring to WTC from other colleges and universities, as necessary.
8. Review and modify the credit by exam policy.

Criteria to be Addressed When Adding or Deleting Courses:

- Transferability; Common Course Manual; Unique Need;
- Potential enrollment numbers;
- Instructor availability;
- Syllabus preparation;
- Industry needs;
- Instructor loads;
- Advisory committee recommendations;
- Syllabus: Content; Competencies; Evaluation process;
- Equipment/faculty availability;
- Budget to support availability;
- Methods of evaluation showing the effects on overall institutional curriculum;
- Approval of Curriculum Committee



Adjunct Faculty Appendix

ADJUNCT FACULTY EXPECTATIONS

DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS

Adjunct faculty members will be responsible to the Dean of Instructional Affairs for carrying out the policies of the Board of Trustees as they relate to the function of the College, to the classroom, and to the immediate contact with students. Adjunct faculty have as their chief duty the instruction of assigned classes and are responsible for the content, quality and effectiveness of the curriculum in conjunction with a full time faculty member. Specific responsibilities in each area are:

- To direct and evaluate the learning experiences of students in curricular activities.
- To provide guidance to students that will promote their proper educational welfare.
- To provide for the care and protection of school property.
- To be responsible for student performance records and confidentiality of such records.
- To cooperate with and participate in the planning and the evaluation of the assigned teaching responsibilities.
- To take part in the adjunct in-service professional development program of the college.
- To maintain professional relationships with colleagues.
- To uphold policies and regulations as established by the board of trustees and the professional staff.
- To communicate effectively with students.
- To perform tasks deemed necessary by the Division Chair or Dean.
- To incorporate needed technology into curriculum.
- To submit all personnel documents (listed in the Adjunct Instructor Contract) by specified deadlines.

Adjunct faculty must conform to the same standards as the full time faculty with regards to instruction and evaluation. Under this requirement adjunct faculty should:

- Follow the departmental guideline for the course syllabi and adopt the departmental recommended textbook(s).
- Provide to students a First Day Handout that includes information relevant to the course. Topics should include information related to the course textbook, contacting the instructor, grading criteria/percentages, Student Learning Outcomes (SLOs), relevant internet sites, important dates, and individual campus, course or instructor policies.
- Provide to students a weekly schedule – called the 16-Week Schedule during the fall and spring long terms -- that lists weekly instructional topics and all assignments.
- Create an electronic gradebook for all student assignments AND provide access to this gradebook for WTC personnel.

- Create a student-oriented class page based on an accepted Learning Management System (LMS). The preferred LMS at WTC is Moodle. If an alternative LMS is used (e.g. CourseCompass, Blackboard) at minimum the instructor MUST create a basic Moodle page that links to the alternate LMS. The purpose of the LMS is to provide students a weekly guide for assignments and other course material. It should include a copy of the First Day Handout and the weekly schedule.
- Certify the 12th class day roster by the designated date for the semester and submit 5-Week, 10-Week, and final student grades on-line in accordance with established procedures.

Approval by a Division Chair is required for any variation from the above list.

SALARY AND PAYMENT PROCEDURE

Salary for adjunct instructors will be based on three load hours. Payment of salary is contingent upon the instructor's completion and submission of ALL required paperwork such as (but not limited to) Human Resources employment documents, approved syllabi (when applicable), approved first day handouts, official transcripts and certified rosters. All documents must be submitted to the Adjunct Division Chair and or Administrative support staff by the census date as listed in the catalog, in order for personnel to authorize salary payment to begin on the subsequent pay period. Payment is processed every two (2) weeks throughout each semester. Pay load worksheets are emailed to instructors for review, prior to the first payment.

Adjunct instructor payment is \$1500/course each semester with a required 15 student minimum and a 35 student maximum. Adjunct embedded instructor (those instructors employed by the dual credit high school as well as WTC) payment is \$800/course with a required 10 student minimum and 25 student maximum. Instructors do have the option to teach smaller courses with the understanding payment will be \$100/student or \$80/student (embedded) and will require the approval of the Adjunct Division Chair.

CAMPUS SUPPORT STAFF

The adjunct faculty support staff is located in the Workforce Education Building 15. Services provided include copying, creating transparencies, scanning documents, minor typing needs, assistance with Moodle, assistance communicating with Windham personnel, and assistance contacting publishing companies to request instructor textbooks and supplemental textbook resources when available. Please do not hesitate to ask for help as we will do everything possible to assist you with your instructional needs.

ADJUNCT RESOURCES

Helpful adjunct resources can be found on the WTC Moodle page found at <http://ecampus.wtc.edu>.

TEACHING LOADS

Part-time faculty may teach a combined maximum (lecture and lab) of 27 credit hours or the equivalent during the following terms: Fall and spring, including flex and midwinter sessions within a fiscal year. Part-time faculty members must make themselves available to students in an ongoing and timely manner. Part-time faculty may teach one three-credit hour course with a maximum of 35 students for the Midwinter session and one three-credit hour courser with a maximum of 35 students for the Maymester session.

LABORATORY HOURS

Various forms of laboratory instruction are used on the campus. Compensation varies by the type of instruction

- A structured, closed laboratory requires “set-up” and “take-down” time and the presence of the instructor of record for the entire time of the laboratory, with no laboratory assistant provided, will be calculated at three-quarters of the contact hours designated for that laboratory by the College District catalog.
- A laboratory that is not structured, closed, and/or may not require the physical presence of the instructor of record in the laboratory for the entire time for which the laboratory is scheduled, but requires some in class instruction, will be calculated at one-half of the contact hours designated for that laboratory by the College District catalog. The instructor is required to grade work produced and maintain equipment in the laboratory.
- A laboratory that is not structured, closed, and/or may not require the physical presence of the instructor of record in the laboratory for the entire time of the laboratory, will be calculated at one-fourth of the contact hours designated for that laboratory by the College District catalog.

Exceptions to the above guidelines may be made at the discretion of the Dean of Instructional Affairs and/or President.

CANCELLATION OF CLASSES

Classes taught by adjunct instructors can be cancelled for the following reasons:

- The instructor did not gain appropriate prison clearance prior to the first day of class.
- The instructor did not complete/provide all required employment documents prior to the first day of class.
- The class size less than 15 does not justify employment.
- A full-time faculty member needs the class to fulfill workload requirements.

Full-time faculty have priority. The college makes the decision on which classes will be taught and which instructors will teach them.

INSTRUCTION

ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY

Institutions of higher education operate for the common good. The common good depends upon a free search for truth and its free expression without intent to do personal harm.

Each faculty member is entitled to full freedom in the classroom while discussing the subject which he/she teaches as long as he/she is within the bounds of common decency and good taste. Each faculty member is free from institutional censorship or discipline to speak or write as a citizen of his/her nation, state, and community.

An equally demanding concept of responsibility shared by the WTC Board of Trustees, administration and faculty members, must accompany the concept of academic freedom. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his/her field of specialization and the exhibition of such competence in lectures, discussions, or publications. Exercise of professional integrity by a faculty member includes recognition that the public will judge his/her profession and his/her institution by his/her statements. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and to avoid creating the impression that he/she speaks or acts for WTC when speaking or acting as a private person.

A faculty member should use sound judgment in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.

Reference policy DGC (local).

STUDENT LEARNING OUTCOMES & CORE CURRICULUM OBJECTIVES

Objectives. For each course being taught, the instructor shall set out Student Learning Outcomes (SLOs) as to his/her goals for each semester to be shared with students and with the appropriate Division Chair or Associate Dean. In this way, students know what is expected of them and what the instructor expects to accomplish in the course. Also, these SLOs will serve as a means of measuring an instructor's effectiveness in the evaluation process.

Learning outcomes describe:

1. What the instructor wants students to know at the end of a course
2. What the instructor wants students to be able to do at the end of a course.

The annual timeline for assessing Student Learning Outcomes allows faculty members sufficient time to develop goals, objectives, and assessment strategies while completing regular teaching duties. Standardized learning outcomes for courses within each discipline should be developed.

If student learning outcomes are provided in the Academic Course Guide Manual or the Workforce Education Course Manual for a course, they must be used. SLO evaluations will be due at the end of each long semester.

Adjunct instructors will use the Student Learning Outcomes set forth by full-time faculty. If an adjunct teaches a course that is not taught by full-time faculty, then the adjunct is responsible for preparing the Student Learning Outcomes and submitting them for approval to the Dean of Instructional Affairs.

SYLLABUS

Course syllabi are required each semester for each course. Each division is responsible, in coordination with the appropriate supervisor, in developing standard syllabi for all academic courses. If two (2) sections of a course are taught in different formats (such as online, dual credit, night) or requires a different textbook, then a separate syllabus will be needed for each section. Adjunct instructors will use the same syllabus used by full-time faculty. These syllabi are available on the WTC website and are updated each semester. Per HB 2504, the following items must be contained in the syllabus:

1. Brief description of each major course requirement, including each major assignment and examination;
2. The learning objectives for the course;
3. A general description of the subject matter of each lecture or discussion; and
4. Lists of any required books or recommended readings.

Adjunct instructors will use the syllabi created by full-time faculty. If an adjunct teaches a course had not been taught by full-time faculty, then the adjunct is responsible for preparing the course syllabi and submitting it for approval to the Adjunct Division Chair.

An additional document, **first day handout**, is also required and must incorporate the following items:

- Grading policies – including how a student’s grade will specifically be determined;
- Course Calendar – including deadlines for assignments and exam dates;
- Instructor contact information;
- Attendance policy & classroom rules;
- Retest policy & late work policy; and
- Online resources.

Prison unit course handouts should include a statement that posted Windham regulations for classrooms also apply to College courses and that the students are responsible for being aware of these regulations. Handouts **should not include** any reference to repayment. However, the last day to drop, which differs from the campus drop date, should be clearly noted.

GRADEBOOKS

Faculty must keep an electronic record of all student grades. Such maintenance should be in a manner that provides:

- At least bi-weekly grade updates throughout the semester for all students;
- Access for faculty and administration to carry out their normal job responsibilities, e.g., processing a student grade challenge;
- Reasonable protection from misplacement, loss, destruction, or theft.

It is the instructor's responsibility to ensure the confidentiality of students' grades. These grades must be submitted within the timeframes designated by the Registrar. When an instructor leaves employment of WTC, his/her grade record(s) **must** be turned in to the Registrar's Office.

GRADING, REPORTING

Faculty members have an important responsibility in assigning grades to students. A student's permanent record containing all College grades may be used multiple times as the student seeks scholarships and employment. The best teachers help students to be successful by helping all students and by being fair to all students. A student rarely complains about an instructor if he/she feels he/she has been treated fairly (the same as other students are considered and evaluated). Above all, an instructor is obligated to explain to all students his/her grading system and follow the system without exception.

GRADES AND GRADE POINTS

The grading system used at WTC and the grade points are assigned as follows:

Grade	Description	Grade Point
A – Excellent	90-100	4 points per semester hour
B – Good	80-89	3 points per semester hour
C – Average	70-79	2 points per semester hour
D – Passing	60-69	1 point per semester hour
F – Failing	Below 60	0 points per semester hour
*I – Incomplete		
*Q – Drop		
*W – Withdrawal		
*Aud – Audit		

*These grades do not affect the grade point average and are non-credit marks. A student who retakes a class may petition the Registrar to have the prior grade removed from the grade point accumulation. This **does not** remove the grade from the transcript – only from the computation in the GPA.

College preparatory classes may follow a different grading scale. If the grade of “D” is given in “0-level” classes (college preparatory classes), the student cannot progress to the next level.

Students must score a C or higher in any prerequisite course if enrollment in a course requiring the prerequisite is desired.

PRE-EXAM WEEK

The week before final examinations will be designated as “pre-exam week.” Major tests given during pre-exam week must be assigned at least two weeks prior to pre-exam week. The rate at which material is introduced will not be accelerated during pre-exam week. Classes will meet as scheduled. No student activities should be scheduled during this week. Any exceptions must have the written approval of the Dean of Instructional Affairs.

EXAMINATIONS

A final exam may be comprehensive or may only cover the last material presented. **Final examinations are not permitted prior to the scheduled time.** Exceptions may be made only upon approval of the Dean of Instructional Affairs. A student who must be absent from a final exam should petition the Dean of Instructional Affairs for permission to postpone the examination. Postponed final exams should be taken within 30 days from the end of the semester. A student who is absent from a final exam without permission will receive a grade of “F” on the examination. Make up of a test other than the final examination will be at the discretion of the instructor.

GRADE CHANGE/REPLACEMENT

A grade given in a class remains permanent unless a Change of Grade Request is electronically submitted to the office of the Registrar. Grade Changes must originate with the instructor and receive supervisor approval. The instructor must provide the course, term, student identification number, student name, the grade originally submitted and the newly requested grade.

GRADE CHANGE/INCOMPLETE

Grades of “I” (Incomplete) given at the end of a semester must be replaced by a letter grade within six (6) weeks of the next full semester, or the grade will be converted to an “F”. Official transcripts will not be sent if an “I” grade appears on the student’s permanent record.

TEXTBOOK SELECTION/CHANGES

Selection of Textbooks. Selection of textbooks is the responsibility of the full-time faculty member with approval of his/her Associate Dean or Division Chair. Adjunct instructors will abide by the choices made by the full-time faculty. Embedded/dual credit instructors must use the college textbook as the primary text but can supplement with high school texts, handouts or additional assignments.

Textbook Changes. If an instructor is making a change in a textbook with supervisor's approval, it is necessary to notify the Bookstore as soon as possible. For prison units, any changes to textbooks requires Prison Liaison approval.

Desk Copies. Desk copies will **NOT** be furnished by the Bookstore to faculty members. Most publishers will send desk copies to the faculty members upon request. The Adjunct faculty support staff will order desk copies and supplementary book resources for adjunct faculty upon request.

The following sessions are less than 16 weeks in length, but will contain the same course content and rigor as the regular 16 week terms.

Flex Sessions. Flex sessions run the last 8 weeks of each of the long semesters.

Mini Sessions. There is a 3 – 5 week session in December/January following the fall term and a 2 – 3 week session in May following the spring term.

Summer Short Sessions. Two 5 – 6 week sessions are held during the summer months.

Summer Long Session. One 8 – 9 week session is held during the summer months.

MyWTC PORTAL FOR INSTRUCTORS

Adjuncts will have access to the MyWTC portal to view, certify rosters, report absences, input and submit grades, and link to various college resources. MyWTC can be accessed from the bottom of the WTC home page <http://wtc.edu> or at <https://my.wtc.edu/ics>. Once logged in to your MyWTC account, click on the Academics tab for course related information.

DISTANCE LEARNING/ONLINE

DISTANCE LEARNING/ONLINE COURSE GUIDELINES

For an online course to be approved for distribution through WTC, the following guidelines are used:

- The course includes a sufficient number of lessons/units ;
- Student interaction is an expected part of the course (student/student; student/instructor; student/material);
- Instructors must interact with students on a regular basis;
- Regular evaluation of student progress occurs;
- Straightforward grading policies that students can easily understand are used;
- Assignments allow ample time for students to successfully complete work;
- A course calendar that provides students with realistic guidelines for submission of assignments is provided;
- A complete syllabus, following WTC guidelines for syllabus creation, is included
- Instructions for each unit are provided;
- Students should be able to complete and submit all work online, and instructor grading should be done online;
- Students should be able to view their progress for ALL assignments in terms of their current overall course grade;
- A variety of presentation methods should be included in order to accommodate various learning styles;
- Quizzes and exams should have limited access and limited attempts;
- Video and/or audio lectures, if present, should be short (5 minutes or less) and designed to support the lesson rather than be the lesson;
- Video and audio files (example: YouTube videos) may be included or embedded;
- For online courses that include online labs, the lab must be a separate activity.

VIRTUAL COLLEGE OF TEXAS

Internet courses are offered at WTC through the Virtual College of Texas. Various course offerings can be found by going to VCT's website at www.vct.org.

MOODLE

Western Texas College uses Moodle as its learning management system for online courses and/or online assignments and course information. Adjunct instructors wanting to use this resource should contact the Chief Technology and Security Officer, Roy Bartels (rbartels@wtc.edu). To access the WTC Moodle site go to <http://ecampus.wtc.edu>.

PRISON INSTRUCTION

Steps to be completed by all instructors prior to teaching in any of the units include:

- Security clearance must be completed. As a rule, this is a 2-3 week process.
- The in-service provided by TDCJ personnel must be attended. (Signatures will be needed on required documents.)
- All instructors must read and become familiar with “Security in the Classroom.” A copy of this document will be provided at the security training meeting.
- All instructors should arrange an observation visit to the unit prior to teaching their first class.

INSTRUCTIONAL TRAVEL

Faculty who travel out of Scurry County to teach courses will receive \$10 per hour per trip based on official mileage charts. Travel reimbursement requests must be submitted at the end of each teaching term and must be approved by the Adjunct Division Chair.

MILEAGE

Mileage is paid at the current rate of .40¢ per mile using official mileage charts from destinations further than 20 miles one-way. Mileage is paid once, at the end of the semester, upon presentation of the travel documentation. WTC fleet cars are preferred transportation when appropriate and available. Prior approval must be given for any paid mileage.

INSTRUCTOR ABSENCE/SUBSTITUTES

Absences by adjunct instructors should have prior approval of the Adjunct Division Chair when possible. Care should be taken to notify prison units and adjunct support staff so that notice to students can be made if the class will not meet. Failure to notify the Adjunct Division Chair of all absences in a timely manner may lead to dismissal and loss of pay. In most cases a substitute will not be available; therefore instructors must give additional assignments the following week so their class will receive the required hours of instruction. Prison contingency plans should include directions to students regarding such incidences.

Absences by adjunct instructors are not paid absences. An agreement to teach a class assumes an obligation to teach the complete number of classes. If absence is necessary, then an amount may be deducted from the paycheck proportionate to the number of sessions the class should have met.

FACULTY EVALUATIONS

Your Adjunct Division Chair is responsible for the administration of the faculty evaluation process in coordination with the Dean of Instructional Affairs. A standard evaluation instrument will be used that encompasses five primary areas: supervisor's evaluation, student evaluation, adherence to duties and responsibilities of adjunct faculty, attendance at professional development events and response to student learning outcomes. These evaluations including classroom observations are completed once per school year at the supervisor's discretion.

Evaluation. Evaluation of an instructor by his/her supervisor should reflect the individual's competency as an instructor, as well as their performance of other job responsibilities.

Evaluations will include but not be limited to the following:

- Instructor employs well researched innovative teaching methods, supported by documentation and evidenced by student accomplishment. Examples include those strategies that are supportive of active learning and critical thinking.
- Instructor submits all required reports and documentation prior to the deadline. Examples include grade reports, absence reports, documentation needed for grievance procedures or grading issues and related personnel forms.
- Instructor communicates at least monthly with their supervisor, such communication being verbal, written, or electronic, regarding successes, concerns, comments, or suggestions.
- Instructor continuously exhibits a positive attitude toward students, peers, coworkers, and the school as measured by those entities either in general conversation or in surveys.
- Instructor includes student learning outcomes for each course.
- Instructor measures student success in student learning outcomes as established at the course level, reports student accomplishment, and demonstrates course changes, as necessary, based upon outcome results at the end of each long semester.
- Instructor grade distribution compared to full-time faculty and other adjuncts in the same instructional area.
- Instructor student evaluation results.
- Instructor attendance/participation at professional development events/opportunities.
- Instructor adheres to all duties and responsibilities of adjunct instructors.